



Annual Report

Department of Correctional Services Annual Report for the 2005/06 Financial Year

An Age of Hope: a National Effort for Corrections, Rehabilitation and Social Reintegration of Offenders



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA



Department of Correctional Services

Annual Report for the 2005/06 Financial Year

An Age of Hope: a National Effort for Corrections, Rehabilitation and Social
Reintegration of Offenders

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management structure



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*Deputy Minister of
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*Minister of
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**The late
Mr S S Mlombile**
RC Gauteng



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Mr N W Tshivhase
*RC Limpopo,
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PART 1: General Information

1.1 Foreword by the Minister of Correctional Services, Mr BMN Balfour, MP



Submission of the annual report to the executive authority

I can say confidently the financial year 2005/06 has been one of the pivotal points in the history of the transformation of the criminal justice system in general and the delivery of correctional services in particular, for our achievements far outweighed the challenges we faced. This therefore is a cause for celebration.

As stated in the 2004/5 Annual Report, our endeavours to build a world class correctional system, is still a mission possible that we need to pursue with more vigour. Our successes and achievements in the previous financial year, towards building a truly transformed correctional system that is based on world class standards, has made us the envy of many in the world and on the African continent.

About two years ago, I joined the Department of Correctional Services at a time when it was at its peak of transformation. It was like a ship sailing in murky and rocky waters and negotiating around dangerous icebergs. Today, we are sailing off towards the shore – we can see the light at the end of the tunnel.

There is also a growing positive attitude within the Department and this has been enhanced by the increase

in our delivery capacity. The employment in the past financial year, of over 3 000 entry level personnel to phase-in the implementation of the seven-day working week and shift system to eliminate the burdensome and unsustainable overtime, has yielded significant results. The further promotion of over 8 000 officials who are essentially working at the coal face of correctional services delivery and the improvement of the working conditions of specialist staff, particularly social workers has also boosted staff morale and also seen improvement in service delivery in line with the principles of Batho Pele. The challenges of filling critical vacancies in areas of scarce skills, particularly some professional skills, have proved elusive and steps are being taken in the new financial year to overcome these challenges.

Greater challenges still await us during this financial year with regard to meeting the targets set out by the President during the 2006 State of the Nation Address. This relates to the Programme of Action, particularly the need to strengthen the criminal justice system, the reduction of juveniles and overcrowding in correctional centres as well as the implementation of the recommendations of the Jali Commission of Inquiry.

I can confidently pronounce that the construction of the new generation centres announced by the President in the State of the Nation Address in 2000 and 2002 is proceeding despite some technical challenges which are due to a multiplicity of problems that cannot be attributed to our Department. During this financial year we will continue to interact with other role-players and stakeholders to expedite the construction process without further delays.

Through the Justice, Crime Prevention and Security cluster, we are beginning to see fruitful results in our co-ordinated approach to finding alternative accommodation for juvenile offenders and also reducing overcrowding and the number of awaiting trial detainees in correctional centres. In the previous financial year, we have been able to reduce the number of juveniles in our centres by 65 percent. I am also confident that the development of the management of awaiting trial detention strategy for consideration by cabinet during the course of the 2006/07 financial year, will hopefully bring relief to our over-burdened correctional centres.

Combating corruption still remains a daunting task and I am happy that so far we have been able to develop an

anti-corruption strategy and introduce effective anti-corruption systems. The successes registered by the Code Enforcement Unit (CEU) in the 2005/06 financial year, bears testimony to our effective anti-corruption capacity and the systematic strategies we have employed in risk management and fraud prevention.

Similarly, we are almost closing the chapter on the Jali Commission of Inquiry with many of the cases emanating from the report having been pursued through the joint efforts of the Special Investigating Unit (SIU) and our own DIU. The final recommendations of the Jali Commission are also being pursued through the Departmental Task Team that has been formed to expedite the implementation of these recommendations.

Security in our correctional centres has also significantly improved on all fronts and with the minimum security standards policy approved, the reduction of escapes by 90,3 percent, from 1 244 in 1996 to 120 in 2005 was quite a significant improvement. Centres registering a nil record of escapes also increased from 13 to 197 within the same period and we need to pat ourselves on the back for this achievement.

As I present this Annual Report, I also wish to reflect on the targets we set ourselves in the previous financial year. Despite the numerous challenges we managed to deliver and in some instances exceeded the targets. Some of these successes include the launch of 36 Centres of Excellence, the development of a National Curriculum Programme to be implemented during the 2006/07, the development of the Offender Rehabilitation Path, the success of the Special Remissions Programme, and the recovery of medical aid defrauded funds and the arrest of those behind it.

This financial year also ushers in the beginning of a new era – the Age of Labour Peace in Correctional Services – following the settlement of a long standing labour dispute with unions. The Memorandum of Understanding we have signed with labour, affirms the Department as an essential service institution that acknowledges and promotes the exercise of people's and workers rights. This marks a new phase of labour relations maturity in the Department. An outstanding feature of the agreement is taking labour relations to a higher level through the introduction of a relationship building by objectives model.

In conclusion, I am now more convinced than ever before that our predecessors were correct when, 51 years ago, they declared in the Freedom Charter that "Imprisonment shall be only for serious crimes against the people and shall aim at re-education, not vengeance." It is for this

reason that the new policy on the introduction of compulsory rehabilitation programmes, which have given strong indications of effectiveness during the pilot phase in 2005, will also need to be expedited as we cannot leave the choice of rehabilitation to individual choices.

Similarly, as we celebrate the 10th anniversary of the Constitution of South Africa, I am proud to say that our country has systematically ensured that the principles of equality before the law and access to basic human rights also incorporate inmates, while being cognisant of the limited rights and privileges enjoyed by those that have wronged society.

However, more still needs to be done to reinforce the new culture and ethics that we want to see being introduced in correctional services. The new disciplinary code and procedure which was approved to close gaps in the disciplinary system must make a profound impact on dealing with lack of discipline and unethical conduct. The Memorandum of Understanding (MoU) signed with the South African Management Development Institute (SAMDI) and Tshwane University of Technology (TUT) during the last financial year is already empowering our staff and also will equally close the gaps in our integrated anti-corruption strategy, so that we can deal effectively with managers that are prone to unethical behaviour.

The involvement of our civil society partners in correcting offending behaviour by assisting in the rehabilitation and social reintegration of offenders needs to be intensified through Operation Masibambisane – "Let's hold hands and work together". During the new financial year 2006/7, we must embark on intensive community outreach campaigns to create platforms and avenues of interaction with our provincial government structures, local government councils, civic and traditional structures, so that we can effectively enhance community involvement in the rehabilitation and social reintegration of offenders.

The ship is indeed approaching the shore and ready to anchor, having negotiated around the dangers at sea. The captain is about to yell: "ship ahoy!" I am confident that with the dedicated, committed and effective management team led by the National Commissioner, we will collectively tackle the challenges we face in the new financial year with much more vigour and accelerated effort.



N Balfour MP
Minister of Correctional Services

1.2 Introduction by the Commissioner of Correctional Services



While it is an obligation to submit the report on the performance of the Department, it is also a pleasure as it provides me with an opportunity to share the excitements and challenges we faced during the 2005/06 financial year.

The 2005/6 financial year was characterized by a further consolidation of the outcomes of the work of the previous years of the departmental transformation process that has gained intensity over the past five years. New interventions and the continuation of existing programmes have strengthened our conviction that while challenges such as overcrowding continue to exist, the Department has laid a firm foundation for the realization of the vision

The resolution of the protracted labour dispute and signing of the Memorandum of Agreement with the labour unions will also contribute meaningfully to the creation of an environment suitable for service delivery.

We have also strengthened institutional mechanisms for monitoring of compliance with internal control policies and the fight against corruption. Through our partnership with the Special Investigating Unit, we have registered savings of half a billion rand (R500m) in medical aid fraud; cases of four hundred (400) officials have been referred for investigations and sixteen medical practitioners have appeared in court. In cases related to the same matter, the Asset Forfeiture Unit has successfully attached assets to the value of forty eight million rand (R48m).

We remain seized in ensuring that the matters raised by the Auditor-General are attended to in a systematic way. Challenges remain, however, due to a number of factors, which include:

- Staff turnover
- Newly appointed staff needs training
- Incompetence of some of managers within the organization
- Size of the organization
- Outdated policies and procedures

Measures have been instituted to deal with these challenges, among these are with regard to compliance with internal control policies. We have strengthened the Risk Management System and in December 2005 launched the Compliance Improvement Plan which is a checklist aimed at assisting managers to address deficiencies in compliance and respond to the queries raised by over-

... the Masibambisane Strategy engages social

of becoming one of the best in the world in the delivery of corrections with integrity.

During this year, the Department strengthened its capacity to deliver on the (February 2005) South African White Paper on Corrections through inter alia, the development of the Offender Rehabilitation Path which provides a framework for institutional systems and programmes for the course of incarceration; recruitment of a total of 5 230 officials as well as the launch of 36 correctional centres as Centres of Excellence for piloting best practices with regard to the implementation of the White Paper.

sight bodies such as the Auditor-General.

One of the objectives of the transformation process was to reduce reliance on external consultants and promote internal capacity for innovation in service excellence. I am pleased to report that during this financial year, our Department experienced several examples of excellence. These include the outstanding pass rate of grade 12 inmate students at Durban Westville, the management of the Special Remissions process in which thirty three thousand (33 000) deserving inmates were released from correctional centres or probation, the management of

the 2005 16 Days Campaign Against Abuse of Women and Children and the selection of our Deputy Commissioner: Communication Services, Mr. Manelisi Wolela as the best government communicator for 2005. I would like to take this opportunity to salute all our members for the sterling work done.

The Department recognizes that external partnerships are critical for the realization of the ideals of the White Paper. In this regard, we have finalized the Masibambisane Strategy for the engagement of municipalities, communities and other social partners to play their role in corrections. Together with our counterparts from other African countries, we are also active in ensuring that Corrections contributes to the peace keeping and post conflict reconstruction objectives of Nepad on the continent.

I would like to conclude by appealing to our officials, inmates and social partners to continue to build a human rights based correctional system in which conditions are created for a successful reintegration of offenders into society as responsible productive citizens.



Commissioner of Correctional Services
L. M. Mti



partners to play their role in corrections.

1.3 Information on the Ministry of Correctional Services

1.3.1 Implementation of the White Paper

The successful implementation of the White Paper on Corrections is a labour intensive programme and provision of adequate and capacitated human resources is a critical intervention. To realise this, an allocation of R6.395 billion has been made to assist in achieving the following deliverables:

- Engagement of additional 2 600 new recruits as part of phasing in the seven-day working week which requires an increase of the staff complement by 8 311 entry level officials over three years.
- Intensifying training of staff in all areas critical for them to be ideal correctional officials as envisaged in Chapter 8 of the White Paper.
- R120 million was set aside to, among others, intensify management development programmes for the benefit of 700 junior and middle managers.
- Provision of additional bursaries for scarce skills with contracts signed with beneficiaries to render services to the Department on completion of their studies.
- The Department has engaged and trained 500 interns as part of its contribution to fight poverty and unemployment. The plan is to increase the number to nearly 3 000 over the MTEF period.

The Department intensified the campaign to harness organizational culture for effective implementation of the White Paper. Elements of the programme include a branding project that is informed by Batho Pele pre-scripts, addressing institutional requirements, addressing skills gaps, solving workplace challenges, alignment of structure and functions as well as effective communication of actions for change.

1.3.2 Jali Commission

The Jali Commission handed over its final report to the Department. During the State of the Nation address, the implementation of the recommendations contained in the Jali Commission report was highlighted as an area requiring urgent attention. This has since formed part of DCS priorities for 2006/07. During the year under review, the Department analysed the final report of the Jali Commission to distinguish between cases that have been finalised and those under investigation. This is to ensure that there is no duplication of actions or omission of cases.

1.3.3 Community participation

The Department expanded and institutionalised public participation through the appointment of chairpersons of 52 Correctional Supervision and Parole Boards (CSPB)

and began a processes of further appointing Deputy Chairpersons from communities as well.

1.3.4 Employee relations

A new Disciplinary Code and Procedure was approved, thus closing gaps in the disciplinary system that led to the loss of millions of rands due to among others, delayed completion of cases and prolonged suspensions.

1.3.5 Work of Statutory Bodies

National Council for Correctional Services

On 7 April 2005 the newly appointed council had its first meeting, with Judge Desai as chairperson. The Council advises the Minister on policy in correctional matters and on the sentencing process and deals with parole applications of those sentenced to life imprisonment before 1 October 2004. It also appoints members for meetings of the Correctional Supervision and Parole Review Board. The Council met on four occasions during the year. The Inspecting Judge attends the meetings on invitation. Meetings with magistrates arranged by the Council to address causes of overcrowding took place on 26 August 2005 in Johannesburg and on 28 February 2006 in Cape Town.

Mandate of Judicial Inspectorate of Prisons

The Judicial Inspectorate of Prisons was established as an independent statutory body in terms of section 85 of the Correctional Services Act 111 of 1998 to monitor the conditions in prisons and the treatment of prisoners and to report to the President and the Minister of Correctional Services. It was further mandated to appoint Independent Prison Visitors (IPVs) to visit prisoners and, should there be complaints, to have them resolved.

1.4 Mission statement

Placing rehabilitation at the centre of all Departmental activities in partnerships with external stakeholders, through:

- The integrated application and direction of all Departmental resources to focus on the correction of offending behaviour, the promotion of social responsibility and the overall development of the person under correction;
- The cost effective provision of correctional facilities that will promote efficient security, correction, care and development services within an enabling human rights environment;

- Progressive and ethical management and staff practices within which every correctional official performs an effective correcting and encouraging role.

1.5 Legislative mandate

The Strategic direction of the Department for the medium term is guided and informed by numerous policies, including the:

- Constitution of the Republic of South Africa, (Act No. 108 of 1996)
- Correctional Service Act, 1959 (Act No. 8 of 1959)
- Correctional Service Act, 1998 (Act No. 111 of 1998)
- Public Finance Management Act, 1999 (Act No. 1 of 1999)
- Public Service Act, 1994
- Public Service Regulations, 2001
- Treasury Guideline 2002
- Initiatives of the Integrated Justice System
- South African Qualifications Authority Act, 1995, (Act No. 58 of 1995)
- Skills Development Act, 1998, (Act No. 97 of 1998)
- National Education Policy Act (Act No. 27 of 1996)
- Labour relations Act (Act No. 66 of 1995)
- Employment Equity Act (Act No. 55 of 1998)
- Primary Health Care Policy (2001)
- Criminal Procedure Act (Act 51 of 1977)
- Health Act (Act No. 63 of 2003)
- Mental Health Act (Act No. 17 of 2003)
- Promotion of Access to Information Act (Act No. 2 of 2002)
- Occupational Health and Safety Act (Act No. 85 of 1993)
- Preferential Procurement Policy Framework Act (Act No. 5 of 2000)
- SITA Act of 1998



Part 2: Programme performance

Appropriation	Main Appropriation	Adjusted Appropriation	Actual Amount Spent	Over/Under Expenditure
9 234 085	9 324 220	9 324 220	9 066 549	257 671

2.1 Aim of the Vote

The aim of the Department of Correctional Services is to contribute towards maintaining and protecting a just, peaceful and safe society, by enforcing court-imposed sentences, detaining offenders in safe custody whilst upholding their human dignity and promoting the social responsibility and human development of all offenders and persons subject to community corrections.

Summary of Programmes

The activities of the Department of Correctional Services are organised under seven budget programmes. The Programme After-Care has been changed to Social Reintegration to ensure comprehensive synergy of services from admission, throughout the sentence plan up to and including the release and reintegration of offenders into society.

Programme 1: Administration

Purpose: To provide the administrative, management, financial, Information and Communication Technology (ICT), research, policy co-ordination and good governance support functions necessary for comprehensive service delivery by the Department and in respect of the functions of the Ministry.

Programme 2: Security

Purpose: Provide safe and healthy conditions consistent with human dignity for all persons incarcerated and thereby ensure the security of personnel and the public.

Programme 3: Corrections

Purpose: Provide needs-based correctional sentence plans and interventions, based on an assessment of the security risk and criminal profile of individuals, targeting all elements associated with offending behaviour, and focusing on the offence for which a person is sentenced to correctional supervision, remanded in a correctional centre or paroled.

Programme 4: Care

Purpose: Provide needs-based care programmes aimed at maintaining the well-being of incarcerated persons un-

der the Department's care by promoting and facilitating physical fitness, good health, and psychological, spiritual and moral well-being.

Programme 5: Development

Purpose: Provide needs-based personal development services to all offenders through vocational and technical training, recreation, sports and education.

Programme 6: Social Reintegration

Purpose: Provide services focused on the offenders' preparation for release, their effective supervision after release on parole, and on the facilitation of their social reintegration into their communities.

Programme 7: Facilities

Purpose: Ensure that the physical infrastructure supports safe custody, humane conditions, and the provision of corrective services, care and development, and general administration.

2.2 Overview of the Organizational and Service Delivery Environment for 2005/06

- The Department has developed a Compliance Improvement Plan (CIP) to ensure compliance with internal controls and to address matters identified in the reports of the Inspectorate, Internal Auditors, the Auditor-General and the Standing Committee on Public Accounts (SCOPA). A Verification Task Team has been established to conduct follow-up investigations to verify the correctness of the reports submitted within the Department.
- A Risk Management Committee comprised of Deputy Commissioners and chaired by the Chief Deputy Commissioner (CDC) Central Services has functioned since 2004/05. The Committee's main task is to identify risks based on information emanating from the Internal Audit, the Inspectorate's report, Strategic Plan reviews and reports from external bodies such as the Auditor-General. The Committee meets quarterly to evaluate progress on identified risks.

- During 2005/06, the Department experienced a 34% reduction in escapes. This reflects its continued efforts to ensure the safety of offenders, officials and communities. The decrease can be attributed to the installation of security equipment, training of officials and the development of a strategy to deal with escapes. However, the Department is concerned about the continued smuggling of weapons into cells and the violent nature of the escapes. The development and implementation of policies and strategies are beginning to show improvements in security. Other measures to beef up security include the installation of advanced technology equipment in 66 Correctional Centres at a cost of R88 million rand. The aim of improving security is to ensure a balance between provision of security and rehabilitation of offenders.
 - Vetting of officials is still a slow process as the Department is dependent on the National Intelligence Agency. The work will be further delayed due to new NIA Regulations introduced for State Departments to establish new vetting field units.
 - In order to strengthen its capacity for delivery, the DCS employed over 5230 officials which include entry level personnel to phase in the implementation of the seven-day working week and to eliminate the unsustainable overtime. Despite these improvements in the recruitment at entry level, which saw an increase from 33 309 to 33 764, the Department continues to lose staff with scarce skills. This has delayed the implementation of the correctional programmes for offenders which were developed and approved during 2004/05. To enhance conditions of service, the Department promoted 6479 correctional officials at the production levels of custodial and support personnel.
 - The filling of the Chief Deputy Commissioners' posts in KwaZulu-Natal, the Eastern Cape and the Corrections Branch was an important achievement in the DCS as these appointments are critical to the stabilization of the working environment and the enhancement of leadership capacity.
 - The Department embarked on a skills audit to identify existing skills and skills required, particularly skills required for delivery in terms of the White Paper. Gaps identified will assist the Department to determine the training needs of personnel. The Department is to establish a Workplace Skills Plan to inform training programmes.
 - The Department, in partnership with the Tshwane University of Technology, has developed Junior and Middle Management Training Programmes aimed at developing management potential and competencies on both managerial levels. Both programmes are based on the Integrated Leadership Model, which addresses transformational and transactional behaviour. The programmes are customized to meet the Department's needs in order to empower managers with competencies to manage and to advance the vision and mission of the Department. The emphasis is on managing in accordance with the new direction of the Department.
 - The Department inaugurated the Chairpersons and Vice Chairpersons of the newly-constituted Correctional Supervision and Parole Boards in Boksburg. For the first time in corrections community representatives were appointed to chair the boards. This will afford communities the opportunity to play a critical role in the decision-making process of the Boards.
 - During 2005/06, 359 cases against staff were registered for disciplinary hearings. Of these, 68% were finalized. This shows the Departments' commitment to ensuring effective and efficient investigation, prosecution and sanctioning. Further efforts include the partnership between the Department and SAMDI to develop an ethics training programme aimed at raising the level of awareness among employees in respect of ethical conduct.
 - The Department and labour unions continued to engage in processes to improve relations. In February, the Department and the unions signed a Memorandum of Agreement based on the "Relationship by Objectives". This marked continued progress in building relationships with employees and ensuring an understanding of the DCS as an essential service.
 - The successful implementation of the White Paper necessitates that the positive aspects of an organizational culture are accentuated in support of the concentrated effort of change within the DCS. The Department established the Harnessing Organizational Culture (HOC) Task Team to improve organizational functioning. Elements of the HOC include six themes:
 - Branding, Batho Pele and organizational ethics
 - Consolidating establishment requirements
 - Addressing critical skills gaps
 - Solving workspace challenges
-

- Communicating actions for change
 - Aligning structures and functions
- Overcrowding continues to be one of the most vexing problems facing the Department. It stretches resources and hampers efforts at rehabilitation. The Department acknowledges that the resolution of this problem will require decisive interventions by the Departments in the Justice, Crime Prevention and Security (JCPS) cluster. However, the DCS has embarked on a number of processes which include the Special Remissions programme, development of the Management of Awaiting-Trial Detention (MATD) strategy, the creation of the DCS National Overcrowding Task Team and joint co-operation with the integrated justice system partners at local level. In 2005/06, 46 393 awaiting-trial detainees and 113 820 sentenced inmates were incarcerated in correctional facilities. The average awaiting-trial detainee population decreased from 52 313 in January 2005 to 46 393 in March 2006. The biggest challenge facing Correctional Services is the continued supply of inmates who spend months awaiting trial and the growing number of offenders, who are sentenced for violent offences and are increasingly becoming younger.

2.3 Strategic Overview and Key Policy Developments for the 2005/06 Financial Year

Amendment of the Correctional Services Act

The Correctional Services Act is being amended to ensure that it is aligned with the White Paper on Corrections. The consultative process, with inter alia, the National Council on Correctional Services, on the Amendment of the Bill has been completed. The Bill will be tabled before Parliament during the 2006/07 financial year.

Policies and Procedures

The Department has embarked on a process of reviewing and auditing policies and procedures to bring them in line with the White Paper. In the period under review, 25 policies were finalised, while 33 were aligned with the White Paper.

Special Remissions

In 2005/06, the Department embarked on a special remissions programme. This was the early release of certain categories of offenders who met the set risk profile criteria. The remission process resulted in the release of

at least 31 865 offenders from correctional centres and about 33 972 from community corrections. The process of remissions helped reduce the offender population by 65 837. The prisoner population decreased to 150 302 inmates.

Launch of Centres of Excellence

During 2005/06 the Department launched 36 Centres of Excellence in six regions to pilot the implementation of the White Paper. During the year under review, the Department appointed a project manager to ensure optimum performance of the Centres of Excellence.

Offender Rehabilitation Path

The Offender Rehabilitation Path (ORP), which provides a framework for institutional systems and procedures which are in alignment with the provisions of the White Paper, was developed and finalised.

Security Policy

The Minister approved the Security Management Policy and Minimum Security Standards for Correctional Services. The Policy aims to ensure a balance between the provision of correctional programmes and services and management of risk. The policy outlines the following five integrated pillars of the Minimum Security Standards:

- Personnel security and vetting
- Security equipment
- Security technology
- Security information management
- Operational security procedures

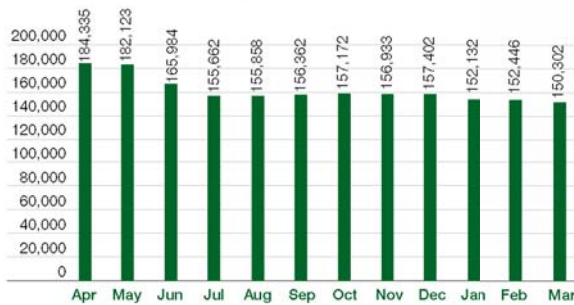
Public Perception Survey

The Department, in partnership with Government Communication and Information Services (GCIS), conducted a public perception survey which was intended to measure perceptions of external and internal stakeholders regarding its performance. The survey revealed a general satisfaction with the way the Department performed. However, a large percentage of the external respondents could not differentiate the work of DCS from that of the police and the courts. Internally, officials at lower levels were satisfied whilst those in middle management were unhappy.

2.5 Composition of the Offender Population

At the end of the financial year the total offender population was 150 302 and the approved offender capacity was 114 796. This represented a 76,3% rate of overpopulation. The graph below shows the offender population prior to the implementation of the Special Remissions Programme. The process began around July/August and the impact was immediate and reduced the sentenced inmate population by 30 000. The other efforts aimed at reducing overcrowding focused on awaiting-trial detainees.

Inmate Totals as at 1 April 2005 - 31 March 2006



Management of Awaiting-Trial Detention (MATD)

The Department developed and presented a proposed strategy to Cabinet to deal with an appropriate system for the management of remand detention. The strategy outlines both short-term and long-term measures.

Short-term measures include:

- Monitoring of awaiting-trial detainee information
- Inter-sectoral co-operation at provincial/regional and local levels
- Monitoring of arrests and bail
- Monitoring of length and appropriateness of detention
- Exploring alternatives to awaiting-trial incarceration
- Consideration of policy and legislative amendments
- Attending to children awaiting trial in detention
- Provision of services to awaiting-trial detainees
- Exploring detention facilities and accommodation
- Ensuring that proposals on ATD's are included in the criminal justice review process.

Long-term measures include:

The Department is to establish a dedicated component with facilities, staff, resources and a budget in order to give effect to the JCPS Proposal tabled during the Cabinet Lekgotla in January 2006. This will enable Government to review, define, mandate and outline institutional arrangements for the management of the detention of awaiting-trial persons.

An important aspect of the proposal is to ensure that the roles of other criminal justice and the applicable social sector departments regarding service delivery to ATDs are also clearly defined, mandated and funded.

2.4 DCS at a Glance

April

The implementation of phase 1 of a 7-day establishment came into effect on 1 April 2005. The migration to a 7-day establishment will lead to better working conditions and create employment opportunities.

May

153 offenders were awarded certificates at a ceremony in the hall of the Pretoria Management Area on 10th May 2005 after completion of courses offered by the Department of Labour.



The George Correctional Centre joined the Freedom Day Imbizo to celebrate South African's 11th anniversary as a democratic country. This was one of the Imbizo's aimed at promoting correction as a societal responsibility.

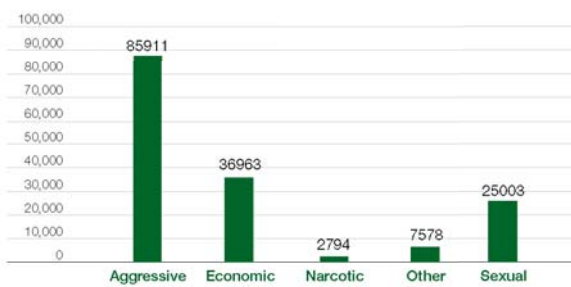
June

The celebration of Youth Day was held at the Johannesburg Correctional Centre in recognition of the youth's role in the society.

July

The inauguration of chairpersons and vice-chairpersons of the Correctional Supervision and Parole Boards (CSPB) marked a significant milestone in the history of the Department as it was the first time that community representatives chaired the boards.

Inmates per crime category as at 31 March 2006



The above graph shows the number of offenders in each crime category. A large percentage of the offender population is serving sentences for aggression, followed by economic crime and sexual offences. This information informs the Department on what interventions are necessary. The worrying factor is that the figures show that violent and sexual crimes offences are more pronounced. This will have an impact on programme development.

August

The Department launched the Centres of Excellence on Monday 15 August 2005 in Idutywa in the Eastern Cape. The Centres of Excellence were established as test centres for the implementation of the White Paper.

The Department embarked on the Special Remission process to minimize overcrowding. At least, 60 000 offenders ben-



efited from this process which was hailed as a resounding success.

September

The Department recovered at least R80 million from investigations into Medcor fraud. The success was a combined effort of the Special Investigation Unit (SIU) and the DCS in fighting corruption and fraud.

October

The Department of Correctional Services formed a partnership with SAMDI in the training of trainers for frontline staff training. Four officials were

trained per region.

November

The Deputy President Phumzile Mlambo-Ngcuka and former Deputy Minister of Correctional Services Ms Cheryl Gillwald led the campaign on the 16 days of Activism. The campaign was launched on 25 November 2005 at the Katshehlong Stadium in the Ekurhuleni Municipality.

The DCS launched the International Day for Persons with Disabilities in Groenpunt on 3 November to run until 3 December 2005 in a bid to promote the rights of persons with disabilities and to create a working environment

2.6 Programme Performance

2.6.1 Programme 1: Administration

Purpose: Provide the administrative, management, financial, information and communication technology, research, policy co-ordination and good governance support functions necessary for all service delivery by the Department and in support of the functions of the Ministry.

Key Departmental Objectives

- To provide effective and efficient financial management, accounting and supply chain services
- To ensure effective internal provision of legal support and measures aimed at the eradication of corruption
- To improve the human resource capacity and management to enable the DCS to fulfil its mandate
- To ensure effective management of knowledge in the DCS through improved information management systems and information communication technology solutions and services in order to ensure information driven decision-making
- To improve the DCS's involvement in intergovernmental relations
- To provide services aimed at promoting the information and communication needs of the public and the Department.

Service Delivery Highlights

- The Department is implementing the anti-corruption strategy in partnership with the Special Investigation Unit (SIU) and the Directorate of Special Operations (DSO) and is utilizing a whistle-blowing strategy and the prosecution of officials who are implicated in corrupt activities to fight corruption.

that is free from all forms of discrimination.

The former Deputy Minister of Correctional Services Ms Cheryl Gillwald as well as the Premier of the North-West Province Edna Molewa were the guest speakers during the DCS National Aids Day held at the Mmabatho Convention Centre on 30 November 2005.



December

A 30 year old offender from the Rooigrond Correctional Centre achieved the best results in the country in ABET.

January

The rehabilitation programme encourages further studies and offenders from seven Gauteng Correctional Centres received degrees, diplomas and certificates which were conferred upon them during the graduation ceremony held in the hall of the Pretoria Management Area.

February



Inmates should do their best in order to prove to communities that offenders deserve a second chance

The Department of Correctional Services hosted the National Offender Choir Competition in Kroonstad on Thursday 16 February 2006

- The DCS has developed a strategy to manage awaiting-trial detention more appropriately. The strategy will be implemented in partnership with the JCPS departments as part of Government's Programme of Action to reduce overcrowding.
- The Department has developed an Integrated Human Resources Strategy that is addressing recruitment to meet the requirements of the 7-day establishment, the retention of scarce skills and to improve the quality of performance management and development systems.
- The Department is continuing with the implementation of its human resource development strategy aimed at creating the requisite capacity for the implementation of the White Paper. In this regard, SASSETA funded DCS training interventions to the value of R11.1 million for the Skills Audit Programme, the Adult Basic Education and Training (ABET) Programme and the OD Education Training and Development Programme (ETDP).
- In the year under review, the Department has increased its scope and focus of activity on the African continent through bilateral co-operation with countries in the SADC region as well as participation in initiatives to create a Continental Corrections Association aligned to the African Union.

Service Delivery Achievements

Finance

A.1 To provide effective and efficient financial management, accounting and supply chain services

Sub-programmes	Outputs	Output Performance Measures/Service Delivery Indicators	Actual Performance
Finance	Identify and correct systems deficiencies in respect of financial management, budget planning, asset management and procurement.	Reduced audit qualification reports on financial management.	Audit qualifications have been reduced in two of the three qualifications: <ul style="list-style-type: none"> • Paymaster general • Interdepartmental debts
		Complete Asset Register	Asset management policy finalised Asset Register was updated



Ms Loretta Jacobus Deputy Minister of the Department of Correctional Services

The new Deputy Minister of the Department of Correctional Services Ms Loretta Jacobus was appointed after the departure of the former Deputy Minister Ms Cheryl Gillwald

March

Head Office celebrated the Launch of the Resource Centre during the Library focus week on 27 March 2006.

Correctional Services donated blankets, eggs and other foodstuffs to the Masimanyane Women's Support Centre in East London, as part of government's call to fight poverty.



Masimanyane Women's Support Centre Director Lesley-Ann Foster.

Sub-programmes	Outputs	Output Performance Measures/Service Delivery Indicators	Actual Performance
	Identify and provide training to relevant personnel on financial management, management of logistics, procurement and contract management.	Trained personnel in all six regions	Officials trained in: PAS = 241 Procurement = 41
	Improve financial management capacity.	All branches and regions have financial management capacity	State Accountants' posts were created in every branch to ensure sound financial management. Addressed identified training gaps across branches by means of a structured training programme.
	Improve alignment of planning and budgeting.	Aligned planning processes	The alignment of strategic planning and MTEF/ENE processes improved and where necessary, adjustments were made to both to ensure alignment.
	Review and implement existing policies on fleet management.	All fleet management policies were reviewed.	The asset management policy was finalised and fleet management procedure manuals were developed and implemented.
	Conduct survey on BEE impact on current departmental procurement practices.	Survey Report.	The BEE Survey was completed. The Department's procurement practices had improved with 90% of bids surveyed awarded to suppliers with equity owned by HDI's and many suppliers benefited from the breakout procurement.
	Review sustainability and relevance of all long-term contracts within the Department.	Assessment Report on Contract.	Contracts are monitored on an ongoing basis and reports are available
	Provide user training on management of Service Level Agreements.	Trained personnel in all regions and branches.	Supply Chain Management personnel were trained in Service Level Agreements and other related aspects of contract management.

Central Services

A.2 To ensure effective internal provision of legal support and measures aimed at the eradication of corruption;

A.4 To ensure effective management of knowledge in the DCS through improved information management systems and information communication technology solutions and services in order to ensure information driven decision-making;

A.5 To improve the DCS's involvement in intergovernmental relations and

A.6 To provide services aimed at promoting the information and communication needs of the public and the Department.

Sub-programmes	Outputs	Output Performance Measures/Service Delivery Indicators	Actual Performance
Legal and Special Operations	Set up a database and conduct bi-annual trend analysis on corruption, fraud and maladministration	Bi-Annual Trend Analysis Report	A database has been developed. A national audit of corruption and other related unethical conduct were finalised in 2005/6. An Anti-corruption Strategy and Fraud Prevention Plan was developed.
	Effective and efficient investigation, prosecution and sanctioning	Investigate reported cases of corruption and fraud – improved by 25%.	Registered cases for the financial year under review were 359. Finalised 68%.
	Provision of relevant training and capacity building to deal with disciplinary cases	A number of personnel were trained (initiators and chairpersons) Ethics training	Number of Initiators and chairpersons trained: 100 The ethics training programme has been finalised in collaboration with SAMDI to raise the level of awareness of ethical conduct among employees.
	Ensure effective & efficient delivery on & updating of Integrity and Vetting Plan	A number of officials were vetted.	Vetting conducted among senior managers, and officials from the Gauteng region.
	Amendments to the Correctional Services Act and ongoing legislative review	Amended Correctional Services Act in line with the White Paper.	Consultative process on the draft bill was completed
	Baseline and database for legal cases per category – claims, motions and arbitrations	Measure results on civil claims, motions and arbitrations – improved outcome of cases	Baseline established in 2005/06 Arbitrations = 372 Motions = 134 Claims = 199 Opinions = 255
	Management policy and procedure and database for reported cases	Develop policy for Legal Services Establish database	Policy not yet developed. The Department has developed the business process for the database for reported cases.

Sub-pro-grammes	Outputs	Output Performance Measures/Service Delivery Indicators	Actual Performance
GITO and PCR	Improve management of sources of decision support	Create an integrated electronic document management system. Establish executive support committee comprised of representatives from the office of the Commissioner and representatives from branches.	Committee established and convenes monthly.
	Develop Departmental Information Management Plan	Information Management Plan	The Departmental Information Management Plan was developed and approved by the Commissioner with the involvement of Head Office and the regions to ensure information driven decisions and interventions.
	Improve record management system	Approved File Management Plan	A new file plan aligned with the new structure and functions has been developed in consultation with the National Archives.
	Improve management of resource centres	Cataloguing Plan for Resource Centres	The Department has started with a campaign to market the resource centre and ensure accessibility of a well-resourced service to staff and offenders.
	Establishment of IT Plan (MISP)	Environmental study and needs analysis plan, Technical plan and IT Knowledge Management plan.	70% of the Master Information Systems Plan developed. To be concluded by July 2006. Completed an environmental study and needs analysis plan. A high level MISP has been developed, currently busy with Phase 2 (finalisation of the MISP).
Communication	Enhance communication skills of management	All senior managers trained in communication skills.	Training of Senior Managers, Area Commissioners and Heads of Centres of Excellence in dealing with the media and in communication skills has commenced and is ongoing. Development Communication to assist managers in unmediated dialogues with communities was conducted for Area Commissioners and Heads of Centres of Excellence. A draft framework to ensure theme and issue focus and proactive engagement of DCS Leadership is being developed.
	Promote good media relations	Public perception baseline data	Comprehensive media plans were developed and implemented for major DCS events. A media monitoring service has been contracted out to an independent company that provides regular reports.
	Development and management of a communication strategy	Annual strategy	A communication strategy has been developed, approved and implemented.

Corporate Services**A.3 To improve the human resource capacity and management thereof to enable the DCS to fulfil its mandate.**

Sub-programmes	Outputs	Output Performance Measures/Service Delivery Indicators	Actual Performance
Human Resource Management	Sufficient and capacitated members to fill the financed establishment	Finalise career-pathing and performance assessment models and pilot implementation.	Interim promotion model developed, negotiated and implemented. Over 6 000 officials were promoted. Performance assessment model for levels 2-12 aligned with SMS model, work-shopped and implemented. Moderation of Performance, Management and Development System for SMS revised and implemented.
	Positive, motivated and safe and secure employees	Employee well-being reports for 6 regions	Quarterly EAP reports received from all regions Trauma Centre launched in the Western Cape HIV/AIDS strategy developed and consulted Well-being Strategy developed and consulted
		Training of selected representatives in the OHS Act	Appointment of Deputy Director and Assistant Directors for OHS component Compliance audit conducted in Gauteng Training of regional coordinators and Inspectorate in OHS Act
	Improved relations between management, employees and unions	Develop and implement employee relations policy Revised Disciplinary Code and Procedure Revised Grievance Procedure Revised Relationship Agreement	Employee Relations Policy developed and approved. Disciplinary Code and Procedure revised and approved A collective agreement was signed Guidelines have been developed National orientation workshops were conducted Draft Grievance Procedure completed DBC Resolution 3/2006 was signed (Procedure Manual Regulating Relations between the Department and unions admitted to the Bargaining Chamber). Resolution 1/2006 was signed (Disciplinary Code and Procedure for the Department).
	Conduct a national audit on leave	Improve leave administration.	Leave directive has been developed to ensure uniformity and compliance.

Sub-programmes	Outputs	Output Performance Measures/Service Delivery Indicators	Actual Performance
	Address deficiencies in the Subsistence and Travel Allowance	Control and Monitor administration on Persal.	A framework has been developed to address deficiencies.
	Ensure the implementation of Judge White Commission recommendations	Implement White Commission recommendations	Affected officials are remunerated correctly in line with directives. Continuous monitoring of the implementation of the Commission's findings as well as the recovery of debts. Salaries of the affected officials have been rectified.
	Develop policy on financial disclosures	Develop policy on disclosures	Policy has been implemented and control measures are in place for monitoring purposes.
	Control and monitor remunerative work outside the Department of all employees concerned	Develop policy on remunerative work outside the public service	Policy has been implemented and control measures are in place for monitoring purposes.
	Enhanced management and integrity of PERSAL data	<p>Established Persal management structures in all regions</p> <p>Introduced the PERSAL Code of Conduct and Attestation of Secrecy</p> <p>Improved management of risks and fraud through a Fraud Prevention Plan</p>	<p>Persal structures fully functional in all regions.</p> <p>Persal Code of Conduct and Attestation of Secrecy introduced to all users of Persal.</p> <p>Fraud Prevention Plan developed. Risk Management Plan is introduced and implemented.</p>

Sub-programmes	Outputs	Output Performance Measures/Service Delivery Indicators	Actual Performance
Human Resource Development	Improved HRD functions	<p>Develop HRD framework in line with the International Partnership Agreement</p> <p>Increase the bursaries awarded in the previous year by 10%</p> <p>Improve human resource capacity through training interventions</p> <p>Accreditation framework is established in line with Education and Training and Skills Development Legislation</p>	<ul style="list-style-type: none"> • A draft framework is finalised. • 288 bursaries (250 internally and 38 externally) to the value of approximately R2,5 million were awarded. • More than 100 bursary-holders completed their studies. • 99 members including SMS's attended external training interventions. • More than 500 learners received experiential training. • 500 learners have been appointed in the DCS Internship Programme. • The Centre for Conflict Resolution trained DCS trainers on conflict management who in turn trained custodial members. • The Skills Audit Project was finalised and a WSP (National Workplace Skills Plan) has been submitted to the SETA and the Department of Labour. • 189 Junior Managers completed the Junior Middle Management Development Programme (JMDP). • 174 Middle Managers completed the Middle Management Development Programme (MMDP) <p>Accredited training on Basic Corrections Learnership NQF Level 4 was provided to 4014 new members at entry level at the Kroonstad and Zonderwater Training Colleges.</p> <p>A train-the-trainer course on Frontline Training mandated by Government was conducted by SAMDI reaching a total number 24 officials.</p> <p>All SMS members were trained in Change Management.</p>

Sub-programmes	Outputs	Output Performance Measures/Service Delivery Indicators	Actual Performance
Equity	Finalized Employment Equity Plan to be signed	The draft plan is ready and will be finalized upon receipt of the final proposal on equity targets.	<ul style="list-style-type: none"> The plan will guide employment activities and set the direction for the Department.
	Race Relations	All regions participated in the audit process.	<ul style="list-style-type: none"> Equity and Umhlaba Development Services agreed on a follow-up audit to top up the numbers.
	Launched Language Policy	Conducted language audit in all regions. Appointed external service provider to conduct language audit.	<ul style="list-style-type: none"> Circulated draft language audit Consolidated language policy inputs from all regions Language audit report is available
	Youth Development	Developed Youth Policy for DCS in consultation with relevant stakeholders	<ul style="list-style-type: none"> The Policy is on hold as the Directorate has to meet with the Departmental consultant
	Developed Integrated Disability Management Policy	Review Disability Policy	<ul style="list-style-type: none"> Rework policy on persons with disabilities to suit new Departmental policy format
Gender	Develop Sexual Harassment Policy	Sexual Harassment Policy and Policy Procedures in place	Sent policy to Regional Coordinators for consultation with members
	Capacity Building	Conduct training for SMS's, non-SMS's, specific strategic directorates and gender co-ordinators	Gender workshop held for specific target groups
	Gender Mainstreaming	Develop strategies for utilization of women within the DCS	Contribute to the HSRC's research in formulating a gender-based anti-violence programme for offenders
Sport	Hosting of SADC Games	Meeting with SADC countries	<ul style="list-style-type: none"> Held successful meeting with 8 SADC member countries
	Policy merger	Alignment of Sport and Recreation Policy with Wellness Policy	Draft Wellness Policy and developed consultation on Wellness Policy
	Development of Procedure Manual	Consultation with regions and sports codes on their inputs	Development of draft Manual on Sport and Recreation
	Get biokinetic centres up and running nationally	Regions to budget and address filling of posts	Await appointment of biokineticist



2.6.2 Programme 2: Security

Purpose: Provide safe and healthy conditions for all persons incarcerated, consistent with the maintenance of human dignity, and thereby provide security for personnel and the public.

Measurable Objective: To prevent all persons incarcerated from participating in criminal activities and from escaping by providing an environment that ensures the safety of all persons entrusted to the Department's care as well as the safety of our members and the public.

Key Departmental Objectives

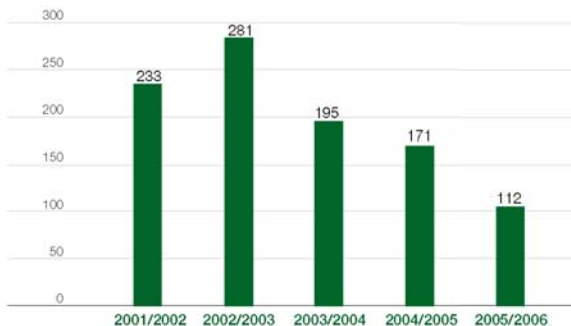
- To provide the public with protection by preventing escapes and effectively supervising offenders under community supervision.
- To provide security for members, offenders, awaiting-trial detainees, the community and service providers in correctional centres.

Service Delivery Highlights

- The Minister approved the Security Management Policy and Minimum Security Standards for Correctional Services during 2005. The policy allows for a holistic approach to security that will allow for the flexible management of resources taking into account the nature of the threat against the availability of such resources.
- There was a significant decrease in the number of escapes by 34% from 171 to 112. However, there were several high profile escapes and attempted escapes during which officials were taken hostage and several officials and inmates were injured.
- Access control equipment was installed at 66 Correctional Centres to control the movements of inmates, visitors, officials and service providers and to reduce the smuggling of drugs, weapons and other dangerous accoutrements into centres.

Comparative Statistics on Service Delivery Outputs and Indicators for the Past 5 Years

Escapes: 2001 – 2006



From this graph it is clear that there has been a steady decline in the number of escapes over the past four years. However, the fact that escapes are becoming increasingly violent and involving dangerous weapons is cause for concern.

Key Outputs, Indicators and Targets for the Programme Security

Key Departmental Objectives

B.1 To provide the public with protection by preventing escapes and effectively supervising offenders under community supervision.

B.2 To provide security for members, offenders, awaiting-trial detainees, the community and service providers in correctional centres

Sub-programme	Output	Measures/ Indicators	Actual Performance	
			Target	Actual
B.1.1		Implementation of inspection at centers of excellence	36	36
		Training interventions in respect of the new inspection tools at the centers of excellence	All centers of excellence and 6 regions	Training intervention done in all 6 regions
		Develop scoring systems	6 regions	Scoring systems done in all 6 regions and reports are available
Security B.2.1	Safe & Secure correctional environment	10% decrease in assaults on inmates, awaiting trial detainees and staff in correctional centres compared to 2004/2005	Fewer than 1739	2001
		5% decrease in unnatural deaths caused by violence (sentenced inmates and awaiting trial detainees) compared to 2004/2005	Fewer than 41	30
		10% decrease in escapes by inmates compared to 2004/2005	Fewer than 171	112 (34% decreased)
		Approved base line norms	6 regions	Baseline norms has been approved in all regions
		Reduction of 10% of base line norm	10% reduction	15% reduction
		Phased-in implementation	6 regions	The phased-in- implementation has been done in all the regions (reports are available)

NB: Please note that the numbers under the sub-programme column in this table and subsequent tables (B-G) refer to those numbers in the Strategic Plan 2005/6 - 2009/10.



2.6.3 Programme 3: Corrections

Purpose: Provide needs-based correctional sentence plans and interventions, based on an assessment of the security risk and criminal profile of individuals, targeting all elements associated with offending behaviour and focusing on the offence for which a person is sentenced to correctional supervision, remanded in a correctional centre or paroled.

Measurable Objective: To address the specific rehabilitation needs of all persons who have been sentenced to community correctional supervision and/or remanded to a correctional centre and paroled through regular assessment and provision of needs-based correctional programmes that contribute to a reduction in the rate of recidivism.

Key Departmental Objectives

- To improve effective management of all correctional centres
- To provide programmes aimed at targeting offending behaviour
- To promote societal ownership of corrections

Service Delivery Highlights

- The Offender Rehabilitation Path (ORP) has been developed which outlines a process to be followed from the point of admission to release, including reintegration into society, in line with the White Paper on Corrections.
 - A draft admission risk classification tool was developed and will be tested at identified Correctional Centres in 2006/07.
 - The Correctional Sentence Plan (CSP) was developed to guide interventions aimed at addressing the needs and risks of offenders as identified during the in-depth risk assessment to correct their offending behaviour. A Correctional Sentence Plan Revision Framework (CSPRF) was developed to monitor and evaluate interventions, services and programmes to address the needs of offenders.
-

Key Outputs, Indicators and Targets for the Programme Corrections

Key Departmental Objectives

C.1 To improve effective management of all Correctional Centres

C.2 To provide programmes aimed at targeting offending behaviour

C.3 To promote societal ownership of corrections

Sub programme	Output	Measure/ Indicators	Actual Performance	
			Target	Actual
C1.1	Resource Provisioning and improvement measures for Unit Management	Determine baseline	Availability of Base-line Audit	Baseline Audit has been finalized
		Audit and evaluation reports re: compliance with the implementation of Unit Management	Availability of reports	Audit reports have been compiled
C1.2	Review and implement existing systems and procedures (Admission, detention, management and release).	Review of B orders	Reviewed B orders	B orders under review as part of the overall policy development
	Develop and implement National Framework on Overcrowding	National Framework on Overcrowding	Development of National Framework on overcrowding	Two National Frameworks on Overcrowding were developed one for awaiting trial detainees and the other for sentenced offenders Action plans and monitoring tools have also been developed The DCS has an 8-pronged strategy on the management of overcrowding. (document available)
		Implementation of the policy procedures at the Centers of Excellence	Monitor implementation of policies	Policy on Unit and Case management developed. Policy procedures are being developed.
C.1.3	Risk assessment and profiling of offenders	Percentage of offenders risk assessed and profiled offenders	23% of offenders	Risk assessment and risk profile tools developed during 2005/06. Risk assessment and profiling will commence during the 2006/07 financial year
		Institutionalisation of Case Management Committee	Create a structure for CMC	Interim structures created. Awaiting formalization and job evaluation

Sub programme	Output	Measure/ Indicators	Actual Performance	
			Target	Actual
Personal Corrections C.2.1	Work opportunities for sentenced inmates E.1.3	Daily average number of work opportunities provided by: <ul style="list-style-type: none"> the Department outside organisations 	More than 30 000 More than 5300	3400 6565
		C.1.1	Approved national resource provisioning plan	Approved plan
		Approved policy on correctional programmes	Availability of policy	The Draft Policy on Correctional Programmes has been submitted for approval
		Development and approval of a procedure manual	Availability of the procedure manual	Procedures on Correctional Programmes were developed according to DCS guidelines and will be finalised following the approval of the Policy on Correctional Programmes
C.3.1	Reduction in recidivism	Availability of approved framework document and guidelines to promote societal ownership of corrections	Framework and guidelines available	A draft Framework Guideline has been developed and awaiting refinement. Guidelines to be consulted with stakeholders before finalisation and approval
		Phased implementation of the frameworks for regions	Implementation framework	The framework is not yet implemented. Framework to be consulted with stakeholders
		Reports on impact of awareness campaigns	Availability of reports	No reports available



2.6.4 Programme 4: Care

Purpose: Provide needs-based care programmes aimed at maintaining the well-being of incarcerated persons in the Department's care by facilitating physical fitness, good health care, and psychological, spiritual and moral well-being.

Measurable Objective: To ensure the personal well-being of incarcerated persons by providing various needs-based services, in order to comply with internationally accepted conventions.

Key Departmental Objective

- To improve the care services provided to all persons in the custody of the Department

Service Delivery Highlights

- The Grootvlei Correctional Centre in the Free State was accredited as the first centre to provide antiretroviral therapy for offenders to assist in improving the well-being of offenders and reduce the cumbersome process of transporting offenders to outside service providers.
 - The Department of Health facilitated the registration, listing and licensing of the Department of Correctional Services' pharmacies to ensure compliance with the pharmacy legislation, which came into effect in July 2005. Eighteen Community Service Pharmacists were allocated to the Department to improve access to pharmaceutical services.
 - The employment of psychologists to do compulsory community service in the Department has had a positive effect on the provision of psychological services. The 22 psychologists doing community service has increased the number of psychologists by over 50 percent.
 - The Department received an amount of \$600 000 (R 3.6 million) for HIV and AIDS activities for the 2005/2006 financial year from the US Presidential Emergency Plan for AIDS Relief (PEPFAR). Funding will continue into the next financial year.
 - During 2005/06, the Department facilitated 35 400 awareness sessions on HIV/AIDS and other health related aspects to increase awareness around HIV/AIDS and improve the well-being of the offenders.
-

Key Outputs, Indicators and Targets for the Programme Care

Key Departmental Objectives

D.1 To improve the care services provided to all persons in the custody of the Department

Sub-programme	Output	Indicator	Target	Actual Performance against targets
Personal Well-being D.1	Well-being of persons under departmental care	Number of offenders trained as master trainers & peer educators in HIV and AIDS awareness raising, prevention, care support and treatment	420	1 254
		Number of Correctional Officials trained in the following programmes:	1160	The department managed to conduct training programmes as indicated below.
		<ul style="list-style-type: none"> Correctional Centre Based Care 		Training in Correctional Centre Base Care could not be conducted due to the absence of policy and procedures.
		<ul style="list-style-type: none"> Rapid Test Kit 		37 Health Care workers were trained in the Rapid Test Kit for HIV and AIDS.
		<ul style="list-style-type: none"> Voluntary Counseling and Testing 		147 Correctional officials were trained in Voluntary Counseling and Testing.
		<ul style="list-style-type: none"> Comprehensive management of HIV and AIDS 		171 Health Care Workers were trained in the Comprehensive Management of HIV and AIDS
		Number of support groups	75	49
		Number of incarcerated persons participating in:		
		Social Work sessions (individual, group and community sessions)	118 292	118 057
		Psychological sessions	15 500	17 820
		Spiritual care sessions	150 000	165 615
		Percentage of offenders and awaiting trial detainees provided with primary health care services	100%	100%

Sub-programme	Output	Indicator	Target	Actual Performance against targets
D.1.1		Inspection of implementation of Care policies and procedures (50% in management areas prioritising Centres of Excellence)	<ul style="list-style-type: none"> 50% of Management Areas inspected, prioritizing Centres of Excellence 	<ul style="list-style-type: none"> 24 Management Areas inspected, prioritizing Centres of Excellence.
D.1.3		Implementation of guidelines and criteria to audit, quality assure and externally accredit the appointment of service providers (40% of existing service providers)	<ul style="list-style-type: none"> Trained personnel 40% of existing service providers quality assured 	<ul style="list-style-type: none"> Quality assurance committees in all 6 regions were trained and finalized
		Audit and quality assure new service providers	All new applications audited and quality assured	Evaluation of new applications has commenced





2.6.5. Programme 5: Development

Purpose: Provide needs-based personal development services to all offenders through vocational and technical training, recreation, sports and education.

Measurable Objective: To develop employable and productive citizens by providing needs-based educational, skills and other development related programmes in order to facilitate the reintegration of offenders into communities.

Key Departmental Objective

- To improve services aimed at the personal development of all offenders.

Service Delivery Highlights

- For the first time in the history of the Department, offenders who sat for Grade 12 exams achieved a 100% pass rate at the Westville Youth Centre.
 - The Department signed Memorandums of Understanding (MOU) with the South African Football Association (SAFA), Athletic South Africa (ASA), the South African Rugby Union (SARU), Tennis South Africa (TSA) and SA Handball. The agreement is in keeping with the departmental objective of ensuring that development programmes for offenders are accredited and will be to their benefit.
 - Two offenders from Pollsmoor participated in an international arts contest for prisoners "Discover the Face of Life Arts Competition" and won the prize for the best artwork. Each received twelve thousand dollars prize money.
-

Key Outputs, Indicators and Targets for the Programme Development

Key Departmental Objectives

E.1 To improve services aimed at the personal development of all offenders.

Sub-programme	Output	Indicator	Target	Actual performance against targets
Personal Development of Offenders.				
Formal Education. E.1.2	Development programmes for sentenced offenders.	<p>Number of offenders participating in education programmes.</p> <p>Number of offenders involved in literacy tuition programmes (2005)</p> <p>Number of offenders involved in Adult Basic Training (ABET) Programmes (2005).</p> <p>Number of offenders involved in mainstream education (2005).</p> <p>Number of offenders involved in other studies (correspondence and business studies).</p>	26 700	<p>22 392 (Target affected by special remissions)</p> <p>664</p> <p>8 876</p> <p>5 205</p> <p>7 657</p>
Skills Development.	Needs-based programmes for offenders.	Number of offenders participating in skills development programmes	21 000	8502 (Late receipt of funds from the Department of Labour delayed achievement of targets)
SRAC Programmes and National Competitions.	SRAC mass participation programmes for sentenced and non-sentenced offenders.	Number of offenders participated in mass participation programmes and projects nationally.	92000	96000
Agriculture.	A national agricultural production system aimed at increasing self-sufficiency.	Agricultural production.	<p><u>Vegetables:</u> 15 280 800 kg</p> <p><u>Fruit:</u> 793 500 kg</p> <p><u>Red Meat:</u> 492 000 kg</p> <p><u>Milk:</u> 6 408 360 litre</p> <p><u>Pork:</u> 1 901 930 kg</p> <p><u>Chicken:</u> 1 079 300 kg</p> <p><u>Eggs:</u> 1 155 211 doz</p>	<p>11 903 115 kg</p> <p>542 952 kg</p> <p>567 872 kg</p> <p>6 236 889 litre</p> <p>1 969 186 kg</p> <p>891 908 kg</p> <p>1 296 863 doz</p>

Sub-programme	Output	Indicator	Target	Actual performance against targets
Production Workshops.	A national production system aimed at increasing self-sufficiency.	Number of workshop products produced.	<u>Timber:</u> 13 216 units <u>Textile:</u> 2 181 900 units <u>Steel:</u> 59 645 units <u>Bread:</u> 1 373 171 loaves	62 372 units 1 222 228 units 126 587 units 1 128 518 loaves
	Development opportunities to offenders in the fields of agriculture and production workshops.	Number of offenders who received: <ul style="list-style-type: none"> • Agricultural training (plant and animal production). • Various workshop trades: <ul style="list-style-type: none"> - Textile - Wood - Steel 	4 800 800 1 000 1 000	2 315 79 251 75
Personal Development of Offenders E.1.1	Needs –based programmes for offenders	Inspect implementation of development policies and procedures at 50% Management Areas prioritizing Centres of Excellence	Development of policies and procedures implemented at 50% Management Areas and all Centres of Excellence	Procedures were developed in line with policies - implementation pending the finalization of a standardized and uniform departmental format. Implementation to commence in 2006/07 financial year.
E.1.2		Complete baseline audit in 30 Management Areas for a comprehensive education, sport, arts, culture and skills development programme based on needs	Baseline audit completed in 30 Management Areas completed	Formal Education - 29 management areas finalized Sport, Recreation, Arts and Culture – only 20 Management Areas completed and 10 will be carried over to 2006/07 financial year. Skills Development - baseline audit rescheduled for finalization for 2006/07 financial year
		Develop and implement Framework for provision of comprehensive development programme in all Centres of Excellence	Framework developed and implemented in all Centres of Excellence	Comprehensive framework developed, finalized and implemented at all management areas including Centres of Excellence

Sub-programme	Output	Indicator	Target	Actual performance against targets
		Review and update new needs-based education, SRAC and skills programmes	Needs-based education, SRAC and skills programmes updated	Formal Education: programmes aligned in line with New Curriculum Statement issued by Department of Education. SRAC: Survey conducted in relation to the needs of offenders and how programmes can be improved.
		Maintenance and provision of existing education, SRAC and skills programmes according to Service Level Standards in all Correctional Centres	All existing education, SRAC and skills programme maintained in accordance to Service Level Standards	Formal Education, SRAC and skills development maintained by means of: <ul style="list-style-type: none"> • Increase of budget • Operational visits to give guidance • Orientation of personnel in terms of offender rehabilitation path • Reviewed Service Level Standards to include quantitative and qualitative standards • Identification of challenges and shortfalls and make recommendations for corrective measures
E.1.3	Work opportunities for sentenced inmates	Complete baseline in 30 Management Areas for the implementation of Offender Skills Development Plan to enhance the skills utilization and their employability	Baseline completed	Offender skills Development plan developed and implemented in all Centres of Excellence as well as other Management areas. Skills Development baseline audit rescheduled for finalization for 2006/07 financial year
		Offender skills development plan implemented in all Centres of Excellence	Perform formal education audit at 30 Management Areas	29 Formal education audits conducted
		Revise market delimitation for production workshops and agriculture	Revised market delimitation	Market delimitation has been completed
		Develop master plans for agriculture and production workshops	Master plans for agriculture and production workshops developed	Both the master plan for agriculture and production workshop has been developed

Sub-programme	Output	Indicator	Target	Actual performance against targets
		Conduct research on measurement tools	Research conducted	The research has been conducted and decided according to the measurement tool used by the whole Department and aligned to the specific directorates
		Develop a Framework for impact assessment tool	Framework developed	Only the Formal Education impact assessment tool has been developed
		Develop a policy and legal framework to ensure effective provision and attendance of compulsory Personal Development Programmes	Developed policy and legal framework	Policies and frameworks have been developed
		Pilot the implementation of compulsory programmes at 6 Centres of Excellence	Compulsory programmes implemented	Implementation delayed
		Implement developed guidelines and criteria aimed at the auditing, quality assurance and external accreditation for the appointment of service providers	Developed guidelines and criteria	Guidelines and criteria have been developed
		Quality assure 40% of the service providers	40% of existing service providers quality assured	Quality assurance of service providers has been conducted
		Audit and quality assure new service providers	Availability of an audit and progress reports	Audit and progress reports available



2.6.6. Programme 6: Social Reintegration

Purpose: Provide services focused on offenders' preparation for release, their effective supervision after release on parole, and on the facilitation of their social reintegration into their communities.

Measurable Objective: To facilitate the social acceptance and effective reintegration of offenders and to assist them to adhere to all applicable correctional and parole supervision conditions.

Key Departmental Objective

- To make provision for all services focused on offenders in preparation for their release, their effective supervision and to facilitate their reintegration into their respective communities.

Service Delivery Highlights

- During the year under review, the Department undertook to review its current practice and policy environment with regard to social reintegration to ensure compliance with constitutional and international instruments.
 - A revised classification system for offenders subject to community corrections has been implemented countrywide. The aim is to align the offenders' classification with rehabilitation, requiring more interaction between offenders and their supervision officials. During 2006, the Department will review and update the revised classification system implemented at all Community Corrections Offices.
 - A security plan for the protection of officials working at community corrections offices has been developed and approved by the Commissioner to ensure the safety of officials working for Community Corrections. Phase one of the plan was implemented during 2005/06 while phase two will be implemented during the 2006/07 financial year.
 - During 2005, the new Correctional Supervision and Parole Board members were trained in the field of community corrections. The aim of the training programme was to empower newly appointed officials to execute their duties efficiently.
 - Section 299A of the Criminal Procedure Act which makes provision for the right of the complainant to make representations in certain matters with regard to placement on parole, day parole or under correctional supervision came into effect during 2005. The Department developed the Service Charter and Minimum Standards for Victims, as well as directives regulating Complainant Involvement in Correctional Supervision and Parole Boards.
 - The Department has implemented plans to make community corrections offices more widely accessible to the majority of offenders and the community, especially in rural areas. It is envisaged that the establishment of the locations and the decentralized offices will be finalized by the end of 2006/07. Currently there are 194 fully functional offices and 21 sub-offices.
 - Parole Boards approved parole/placement under correctional supervision in 45% of cases against a target of 55%. Failure to reach the target of 55% can be attributed to the fact that more and more offenders are serving longer sentences and therefore did not qualify for immediate parole upon reaching their consideration date.
-

Key Outputs, Indicators and Targets for the Programme Social Reintegration

Key Departmental Objective

F.1 To make provision for all services focused on offenders in preparation for release, effective supervision and to facilitate re-integration into their communities

Sub-programme	Output	Indicator	Target 2005/2006	Actual Performance against targets
Community Liaison F.1.2	Supervision of probationers and parolees	Number of parolees and probationers per supervisory officer	30 probationers and parolees per supervisory officer	34
F.1.3	Reintegration programmes for released offenders	Percentage of total absconders traced	More than 36% of absconders traced	10.3% (Target could not be reached due to: <ul style="list-style-type: none"> • absence of tracing units, • during special remissions monitoring officials were not available as they assisted in the process to ensure offenders provide correct addresses
F.1.1	Material and financial assistance to needy offenders released from custody	Percentage of released persons attending reintegration programme	To be benchmarked	To be benchmarked in 2005/06
		Number of released offenders receiving material and financial assistance	More than 40 000 offenders	42 510
F.1.3	Reintegration programme for release	Approve Pre-release Policy and programmes	Approved policy and programmes	Policy not yet developed
		Develop and avail Pre-release procedure manuals (order)	Availability of Pre-release procedure manuals (order)	Procedure manual await approval of policy
		Phase-in implementation of approved pre-release programmes at Centres of Excellence/prioritized Correctional Centres	Approved policy implemented	Draft policy submitted for approval
		Availability of resource provisioning plan	Resource Provisioning plan available	Provisioning plan for appointment of CITs and CATs developed.
		Availability of CV's for inmates prior to placement	CV's available	IT system developed for CVs but remains inactive due to shortage of IT personnel

Sub-programme	Output	Indicator	Target 2005/2006	Actual Performance against targets
F1.3		Approve policy on reintegration services	Policy approved	Draft policy developed to be finalized 2006/07
		Approve Policy guidelines and training manual on Social profiling	Policy guideline and training manual approved	To be developed 2006/07
		Approve Resource Provisioning plan	Resource provisioning plan approved	Not yet done
		Approve list of experts for compilation of database	List approved	List available
		Phase-in implementation of reintegration services	Reintegration services implemented	Implementation in 2006/07





2.6.7 Programme 7: Facilities

Purpose: Ensure that the physical infrastructure supports safe custody, humane conditions, and the provision of corrective services, care and development as well as general administration.

Measurable Objective: To support the Department in its core function of security, corrections, development and care by providing well-maintained facilities that comply with internationally accepted standards.

Key Departmental Objective:

To provide facilities that are geared to support safe custody, humane conditions, provision of corrective services, care and development as well as general administration.

Service Delivery Highlights

- To ensure the provision of humane conditions in a safe and secure environment, the Department spent R495 384 million on 102 ongoing repair and maintenance programmes (RAMP) at 53 correctional facilities.
- Altogether 13 projects commenced during 2005/06.
- A total of R57 681 million was expended on 34 upgrading projects and 1171 additional offender bed spaces were created at the following correctional facilities:
 - Leeuwkop: 700
 - Pietermaritzburg Med B: 210
 - Ekuseni Youth Development: 120
 - Kranskop: 38
 - Greytown: 9
 - Melmoth: 44
 - Eshowe: 50
- The total amount expended in respect of the Building and Maintenance sub-programme was R570 222 million on capital repair and renovations, the RAMP (repair and renovations programme) and upgrading. Few new projects were commenced with and the bulk of the funds was expended on ongoing projects.

Status Report on New Generation Prisons

Kimberley

Tender documentation will be published on 5 May 2006 with the target date to hand over the site to the successful bidder set for September 2006.

Klerksdorp and Nigel

Terms of reference for the Transaction Advisor to manage the process were drafted with the assistance of the National Department of Public Works (NDPW) and the National Treasury. Tenders are currently underway for a Transactional Advisor to do a feasibility study in this regard.

Leeuwkop

Awaiting Environmental Impact Assessment.

Key Outputs, Indicators and Targets for the Programme Security**Key Departmental Objective****G.1 To provide facilities that are geared to support safe custody, humane conditions, provision of corrective services, care and development and general administration.**

Sub-programme	Output	Measure/ Indicator	Target	Actual Performance against targets	
PPP Prisons G.1.1	Offender accommodation	Number of offender places	5 952	5 952 places	
G.1.2		Number of additional offender places	12 000	<ul style="list-style-type: none"> Tender for Kimberley advertised Nigel and Klerksdorp busy compiling specification for transactional advisor Leeuwkop awaiting environmental impact assessment 	
G.1.1 Building and Maintenance	Properly maintained infrastructure	Number of correctional facilities being renovated	At least 11 facilities in 2005/06	11	
	Audit existing facilities for compliance with minimum requirement standards and norms	Conduct audit of Correctional Centers	25% of Correctional centers audited	15%	
	Review and prioritise development plan	Compilation and approval of roll-out plan	Approved roll-out plan		
		Implementation of roll-out plan	10% of facilities		
	Properly maintained infrastructure	29 projects to be undertaken	29 projects	5 projects commenced in 2005/06	
13 projects planned under Planned Maintenance Budget		13 Projects	13 projects commenced		
Upgrading of facilities	Number of additional offender places	At least 1200	1171 Due to budget over-commitment to RAMP the target could not be reached.		

Sub-programme	Output	Measure/ Indicator	Target	Actual Performance against targets
G.1.1		Appoint consultants to do a safety audit at correctional centers	Appoint consultants	Consultants not appointed
G.1.4		Revision of head office accommodation	Implement 65% of head office accommodation needs	Head office accommodation for 90% of the staff complement has been procured.
		Procurement of new head office	Feasibility study to be completed	Feasibility study under review by the Project Officer



Offenders hard at work to improve facilities and for own skills development.

2.7 Progress on Compliance Management

2.7.1 Background

Since 1994, the Department's endeavours to adjust to the challenges posed by the new constitutional and democratic order have had mixed results. These challenges included the need to align the Departmental legal framework with the Constitution of the Republic of South Africa; aligning policies and procedures with such legal framework to ensure that the Department serves the country with integrity, aligning the organisational structure and matching existing personnel capacity to address service delivery imperatives. This process is certainly not complete without ensuring compliance with policies and procedures which is inescapably one of the major challenges facing our organisation. The inadequate application of Departmental policies and other public service directives has been identified as attributing to low levels of work ethics which became embedded in the culture of the Department prior to the transformation of the Department into a constitutional responsive institution of the government committed to its mandate and values enshrined in the Constitution of the country.

Coupled with this, the high turnover of Accounting Officers in the period 1994 – 2001 created serious instability and impacted negatively on the transformation process. This instability, coupled with the disruption of effective management training, heightened the Department's vulnerability to non-compliance with fundamental policy provisions and as a result the culture of low work ethics and lack of regard for good governance became deeply rooted. Obvious organizational challenges such as the need to ensure a clean audit report were ignored. Declining standards of internal control, tolerance of corrupt practices and poor management of employee relations characterized the management practices that prevailed for some time.

The development of a clear vision coupled with a concerted effort to steer the Department towards the right direction commenced in earnest in 2001. This required a focused plan underpinned by strong leadership and stability. Mindful of the fact that inadequate application of departmental policies and directives was attributed to low levels of work ethics and disregard for organizational ethos and values underpinning public administration, the Department undertook a conscious decision to address these challenges head-on through a systematic business reengineering strategy as part of its strategic planning in 2001. In this regard, the Department developed and implemented various strategies which, among others, included the following:

- Evaluation of whether the Department's structure, the human resource capacity, systems as well as policies and procedures were sufficiently geared to deliver on the Department's legal mandate in the context of the new constitutional framework of the country.
- Development and implementation of a strategy called "Gearing DCS for Rehabilitation" of which the main elements were in response to the evaluation exercise referred to above. With this strategy rehabilitation was for the first time placed at the centre of all Departmental activities.
- Restructuring in terms of Public Service Coordinating Bargaining Council (PSCBC) Resolutions 7&8 of 2002.
- Development of an Anti-Corruption Strategy of which the main elements included prevention, investigation and prosecution. The strategy was approved by the Cabinet in 2002.
- Development of the White Paper on Corrections which was approved by the Cabinet in February 2005. We have also embarked on an exercise of reviewing all our policies to ensure that they are aligned to the White Paper and the new strategic direction of the Department.
- Development and implementation of a comprehensive Compliance Management System; the elements of which include a new Code of Conduct and Procedures, Risk Management System and a Compliance Improvement Plan which is aimed at monitoring and improving compliance with policies and procedures.
- Development and implementation of a comprehensive Integrated Human Resource Strategy aimed at enhancing human resource capacity to meet current challenges in the field of corrections.
- Overhauling the Department's Human Resource Development Strategy to ensure that all levels of staff are sufficiently re-orientated and provided with the requisite capacity to be able to deliver on the ideals of the White Paper on Corrections.
- Together with the DPSA, SAMDI and the University of Pretoria, the Department developed an Ethics course customised for Correctional Services and aimed at enhancing professionalism and efficiency within the Department.

Critical to the project of "Gearing DCS for Rehabilitation" was the need to develop and establish strong leadership to drive the mandate of the Department and to serve as a catalyst in the transformation process. Several gains have been made through this initiative and have culminated in the piloting of the ideals of the White Paper in the 36 Centres of Excellence. The new structure aimed at addressing this new mandate, development of new budget programmes consistent with the policy frame-

work, audit and reviews of existing operational policies and matching them to the new structure in accordance with their own competencies have all been completed. The structure, among others, sought to address historic risks and challenges like corruption, poor management capacity, policy development, intergovernmental relations capacity, service delivery and good governance.

The following account of progress made in dealing with most of the issues pertaining to compliance does not seek in anyway to rationalize the current level of compliance within the Department but is rather a genuine acceptance on the side of the Department that a major problem existed and as it had developed over years it will likewise take time to resolve completely.

2.7.2 Medcor

Most of the historic problems relating to Medcor have been resolved and the following are some of the actions taken to date:

Service Level agreement between the DCS and Medcor

- The Department negotiated and drafted an Agreement with Medcor as was reported during the Department's response to SCOPA for the financial year 2003/2004.
- All the years since the inception of Medcor, the Department had been making a 100% contribution to Medcor for membership costs. In line with Resolution 3 of 1999, the Department changed this position to one third contribution by Medcor members and two thirds contribution by the employer which is calculated and deducted via the Persal System and paid to Medcor. These arrangements became effective in January 2005. This measure, which is accepted as common practice across the public service, enabled the Department to reduce its contribution from 100% to two thirds of the membership cost with massive savings for the Government.

Accurate Membership Database

- For quite some time the Department did not have a well structured and accurate database for Medcor members.
- A second database capturing the details of those persons belonging to the category known as "continuation members" is in the process of being updated. The Department is working closely with both Medcor and MxHealth (Medcor administrator) to verify the accuracy and completeness of this database.

Compliance with the Income Tax (Act No 58 of 1962)

Another historic problem relating to Medcor was the lack of compliance with the Income Tax Act relating to the taxation of medical aid fringe benefits. The Department has ensured compliance with the Income Tax Act since January 2005.

2.7.3 Internal Controls

Independent Reviews by Management

- The problem of internal controls within the Department was a product of historic management capacity and absence of updated systems and procedures. Policies regulating internal controls were available in many respects, but the problem that remained was absence of supporting procedures and training of staff. This prompted the Department to undertake a comprehensive review of all existing policies and procedures which has been completed.
- Since restructuring in 2003/04 the Department has undertaken a coherent programme of recruiting and placing senior managers in positions compatible with their skills. To fast track this process, the Department contracted recruitment agencies to assist with recruitment of staff. To date most of the vacancies in a wide range of senior management positions have been filled.
- The Department has also revived junior and middle management training programmes aimed at building internal capacity and equipping these managers with all the skills necessary to fulfil their managerial obligations.

2.7.4 Supply Chain Management

Asset Management

Since the inception of the current Asset Management System as approved and introduced by Treasury, the Department has been grappling with the problem of capturing data to ensure a complete asset register. This problem is exacerbated by the fact that the Web Asset Tool is not the only computer programme used to capture data relating to assets. In addition to this system there is a Provisioning Administration System (PAS) and the Basic Accounting System (BAS) all of which are expected to be reconciled which is impossible as the three are not compatible. This problem has been brought to the attention of Treasury several times, which insists on the utilization of the current system as is, in the face of their own process of developing a new system over the next 3-7 years.

The Department has enhanced capacity by continuously training officials operating the system.

Unauthorised use of Vehicles

Most deficiencies in this area were the result of poor administration associated with poorly trained and inexperienced Transport Controllers. To date the Department has provided training to 280 Transport Controllers on transport policies and procedures. These officials were further issued with all the relevant policy and procedure manuals. Follow-up monitoring and inspections are conducted as part of the compliance improvement plan to determine progress made in ensuring compliance in this regard.

2.7.5 Cases of Non-Compliance with Laws

Part of the ongoing problem related to internal controls, as stated earlier, stemmed from the absence of ongoing reviews and monitoring. The Department has developed the Risk Management Plan which is an overarching management system aimed at assessing various risks within the organisation with the aim of ensuring that risk mitigation plans are in place at all levels in the Department. Coupled with the Risk Management Plan was the development of Area Management and Regional Action Plans aimed at supporting the Department's Compliance Improvement Plan in order to achieve compliance with laws and operational procedures. The plan has been instituted in consultation with the Audit Committee. The management of compliance and risk management have been made integral to all senior management Performance Agreements. The Department has institutionalized a Risk Management Committee that conducts continuous risk assessments within the Department and the Committee meets on a quarterly basis.

Non-compliance with Basic Conditions of Employment Act, 1997

Non-compliance with the Basic Conditions of Employment Act of 1997 (Act no. 75 of 1997) resulted from poor budget control practices and entrenched mismanagement of overtime. In an effort to resolve this problem the Department entered into an agreement with all recognized unions to regulate management and expenditure related to overtime in 2004. Another agreement, effective from June 2005, introduced a Seven Day Working Week establishment for the Department. These measures have enabled the Department to comply with the Basic Conditions of Employment Act. Moreover, they have eliminated all the historic problems associated with the management of overtime.

Inadequacies in the documented Policies and Procedures

Unavailability and outdated policies and procedures have been exacerbating the problem of non-compliance with

legislation governing the public service. In March 2005 the Department held a policy conference to launch the South African White Paper on Corrections and to review the progress achieved in its policy and procedure alignment programme. The Conference was preceded by an audit of existing policies and procedures. All existing policy and procedure documents have been collated and captured on the Departmental intranet to promote accessibility to staff. The Department is currently in the process of aligning all policies with the White Paper and remarkable progress has been made in this regard, as reflected in quarterly audits of policy and procedure development.

2.7.6 Information Technology

A number of weaknesses previously prevailed regarding coordination on management levels between the Department and the State Information Technology Agency (SITA) in respect of software and hardware needs of the Department. The following actions were undertaken by the Department to remedy the situation:

Coordination with SITA and Service Level Agreement:

The Department entered into a Service Level Agreement with SITA on mandatory Services, as per the SITA Act. This agreement is renewed on an annual basis. Apart from monthly meetings with SITA to coordinate SITA/DCS activities and the Service Level Agreement, an agreement was reached to institutionalize a Quarterly Executive Meeting to address strategic issues and resolve bottlenecks. As required by the SITA Act, the Department developed a business agreement with SITA which is renewable every second year.

Change to Microsoft Solutions

Data replication from remote sites to Head Office for management information purposes is central to the Department's core business. Given the problems experienced by the Department around the rights to replication, from the Sybase solution, the Department sourced legal opinion from the State Senior Counsel. Premised on the legal opinion, discussions ensued with Sybase, which revealed seriously flawed tendering processes with respect to this solution. This matter has been referred to the SIU for investigation.

The Admission and Release System for inmate information on the Magic Application was piloted in Gauteng. The pilot phase is now over and the process to roll out the project based on a Microsoft solution is already underway in Gauteng and due for completion. The rest of the regions will follow and the entire project is scheduled for completion in June 2006. All systems in the Department are running on new servers procured in 2004.

IT and Disaster Recovery Plan

The Branch Operational Plan has scheduled completion of the IT Plan containing Disaster Recovery Plan. There is already an off-site disaster recovery site which may need upgrading.

2.7.7 Use of Consultants for Training Purposes

The Department's training programme for junior and middle managers has received impressive comments from other government departments including Treasury. The Department procured external consultants to develop a training programme aimed at its immediate training needs. The firm pilots it within the Department, transfer skills and train internal trainers to carry out the programme independently.

2.7.8 Leave Utilization

Numerous leave administration policies were issued by the DPSA to enable Departments to administer leave. Implementation of some of these policies required intensive training and piloting. In the case of management of policies and procedures on incapacity leave and ill health retirement for public service (health risk manager), the Department initiated training and piloting from 1 July 2003 to date. Resulting from this initiative, the average disability leave per employee was reduced substantially, from two days in 2003/04 to 0.07 days in the 2004/05 financial year.

The DPSA directive on the management of the intermittent use of normal sick leave – eight (8) week rule has been implemented since 1 April 2005. The eight (8) week rule applies to an employee who is absent on more than two occasions during an eight week period. The rule provides that such an employee must submit a medical certificate regardless of the period of absence. Failing to submit a medical certificate, such leave will be covered by normal vacation leave (with the employee's consent or alternatively unpaid leave).

During the financial year 2004/05, the Department responded to the reports of our internal audit and the Auditor-General by initiating a national audit on leave management. The audit sampled 25% of files and was completed on 31 May 2005 after which a report was submitted for management consideration. Management will issue directives aimed at addressing the discrepancies revealed by this audit to all managers as part of the attached Compliance Improvement Plan.

Part of a crucial exercise currently being undertaken involves the development of an IT-driven Integrated Corporate Services System (ICSS). Leave management will

also be automated as part of this initiative. The project was initiated on the 23 May 2005 and should be completed before the end of this financial year.

2.7.9 Vacancies and Personnel Turnover

Revising the structure of the Department in line with the Public Service Coordinating Bargaining Council Resolutions 7 and 8 of 2002 projected the personnel capacity needs of the Department to 48 674 against the existing capacity of 35 675 (out of which only 32 832 posts were filled). The 48 674 posts were deemed to be the required optimal capacity which were approved but 12 999 of them were not financed.

The 48 674 posts were arrived at from a joint Technical Team established between the Treasury and the Department. Negotiations are currently underway between the Department and Treasury to look into ways of funding this gap.

Added to this problem was continued management of the operations of the Department with a 5-day personnel establishment, totalling 35 675. These same employees were utilized to perform work over weekends. Given variations in inmates population, the personnel budget for vacant positions was often used to cross subsidize extra personnel needs for weekend duties. Payment for weekend duties constituted overtime and was accordingly paid on a higher average cost per day as per the requirements of the Basic Conditions of Employment Act. Thus, the perennial problem of high vacancy rates was exacerbated by high turnover rates.

During the previous financial year, the Department took a decision to migrate to a 7-day working week establishment. Part of the actions necessary to do this required that all vacant posts appearing within Persal should be funded, consultation and negotiated agreement be entered into with labour unions, annual turnover levels be computed and measures be put into place to speed up recruitment.

Accordingly, the Department contracted three recruitment agencies to assist with its personnel recruitment during the 2004/05 financial year. The work with these agencies has started in earnest effective from the financial year 2005/2006.

An agreement was also concluded within the Departmental Bargaining Council to effect commencement of the implementation of the 7-day working week from June 2005. The project will take over 3 years to implement and recruit 8 975 new entry-level employees. Coupled

with this, all annual recruitment targets will accommodate replacement of required numbers of employees who leave due to natural attrition.

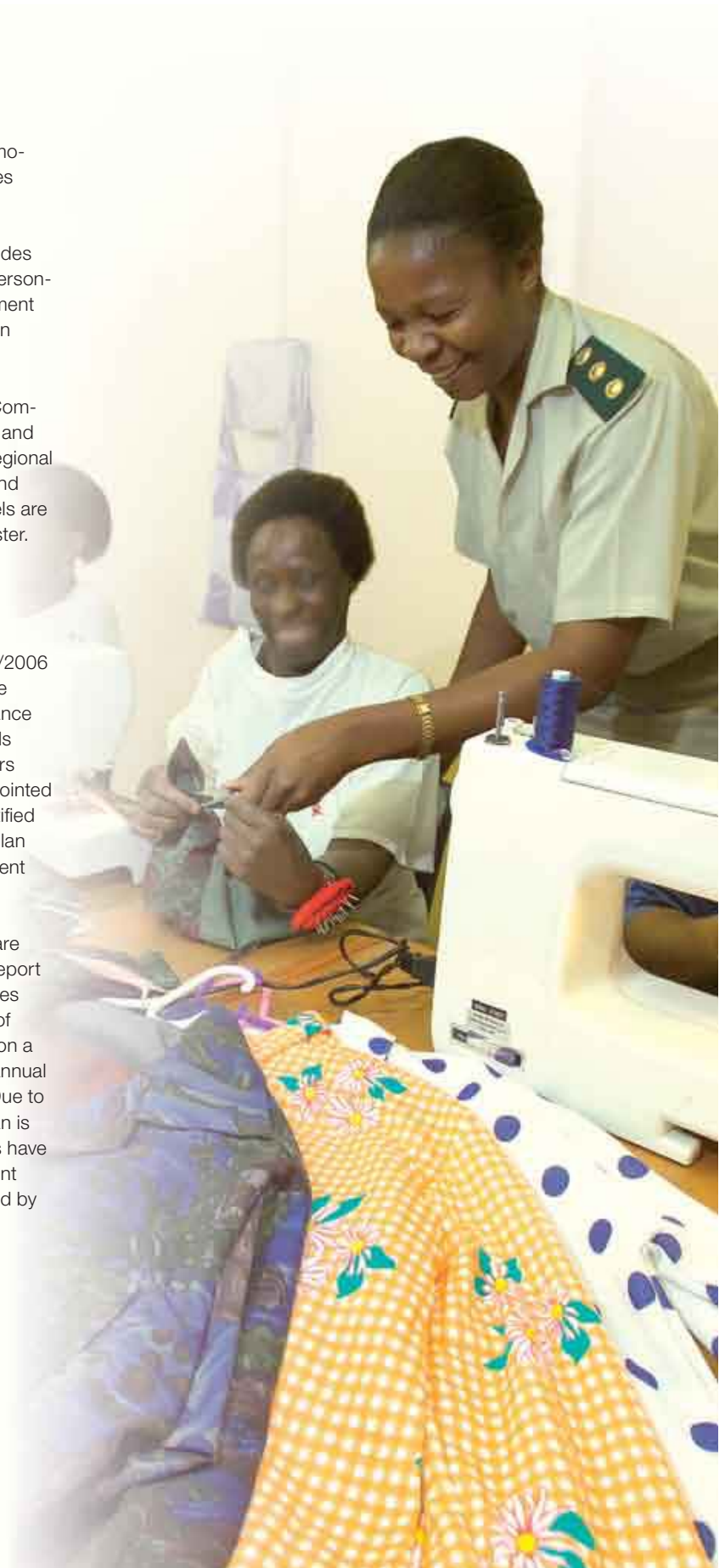
A process to ensure the Persal database only provides for funded filled and vacant posts to enable easy personnel provisioning and planning for the entire Department is underway. This should resolve confusion between funded and financed posts within the Department.

Delegation was also reviewed to enable Regional Commissioners to control their own personnel planning and appointments. The new delegations provide for Regional Commissioners to appoint all levels equivalent to and below Assistant Director. The remaining higher levels are appointed by both the Commissioner and the Minister.

2.7.10 Monitoring Progress on Compliance Matters

Effective from the middle of the financial year 2005/2006 the Department undertook to institute a compliance monitoring plan which is referred to as the Compliance Improvement Plan. This plan will function at all levels in the Department and the project specifically covers those elements marked as areas of improvement pointed out by the Auditor-General as well as all other identified compliance problems. The implementation of the plan commenced in earnest at the beginning of the current financial year.

The outputs of the compliance monitoring project are being documented and form part of the quarterly report on compliance to the Audit Committee. This enables the Audit Committee to fulfil its obligation in terms of SCOPA's recommendation to monitor compliance on a quarterly basis and to report in the Departmental Annual Report on progress from 2005/06 financial year. Due to the size of the Department and the fact that the plan is resource intensive, whilst the compliance problems have been embedded in the operations of the Department over a period of time, the impact thereof is expected by the end of the financial year 2007/2008.



PART 3: Report of the Audit Committee

3.1 Report of the Audit Committee

We are pleased to present our report for the financial year ended 31 March 2006.

3.1.1 Members of the Audit Committee and Attendance

The audit committee consists of the members listed hereunder and meets four times per annum in accordance with its approved terms of reference. During the current year four meetings were held.

Member	31 May 2005	26 July 2005	31 Aug 2005	30 Nov 2005
M R Sloane (Chairperson)	X	X	X	X
D P Van Der Nest Re-appointed 1 November 2005	X	X	X	X
M A Moja Appointed 25 October 2005	-	-	-	Apology
K J Modiko Terminated 19 September 2005	-	-	-	Withdrawn
S Moodley Terminated 2 March 2006	Apology	Apology	X	X
P O C Gillingham Terminated 9 January 2006	Apology	Apology	X	Apology

X - Attended

3.1.2 Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from section 38 (1)(a) 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.

3.1.3 The Effectiveness of Internal Control

The Audit Committee has noted that progress has been made by the Department in certain fields but is still concerned about the number of recurring internal control items reported by the external auditors. Progress is impaired by unsophisticated financial systems requiring a high degree of manual intervention to ensure that the various financial systems (e.g BAS, PAS, Web Asset Tool, Persal) are in agreement with each other. This is aggravated by the geographical spread of correctional facilities, giving rise to an intricate approval cycle impacted by a physical move of documentation between various centres.

The audit committee is of the opinion that a complete turnaround in internal control will not be attained before technological improvements to interfaces between financial systems have been effected.

3.1.4 Evaluation of Financial Statements

The Audit Committee has:

- Reviewed and discussed with the Auditor-General and the Accounting Officer the audited annual financial statements to be included in the annual report;
- Reviewed the Auditor-General's management letter and management response;
- Reviewed significant unadjusted differences resulting from the audit.

The Audit Committee concurs with the Report of the Auditor-General except for qualification relating to the disclosure of Public Private Partnerships (APOPS), where we concur with the opinion of management that the APOPS contract should not be capitalized. This view is based on the fact that risks and rewards are currently with the contractor and that the risks and rewards will pass to the department of public works at the end of the 15 years.

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



Chairperson of the Audit Committee
Mr M R Sloane

Part 4: FINANCIAL STATEMENTS

4.1 Report by the Accounting Officer to the Executive Authority and Parliament of the Republic of South Africa.

1. General review of the state of financial affairs

1.1 Important policy decision and strategic issue facing the department

White Paper on Corrections

In February 2005, Cabinet approved the White Paper on Corrections. This approval charted the way for the new strategic direction of the department. Financial programmes of the department were then redesigned to align to the objectives of the White Paper and be able to deliver on the direction.

Amendment of the Correctional Services Act, 1998

The Correctional Services Act is being amended to align it with the White Paper. The department has embarked on the process of reviewing and auditing policies and procedures to bring them in line with the White Paper. So far, the department has finalised 24 policies. In terms of the B order (General Prison Administration), only the Parole Board procedures have been finalised. An order (HR related procedures) will be reviewed under Corporate Services policy review process.

Centres of Excellence

In August 2005, the department launched 36 Centres of Excellence in all six regions (six centres per region). Centres of Excellence have been developed as vehicles through which the implementation of the White Paper is going to be tested. Furthermore a Steering Committee has been established which monitors progress on Centres of Excellence. Institutionally, Deputy Regional Commissioners (DRCs) lead the project teams at Regional level and similarly, Area Commissioners of identified centres also manage project teams at local level. During the year, the department appointed a Project manager to ensure optimum operations of Centres of Excellence. Additional reporting on progress on Centres of Excellence is contained in quarterly reports.

Offender Rehabilitation Path

The department developed an Offender Rehabilitation Path (ORP) that maps out the process from Admission

to Release of the offender and defines the structured day programme. During the year under review, the department went on a road show to familiarise the centres with ORP and its implement process.

Security Improvement

The installation of the Biometric access control at 66 correctional centres countrywide is in an advanced stage of delivery and is aimed at controlling the movements of inmates, visitors, officials and service providers in and out of the correctional facilities which will reduce trafficking in dangerous weapons and any other material that poses a risk to security.

The Security management Policy and Minimum Security Standards for Correctional Services were approved by the Minister during 2005. The Policy emphasises that no effective correctional programme can take place in an environment in which offenders, correctional officials, and other service providers are not safe and the risk is not properly managed. The policy allows for a holistic approach to security which will allow for the flexible management of resources taking into account the nature of the threat against the availability of such resources. The policy outlines five pillars of the minimum security standards:

- Personnel security and vetting
- Security equipment like fencing
- Security technology
- Security information management
- Operational security procedures within the department

Despite several high profile escapes during which officials were taken hostage and several officials and inmates were seriously injured, the department experienced a significant decrease in the number of escapes from 171 to 112, which represents a 34 per cent decrease.

Seven-day working week

The department has completed phase 1 of the three-year plan for implementing the seven-day establishment, which will phase out the costly overtime system for essential week-end services. The first phase included implementation of a six-day establishment (which provided for a day off in lieu of remuneration for Saturdays worked)

and appointment of the first batch of additional employees. The full implementation will contribute to job-creation and aligning the shift system at correctional centres with the requirements of the Basic Conditions of Employment Act (1998). Replacing the overtime system with a seven-day working week started on 1 June 2005.

Nutritional services

The Constitution and the Bill of Rights and section 8(5) of the Correctional Services Act (1998) all enshrine the right of detainees to adequate nutrition. The department aims to do this, within the constraints of the existing infrastructure and personnel capacity, without interfering or hampering development and care programmes, and while adhering to the minimum health regulations under the Health Act (1977).

HIV and Aids

The department continued to implement its HIV and AIDS policy to prevent the spread of the disease, and to provide care and support for affected personnel and offenders. Offenders are encouraged to undergo voluntary counselling and testing to determine their HIV status and to make future decisions based on their negative or positive status. Affected offenders receive counselling services provided by psychologists and social workers. The tenders for the HIV prevalence survey were finalised in August 2005 and it is expected that the results will be made available during the 2006/07 financial year.

Correctional Supervision and Parole Boards

In July, the Minister of Correctional Services appointed 52 new Correctional Supervision Parole Boards to serve the entire country in line with the Correctional Services Act. The Board is constituted by, officials from the department of Correctional Services, the South African Police Service and the department of Justice and Constitutional Development. For the first time, community members will be part of the board.

Overcrowding

Despite continued efforts by the department and partner departments to deal with overcrowding, the problems continue to exist. In December 2005, 46 327 awaiting trial detainees and 111 075 sentenced inmates were incarcerated in correctional facilities. The average awaiting-trial-detainee population decreased marginally, from 52 313 in January 2005 to 46 327 in December 2005. The decline of 12.95% demonstrates successes of the departments initiatives in conjunction with the efforts of

the interdepartmental justice sector cluster. The sentence inmate population also decreased significantly from 135 143 in January 2005 to 111 045 in December 2005.

The Justice Crime Prevention and Security Cluster (JCPS) Development Committee has continued to prioritise the management of awaiting trial detainee (ATD) levels through the Integrated Case Flow Management Project. In addition, the department has developed a national framework to address overcrowding in relation to both ATDs and one in relation to overcrowding due to sentenced offenders. These are managed through the Risk Management Committee to assist in alleviating the plight.

1.2 Significant events/projects that have taken place during the financial year

Special remissions

During the year under review, the department embarked on the process of Special remissions which benefited at least 60 000 offenders (sentenced and those under correctional supervision). As a result of a careful categorisation of who qualifies, the process was an unprecedented success with few cases of re-offending. The Special Remission process succeeded in lowering the number of persons incarcerated from 180 000 to 150 000.

Recruitment

The department fast tracked recruitment of at least 3 000 new officials as part of increasing DCS personnel by 8 311 by 2007/08. This is to ensure the implementation of the 7-day establishment.

Health

Grootvlei Correctional Centre was launched as a site for the distribution of Anti Retrovirals while the Drakenstein Correctional Centre was launched as a trauma centre.

Career pathing

During this financial year, the department embarked on the process of interim promotions as part of career pathing. The process benefited at least 9 000 officials throughout the country and it was aimed at creating an enabling environment to ensure that competent staff are promoted to higher salary levels and to comply with the provisions of the Public Service regulations.

16 Days of Activism

The Presidency designated the department of Correctional Services to co-ordinate the mechanism for The 16 Days of Activism for No Violence Against Women and Children Campaign.

International relations

The National Commissioner has been appointed as a Deputy President of the International Corrections and Prisons Association (ICPA).

1.3 Spending trends

Parliament voted an amount of R9,234,085 million on the budget Vote of the department for the 2005/06 financial year as compared to R8,457,492 million for the 2004/05 financial year. This allocation was increased by R90,135 million during the 2005/06 financial year through the Adjusted Estimate of National Expenditure as oppose to R49,703 in 2004/5 financial year. The department received donations to the amount of R4,890 million. This brought the total budget allocation for this department to R9,329,110 million compared to R8,457,492 million in the 2004/05 financial year. The department's final state of expenditure for the 2005/06 financial year was R9,066,549 million, an increase of 9,2 percent as compared to the expenditure of R8,301,537 million for the 2004/05 financial year.

The National Treasury has been requested to roll over a saving to the amount of R120 million for the 2005/06 financial year. Compensation of employees expenditure decreased from R5,135,982 million in 2004/05 to R5,091,812 million in the 2005/06 financial year, which was due to the net effect of the down management of overtime expenditure and an annual salary adjustment of 4.6 per cent and pay progression/notch increase of 1 percent on basic salaries during the 2005/06 financial year. Over the medium-term this category of expenditure will continue to dominate 65 percent of the total vote due to the personnel-intensive nature of the department.

With regard to rehabilitation, the expenditure in respect of offenders has increased from R1,036,219 million in the 2004/05 financial year to R1,506,396 million in the 2005/06 financial year. Expenditure on key Departmental priorities like rehabilitation and physical care of offenders is being hampered by the capacity to recruit suitable personnel like psychologists, social workers and nurses.

The main reasons for under spending are due to:

- Delayed tenders and contracts with regard to equipment (X-Ray scanners and fleet management).

- Re-prioritisation and down-management of expenditure.
- Under spending of capital due to delays experienced during the planning stages of Capital projects.

2. Capital investment, maintenance and asset management plan

The department has embarked on an Asset Management Reform as prescribed by the Office of the Accountant-General at National Treasury. The asset management unit within the Office of the Accountant-General and a team from Supply Chain Management from the department has already conducted an analysis (processes, systems, structures and infrastructure) of the current situation with regard to asset management in the department. A draft implementation plan was received from the Accountant-General's Office in November 2005 for signing off by the Chief Financial Officer. The department then requested for a meeting with the Asset Management Unit (AMU) team in the Office of the Accountant-General to discuss the implementation plan before the CFO can sign it off. Several meetings have been scheduled since then but were cancelled due to unavailability of team members from AMU at National Treasury. Another meeting was scheduled for 19 June 2006 at the National Treasury. The implementation plan will be jointly re-worked by the department and the Asset Management Unit of the Office of the Accountant-General and thereafter signed off by the Chief Financial Officer. The project will be rolled out this financial year (2006/2007).

The department has meanwhile drafted an asset management policy.

The department currently utilises several systems for the purchase, payment and management of assets. Ensuring that information on all the systems correlates is quite a challenge. The department would have loved to implement a new system as part of the implementation plan. However, the National Treasury has placed a moratorium on upgrading existing systems or implementing new ones in anticipation of the implementation of the IFMS.

Provisioning Administration System (PAS), Basic Accounting System (BAS) and Web Asset Tool (WAT) are all transversal systems designed and programmed by the National Treasury. None of these systems are interfacing with each other. The systems are imposed by the department of National Treasury (NT) on DCS. In 2000, the department identified the risk of having three 'non-interfacing' systems already. The department has on numerous occasions raised the matter around the PAS and WAT with regard to asset management. The department

made a formal request to National Treasury to migrate to LOGIS and the request was not approved. Practice Note 7 of 2006 was issued by the Office of the Accountant-General barring all Departments from enhancing or procuring any system as they were busy developing the Integrated Financial Management System (IFMS). The Practice Note indicates that the IFMS will take five (5) to seven (7) years to develop.

The department is of the view that the Office of the Accountant-General is best placed to answer all audit queries emanating from the transversal systems. Public accountability in this regard rests with National Treasury. The department feels that the qualification on this matter is unwarranted as the Accounting Officer does not have any room to systematically improve the current situation.

3. Services rendered by the department

3.1 List of services

The aim of the department of Correctional Services is to contribute towards maintaining and protecting a just, peaceful and safe society, by enforcing court-imposed sentences, detaining prisoners in safe custody and promoting social responsibility and the human development of all prisoners and persons subjected to community corrections as included under the following services:

- Provide safe and healthy conditions for all persons incarcerated, conditions consistent with human dignity, and thereby provide security for personnel, inmates and the public.
- Provide needs-based correctional sentence plans for all persons who are sentenced to community correctional supervision, incarceration in correctional centre and paroled offenders, based on the assessed security risk and criminal profile of individuals, focusing on the individual's specific offence, and targeting all elements associated with the offender behaviour/s.
- Maintain the well being of incarcerated persons by providing for physical fitness, nutrition, and social links with family and society, spiritual and moral well being, psychological well-being and health care, based on their needs.
- Provide opportunities for social development and the development of social conscience including vocational and technical training, recreation, sport and education opportunities, to promote the development of personal and social competencies that will enable incarcerated offenders to reintegrate into communities as productive citizens.
- Provide services to persons completing their sen-

tences, to facilitate their effective reintegration into their communities and to promote general social acceptance of offenders.

- Provide, maintain and upgrade the physical infrastructure required for those legally entrusted to the department's care to ensure that facilities are appropriate to meet the department's rehabilitation responsibilities and objectives.
- Provide the administrative, management, financial, ICT information communication technology, service evaluation, investigative and support functions required for all service delivery by the department and support of function of the Ministry.

3.2 Tariff Policy

All the tariffs are calculated according to the applicable inflation rate for the reporting period, and in each case different role players are consulted in this regard to give their inputs. In the event of necessary changes in the tariff structure, this information is consolidated and submitted to National Treasury for approval. After approval the tariffs are implemented. However, due to no changes in the tariff structure for the 2005/06 financial year, the changes in the current tariffs were only due to inflation adjustment and were accordingly revised, and submitted to the Accounting Officer for approval.

3.3 Free Services

The total expenditure incurred for free services amounts to R26,802 million [R26,643 million]. This consists of salary compensation of R26,677 [R26,523 million] to 297 [309] officials working directly with Clubs and Messes and also R125 831 [R120 297] for one official in the Head Office Biokinetics Centre.

3.4 Inventories

Categories	
Strategic stock	R 94 260.77
Agricultural	R 49 820 534.40
Learning and teaching support material	R 15 318.29
Food and Food supplies	R 23 456 578.81
Fuel, oil and gas	R 374 295.50
Other consumables	R 34 661 475.53
Domestic consumables	R 11 888 021.93
Parts and other material	R 189 220 660.43
Sports and recreation	R 186 341.94
Stationery and printing	R 22 789 803.38

Categories	
Medical supplies	R 3 077 069.60
Weapons and armaments	R 2 948 296.04
Other inventory	R 105 235 807.54
TOTAL	R 443 768 464.16

4. Capacity Constraints

Key capacity weaknesses

Overcrowding (Insufficient prisoner accommodation)

Overcrowding within the department continues to be one of the biggest challenges and impedes service delivery. Various efforts, including the Special Remissions and the intersectoral arrangements have contributed to the reduction of overcrowding. However, the problems persist largely as a result of long sentences and the inflow of awaiting trial detainees. A proposal for the Management of Awaiting Trial Detainees has been drafted and presented before Cabinet. There has been a notable decline in inmate population of 12.95 per cent among the awaiting trial population and with regard to sentenced inmates, there was a decline from 64.8 per cent to 37.11 per cent during the year under review. This was as a result of both continued efforts within the department and within the interDepartmental cluster. Mechanisms to decrease overcrowding, include; the building of new prisons, development of a national framework to combat overcrowding, investigation into a more accurate model for predicting offender population and operationalisation of the correctional supervision and parole boards.

Human resource capacity

The department has appointed three recruitment agencies to assist in fast tracking crucial areas affecting personnel, particularly around recruitment and retention. Some of the challenges that still face the department include:

- Retention of personnel, particularly, the scarce skills. Some of the scarce skills required include Internal Auditors, Pharmacists, Nurses and Psychologists.
- Loss of personnel is faster than the intake.

To this end, the department is developing an Integrated Human Resource Strategy to look at among other things, performance management, employee relations, recruitment, selection and retention.

5. Utilisation of donor funds

A grant to the amount of R3,6 million was received from the Centres for disease control and prevention from the United States to be utilised by the department for the co-operation in the prevention and controlling of HIV/AIDS and other infectious diseases.

The Royal Danish Embassy donated an amount of R1,1 million and NICRO donated R200 000 to the department for a conference on strategies to address overcrowded Correctional Centres.

The department received during the year under review an amount of R39 000 from Hydroponic Farming companies for the education and training of offenders in a new crop growing system.

During the 2005/06 financial year the department received a donation of R15 000 from the Grande Four Property Trust for the Executive Management Committee retreat at Karridene on 9-11 September 2005.

6. Trading entities and public entities

The department does not have trading or public entities.

7. Organisation to who transfer payments have been made

In accordance with the Skills Development Act (No.97 of 1998), an amount of R3.467 million was transferred to SASSETA during the year under review as compared to R2,329 million for the 2004/05 financial year.

8. Public/Private Partnerships

8.1 PPPs agreement with the department

In terms of the Asset Procurement and Operating Partnership System (APOPS), two Correctional Centres are currently being operated by private companies, namely:-

- Mangaung Maximum Security Prison (Bloemfontein), and
- Kutama-Sinthumule Maximum Security Prison (Makhado)

8.2 Reasons for their existence

APOPS aims at transference of risk and provision of offender places (beds) for high security inmates through the joint venture prisons. The above-mentioned two contracts jointly provide a total number of 5 952 additional inmate places. APOPS is meant to improve efficiency in

service delivery by providing programmes in an overcrowding free and high security environment.

8.3 Accountability arrangements

All aspects of the relationship are governed by a concession contract (together with schedules) entered between the Government, through DCS and the two private companies. A Correctional Services Controller monitors contract compliance on a daily basis.

The official on site of the privately operated Correctional Centres provides DCS Head Office with reports on the operation of the prison with specific reference to contract compliance. The department's Contract Management Directorate acts as a regulatory body that manages these contracts with the assistance of the Controller who is on site.

The Inspectorate does inspections to determine the contractual obligations and to check whether the controllers are doing what they are meant to be doing.

8.4 Financial arrangements

A daily contract fee per available inmate place was paid to the private companies to operate the two Correctional Centres on a monthly basis. Total costs incurred by the department in respect of the private companies for the 2005/06 financial year amounted to R537,587 million as compared to R510,624 million for the 2004/05 financial year.

9. Corporate governance arrangements

Jali Commission

The Jali Commission set up to investigate corruption in Correctional Services has finalised its report and handed it over to the department with recommendations. The department has identified a task team that will advise the minister on the way forward with regard to the implementation of the recommendations.

Medical Aid fraud

The partnership between the Departmental Investigating Unit (DIU) and the Special Investigating Unit (SIU) has assisted in the successes of recovery of Medcor funds as well as the improved administration of Medcor and the dismissal of eighteen officials.

Capacity

The department managed to fill three of the four vacant posts at Chief Deputy Commissioner (CDC) level during

the financial year. The positions filled were those of CDC Corrections, CDC KwaZulu-Natal and CDC Eastern Cape. By filling these positions this will have a significant improvement on service delivery and management, particularly at regional level.

The department has assisted Internal Audit to recruit entry level staff internally from those members who have relevant qualifications but are placed in various regions. This increased its capacity with the employment of 12 internal auditors. This represented an increase of 57 per cent.

Compliance

The Compliance Improvement Plan (CIP) was developed and approved during the 2005/06 financial year. The CIP is aimed at improving the level of compliance with internal controls and address the queries raised by Inspectorate, Internal Audit, Standing Committee on Public Accounts (SCOPA) and Portfolio Committee and reduce audit queries.

Partnerships

The department has a bilateral relationship with Business Against Crime/Council for Scientific and Industrial Research (CSIR). The partnership has identified several important matters critical to good corporate governance. These include:

- Provide support in the alignment of Departmental budget and strategy, and cost benefit analysis of the implementation plan of the White Paper.
- Provide support in the development and implementation of the HRD strategy in line with the White Paper on Corrections.
- Provide support to build capacity for Human Resource Management including Labour Relations, development of a business case for the improvement of service conditions and reduction of per capita costs; and development of a strategy for modernising the management of the Facilities Fund in line with public service and public finance regulatory frameworks.
- Support the department with business process analysis to ensure alignment of business processes at all levels of the organisation.
- Support the department in the development and implementation of an integrated information management system.

Communication and Public Perception Survey

There was a remarkable improvement in both internal and external communications of the department. During the year under review, the department embarked on numerous imbizos to market corrections as a societal responsibility.

The department completed a Public Perceptions Survey. The results of the survey indicated among other things:

- How the public perceives the department
- How it is performing
- What is the image they have
- Where the weaknesses are

This survey will assist the department to make improvements on service delivery, understanding what the clients needs are.

Integrated Human Resource Strategy

The department has developed an Integrated Human Resource Strategy aimed at establishing a framework providing for effective work organisation, recruitment, retention, development of DCS employees to achieve the implementation of its legal mandate. The focus areas include:

- Recruitment and retention
- Training and retraining
- Enhancing capacity to deliver
- Employee relations and wellness
- Organisational culture
- Career management
- Organisational design

Financial Management

Chief Directorate: Financial and Management Accounting, has institutionalised monthly meetings with regional offices aimed at improving budget processes and financial management. There has been a notable improvement in this area since these meetings began during this financial year. This was an initiative over and above the existing action plan and reporting requirements.

Master Information Systems Plan (MISP)

The department has embarked on a process of developing a Master Information Systems Plan (MISP) that will deliver an Information and Communication Technology (ICT) road map, which will tie the overall strategic direction of the department with specific ICT initiatives such

as the Integrated Offender Management System. The project has completed the assessment of the current environment, which included consulting with DCS at various levels of the organisation and is currently in the process of finalising the decisions and documentation regarding the ICT road map.

Stakeholder accreditation

The accreditation process for service providers providing programmes within Correctional Centres was an important activity for 2005/06. The process will continue into in the 2006/07 financial year.

The department has developed the Risk Management Committee comprising of Deputy Commissioners and shared by the Chief Deputy Commissioner (CDC) Central Services. The Committee has identified critical risk areas emanating from among others, Internal Audit, the Inspectorate, the Auditor-General and the Strategic and Operational plan reviews. The Committee meets quarterly to evaluate progress on identified risks.

The Corruption Strategy was developed and adopted by Cabinet. The department also developed a Whistle-blowing policy and in addition, the department established a hotline. The department is currently implementing these measures and will evaluate progress during 2006/07.

Training for frontline staff on the Code of Conduct has been completed and the department has ensured the inclusion of the Batho Pele principles, its vision and mission. The code will be re-launched nationally and regionally during the 2006/07 financial year.

10. Discontinued activities

No activities were discontinued during the current financial year. The process under way is the review of the After Care programme renamed Social reintegration (See below). The department has developed a position paper on Social Reintegration.

11. New proposed activities

The After-Care programme has been renamed Social reintegration and the position paper has been developed and presented before executive management and the Cabinet. A detailed action plan has been proposed which includes among other processes:

- Audit existing staffing competencies
- Audit obligations to existing accommodation contracts

- Finalise Social Reintegration ORP (May)
- Create database of existing and possible community services
- Formalisation of the organizational structure for Social Reintegration
- Matching and placing staff
- Recruitment of new staff
- Staff training
- Consult and pilot Service Level Agreements (SLA) and contracts
- Partnership agreements
- Consultation with local governments and other relevant community organisations such as traditional leaders

The rest of the programmes will remain and these are:

Programme 1: Administration

Purpose: Provide administrative, management, financial, ICT, research and policy co-ordination, and good governance support functions necessary for all service delivery by the department and in support of the functions of the ministry.

Programme 2: Security

Purpose: Provide safe and healthy conditions for all persons incarcerated, consistent with human dignity, and thereby provide security for personnel and the public.

Programme 3: Corrections

Purpose: Provide needs-based correctional sentence plans and interventions, based on the assessment of the security risk and criminal profile of individuals, targeting all elements associated with offending behaviour/s, and focusing on the offence for which a person is sentenced to correctional supervision, remanded in a correctional centre or paroled.

Programme 4: Care

Purpose: Provide needs-based care programmes aimed at maintaining the well-being of incarcerated persons in the department's care.

Programme 5: Development

Purpose: Provide needs-based personal development services to all offenders.

Programme 6: Social Reintegration (see above)

Purpose: Provide services focused on offenders' preparation for release, their effective supervision after release, and the facilitation of their social re-integration into their communities.

Programme 7: Facilities

Purpose: Ensure that physical infrastructure supports safe custody, humane conditions, and the provision of corrective services, care and development, and general administration.

12. Events after the reporting date

The department unfortunately could not finish clearing all accounts that needed to have a zero balance at year end. These accounts will however be disclosed in the financial statements to enable the users of the information to get the true picture on the financial affairs of the department.

13. Performance information

The department has developed a strategic plan from which operational plans flow. Branches and regions are required to develop these operational plans and on a quarterly basis report on the progress made with regard to achieving targets set out in the key strategic document. Operational plans from branches and regions are obtained and these are contrasted with quarterly reports provided by these sections of the department, to track and monitor progress. Each year, the department reports on four quarters, culminating in the production of the annual report. The Annual report is a summation of the department's performance over the financial year. Previous financial years can also be contrasted to track programme performance over years. The department has also improved relations between the development of the Strategic plan and the Estimates of the National Expenditure (ENE) to ensure that the two processes are aligned. This will see improvements in Departmental performance. In addition, during 2005/06, the Directorate Human Resource Planning undertook the process of aligning the organisational structure to ensure appropriate placement of personnel to assist in service delivery.

14. Standing Committee on Public Accounts (SCOPA) resolutions

The department received the SCOPA resolutions listed in the table below and measures undertaken to rectify the reported cases are listed under findings on progress in the table below.

Reference to previous audit report and SCOPA resolutions	Subject	Findings on progress
SCOPA, second report of 2005 Paragraph 4.2.3, page 52	Medical Expenditure	The Department effected normal employer's contribution in line with the rest of public service from January 2005. Contributions are therefore in compliance with the tax requirements. Membership database is kept through Persal, save for continuation members. Department is currently negotiating with Medcor to verify existing data on continuation members. Records of payments to Medcor will be made available to the Auditors. Governance of Medcor is in line with the Medical Scheme's Act.
SCOPA, second report of 2005 Paragraph 4.2.5, page 53	Internal Control	All regions and branches developed action plans to improve compliance with internal control measures. Policies and procedures are continually reviewed to address any shortcoming. Performance contracts of senior managers have been reviewed to include risk management and compliance with policies.
SCOPA, second report of 2005 Paragraph 4.2. page 53	Information technology	Discussions with SITA are underway to resolve existing problems with contracts (and SLA). Master Information System Plan will be completed soon pending finalisation of Information management Plan. Measures are undertaken to improve security and backup capacities and the processes will be discussed with the Auditor-General and progress submitted to the Audit Committee.
SCOPA, second report of 2005 Paragraph 5.14, page 127	Consultants	The contract was implemented to build capacity of Department's own training component. Other programmes are currently underway and are discussed with SAMDI. DCS will however, give consideration to service providers that are within the public service, and also institutions that are accredited by the National Treasury.
SCOPA, second report of 2005 Reference 02/03 AFS –note 1.2, page 125, and note 12 page 30	Unauthorised Expenditure	The Department acknowledges over-expenditure in terms of economic classification: goods and services. The over-expenditure was however rectified through the process of virement. There was therefore no unauthorised expenditure reported in the past financial year. The considerations of the Committee are however noted.
SCOPA, second report of 2005 Paragraph 5.9 page 121 and overtime, page 104 tables 2.3 and 2.4	Leave utilisation and overtime	The Department has started phasing in the seven day establishment from June 2005, and the need for overtime will be reduced substantially. Measures are currently put into place to improve personnel wellbeing to reduce current levels of disability leave.
SCOPA, second report of 2005 Reference 2000/01 AFS, note 3.7	Possible fraudulent qualifications	Through the use of external recruitment companies, the Department has been able to ensure that each new appointee undergoes qualifications as well as criminal record verification. For all appointments a checklist has also been implemented which ensures that the necessary supporting documentation exists on file for each new appointed official.

Reference to previous audit report and SCOPA resolutions	Subject	Findings on progress
Paragraph 4.1.3 page 46 and paragraph 4.1.9, page 48	Vacancies and personnel turnover	The Department continues to face a challenge of losing skilled officials to the market. Negotiations with Treasury and DPSA are under way to obtain a solution to this matter as part of the Departmental Integrated Human Resources Strategy. The Department has managed to fast track recruitment of certain categories of personnel.
SCOPA, second report of 2005 Paragraph 8	Monitoring of progress by Audit Committee	The audit committee has reported on progress made with the SCOPA resolutions.

Compliance Improvement Plan

The department has developed a Compliance Improvement Plan (CIP) to ensure compliance with internal controls and address matters identified in the reports of the Inspectorate, Internal Audit, Auditor-General and SCOPA. Each Region and Branch has been directed to customise the CIP to respond to its specific challenges. The visits of the Departmental Inspectors and Internal Auditors to management areas are now based compliance with the CIP checklist. Regions are expected to submit quarterly reports on how they are implementing the CIP. A Verification Task Team has been established to conduct follow up to verify the correctness of the reports.

15. Other

None

16. Approval

The annual financial statements set out on pages 66 to 118 have been approved by the Accounting Officer.



COMMISSIONER: CORRECTIONAL SERVICES
L M MTI

DATE: 31 MAY 2006

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS OF VOTE 20 – CORRECTIONAL SERVICES FOR THE YEAR ENDED 31 MARCH 2006

1. AUDIT ASSIGNMENT

The financial statements as set out on pages 66 to 118, for the year ended 31 March 2006, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996, read with sections 4 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004). The fixed asset opening balances have not been audited because of the timing of guidance from National Treasury to the departments relating to the treatment, valuation and disclosure of fixed assets. These financial statements are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

2. SCOPE

The audit was conducted in accordance with the International Standards on Auditing read with *General Notice 544 of 2006*, issued in *Government Gazette* no. 28723 of 10 April 2006 and *General Notice 808 of 2006*, issued in *Government Gazette* no. 28954 of 23 June 2006. Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit includes:

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

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

3. BASIS OF ACCOUNTING

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

4. QUALIFICATION

4.1 Public-private partnership (APOPS) R195 million (2004-05 - R195 million)

The department discloses APOPS as an operating lease in note 23 instead of a finance lease as per Treasury Regulation 13.2 and the National Treasury guideline on accounting for leases. In terms of the stipulations of the APOPS contract, it is evident that it meets the criteria requirements for a finance lease and must be disclosed as such. The department is of the opinion that it qualifies as an operating lease due to the fact that ownership passes to the Department of Public Works. As there is disagreement on this matter, I recommended that the department obtains a ruling from the National Treasury on the correct accounting treatment relative to the APOPS agreement and the applicable Treasury Regulations.

4.2 Receivables R36 million (2004-05 – R30 million)

Staff debt

With reference to paragraph 3.3 on page 82 of my previous report [RP178/2005], it was reported that there was insufficient follow-up in terms of staff debt.

The following shortcomings relating to the follow-up of debt were again identified during the year under review:

- Monthly statements were not issued to staff debtors.
- Debtors were not raised at year-end on the Basic Accounting System (BAS).
- Reconciliations were not performed between Persal and the BAS in respect of officials' salaries for debts owing.
- Debtors with credit balances were not followed up on a regular basis.
- Debt files could not in all instances be provided for audit purposes.
- Debt was not recovered when service was terminated.
- Debt was not recovered from current staff debtors.

The above was due to the lack of a control framework to monitor activities. Staff debtors are thus not fairly stated and the valuation thereof in terms of recoverability is a concern.

4.3 Asset management

With reference to paragraph 5.2 on page 83 of my previous report [RP178/2005], insufficient capturing of assets was reported, which resulted in the fixed asset register not being adequately maintained and updated.

The following deficiencies with regard to the current year transactions/movements were noted during the year under review:

- Three (3) different computer programs were used for the management of inventory and fixed assets, namely the Provisioning Administration System 2.6 (PAS), Web Asset Tool (WAT) and the BAS. No reconciliation was performed between the three systems.
- At year-end a large number of assets purchased and captured on the BAS had not been captured on the WAT.
- No fixed asset register was maintained for intangible assets.
- Not all assets had been bar-coded and recorded in the fixed asset register.

Due to the above deficiencies, I was unable to verify the accuracy and completeness of the asset register. Management did, however, undertake to introduce manual reconciliation procedures to overcome the interface problems for the following year.

Paragraph 2 of the accounting officer's report provides further clarification of the non-compliance and the role of the National Treasury regarding the systems.

4.4 Medical expenditure R469 million (2004-05 – R624 million)

With reference to paragraph 3.1 on page 81 of my previous report [RP178/2005], various shortcomings existed with regard to the management of medical expenditure. The following control deficiencies were identified during the audit of the current year:

- In respect of the continuation members, life certificates were not completed on an annual basis to confirm the existence of the continuation members and their dependants. Thus I could not verify the validity and accuracy of the expense of approximately R143 million.

- The employee/employer contributions were calculated incorrectly in some instances. In certain instances the employer contribution was more than required and vice versa.
- The identity numbers of the members and dependants could not be presented to confirm their existence.
- No procedure manual in respect of the management of the medical aid could be presented for audit.
- Validity/completeness checks could not be done for certain of the medical aids as the information was not readily available.
- In terms of all payments for all medical aids, no certification/validity checks were done by the department.

The above was mainly due to the lack of a proper management framework, monitoring and reconciliation for the verification of medical aid expenditure prior to payment thereof.

4.5 Housing loan guarantees R73,6 million (2004-05 – R79,6 million)

The validity and accuracy of housing loan guarantees amounting to R73,6 million could not be confirmed due to the following:

- Guarantees still appeared on Persal even though the housing loan accounts at the financial institutions had been closed.
- Included in the total of 4164 guarantees outstanding as at 31 March 2006, are 1002 guarantees approved prior to 1995. Given the period of redemption and the increase in the value of the property the guarantees should have been redeemed, however still appeared on Persal which indicated that the records were not updated.
- Guarantees existed for employees who did not hold the title deeds to the properties for which guarantees had been issued.

As a result the contingent liabilities are overstated by an unknown amount. This is mainly due to a lack of management framework monitoring controls and reconciliations.

5. QUALIFIED AUDIT OPINION

In my opinion, except for the effect on the financial statements of the matters referred to in the preceding paragraphs, the financial statements present fairly, in all material respects, the financial

position of the Department of Correctional Services at 31 March 2006 and the results of its operations and its cash flows for the year then ended, in accordance with the modified cash basis of accounting determined by the National Treasury of South Africa, as described in accounting policy 1.1 to the financial statements and in a manner required by the Public Finance Management Act.

6. EMPHASIS OF MATTER

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

6.1 Internal control

Paragraph 5.2 on page 83 of my previous report [RP178/2005] referred to various shortcomings in the internal control, some of which had been reported for the past five years. Although the accounting officer had a documented system of internal control in place, the following shortcomings identified during the current year can be attributed to a lack of independent reviews by management, shortage of staff and inadequate training:

6.1.1 Leave

There was a lack of independent reviews by management in respect of the administration of leave and the following were found:

- Differences between the attendance register, leave register, leave form and Persal.
- Examination results not submitted for study leave taken.
- Unpaid leave not deducted from employees' salaries.

6.1.2 Salaries

Payrolls were not certified on the date of payment by the person in charge of the pay-points.

6.1.3 Performance agreements

Certain performance agreements of senior management did not exist or were only signed after the required three (3) months of the appointment.

6.1.4 Suspensions

- The completeness of suspensions could not be established as suspension registers were not maintained.
- Standard danger allowances were paid whilst employees were suspended.

6.1.5 Homeowner's allowance

- Annual declarations confirming the occupation of dwellings had not been completed to ensure further payment of the allowance.
- Proof of registered bonds was not on the personnel/housing files.

6.1.6 BAS/Persal interface

Monthly reconciliations between the BAS and Persal were not done, which contributed to the salary interface control account reflecting a balance of R800 137 at year-end. However, subsequent to year-end the department has put a process in place to ensure proper and complete reconciliations.

6.1.7 Losses

Losses were not always properly recorded and followed up. The loss register was not updated and reviewed in good time.

6.1.8 Payments

Invoices were not always duly certified and/or paid within the prescribed 30 days. Supporting documentation was not made available.

6.1.9 Journals

Supporting documentation was not always attached to journals when processing took place and therefore the validity of some journals could not be verified.

6.1.10 Budgets

- Minutes were not kept of monthly finance meetings.
- Input documents, motivations and calculations regarding estimates submitted by cost centre managers were not available for audit purposes.

The above mainly reflects the lack of a proper management framework and monitoring.

6.2 Employee benefit provisions R700,7 million (2004-05 – R667,4 million)

The leave entitlement and the capped leave commitments amounting to R700,7 million were misstated by an unknown amount due to incorrect leave credits on Persal. These differences can mainly be attributed to internal control shortcomings as mentioned in paragraph 6.1 above and are a result of a lack of monitoring controls.

6.3 Vacancies

Out of an approved and funded establishment of 38,979, only 36,270 posts were filled as at 4 April 2006, which represents a seven (7) per cent vacancy.

Filling the vacancies in the professional field is a challenge as the department has to compete with foreign countries regarding the recruitment of professionals. Note is, however, taken of the steps the department has taken to address the issue.

6.4 Pharmacies

With reference to paragraph 5.2 page 83 of my previous report [RP178/2005], insufficient stock control as a result of an ongoing computer system error resulted in differences between stock on hand and stock per the computer system. In addition stock counts were not performed at regular intervals.

This was mainly due to the lack of a proper management/control framework, monitoring and reconciliations

6.5 Vehicle fleet management

The following deficiencies were noted during the audit:

- Trip sheets and fuel slips were not filed/ maintained.
- Logbooks and trip sheets did not correspond.
- Fleet management report discrepancies were not followed up.
- No reconciliations were performed between logbooks, fuel purchases and fleet management reports.
- Lack of control in the administration of accident and tyre registers. These registers were not reviewed on a regular basis and were incomplete.

This was due to the lack of a proper management/control framework, monitoring and reconciliation.

Similar deficiencies were reported in paragraph 5.2 of my previous report.

6.6 Accruals R31,2 million (2004-05 – R42,6 million)

During the audit of accruals amounting to R31,2 million, cut-off testing revealed that not all unpaid

invoices received prior to year-end had been included in disclosure note 28 to the financial statements. This resulted in the accruals being understated by an unknown amount. This was due to the lack of a proper management/control framework and monitoring

6.7 Supply chain management

Following allegations of mismanagement in the supply chain management process, the regularity audit process was extended to specific contracts. Certain aspects of the audit have not yet been finalised and I am also liaising with the Public Service Commission which has conducted a review relating to the same matter. If necessary I shall report on the matter in my next report.

6.8 Subsistence and travelling

The following shortcomings with regard to the control and administration of subsistence and travelling (S&T) were identified:

- S&T claims were not always submitted within seven days of returning from a trip.
- S&T claims were not always processed within three days after receipt by the department.
- Certain claims could not be submitted for auditing purposes and others were not fully completed.
- Incorrect amounts were paid or claimed.
- Some claims were not authorised or authorised by the incorrect delegation level.

This was due to the lack of a proper management control framework monitoring and reconciliation.

6.9 Policies

During the audit of the department it was noted that various financial policies were still in the process of being reviewed in order to align the policies with the requirements of the BAS and the White Paper on Corrections. In certain instances the required policies had not yet been compiled. This was mainly due to inadequate processes and poor project management.

6.10 Accommodation

Correctional centres remained overcrowded and resulted in the detention of offenders in inhumane conditions. This situation resulted in non-compliance with the Correctional Services Act, 1998 (Act No. 111 of 1998), chapter 3, paragraph 7(1).

This is not a simple matter, but one which is influenced by the criminal justice system as a whole and administered by the whole environment of the Justice, Crime, Prevention and Security (JCPS) Cluster.

Reference is also made to this matter in paragraph 1.1 of the accounting officer's report – Overcrowding.

6.11 Progress with the resolutions of the Standing Committee on Public Accounts (SCOPA) and previously reported matters

I concur with the progress reported by the department on SCOPA resolutions and recorded in the accounting officer's report.

6.12 Jali Commission

With reference to paragraph 59 of the previous report [RP178/2005], the Jali Commission had completed its investigations and the report was handed over to the President on 14 December 2005 and to the Minister of Correctional Services on 13 March 2006. The department is currently in the process of analysing the recommendations in terms of controls and governance. The department has further indicated that many of the problems mentioned in the report have been addressed by the White Paper on Corrections and the transformation process. The progress in this regard will be evaluated over a period and reported on if necessary.

6.13 Information systems audit (ISA)

A follow-up information systems (IS) audit of the general controls surrounding the information systems environment of the Department of Correctional Services (DCS) was completed in December 2005 and the findings were reported to the accounting officer.

It was established that some progress had been made in addressing the shortcomings identified during the previous audit, but certain control weaknesses were still present in the general control environment as a whole. These control weaknesses, which related to security administration, segregation of duties and physical security, could potentially compromise the integrity of data.

The shortcomings identified could be attributed to inadequately documented user management

procedures and insufficient resource provision to ensure effective monitoring of the information systems environment.

In its management comments the department indicated that corrective actions and initiatives were in progress and would be implemented subsequent to the completion of the audit to address the reported control weaknesses. The effectiveness of these management actions will be verified in the next IS audit.

6.14 Medical expenditure: Forensic investigation

The forensic investigation performed by the National Prosecuting Authority (NPA) with regard to the submission of excessive claims by members and service providers, and referred to in paragraph 5.7.1 of my previous report, is still ongoing. The intended second phase, relating to the medical boarding of staff of the department, will start as soon as all the preliminary work has been completed. The department has indicated that it would handle the second phase of the investigation.

6.15 Performance audit

During the year under review a performance audit was conducted of the management and provision of official accommodation to staff at the department. The management report was submitted to management for comment. A separate report will be tabled in this regard.

7. APPRECIATION

The assistance rendered by the staff of the Department of Correctional Services during the audit is appreciated.

Shaheer Fakie

**Auditor-General
Pretoria
31 July 2006**



AUDITOR - GENERAL

Accounting Policies for the year ended 31 March 2006

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 2005.

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 or when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

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.

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

2. Revenue

2.1 Appropriated funds

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

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

Unexpended appropriated funds are surrendered to the National/Provincial Revenue Fund, unless approval has been given by the National/Provincial Treasury to rollover the funds to the subsequent financial year. Amounts owing to the National/Provincial Revenue Fund at the end of the financial year are recognised in the statement of financial position.

2.2 Departmental revenue

All departmental revenue is paid into the National/Provincial Revenue Fund when received, unless otherwise stated. Amounts owing to the National/Provincial Revenue Fund at the end of the financial year are recognised in the statement of financial position.

2.2.1 Tax revenue

Tax revenue consists of all compulsory unrequited amounts collected by the department in accordance with laws and or regulations (excluding fines, penalties & forfeits).

Tax receipts are recognised in the statement of financial performance when received.

2.2.2 Sales of goods and services other than capital assets

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

2.2.3 Fines, penalties & forfeits

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

2.2.4 Interest, dividends and rent on land

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

2.2.5 Sale of capital assets

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

2.2.6 Financial transactions in assets and liabilities

Repayments of loans and advances previously extended to employees and public corporations for policy purposes are recognised as revenue in the statement of financial performance on receipt of the funds. Amounts receivable at the reporting date are disclosed in the disclosure notes to the annual financial statements.

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

2.2.7 Gifts, donations and sponsorships (transfers received)

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

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

2.3 Local and foreign aid assistance

Local and foreign aid assistance is recognised in the financial records when notification of the donation is received from the National Treasury or when the department directly receives the cash from the donor(s). The total cash amounts received during the year is reflected in the statement of financial performance as revenue.

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

The cash payments made during the year relating to local and foreign aid assistance projects are recognised

as expenditure in the statement of financial performance. A receivable is recognised in the statement of financial position to the value of the amounts expensed prior to the receipt of the funds.

A payable is raised in the statement of financial position where amounts have been inappropriately expensed using local and foreign aid assistance. Unutilised amounts are recognised in the statement of financial position.

3. Expenditure

3.1 Compensation of employees

Salaries and wages comprise payments to employees. Salaries and wages are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). Capitalised compensation forms part of the expenditure for capital assets in the statement of financial performance .

All other payments are classified as current expense.

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

3.1.1 Short term employee benefits

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

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

3.1.2 Long-term employee benefits

3.1.2.1 Termination benefits

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

3.1.2.2 Post employment retirement benefits

The department provides retirement benefits (pension benefits) for certain of its employees through a defined benefit plan for government employees. These benefits are funded by both employer and employee contributions. Employer contributions to the fund are expensed when the final authorisation for payment to the fund is effected on the system (by no later than 31 March of each year). 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/Provincial Revenue Fund and not in the financial statements of the employer department.

The department provides medical benefits for certain of its employees. Employer contributions to the medical funds are expensed when the final authorisation for payment to the fund is effected on the system (by no later than 31 March of each year).

3.2 Goods and services

Payments made for goods and/or services are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). The expense is classified as capital if the goods and services were used on a capital project.

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 of each year). This item excludes rental for the use of buildings or other fixed structures.

3.4 Financial transactions in assets and liabilities

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

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

3.5 Unauthorised expenditure

When discovered unauthorised expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is either approved by

the relevant authority, recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

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

3.6 Fruitless and wasteful expenditure

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

3.7 Irregular expenditure

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

3.8 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 of each year).

3.9 Expenditure for capital assets

Payments made for capital assets 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 of each year).

4. Assets

4.1 Cash and cash equivalents

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

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

4.2 Prepayments and advances

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

4.3 Receivables

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

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

4.4 Inventory

Inventories on hand at the reporting date are disclosed at cost in the disclosure notes.

4.5 Asset Registers

Assets are recorded in an asset register, at cost, on receipt of the item. Cost of an asset is defined as the total cost of acquisition. Assets procured in previous financial periods, may be stated at fair value, where determinable, or R1, in instances where the original cost of acquisition or fair value cannot be established. No revaluation or impairment of assets is currently recognised in the asset register. Projects (of construction/development) running over more than one financial year relating to assets, are only brought into the asset register on completion of the project and at the total cost incurred over the duration of the project.

Annexure 4 and 5 of the disclosure notes, reflect the total movement in the asset register of assets with a cost equal to and exceeding R5000 (therefore capital assets only) for the current financial year. The movement is reflected at the cost as recorded in the asset register and not the carrying value, as depreciation is not recognized in the financial statements under the modified cash basis of accounting. The opening balance reflected on Annexure 4 and 5 will include items procured in prior accounting periods and the closing balance will represent the total cost of the register for capital assets on hand.

5. Liabilities

5.1 Payables

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

5.2 Lease commitments

Lease commitments represent amounts owing from the reporting date to the end of the lease contract. These commitments are not recognised in the statement of

financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

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

5.3 Accruals

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

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

5.4 Contingent liabilities

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

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

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

Contingent liabilities are included in the disclosure notes.

5.5 Commitments

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

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

6. Net Assets

6.1 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 transferred to the National/Provincial Revenue Fund on disposal, repayment or recovery of such amounts.

6.2 Recoverable revenue

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

7. Related party transactions

Related parties are other entities that control or significantly influence the department in making financial and operating decisions. Specific information with regards to related party transactions is included in the disclosure notes.

8. Key management personnel

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

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

9. Public private partnerships

A public private partnership (PPP) is a commercial transaction between the department and a private party in terms of which the private party:

- Performs an institutional function on behalf of the institution; and/or
- acquires the use of state property for its own commercial purposes; and
- assumes substantial financial, technical and operational risks in connection with the performance of the institutional function and/or use of state property; and
- receives a benefit for performing the institutional function or from utilizing the state property, either by way of:
 - consideration to be paid by the department which derives from a Revenue Fund;
 - charges fees to be collected by the private party from users or customers of a service provided to them; or
 - a combination of such consideration and such charges or fees.

A description of the PPP arrangement, the contract fees and current and capital expenditure relating to the PPP arrangement is included in the disclosure notes.

Appropriation Statement for the year ended 31 March 2006

	Appropriation per Programme									
	2005/06					2004/05				
	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	R'000	
1. Administration										
Current payment	2,396,642	-	(257,391)	2,139,251	2,100,607	38,644	98.2%	2,513,764	2,583,865	
Transfers and subsidies	9,092	-	1,149	10,241	9,592	649	93.7%	10,902	8,650	
Payment for capital assets	112,935	-	237,552	350,487	352,353	(1,866)	100.5%	130,465	112,573	
2. Security										
Current payment	3,297,903	-	(651,190)	2,646,713	2,641,600	5,113	99.8%	2,804,208	2,691,664	
Transfers and subsidies	8,172	-	9,412	17,584	15,914	1,670	90.5%	13,075	13,074	
Payment for capital assets	5,362	-	452,821	458,183	394,113	64,070	86.0%	2,299	1,467	
3. Corrections										
Current payment	622,781	-	(10,290)	612,491	609,406	3,085	99.5%	473,689	461,985	
Transfers and subsidies	1,411	-	792	2,203	3,571	(1,368)	162.1%	3,585	3,585	
Payment for capital assets	2,133	-	345	2,478	583	1,895	23.5%	1,327	748	
4. Care										
Current payment	923,385	-	100,856	1,024,241	1,023,461	780	99.9%	839,889	722,457	
Transfers and subsidies	726	-	796	1,522	1,881	(359)	123.6%	1,044	1,063	
Payment for capital assets	15,257	-	(11,555)	3,702	2,717	985	73.4%	5,221	2,379	
5. Development										
Current payment	380,387	-	(38,442)	341,945	341,372	573	99.8%	349,369	279,260	
Transfers and subsidies	17,216	-	(911)	16,305	13,975	2,330	85.7%	15,392	15,385	
Payment for capital assets	17,647	-	105,464	123,111	122,990	121	99.9%	15,839	15,675	
6. After-care										
Current payment	309,854	-	(10,953)	298,901	298,825	76	100.0%	294,456	285,672	
Transfers and subsidies	2,224	-	(134)	2,090	2,234	(144)	106.9%	2,350	2,345	
Payment for capital assets	1,257	-	(402)	855	276	579	32.3%	707	62	
7. Facilities										
Current payment	495,705	-	(33,478)	462,227	453,773	8,454	98.2%	457,510	447,197	
Transfers and subsidies	364	-	(5)	359	321	38	89.4%	489	489	
Payment for capital assets	1,271,262	-	29,005	1,300,267	1,158,531	141,736	89.1%	1,145,928	1,076,733	

Department of Correctional Services - Vote 20

Appropriation per Programme (Continued)										
8. Internal Charges										
Current payment	(553,441)	-	68,496	(484,945)	(480,395)	(4,550)	99.1%	(612,876)	(423,384)	
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-	
Payment for capital assets	(14,054)	-	8,063	(5,991)	(1,151)	(4,840)	19.2%	(11,140)	(1,407)	
Subtotal	9,324,220	-	-	9,324,220	9,066,549	257,671	97.2%	8,457,492	8,301,537	
Total	9,324,220	-	-	9,324,220	9,066,549	257,671	97.24%	8,457,492	8,301,537	
Reconciliation with Statement of Financial Performance										
Add:										
Prior year unauthorised expenditure approved with funding				83,250				29,438		
Departmental receipts				4,890				72,776		
Local and foreign aid assistance								-		
Actual amounts per Statement of Financial Performance (Total Revenue)				9,412,360				8,559,706		
Add:										
Local and foreign aid assistance					2,500					
Prior year unauthorised expenditure approved					-				29,438	
Prior year fruitless and wasteful expenditure authorised					-					
Actual amounts per Statement of Financial Performance Expenditure					9,069,049				8,330,975	

Appropriation Statement for the year ended 31 March 2006

	Appropriation per Economic classification									
	2005/06					2004/05				
	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	R'000	
Current payments										
Compensation of employees	5,862,575	-	(768,757)	5,093,818	5,091,829	1,989	100.0%	5,397,108	5,135,982	
Goods and services	2,010,596	-	(63,635)	1,946,961	1,882,507	64,454	96.7%	1,718,351	1,634,368	
Interest and rent on land	45	-	-	45	40	5	88.9%	43	59	
Financial transactions in assets and liabilities	-	-	-	-	14,273	(14,273)	0.0%	4,486	278,307	
Transfers & subsidies										
Provinces & municipalities	18,290	-	(1,657)	16,633	16,306	327	98.0%	16,187	16,186	
Departmental agencies & accounts	2,890	-	577	3,467	3,467	-	100.0%	2,330	2,329	
Universities & technikon	-	-	-	-	-	-	0.0%	-	-	
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-	
Public corporations & private enterprises	-	-	1,260	1,260	937	323	74.4%	2,546	289	
Non-profit institutions	-	-	-	-	-	-	0.0%	-	20	
Households	18,025	-	10,919	28,944	26,778	2,166	92.5%	25,794	25,767	
Payment for capital assets										
Buildings & other fixed structures	1,205,500	-	3,657	1,209,157	1,055,615	153,542	87.3%	1,143,227	1,074,799	
Machinery & equipment	206,299	-	817,636	1,023,935	974,739	49,196	95.2%	147,420	131,865	
Biological or cultivated assets	-	-	-	-	48	(48)	0.0%	-	802	
Software & other intangible assets	-	-	-	-	10	(10)	0.0%	-	764	
Total	9,324,220	-	-	9,324,220	9,066,549	257,671	97.2%	8,457,492	8,301,537	

Department of Correctional Services - Vote 20

Detail per programme 1 - Administration for the year ended 31 March 2006									
2005/06					2004/05				
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	R'000
1.1 Minister									
843	-	-	843	1,001	(158)	118.7%	793	793	
-	-	-	-	6	(6)	0.0%	-	5	
-	-	-	-	-	-	0.0%	-	(7)	
1.2 Deputy Minister									
685	-	-	685	752	(67)	109.8%	585	784	
-	-	-	-	-	-	0.0%	-	-	
-	-	-	-	-	-	0.0%	-	-	
1.3 Management									
216,958	-	13,561	230,519	231,946	(1,427)	100.6%	229,843	209,852	
773	-	(104)	669	678	(9)	101.3%	719	1,444	
2,594	-	(35)	2,559	3,751	(1,192)	146.6%	2,575	2,158	
1.4 Corporate Services									
900,317	-	(198,590)	701,727	690,994	10,733	98.5%	1,130,890	954,374	
5,330	-	73	5,403	5,288	115	97.9%	4,473	3,974	
7,559	-	(2,514)	5,045	3,516	1,529	69.7%	8,401	3,498	
1.5 Finance									
1,099,228	-	(88,695)	1,010,533	970,114	40,419	96.0%	1,010,423	982,010	
2,624	-	1,102	3,726	3,192	534	85.7%	5,396	2,922	
53,001	-	65,853	118,854	122,748	(3,894)	103.3%	38,757	31,862	
1.6 Central Services									
178,611	-	16,333	194,944	191,527	3,417	98.2%	141,230	157,745	
365	-	78	443	428	15	96.6%	314	305	
49,781	-	174,248	224,029	222,338	1,691	99.2%	80,732	75,062	
1.7 Theft and Losses									
-	-	-	-	14,273	(14,273)	0.0%	-	278,307	
-	-	-	-	-	-	0.0%	-	-	
-	-	-	-	-	-	0.0%	-	-	
Total	2,518,669	(18,690)	2,499,979	2,462,552	37,427	98.5%	2,655,131	2,705,088	

Detail per programme 1 - Administration									
Economic classification	2005/06					2004/05			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	1,269,483	-	(182,139)	1,087,344	1,087,290	54	100.0%	1,481,939	1,332,850
Goods and services	1,127,114	-	(75,252)	1,051,862	999,009	52,853	95.0%	1,027,296	972,658
Interest and rent on land	45	-	-	45	35	10	77.8%	43	50
Financial transactions in assets and liabilities	-	-	-	-	14,273	(14,273)	0.0%	4,486	278,307
Transfers & subsidies									
Provinces & municipalities	6,202	-	(1,379)	4,823	4,391	432	91.0%	4,201	4,199
Departmental agencies & accounts	2,890	-	577	3,467	3,467	-	100.0%	2,330	2,329
Universities & technicons	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	1,260	1,260	193	1,067	15.3%	2,499	251
Non-profit institutions	-	-	-	-	-	0	0.0%	-	-
Households	-	-	691	691	1,541	(850)	223.0%	1,872	1,871
Payments for capital assets	-	-	-	-	-	-	0.0%	-	-
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	112,935	-	237,552	350,487	352,343	(1,856)	100.5%	130,465	111,546
Biological or cultivated assets	-	-	-	-	-	-	0.0%	-	293
Software & other intangible assets	-	-	-	-	10	(10)	0.0%	-	734
Total	2,518,669	-	(18,690)	2,499,979	2,462,552	37,427	98.5%	2,655,131	2,705,088

Department of Correctional Services - Vote 20

Detail per programme 2 - Security for the year ended 31 March 2006									
Programme per sub-programme	2005/06					2004/05			
	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 Security									
Current payment	3,297,903	-	(651,190)	2,646,713	2,641,600	5,113	99.8%	2,804,208	2,691,664
Transfers and subsidies	8,172	-	9,412	17,584	15,914	1,670	90.5%	13,075	13,074
Payment for capital assets	5,362	-	452,821	458,183	394,113	64,070	86.0%	2,299	1,467
Total	3,311,437	-	(188,957)	3,122,480	3,051,627	70,853	97.7%	2,819,582	2,706,205

Economic classification	Detail per programme 2 - Security								
	2005/06				2004/05				
	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	R'000
Current									
Compensation of employees	3,192,530	-	(612,755)	2,579,775	2,579,504	271	100.0%	2,715,644	2,645,531
Goods and services	105,373	-	(38,435)	66,938	62,091	4,847	92.8%	88,564	46,128
Interest and rent on land	-	-	-	-	5	(5)	0.0%	-	5
Financial transactions in assets and liabilities	-	-	-	-	-	-	0.0%	-	-
Transfers & subsidies									
Provinces & municipalities	8,172	-	(1,270)	6,902	7,118	(216)	103.1%	7,740	7,740
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikons	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	9	(9)	0.0%	3	2
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	-	-	10,682	10,682	8,787	1,895	82.3%	5,332	5,332
Capital									
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	5,362	-	452,821	458,183	394,113	64,070	86.0%	2,299	1,463
Biological or Cultivated assets	-	-	-	-	-	-	0.0%	-	4
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Total	3,311,437	-	(188,957)	3,122,480	3,051,627	70,853	97.7%	2,819,582	2,706,205

Department of Correctional Services - Vote 20

Detail per programme 3 - Corrections for the year ended 31 March 2006									
Programme per sub-programme	2005/06					2004/05			
	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 Personal Corrections									
Current payment	622,781	-	(10,290)	612,491	609,406	3,085	99.5%	473,689	461,985
Transfers and subsidies	1,411	-	792	2,203	3,571	(1,368)	162.1%	3,585	3,585
Payment for capital assets	2,133	-	345	2,478	583	1,895	23.5%	1,327	748
Total	626,325	-	(9,153)	617,172	613,560	3,612	99.4%	478,601	466,318

Detail per programme 3 - Corrections									
Economic classification	2005/06					2004/05			
	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									
Compensation of employees	574,722	-	7,512	582,234	582,168	66	100.0%	437,903	434,395
Goods and services	48,059	-	(17,802)	30,257	27,238	3,019	90.0%	35,786	27,588
Interest and rent on land	-	-	-	-	-	-	0.0%	-	2
Financial transactions in assets and liabilities	-	-	-	-	-	-	0.0%	-	-
Transfers & subsidies									
Provinces & municipalities	1,411	-	375	1,786	2,037	(251)	114.1%	1,636	1,636
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikon	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	4	5
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	-	-	417	417	1,534	(1,117)	367.9%	1,945	1,944
Capital									
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	2,133	-	345	2,478	583	1,895	23.5%	1,327	748
Biological or Cultivated assets	-	-	-	-	-	-	0.0%	-	-
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Total	626,325	-	(9,153)	617,172	613,560	3,612	99.4%	478,601	466,318

Department of Correctional Services - Vote 20

Detail per programme 4 - Care for the year ended 31 March 2006									
Programme per subprogramme	2005/06					2004/05			
	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
4.1 Personal Well-Being									
Current payment	923,385	-	100,856	1,024,241	1,023,461	780	99.9%	839,889	722,457
Transfers and subsidies	726	-	796	1,522	1,881	(359)	123.6%	1,044	1,063
Payment for capital assets	15,257	-	(11,555)	3,702	2,717	985	73.4%	5,221	2,379
Total	939,368	-	90,097	1,029,465	1,028,059	1,406	99.9%	846,154	725,899

Economic classification	Detail per programme 4 - Care							2004/05	
	2005/06						Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance			
Current	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Compensation of employees	258,988	-	55,845	314,833	314,760	73	100.0%	211,435	211,437
Goods and services	664,397	-	45,011	709,408	708,701	707	99.9%	628,434	511,020
Interest and rent on land	-	-	-	-	-	-	0.0%	-	-
Financial transactions in assets and liabilities	-	-	-	-	-	-	0.0%	-	-
Transfers & subsidies									
Provinces & municipalities	726	-	483	1,209	1,072	137	88.7%	817	817
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikon	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	-	-
Non-profit institutions	-	-	-	-	-	-	0.0%	-	20
Households	-	-	313	313	809	(496)	258.5%	247	226
Capital									
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	15,257	-	(11,555)	3,702	2,717	985	73.4%	5,221	2,379
Biological or Cultivated assets	-	-	-	-	-	-	0.0%	-	-
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Total	939,368	-	90,097	1,029,465	1,028,059	1,406	99.9%	846,154	725,899

Department of Correctional Services - Vote 20

Detail per programme 5 - Development for the year ended 31 March 2006									
Programme per sub programme	2005/06					2004/05			
	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
5.1 Personal Development of Offenders									
Current payment	380,387	-	(38,442)	341,945	341,372	573	99.8%	349,369	279,260
Transfers and subsidies	17,216	-	(911)	16,305	13,975	2,330	85.7%	15,392	15,385
Payment for capital assets	17,647	-	105,464	123,111	122,990	121	99.9%	15,839	15,675
Total	415,250	-	66,111	481,361	478,337	3,024	99.4%	380,600	310,320

Economic classification	Detail per programme 5 - Development									
	2005/06					2004/05				
	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	R'000	R'000	R'000
Current	200,241	-	(7,025)	193,216	193,325	(109)	100.1%	185,907	158,668	
Compensation of employees	180,146	-	(31,417)	148,729	148,047	682	99.5%	163,462	120,592	
Goods and services	-	-	-	-	-	-	0.0%	-	-	
Interest and rent on land	-	-	-	-	-	-	-	-	-	
Financial transactions in assets and liabilities	-	-	-	-	-	-	0.0%	-	-	
Transfers & subsidies	635	-	83	718	652	66	90.8%	589	590	
Provinces & municipalities	-	-	-	-	-	-	0.0%	-	-	
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-	
Universities & Technikons	-	-	-	-	-	-	0.0%	-	-	
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-	
Public corporations & private enterprises	-	-	-	-	729	(729)	0.0%	34	30	
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-	
Households	16,581	-	(994)	15,587	12,594	2,993	80.8%	14,769	14,765	
Capital	-	-	-	-	7	(7)	0.0%	-	53	
Buildings & other fixed structures	-	-	-	-	122,829	282	99.8%	15,839	14,601	
Machinery & equipment	17,647	-	105,464	123,111	154	(154)	0.0%	-	1,021	
Biological or Cultivated assets	-	-	-	-	-	-	-	-	-	
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-	
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-	
Total	415,250	-	66,111	481,361	478,337	3,024	99.4%	380,600	310,320	

Department of Correctional Services - Vote 20

Detail per programme 6 - After-care for the year ended 31 March 2006									
Programme per subprogramme	2005/06					2004/05			
	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
6.1 Community Liaison									
Current payment	309,854	-	(10,953)	298,901	298,825	76	100.0%	294,456	285,672
Transfers and subsidies	2,224	-	(134)	2,090	2,234	(144)	106.9%	2,350	2,345
Payment for capital assets	1,257	-	(402)	855	276	579	32.3%	707	62
Total	313,335	-	(11,489)	301,846	301,335	511	99.8%	297,513	288,079

Detail per programme 6 - After-care									
Economic classification	2005/06					2004/05			
	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									
Compensation of employees	280,256	-	(7,591)	272,665	273,152	(487)	100.2%	270,798	263,265
Goods and services	29,598	-	(3,362)	26,236	25,673	563	97.9%	23,658	22,405
Interest and rent on land	-	-	-	-	-	-	0.0%	-	2
Financial transactions in assets and liabilities	-	-	-	-	-	-	0.0%	-	-
Transfers & subsidies									
Provinces & municipalities	780	-	156	936	827	109	88.4%	864	864
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikons	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	4	(1)
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	1,444	-	(290)	1,154	1,407	(253)	121.9%	1,482	1,482
Capital									
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	1,257	-	(402)	855	276	579	32.3%	707	62
Biological or Cultivated assets	-	-	-	-	-	-	0.0%	-	-
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Total	313,335	-	(11,489)	301,846	301,335	511	99.8%	297,513	288,079

Department of Correctional Services - Vote 20

Detail per programme 7 - Facilities for the year ended 31 March 2006									
Programme per subprogramme	2005/06					2004/05			
	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
7.1 PPP Prisons									
Current payment	363,663	-	(20,733)	342,930	342,848	82	100.0%	316,312	315,883
Transfers and subsidies	7	-	(2)	5	6	(1)	120.0%	12	8
Payment for capital assets	196,022	-	(7)	196,015	194,733	1,282	99.3%	194,752	194,733
7.2 Facilities Management									
Current payment	2,660	-	(2,660)	-	-	-	0.0%	1,397	-
Transfers and subsidies	-	-	27,685	-	-	-	0.0%	12	-
Payment for capital assets	1,044,265	-	(10,085)	1,071,950	935,460	136,490	87.3%	935,502	-
7.3 Building and Maintenance									
Current payment	129,382	-	(3)	119,297	110,925	8,372	93.0%	139,801	131,314
Transfers and subsidies	357	-	1,327	354	315	39	89.0%	465	481
Payment for capital assets	30,975	-	-	32,302	28,338	3,964	87.7%	15,674	882,000
Total	1,767,331	-	(4,478)	1,762,853	1,612,625	150,228	91.5%	1,603,927	1,524,419

Detail per programme 7 - Facilities for the year ended 31 March 2006

Economic classification	2005/06						2004/05		
	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									
Compensation of employees	86,355	-	(22,604)	63,751	61,635	2,116	96.7%	93,482	89,836
Goods and services	409,350	-	(10,874)	398,476	392,138	6,338	98.4%	364,027	357,361
Interest and rent on land	-	-	-	-	-	-	0.0%	-	-
Financial transactions in assets and liabilities	-	-	-	-	-	-	0.0%	-	-
Transfers & subsidies									
Provinces & municipalities	364	-	(105)	259	209	50	80.7%	340	340
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikon	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	6	(6)	0.0%	2	2
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	-	-	100	100	106	(6)	106.0%	147	147
Capital									
Buildings & other fixed structures	1,205,668	-	3,585	1,209,253	1,055,626	153,627	87.3%	1,143,412	1,074,746
Machinery & equipment	65,594	-	25,420	91,014	102,905	(11,891)	113.1%	2,517	2,469
Biological or Cultivated assets	-	-	-	-	-	-	0.0%	-	(512)
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	30
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Total	1,767,331	-	(4,478)	1,762,853	1,612,625	150,228	91.5%	1,603,927	1,524,419

Department of Correctional Services - Vote 20

Programme per subprogramme	Detail per programme 8 - Internal Charges for the year ended 31 March 2006									
	2005/06					2004/05				
	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	R'000	R'000
8.1 Internal Charges										
Current payment	(553,441)	-	68,496	(484,945)	(480,395)	(4,550)	99.1%	(612,876)	(423,384)	
Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-	
Payment for capital assets	(14,054)	-	8,063	(5,991)	(1,151)	(4,840)	19.2%	(11,140)	(1,407)	
Total	(567,495)	-	76,559	(490,936)	(481,546)	(9,390)	98.1%	(624,016)	(424,791)	

Detail per programme 8 - Internal Charges for the year ended 31 March 2006

Economic classification	2005/06						2004/05		
	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									
Compensation of employees	-	-	-	0	(5)	5	0.0%	-	-
Goods and services	(553,441)	-	68,496	(484,945)	(480,390)	(4,555)	99.1%	(612,876)	(423,384)
Interest and rent on land	-	-	-	-	-	-	0.0%	-	-
Financial transactions in assets and liabilities	-	-	-	-	-	-	0.0%	-	-
Transfers & subsidies									
Provinces & municipalities	-	-	-	-	-	-	0.0%	-	-
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikon	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	-	-
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	-	-	-	-	-	-	0.0%	-	-
Capital									
Buildings & other fixed structures	(168)	-	72	(96)	(18)	(78)	18.8%	(185)	-
Machinery & equipment	(13,886)	-	7,991	(5,895)	(1,027)	(4,868)	17.4%	(10,955)	(1,403)
Biological or Cultivated assets	-	-	-	-	(106)	106	0.0%	-	(4)
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Total	(567,495)	-	76,559	(490,936)	(481,546)	(9,390)	98.1%	(624,016)	(424,791)

Department of Correctional Services - Vote 20

Notes to the Appropriation Statement for the year ended 31 March 2006

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

Detail of these transactions can be viewed in note 9 (Transfers and subsidies) and Annexure 1 (A-L) to the annual financial statements.

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

Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the annual financial statements.

3. Detail on financial transactions in assets and liabilities:

Detail of these transactions per programme can be viewed in note 8 (Details of special functions (theft and losses)) to the annual financial statements.

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

4.1 Per programme:

	Final Appropriation	Actual Expendi- ture	Variance	Variance as a % of Final Approp.
	R'000	R'000	R'000	%
Administration	2,499,979	2,462,552	37,427	1.50%
<div style="border: 1px solid black; padding: 5px;"> <p>The underspending occurred mainly under Goods & Services due to delays in finalising the Fleet Management tender. These funds have been requested as roll-over funds.</p> </div>				
Security	3,122,480	3,051,627	70,853	2.27%
<div style="border: 1px solid black; padding: 5px;"> <p>The underspending occurred mainly under Machinery & Equipment due to the tender for X-ray scanners having to be re-advertised. These funds have been requested as roll-over funds.</p> </div>				
Corrections	617,172	613,560	3,612	0.59%
Care	1,029,465	1,028,059	1,406	0.14%
Development	481,361	478,337	3,024	0.63%
After-care	301,846	301,335	511	0.17%
Facilities	1,762,853	1,612,625	150,228	8.52%
<div style="border: 1px solid black; padding: 5px;"> <p>The underspending occurred mainly under buildings & other fixed structures due to material increases in bid prices for new correctional centres from the original estimates budgeted .This resulted in delays in initiating the process and a need to investigate.</p> </div>				
Internal Charges	(490,936)	(481,546)	(9,390)	1.91%

The underspending was due to Internal charges not fully cleared to other programmes .

(In the case of surpluses on programmes, a detailed explanation must be given as to whether it is as a result of a saving or underspending.)

Notes to the Appropriation Statement for the year ended 31 March 2006

4.2 Per economic classification:	R'000
Current expenditure	
Compensation of employees	5,091,829
Goods and services	1,882,507
Interest and rent on land	40
Financial transactions in assets and liabilities	14,273
Transfers and subsidies	
Provinces and municipalities	16,306
Departmental agencies and accounts	3,467
Foreign governments and international organisations	937
Households	26,778
Payments for capital assets	
Buildings and other fixed structures	1,055,615
Machinery and equipment	974,739
Biological assets	48
Software and other intangible assets	10

Department of Correctional Services - Vote 20

Statement of Financial Performance for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
REVENUE			
Annual appropriation	1	9,324,220	8,457,492
Appropriation for unauthorised expenditure approved		-	29,438
Departmental revenue	2	83,250	72,776
Local and foreign aid assistance	3	4,890	-
TOTAL REVENUE		<u>9,412,360</u>	<u>8,559,706</u>
EXPENDITURE			
Current expenditure			
Compensation of employees	4	5,091,829	5,135,982
Goods and services	5	1,882,507	1,634,368
Interest and rent on land	6	40	59
Financial transactions in assets and liabilities	7	14,273	278,307
Local and foreign aid assistance	3	2,500	-
Unauthorised expenditure approved	10	-	29,438
Total current expenditure		<u>6,991,149</u>	<u>7,078,154</u>
Transfers and subsidies	8	47,488	44,591
Expenditure for capital assets			
Buildings and other fixed structures	9	1,055,615	1,074,799
Machinery and Equipment	9	974,739	131,865
Biological or cultivated assets	9	48	802
Software and other intangible assets	9	10	764
Total expenditure for capital assets		<u>2,030,412</u>	<u>1,208,230</u>
TOTAL EXPENDITURE		<u>9,069,049</u>	<u>8,330,975</u>
SURPLUS/(DEFICIT)		343,311	228,731
SURPLUS/(DEFICIT) FOR THE YEAR		<u>343,311</u>	<u>228,731</u>
Reconciliation of Net Surplus/(Deficit) for the year			
Voted Funds	14	257,671	155,955
Departmental revenue	15	83,250	72,776
Local and foreign aid assistance	3	2,390	-
SURPLUS/(DEFICIT) FOR THE YEAR		<u>343,311</u>	<u>228,731</u>

Statement of Financial Position as at 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
ASSETS			
Current assets		114,609	237,557
Unauthorised expenditure	10	42,657	42,657
Cash and cash equivalents	11	20,725	140,914
Prepayments and advances	12	1,703	1,511
Receivables	13	49,524	52,475
TOTAL ASSETS		114,609	237,557
LIABILITIES			
Current liabilities		86,562	221,028
Voted funds to be surrendered to the Revenue Fund	14	67,486	(56,844)
Departmental revenue to be surrendered to the Revenue Fund	15	3,711	5,062
Payables	16	12,975	272,810
Local and foreign aid assistance repayable	3	2,390	-
TOTAL LIABILITIES		86,562	221,028
NET ASSETS		28,047	16,529
Represented by:			
Recoverable revenue		28,047	16,529
TOTAL		28,047	16,529

Department of Correctional Services - Vote 20

Statement of Changes in Net Assets for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
Recoverable revenue			
Opening balance		16,529	2,490
Transfers		11,518	14,039
Debts raised		11,518	14,039
Balance at 31 March		28,047	16,529

Department of Correctional Services - Vote 20

Cash Flow Statement for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		9,222,124	8,346,907
Annual appropriated funds received	1.1	9,134,035	8,244,693
Appropriation for unauthorised expenditure received	10	-	29,438
Departmental revenue received		83,199	72,776
Local and foreign aid assistance received	3.1	4,890	-
Net (increase)/ decrease in working capital		(257,076)	241,316
Surrendered to Revenue Fund		(27,757)	(202,292)
Current payments		(6,990,209)	(7,046,503)
Transfers and subsidies paid		(48,428)	(46,804)
Net cash flow available from operating activities	17	1,898,654	1,292,624
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets		(2,030,412)	(1,208,230)
Proceeds from sale of capital assets	2.3	51	-
Net cash flows from investing activities		(2,030,361)	(1,208,230)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/ (decrease) in net assets		11,518	14,039
Net cash flows from financing activities		11,518	14,039
Net increase/ (decrease) in cash and cash equivalents		(120,189)	98,433
Cash and cash equivalents at beginning of period		140,914	42,481
Cash and cash equivalents at end of period	11	20,725	140,914

Department of Correctional Services - Vote 20

Notes to the Annual Financial Statements for the year ended 31 March 2006

1. Annual Appropriation

1.1 Annual Appropriation

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

Programmes	Final Appropriation 2005/06 R'000	Actual Funds Received 2005/06 R'000	Funds not requested/ not Received 2005/06 R'000	Appropriation Received 2004/05 R'000
Administration	2,499,979	2,458,794	41,185	2,548,731
Security	3,122,480	3,122,480	-	2,713,183
Corrections	617,172	617,172	-	478,601
Care	1,029,465	1,029,465	-	846,154
Development	481,361	481,361	-	380,600
After-care	301,846	301,846	-	297,513
Facilities	1,762,853	1,613,853	149,000	1,603,927
Internal Charges	(490,936)	(490,936)	-	(624,016)
Total	9,324,220	9,134,035	190,185	8,244,693

2. Departmental revenue to be surrendered to Revenue Fund

Note

2005/06
R'000

2004/05
R'000

Sales of goods and services other than capital assets	2.1	37,106	35,487
Fines, penalties and forfeits		14,685	13,034
Interest, dividends and rent on land	2.2	488	156
Sales of capital assets	2.3	51	-
Financial transactions in assets and liabilities	2.4	30,920	24,099
Total		83,250	72,776

2.1 Sales of goods and services other than capital assets

Sales of goods and services produced by the department	35,919	34,702
Administrative fees	-	2
Other sales	35,919	34,700
Sales of scrap, waste and other used current goods	1,187	785
Total	37,106	35,487

2.2 Interest, dividends and rent on land

Interest	488	156
Total	488	156

2.3 Sales of capital assets

Other capital assets	51	-
Total	51	-

2.4 Financial transactions in assets and liabilities

Nature of loss recovered

Receivables	20,982	20,004
Other receipts including recoverable revenue	9,938	4,095
Total	30,920	24,099

Department of Correctional Services - Vote 20

Notes to the Annual Financial Statements for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
3. Local and foreign aid assistance			
3.1 Assistance received in cash from RDP			
Local			
Opening Balance		-	-
Revenue		4,890	-
Expenditure		2,500	-
Current		2,500	-
Closing Balance		2,390	-
Total			
Opening Balance		-	-
Revenue		4,890	-
Expenditure		2,500	-
Current		2,500	-
Closing Balance		2,390	-
Analysis of balance			
Local foreign aid payable to RDP fund/donors	ANNEXURE 1	2,390	-
Closing balance		2,390	-
4. Compensation of employees			
4.1 Salaries and wages			
Basic salary		3,071,504	2,892,315
Performance award		46,485	43,538
Service Based		8,740	-
Compensative/circumstantial		644,315	829,064
Periodic payments		22,496	16,874
Other non-pensionable allowances		315,062	296,448
Total		4,108,602	4,078,239
4.2 Social contributions			
4.2.1 Employer contributions			
Pension		512,793	432,219
Medical		326,386	494,092
UIF		15	5
Bargaining council		1,065	885
Total		840,259	927,201
4.2.2 Post retirement benefits			
Medical		142,968	130,542
Total		142,968	130,542
Total compensation of employees		5,091,829	5,135,982
Average number of employees		34,786	33,001

Department of Correctional Services - Vote 20

Notes to the Annual Financial Statements for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
5. Goods and services			
Advertising		11,042	1,221
Attendance fees (including registration fees)		2,080	1,215
Bank charges and card fees		1,422	1,152
Bursaries (employees)		3,547	4,105
Communication		82,090	72,123
Computer services		66,147	76,862
Consultants, contractors and special services		154,385	115,643
Courier and delivery services		4,091	5,332
Drivers licences and permits		2	-
Entertainment		1,123	966
External audit fees	5.1	17,455	16,381
Equipment less than R5 000		60,692	25,855
Inventory	5.2	741,786	715,013
Legal fees		9,773	6,552
Maintenance, repair and running costs		62,870	28,675
Medical services		76,128	64,407
Operating leases		352,248	318,656
Photographic services		1,272	1,762
Plant flowers and other decorations		141	158
Printing and publications		262	711
Professional bodies and membership fees		420	97
Resettlement costs		5,540	1,761
Subscriptions		123	621
Translations and transcriptions		380	-
Transport provided as part of the departmental activities		7,402	8,950
Travel and subsistence	5.3	180,749	121,228
Venues and facilities		5,028	933
Protective, special clothing & uniforms		34,037	43,987
Training & staff development		271	-
Witness and related fees		1	2
Total		1,882,507	1,634,368
5.1 External audit fees			
Regulatory audits		15,927	14,866
Performance audits		969	921
Other audits		559	594
Total external audit fees		17,455	16,381

Department of Correctional Services - Vote 20

Notes to the Annual Financial Statements for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
5.2 Inventory			
Strategic stock		239	162
Domestic Consumables		114,056	80,880
Agricultural		72,046	68,276
Learning and teaching support material		210	-
Food and Food supplies		359,720	343,914
Fuel, oil and gas		13,547	10,284
Other consumables		82,745	117,351
Parts and other maint mat		34,859	35,402
Sport and recreation		2,045	1,198
Stationery and Printing		39,956	33,636
Veterinary supplies		463	647
Medical Supplies		21,900	23,263
Total Inventory		741,786	715,013
5.3 Travel and subsistence			
Local		180,070	120,576
Foreign		679	652
Total travel and subsistence		180,749	121,228
6. Interest and rent on land			
Rent on land		40	59
Total interest and rent on land		40	59
7. Financial transactions in assets and liabilities			
Material losses through criminal conduct	7.1	424	26
Other material losses written off	7.2	2,906	278,125
Debts written off	7.3	10,943	156
Total		14,273	278,307
7.1 Material losses through criminal conduct			
Nature of losses			
Cash		335	26
Other		89	-
Total		424	26

Notes to the Annual Financial Statements for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
7.2 Other material losses			
Nature of losses			
State vehicles		863	178
Claims		1,163	4,081
Tax debt		535	273,834
Other		345	32
Total		2,906	278,125
7.3 Debts written off			
Nature of debts written off			
Overpaid salaries		2,680	20
Leave without pay		1,026	84
State guarantees		1,066	-
Fraudulent warrant vouchers		1,773	-
Other		4,398	52
Total		10,943	156
8. Transfers and subsidies			
Provinces and municipalities	ANNEXURE 2A	16,306	16,186
Departmental agencies and accounts	ANNEXURE 2B	3,467	2,329
Public corporations and private enterprises	ANNEXURE 2C	937	289
Non-profit institutions	ANNEXURE 2D	-	20
Households	ANNEXURE 2E	26,778	25,767
Total		47,488	44,591
9. Expenditure on capital assets			
Buildings and other fixed structures	ANNEXURE 3	1,055,615	1,074,799
Machinery and equipment	ANNEXURE 3	974,739	131,865
Biological or cultivated assets	ANNEXURE 3	48	802
Software and other intangible assets	ANNEXURE 4	10	764
Total		2,030,412	1,208,230
The following amount for Compensation of employees has been included in Expenditure for capital assets		14,926	-

Department of Correctional Services - Vote 20

Notes to the Annual Financial Statements for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
10. Unauthorised expenditure			
10.1 Reconciliation of unauthorised expenditure			
Opening balance		42,657	72,095
Amounts approved by Parliament/Legislature (with funding)		-	(29,438)
Current Expenditure		-	(29,438)
Unauthorised expenditure awaiting authorisation		42,657	42,657

*

* Balance related to prior years unauthorised expenditure, waiting for Finance Act to be published

11. Cash and cash equivalents

Consolidated Paymaster General Account	19,825	140,403
Cash on hand	900	511
Total	20,725	140,914

12. Prepayments and advances

Description		
Staff advances	-	(1)
Travel and subsistence	1,293	1,213
Advances paid to other entities	410	299
Total	1,703	1,511

13. Receivables

		Less than one year R'000	One to three years R'000	Older than three years R'000	Total R'000	Total R'000
Private enterprises	13.1	2,968	8,028	-	10,996	14,892
Staff debtors	13.2	3,321	27,425	5,809	36,555	30,353
Claims recoverable	ANNEXURE 5	-	1,973	-	1,973	7,230
Total		6,289	37,426	5,809	49,524	52,475

13.1 Private enterprises

Disallowance Miscellaneous	383	70
Disallowance Dishonoured Cheques	52	14
Disallowance Damages and Losses	10,297	13,030
	2005/06 R'000	2004/05 R'000
Disallowance Damages and Losses Recovered	14	(18)
Disallowance Payment Fraud	250	1,796
Total	10,996	14,892

Notes to the Annual Financial Statements for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000		
13.2 Staff debtors					
Salary debt, tax debt and other		36,555	30,353		
Total		36,555	30,353		
14. Voted funds to be surrendered to the Revenue Fund					
Opening balance		(56,844)	133,313		
Transfer from Statement of Financial Performance		257,671	155,955		
Voted funds not requested/not received	14.1	(190,185)	(212,799)		
Received/Paid during the year		56,844	(133,313)		
Closing balance		67,486	(56,844)		
14.1 Voted funds not requested/not received					
Funds to be rolled over		108,671	-		
Funds not to be requested		149,000	-		
Total		257,671	-		
15. Departmental revenue to be surrendered to the Revenue Fund					
Opening balance		5,062	1,265		
Transfer from Statement of Financial Performance		83,250	72,776		
Paid during the year		(84,601)	(68,979)		
Closing balance		3,711	5,062		
16. Payables – current					
Description		30 Days R'000	30+ Days R'000	Total R'000	Total R'000
Clearing accounts	16.1	727	12,164	12,891	272,750
Other payables	16.2	-	84	84	60
Total		727	12,248	12,975	272,810

Department of Correctional Services - Vote 20

Notes to the Annual Financial Statements for the year ended 31 March 2006

	<i>Note</i>	2005/06 R'000	2004/05 R'000
16.1 Clearing accounts			
Description			
(Identify major categories, but list material amounts)			
Salary deductions accounts		10,783	274,949
Persal interface control account		800	2,129
Telephone control accounts		288	(2,067)
Transport payment account		-	(2,682)
Conversion accounts		-	(440)
Other		1,020	861
Total		12,891	272,750
16.2 Other payables			
Description			
Drilling, rental and tender deposits		84	60
Total		84	60
17. Net cash flow available from operating activities			
Net surplus/(deficit) as per Statement of Financial Performance		343,311	228,731
(Increase)/decrease in receivables – current		2,951	(29,820)
(Increase)/decrease in prepayments and advances		(192)	(459)
(Increase)/decrease in other current assets		-	29,438
Increase/(decrease) in payables – current		(259,835)	271,595
Proceeds from sale of capital assets		(51)	-
Surrenders to revenue fund		(27,757)	(202,292)
Expenditure on capital assets		2,030,412	1,208,230
Voted funds not requested/not received		(190,185)	(212,799)
Net cash flow generated by operating activities		1,898,654	1,292,624
18. Reconciliation of cash and cash equivalents for cash flow purposes			
Consolidated Paymaster General Account		19,825	140,403
Cash on hand		900	511
Total		20,725	140,914

Disclosure notes to the Annual Financial Statements for the year ended 31 March 2006

These amounts are not recognised in the financial statements and are disclosed to enhance the usefulness of the financial statements.

			2005/06	2004/05
		Note	R'000	R'000
19. Contingent liabilities				
Liable to	Nature			
Motor vehicle guarantees	Employees	ANNEXURE 6A	1,401	1,091
Housing loan guarantees	Employees	ANNEXURE 6A	73,575	79,618
Claims against the department		ANNEXURE 6B	140,030	90,294
Total			215,006	171,003
20. Commitments				
Current expenditure				
Approved and contracted			96,398	194,640
Approved but not yet contracted			101,700	42,355
Total Commitments			198,098	236,995
21. Accruals				
	30 Days	30+ Days	Total	Total
By economic classification	R'000	R'000	R'000	R'000
Compensation of employees	13,809	-	13,809	32
Goods and services	12,622	4,378	17,000	42,269
Transfers and subsidies	4	-	4	21
Buildings and other fixed structures	75	384	459	-
Machinery and Equipment	-	-	-	284
Other	5	-	5	-
Total			31,277	42,606
		Note	2005/06	2004/05
			R'000	R'000
Listed by programme level				
Administration			29,592	22,016
Security			161	258
Development			501	2,878
Care			460	13,535
After Care			21	228
Corrections			97	519
Facilities			445	3,172
Total			31,277	42,606

Department of Correctional Services - Vote 20

Disclosure notes to the Annual Financial Statements for the year ended 31 March 2006

22. Employee benefit provisions

Leave entitlement	135,478	104,562
Thirteenth cheque	139,109	128,109
Capped leave commitments	565,211	562,847
Total	839,798	795,518

23. Lease Commitments

	Land	Buildings & other fixed structures	Machinery and equipment	Total 2005/06	Total 2004/05
	R'000	R'000	R'000	R'000	R'000
23.1 Operating leases					
Not later than 1 year	-	301,146	6,293	307,439	200,312
Later than 1 year and not later than 5 years	-	779,470	5,862	785,332	395,598
Later than five years	-	1,123,408	-	1,123,408	1,708,472
Total present value of lease liabilities	-	2,204,024	12,155	2,216,179	2,304,382
			<i>Note</i>	2005/06 R'000	2004/05 R'000

24. Receivables for departmental revenue

Sales of goods and services other than capital assets	9	-
Financial transactions in assets and liabilities	24	-
Total	33	-

Comparative figures not available

25. Irregular expenditure

25.1 Reconciliation of irregular expenditure

Opening Balance	621	621
Irregular expenditure awaiting condonement	621	621

*

* Balance related to prior years unauthorized expenditure, waiting for Finance Act to be published

Disclosure notes to the Annual Financial Statements for the year ended 31 March 2006

26. Key management personnel

Description	No of Individuals	Total R'000	Total R'000
Political Office Bearers (provide detail below)	2	1,708	1,276
Officials			
Level 15 to 16	9	5,474	6,035
Level 14	24	12,073	11,706
Family members of key management personnel	19	1,876	1,512
Total		21,131	20,529

27. Public Private Partnership

27.1 Description of the arrangement

To design/finance/contract and manage a maximum security correctional centre for a contract period of 25 years. The contractor "Bloemfontein Correctional Services Contracts" is currently operating Manguang Maximum Security Correctional Centre in the Free State Province and the contractor "South African Custodial Services" is currently operating Kutama-Sinthumule Maximum Security Correctional Centre in the Limpopo Province.

27.2 Significant terms of the arrangement that may affect the amount, timing and certainty of future cash flows

The cash flow models for the two public private partnerships (PPP) projects were created. The cash flow models enables the Department to determine the estimated costs of the two projects over their 25 year contract period. The contract fee is based on the daily available inmate places. This fee is split into components, the fixed component and the indexed component for each year.

The indexed component will be escalated on each review date (every six months) as stipulated in Schedule E to the contract. The fixed component will however remain the same for a period of 15 years, whereafter the fixed fee will fall away.

27.3 The nature and extent of:

- Rights to use specified assets.

Assets must be managed and maintained by the contractor for the whole contract period.

Intellectual Property Rights:

All rights in data, reports, drawings, models, specifications and/or other material produced by or on behalf of the department shall vest in and be the property of the state and the contractor is hereby granted an irrevocable non-exclusive and royalty-free license to use such material for the purpose of the project.

The contractor hereby grants the department an irrevocable non-exclusive license in perpetuity, to use the data, reports, drawings, models, specifications, plans, software designs, inventions and/or other material solely for the purpose of maintaining and operating the correctional centre.

- Obligations to provide or rights to expect provisions of services.

Contractor

Construction of the correctional centre.

Maintenance and operation of the correctional centre for the contract period of 25 years.

Keep inmates in safe custody.

Maintaining order, discipline, control and a safe environment.

Providing decent conditions and meeting inmate's needs.

Providing structured day programmes.

Preparing inmates for return to the community.

Delivering correctional centre services.

Involvement with the community.

Correctional Service

Department of Correctional Services - Vote 20

Disclosure notes to the Annual Financial Statements for the year ended 31 March 2006

To ensure that there are always inmates placed in available inmate spaces.

To pay the contractor on a monthly basis.

To manage the contract on a monthly basis.

- Obligations to acquire or build items of property, plant and equipment.
Original buildings constructed according to DCS specifications. Any further changes/alterations and additions to be negotiated.
- Obligations to deliver or rights to receive specified assets at the end of the concession period.
All assets including equipment become the property of DCS after expiry of the contract period.
- Renewal and termination options.
Can be negotiated if so directed by Government.
- Other rights and obligations.
- All maintenance obligations are the responsibility of the contractor for the entire contract period.

27.4 Changes in the arrangement occurring during the period must be done by means of negotiations between both parties.

	<i>Note</i>	2005/06 R'000	2004/05 R'000
Contract fee paid		535,820	508,182
Fixed component		194,731	194,731
Indexed component		341,089	313,451

28. Provisions

Potential irrecoverable debts

Private enterprises	10,547	14,827
Total	10,547	14,827

Department of Correctional Services - Vote 20
Annexures to the Annual Financial Statements for the year ended 31 March 2006

ANNEXURE 1

STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED FOR THE YEAR ENDED 31 MARCH 2006

NAME OF DONOR	PURPOSE	OPENING BALANCE R'000	REVENUE R'000	EXPENDITURE R'000	CLOSING BALANCE R'000
Received in cash					
Royal Danish Embassy	Conference on Strategies to address overcrowded prisons	-	1,048	1,048	-
NICRO	Conference on Strategies to address overcrowded prisons	-	200	200	-
Centres for disease control and prevention of the United States	Prevention and controlling of HIV/AIDS and infectious diseases	-	3,642	1,252	2,390
TOTAL		-	4,890	2,500	2,390

ANNEXURE 2A

STATEMENT OF TRANSFERS TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION			TRANSFER		SPENT		2004/05 Total Available
	Amount	Roll Overs	Adjustments	Actual Transfer	% of Available Funds Transferred	Amount spent by municipality	% of available funds spent by municipality	
	R'000	R'000	R'000	R'000	%	R'000	%	
Various municipalities	-	-	-	16,306	0.0%	-	0.0%	16,186
	-	-	-	16,306		-		16,186

Department of Correctional Services - Vote 20

ANNEXURE 2B

STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

DEPARTMENTS/AGENCY/ ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2004/05 Final Appro- priation Act R'000
	Adjusted Ap- propriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Funds Trans- ferred %	
SASSETA	-	-	-	-	3,467	0.0%	2,329
	-	-	-	-	3,467		2,329

ANNEXURE 2C

STATEMENT OF TRANSFERS/SUBSIDIES TO PUBLIC CORPORATIONS AND PRIVATE ENTERPRISES

(NAME OF PUBLIC COR- PORATION /PRIVATE ENTERPRISE)	TRANSFER ALLOCATION				EXPENDITURE			2004/05	
	Adjusted Appro- priation Act R'000	Roll Overs R'000	Adjust- ments R'000	Total Available R'000	Actual Transfer R'000	% of Available Funds Transferred %	Capital R'000		Current R'000
Private Enterprises									
Various private organisations	-	-	-	-	844	-	-	-	214
Non life Insurance	-	-	-	-	93	-	-	-	75
TOTAL	-	-	-	-	937				289

ANNEXURE 2D

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

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2005/06 R'000	2004/05 R'000
Received in cash			
Hygroponic Farming	New crop growing system	39	-
Grande Four Property Trust	Farewell function and executive management committee retreat	15	-
Brandhouse Beverages	Adult education programmes	-	20
Subtotal		54	20
Received in kind			
Various private persons	Animals	4	5
Rodale Books (Jacklin Enterprises)	Books	-	839
Various private persons	Sport and recreation	2	12
Various private persons	Furniture	-	4
Private organisation	Building and maintenance	1	2
Various private Companies	Computer equipment and software	92	32
Various private persons/companies	Books	21	13
Various private persons	Food and related products	25	2
Various private persons	Toiletries	3	4
Various private persons/companies	Electrical appliances	48	-
Various private persons/companies	Other	1	17
Subtotal		197	950

Department of Correctional Services - Vote 20

ANNEXURE 2E

STATEMENT OF TRANSFERS/SUBSIDIES TO HOUSEHOLDS

NON PROFIT ORGANISATION	TRANSFER ALLOCATION				EXPENDITURE		2004/05 Final Appro- priation Act R'000
	Adjusted Ap- propriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Transferred %	
Prisoner gratuity payments	-	-	-	-	26,778		25,767
Total	-	-	-	-	26,778		25,767

ANNEXURE 2F

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

NATURE OF GIFT, DONATION OR SPONSORSHIP	2005/06 R'000	2004/05 R'000
Paid in cash		
Donation made to GP Bhengu for Tombstone Unveiling: Late Mrs TE Bengu	-	-
Subtotal	-	20
Made in kind		
Corporate gifts to private persons	13	10
Poverty alleviation (clothing and food) to private organisations	162	307
Equipment and furniture to the former Minister and to private organisations	-	46
Coat of arms and clock watch to private persons	-	4
Other	4	-
Subtotal	179	367
Total	179	387

Totals in respect of "made in kind" do not form part of the totals as on the face of the Statement of Financial Performance

ANNEXURE 3**CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006**

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
BUILDING AND OTHER FIXED STRUCTURES	-	1,055,615	-	1,055,615
Dwellings	-	4,169	-	4,169
Non-residential buildings	-	40,774	-	40,774
Other fixed structures	-	1,010,672	-	1,010,672
MACHINERY AND EQUIPMENT	800,289	974,739	235	1,774,793
Transport assets	64,862	184,101	235	248,728
Computer equipment	6,159	-	-	6,159
Furniture and Office equipment	706,164	-	-	706,164
Other machinery and equipment	23,104	790,638	-	813,742
CULTIVATED ASSETS				
Cultivated assets	-	48	-	48
TOTAL CAPITAL ASSETS	800,289	2,030,402	235	2,830,456

Department of Correctional Services - Vote 20

Annexures to the Annual Financial Statements for the year ended 31 March 2006

ANNEXURE 3.1

ADDITIONS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

	Cash R'000	In-Kind R'000	Total R'000
BUILDING AND OTHER FIXED STRUCTURES	1,055,615	-	1,055,615
Dwellings	4,169	-	4,169
Non-residential buildings	40,774	-	40,774
Other fixed structures	1,010,672	-	1,010,672
MACHINERY AND EQUIPMENT	974,739	-	974,739
Transport assets	184,101	-	184,101
Other machinery and equipment	790,638	-	790,638
CULTIVATED ASSETS			
Cultivated assets	48	-	48
TOTAL CAPITAL ASSETS	2,030,402	-	2,030,402

ANNEXURE 3.2

DISPOSALS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

	Cost/Carrying Amount R'000	Cash R'000	Profit/(loss) on Disposal R'000
BUILDING AND OTHER FIXED STRUCTURES	-	-	-
Dwellings	-	-	-
Non-residential buildings	-	-	-
Other fixed structures	-	-	-
MACHINERY AND EQUIPMENT	235	51	(184)
Transport assets	235	51	(184)
Computer equipment	-	-	-
Furniture and Office equipment	-	-	-
Other machinery and equipment	-	-	-
TOTAL CAPITAL ASSETS	235	51	(184)

ANNEXURE 3.3**CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006**

	Additions	Disposals	Total Movement
	R'000	R'000	R'000
BUILDING AND OTHER FIXED STRUCTURES	1,074,799	-	1,074,799
Dwellings	62,093	-	62,093
Non-residential buildings	63,255	-	63,255
Other fixed structures	949,451	-	949,451
MACHINERY AND EQUIPMENT	131,865	-	131,865
Transport assets	-	-	-
Other machinery and equipment	131,865	-	131,865
CULTIVATED ASSETS			
Cultivated assets	802	-	802
TOTAL CAPITAL ASSETS	1,207,466	-	1,207,466

ANNEXURE 4**CAPITAL INTANGIBLE ASSET COST MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006**

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
Computer Software	-	10	-	10
TOTAL	-	10	-	10

Department of Correctional Services - Vote 20**Annexures to the Annual Financial Statements for the year ended 31 March 2006****ANNEXURE 4.1****ADDITIONS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006**

	Cash R'000	In-Kind R'000	Total R'000
Computer Software	10	-	10
TOTAL	10	-	10

ANNEXURE 4.2**CAPITAL INTANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006**

	Additions R'000	Disposals R'000	Total Movement R'000
BUILDING AND OTHER FIXED STRUCTURES			
Computer Software	764	-	764
TOTAL	764	-	764

ANNEXURE 5

INTER-GOVERNMENTAL RECEIVABLES

Government Entity	Confirmed balance		Unconfirmed balance	
	31/03/2006	31/03/2005	31/03/2006	31/03/2005
	R'000	R'000	R'000	R'000
Department				
Water Affairs and Forestry			261	1,151
Agriculture			1,206	761
Defence			249	233
Public Service and Administration			161	77
Education			72	50
Agriculture and Culture Mpumalanga			(1)	-
Environmental Affairs and Tourism			14	19
Labour			(21)	1
SAPS			301	991
Justice			(342)	(323)
Department of Public Works			(103)	2,423
Home Affairs			99	115
Health			(64)	59
Eastern Cape Province			2	2
Government Communications and Info Systems			(37)	-
Social Development			106	67
Transport			218	-
Presidency			(69)	(41)
Land Affairs			(8)	(15)
Gauteng Province			-	1,132
Kwazulu - Natal Province			-	11
Private & other institutions			42	429
Health & Social development - Mpumalanga			(17)	-
National Prosecuting			16	-
Sport and Recreation			(4)	-
Western Cape Province			57	88
Transport and Public Works Gauteng			(165)	-
Gauteng Shared Services Centre			12	-
Social Services and POP Development			(14)	-
National Intelligence Agency			1	-
Health Northern Cape			1	-
TOTAL			1,973	7,230

Department of Correctional Services - Vote 20

ANNEXURE 6A

STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2006 - LOCAL

Guarantor institution	Guarantee in respect of	Original Guaranteed capital amount	Opening Balance 01/04/2005	Guarantees issued during the year	Guarantees released/cancelled/reduced during the year	Guaranteed outstanding as at 31 March 2006	Closing Balance 31/03/2006	Realised losses not recoverable
		R'000	R'000	R'000	R'000	R'000	R'000	R'000
	Motor Vehicles							
Stanic fleet Management		1,890	1,091	1,142	832	-	1,401	-
Sub-total		1,890	1,091	1,142	832	-	1,401	-
Standard Bank	Housing	12,274	12,274	855	1,149	-	11,980	-
Nedbank Limited	Housing	6,692	6,692	531	2,071	-	5,152	-
First Rand Bank	Housing	9,096	9,096	473	945	-	8,624	-
Nedbank LTD INC	Housing	1,090	1,090	-	77	-	1,013	-
Meeg Bank LTD	Housing	183	183	70	38	-	215	-
ABSA	Housing	24,508	24,508	1,641	3,643	-	22,506	-
African Bank LTD	Housing	242	242	-	73	-	169	-
Old Mutual Finance LTD	Housing	779	779	-	63	-	716	-
Peoples Bank (Former FBC)	Housing	1,170	1,170	-	6	-	1,164	-
Nedbank Limited Incor NB	Housing	4,171	4,171	-	686	-	3,485	-
First Rand Bank LTD	Housing	8,336	8,336	156	817	-	7,675	-
Old Mutual Bank Div. of Nedbank	Housing	9,663	9,663	46	684	-	9,025	-
GBS Mutual Bank	Housing	57	57	-	-	-	57	-
TNBS Mutual Bank	Housing	25	25	-	-	-	25	-
Hlano Financial Services	Housing	73	73	-	-	-	73	-

ANNEXURE 6A (continued)

STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2006 - LOCAL

Guarantor institution	Guarantee in respect of	Original Guaranteed capital amount	Opening Balance 01/04/2005	Guarantees issued during the year	Guarantees released/cancelled/reduced during the year	Guaranteed interest outstanding as at 31 March 2006	Closing Balance 31/03/2006	Realised losses not recoverable
		R'000	R'000	R'000	R'000	R'000	R'000	R'000
Ithala LTD	Housing	570	570	317	-	-	887	-
Free State Development Cor	Housing	10	10	82	-	-	92	-
VBS Mutual Bank	Housing	35	35	42	-	-	77	-
North West Housing Cor	Housing	6	6	-	-	-	6	-
Mpumalanga Housing Finance Cor	Housing	198	198	21	39	-	180	-
Provincial Housing Development	Housing	7	7	-	-	-	7	-
Community Bank	Housing	11	11	-	-	-	11	-
Northern Province Dev co	Housing	-	-	39	-	-	39	-
BOE Bank LTD	Housing	207	207	-	25	-	182	-
Green Start Home Loans	Housing	183	183	-	-	-	183	-
National Housing Finance Cor	Housing	32	32	-	-	-	32	-
Sub-total		79,618	79,618	4,273	10,316	-	73,575	-
Total		81,508	80,709	5,415	11,148	-	74,976	-

*Prior year opening balances have been restated to reflect capital amount outstanding at 31/03/2006

Department of Correctional Services - Vote 20

ANNEXURE 6B
STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2006

Nature of Liability	Opening Balance 01/04/2005 R'000	Liabilities incurred during the year R'000	Liabilities paid during the year R'000	Liabilities cancelled during the year R'000	Liabilities reduced during the year R'000	Liabilities re-coverable R'000	Closing Balance 31/03/2006 R'000
Claims against the department							
Damages	13,950	703	40	-	-	-	14,613
Damages HIV	4,455	3,000	700	-	3,300	-	3,455
Defamation	760	70	-	-	-	-	830
Bodily Injury/Assault	17,889	1,720	-	-	-	-	19,609
Unlawful Detention	11,768	12,530	-	-	-	-	24,298
Compensation	-	25,107	-	-	-	-	25,107
Death in detention	830	-	-	-	-	-	830
Claim for legal cost	40,000	-	-	-	-	-	40,000
Other	642	10,764	118	-	-	-	11,288
Total	90,294	53,894	858	-	3,300	-	140,030

PART 5: Human Resource Management

5.1 Expenditure

Table 5.1.1 – Personnel Costs per Programme, 2005/06

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services (R'000)	Personnel Cost as a Percent of Total Expenditure	Average Personnel Cost per Employee (R'000)
Prog 1: Administration	2,485,205	1,087,556	*	36,089,679	43.8	30
Prog 2: Security	3,051,410	2,579,473	*	173,972	84.5	71
Prog 3: Facilities	1,573,094	76,560	*	7,950,899	4.9	2
Prog 4: Care	1,022,838	314,810	*	106,295,420	30.8	9
Prog 5: Development	478,842	193,334	*	1,702,849	40.4	5
Prog 6: Corrections	613,234	582,509	*	15,000	95	16
Prog 7: After care	301,382	273,185	*	67,746	90.6	8
Prog 8: Internal charges	-475,578	-5	*	499-	0	0
Sassa	8	0	*	0	0	0
Theft and losses	4,285	0	*	0	0	0
Total	9,054,720	5,107,422	*	152,925,066	56.4	140

* Training expenditure information is not available per programme. See the table below which shows training expenditure per Human Resource Development Directorate and Region.

DIRECTORATE / REGION	EXPENDITURE (excluding Compensation of employees, Transfers and Subsidies) R'000
Policy and External Training	6,092,447.92
Core Curriculum	12,926,216.99
Training Standards	693,747.69
Functional and Management Training (Head Office)	13,076,409.45
Western Cape	1,375,535.88
NW/MP/LP	1,251,502.23
E/Cape	1,300,240.27
FS/NC	2,547,146.68
Gauteng	2,447,375.88
KwaZulu-Natal	2,203,657.96
Sasseta	3,466,726.68
Total Human Resource Development Expenditure	47,381,007.63

Table 5.1.2 – Personnel Costs per Salary Band, 2005/06

Salary bands	Personnel Expenditure (R'000)	% of Total Personnel Cost	Average Personnel Cost per Employee (R'000)	Total Personnel Cost for Department including Goods and Transfers (R'000)
Lower skilled (Levels 1-2)	1,398	0	174,750	5,006,741
Skilled (Levels 3-5)	1,041,309	20.8	91,143	5,006,741
Highly skilled production (Levels 6-8)	3,479,560	69.5	151,873	5,006,741
Highly skilled supervision (Levels 9-12)	310,301	6.2	171,817	5,006,741
Senior management (Levels 13-16)	80,960	1.6	479,053	5,006,741
Contract (Level 1-2)	44	0	44,000	5,006,741
Contract (Level 3-5)	296	0	74,000	5,006,741
Contract (Level 6-8)	3,200	0.1	128,000	5,006,741
Contract (Level 9-12)	7,320	0.1	203,333	5,006,741
Periodical Remuneration	22,681	0.5	11,819	5,006,741
Total	4,947,069	98.8	129,153	5,006,741

Table 5.1.3 – Salaries, Overtime, Home Owners' Allowances and Medical Assistance per Programme, 2005/06

Programme	Salaries		Overtime		Home Owners' Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel Cost	Amount (R'000)	Overtime as a % of Personnel Cost	Amount (R'000)	HOA as a % of Personnel Cost	Amount (R'000)	Medical Assistance as a % of Personnel Cost
Administration (1/3)	1	12.5	0	0	0	0	0	0
Comm. correct (1/3)	1	100	0	0	0	0	0	0
Development of offenders (1/3)	57,377	70.9	3,375	4.2	372	0.5	3,378	4.2
Incarceration (1/3)	4	33.3	0	0	0	0	0	0
Prog. 1: Administration	643,268	62.5	74,886	7.3	8,306	0.8	58,075	5.6
Prog. 2: Security	1,450,352	61.2	259,376	10.9	20,001	0.8	170,903	7.2
Prog. 3: Facilities	52,677	62.2	7,790	9.2	915	1.1	5,842	6.9
Prog. 4 Care	173,101	60.3	29,220	10.2	2,287	0.8	15,599	5.4
Prog. 5: Development	137,356	64.4	17,030	8	1,779	0.8	13,153	6.2
Prog. 6: Corrections	405,122	61.3	68,632	10.4	5,813	0.9	41,549	6.3

Programme	Salaries		Overtime		Home Owners' Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel Cost	Amount (R'000)	Overtime as a % of Personnel Cost	Amount (R'000)	HOA as a % of Personnel Cost	Amount (R'000)	Medical Assistance as a % of Personnel Cost
Prog. 7: After-care	171,794	61.1	31,440	11.2	3,089	1.1	18,372	6.5
Public private partnership (1/3)	43	66.2	9	13.8	1	1.5	0	0
Recoverable salaries	85	73.9	0	0	0	0	4	3.5
Total	3,091,181	61.7	491,758	9.8	42,563	0.9	326,875	6.5

Table 5.1.4 – Salaries, Overtime, Home Owners' Allowance and Medical Assistance per Salary Bands, 2005/06

Salary Bands	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel Cost	Amount (R'000)	Overtime as a % of Personnel Cost	Amount (R'000)	HOA as a % of Personnel Cost	Amount (R'000)	Medical Assistance as a % of Personnel Cost
Lower skilled (Levels 1-2)	1,136	80.9	11	0.8	2	0.1	19	1.4
Skilled (Levels 3-5)	647,568	61.9	105,002	10	4,730	0.5	86,300	8.2
Highly skilled production (Levels 6-8)	2,171,869	61.8	373,110	10.6	35,524	1	226,309	6.4
Highly skilled supervision (Levels 9-12)	212,898	66	13,626	4.2	1,870	0.6	12,352	3.8
Senior management (Levels 13-16)	48,165	56	0	0	428	0.5	1,764	2
Contract (Level 1-2)	38	86.4	0	0	0	0	0	0
Contract (Level 3-5)	205	68.8	0	0	0	0	42	14.1
Contract (Level 6-8)	2,340	72.5	8	0.2	9	0.3	82	2.5
Contract (Level 9-12)	6,961	93.4	0	0	0	0	6	0.1
Periodical Remuneration	0	0	0	0	0	0	0	0
Total	3,091,180	61.7	491,757	9.8	42,563	0.9	326,874	6.5

5.2 Employment and Vacancies

Table 5.2.1 – Employment and Vacancies per Programme, 31 March 2006

Programme	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Development of offenders (1/3)	638	483	24.3	0
Prog. 1 Administration	7,516	6,286	16.4	0
Prog. 2 Security	20,152	19,542	3	85
Prog. 3 Facilities	603	536	11.1	0
Prog. 4 Care	2,274	1,753	22.9	0
Prog. 5 Development	1,577	1,426	9.6	0
Prog. 6 Corrections	4,775	4,521	5.3	0
Prog. 7 After care	1,913	1,836	4	0
Public Private Partnership (1/3)	1	1	0	0
Total	39,449	36,385	7.8	85

Table 5.2.2 – Employment and Vacancies per Salary Band, 31 March 2006

Salary Band	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Lower skilled (Levels 1-2)	71	56	21.1	0
Skilled (Levels 3-5)	13,690	12,924	5.6	84
Highly skilled production (Levels 6-8)	23,931	22,029	7.9	0
Highly skilled supervision (Levels 9-12)	1,504	1,141	24.1	1
Senior management (Levels 13-16)	187	169	9.6	0
Contract (Level 1-2)	1	1	0	0
Contract (Level 3-5)	4	4	0	0
Contract (Level 6-8)	25	25	0	0
Contract (Level 9-12)	36	36	0	0
TOTAL	39,449	36,385	7.8	85

Table 5.2.3 – Employment and Vacancies per Critical Occupation, 31 March 2006

Critical Occupations	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Administrative related	50	35	30	0
Cartographic surveying and related technicians	3	2	33.3	0
Chaplain and related professionals	31	16	48.4	0
Client information clerks (switchboard receptionist, information clerks)	59	45	23.7	0

Critical Occupations	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Computer programmers	8	7	12.5	0
Computer system designers and analysts	3	3	0	0
Custodian personnel (9-12)	1,172	915	21.9	1
Custodian personnel: (2-8)	36,058	33,981	5.8	84
Educationists	492	397	19.3	0
Engineering sciences relatedw	1	1	0	0
Finance and economics related	67	50	25.4	0
Financial and related professionals	191	122	36.1	0
Financial clerks and credit controllers	3	3	0	0
General legal administration & related professionals	22	17	22.7	0
Head of department/chief executive officer	1	1	0	0
Health sciences related	49	36	26.5	0
Human resources & organizational development & related professions	5	2	60	0
Human resource related	30	18	40	0
Information technology related	6	1	83.3	0
Legal related	4	4	0	0
Logistical support personnel	149	108	27.5	0
Medical practitioners	12	1	91.7	0
Other information technology personnel	97	79	18.6	0
Other occupations	1	1	0	0
Pharmacists	40	21	47.5	0
Professional nurses	980	619	36.8	0
Psychologists and vocational counsellors	93	37	60.2	0
Rank: Minister	1	1	0	0
Secretaries & other keyboard operating clerks	143	117	18.2	0
Senior managers	185	167	9.7	0
Social sciences related	61	53	13.1	0
Social work and related professionals	602	439	27.1	0
Student nurse	2	1	50	0
Total	39,449	36,385	7.8	85

5.3 Job Evaluation

Table 5.3.1 – Job Evaluation, 1 April 2005 to 31 March 2006

Salary Band	Number of Posts	Number of Jobs Evaluated	% of Posts Evaluated per Salary Band	Posts Upgraded		Posts Downgraded	
				Number	% of Posts Evaluated	Number	% of Posts Evaluated
Lower skilled (Levels 1-2)	71	0	0	0	0	0	0
Contract (Level 1-2)	1	0	0	0	0	0	0
Contract (Level 3-5)	4	0	0	0	0	0	0
Contract (Level 6-8)	25	0	0	0	0	0	0
Contract (Level 9-12)	36	0	0	0	0	0	0
Skilled (Levels 3-5)	13,690	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	23,931	114	0.5	0	0	13	11.4
Highly skilled supervision (Levels 9-12)	1,504	98	6.5	3	3	8	8.2
Senior Management Service Band A	147	0	0	0	0	0	0
Senior Management Service Band B	27	0	0	0	0	0	0
Senior Management Service Band C	12	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
Total	39,449	212	0.5	3	1.4	21	9.9

Table 5.3.2 – Profile of Employees whose Salary Positions were Upgraded due to their Posts being Upgraded, 1 April 2005 to 31 March 2006

Beneficiaries	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	1	1	0	1	3
Total	1	1	0	1	3
Employees with a disability	0	0	0	0	0

5.4 Employment changes

Table 5.4.1 – Annual Turnover Rates per Salary Band for the Period 1 April 2005 to 31 March 2006

Salary Band	Number of Employees per Band as on 1 April 2005	Appointments	Terminations	Turnover Rate
Lower skilled (Levels 1-2)	10	0	0	0
Skilled (Levels 3-5)	10,026	4,973	301	3

Salary Band	Number of Employees per Band as on 1 April 2005	Appointments	Terminations	Turnover Rate
Highly skilled production (Levels 6-8)	22,506	161	906	4
Highly skilled supervision (Levels 9-12)	1,041	82	52	5
Senior Management Service Band A	110	14	8	7.3
Senior Management Service Band B	32	0	3	9.4
Senior Management Service Band C	9	0	0	0
Senior Management Service Band D	1	0	0	0
Contract (Level 1-2)	1	0	0	0
Contract (Level 3-5)	5	0	1	20
Contract (Level 6-8)	21	0	21	100
Contract (Level 9-12)	2	0	2	100
Total	33,764	5,230	1,294	3.8

Table 5.4.2 – Annual Turnover Rates per Critical Occupation for the Period 1 April 2005 to 31 March 2006

Occupation	Number of Employees per Occupation as on 1 April 2005	Appointments	Terminations	Turnover rate
Administrative related	20	0	1	5
Agriculture related	2	0	0	0
Attorneys	1	3	0	0
Cartographic surveying and related technicians	1	0	0	0
Chaplain and related professionals	21	7	4	19
Client information clerks (switchboard receptionists, information clerks)	46	7	1	2.2
Communication and information related	1	0	0	0
Computer programmers	7	0	1	14.3
Custodian personnel (9-12)	1,162	57	43	3.7
Custodian personnel: (2-8)	30,305	4973	1,101	3.6
Educationists	384	11	8	2.1
Engineering sciences related	2	0	0	0
Engineers and related professionals	1	0	0	0
Finance and economics related	36	1	1	2.8
Financial and related professionals	106	20	5	4.7
Financial clerks and credit controllers	8	0	1	12.5

Occupation	Number of Employees per Occupation as on 1 April 2005	Appointments	Terminations	Turnover rate
General legal administration & related professionals	10	3	0	0
Health sciences related	34	2	2	5.9
Human resources & organizational development & related professionals	6	0	0	0
Human resources clerks	1	0	0	0
Human resources related	14	0	1	7.1
Information technology related	5	0	1	20
Logistical support personnel	73	0	3	4.1
Material-recording and transport clerks	4	0	0	0
Medical practitioners	0	3	0	0
Messengers porters and deliveries	1	0	0	0
Other administration & related clerks and organisers	4	0	0	0
Other information technology personnel	69	3	4	5.8
Pharmacists	23	11	11	47.8
Professional nurses	636	51	52	8.2
Protection services	1	0	0	0
Psychologists and vocational counsellors	26	20	18	69.2
Secretaries & other keyboard operating clerks	114	11	3	2.6
Senior managers	122	14	5	4.1
Social sciences related	11	0	2	18.2
Social work and related professionals	496	22	24	4.8
Total	33,764	5230	1,294	3.8

Table 5.4.3 – Reasons for Staff Leaving the Department

Termination Type	Number	% of total
Death	234	19
Resignation	575	47
Expiry of contract	29	2
Discharged due to ill-health	96	8
Dismissal – misconduct	219	18
Dismissal – inefficiency	1	0
Retirement	66	5
Other	74	1

Termination Type	Number	% of total
Total	1,294	100
Total number of employees who left as a % of the total employment		3.6

Table 5.4.4 – Promotions per Critical Occupation

Occupation	Employees as at 1 April 2005	Promotions to Another Salary Level	Salary level Promotions as a % of Employees per Occupation	Progressions to another Notch within a Salary Level	Notch Progressions as a % of Employees per Occupation
Administrative related	20	0	0	9	45
Agriculture related	2	0	0	2	100
Attorneys	1	0	0	0	0
Cartographic surveying and related technicians	1	0	0	1	100
Chaplain and related professionals	21	0	0	9	42.9
Client information clerks (switchboard receptionists, information clerks)	46	0	0	41	89.1
Communication and information related	1	0	0	0	0
Computer programmers	7	0	0	6	85.7
Custodian personnel	1,162	0	0	686	59
Custodian personnel	30,305	6,694	22	24,785	81.8
Educationists	384	0	0	284	74
Engineering sciences related	2	0	0	1	50
Engineers and related professional	1	0	0	1	100
Finance and economics related	36	0	0	26	72.2
Financial and related professionals	106	0	0	79	74.5
Financial clerks and credit controllers	8	0	0	5	62.5
General legal administration & related professionals	10	0	0	2	20
Health sciences related	34	0	0	21	61.8
Human resources & organizational development & related professionals	6	0	0	3	50
Human resources clerks	1	0	0	0	0
Human resources related	14	0	0	8	57.1
Information technology related	5	0	0	4	80

Occupation	Employees as at 1 April 2005	Promotions to Another Salary Level	Salary level Promotions as a % of Employees per Occupation	Progressions to another Notch within a Salary Level	Notch Progressions as a % of Employees per Occupation
Logistical support personnel	73	0	0	67	91.8
Material-recording and transport clerks	4	0	0	4	100
Messengers porters and deliveries	1	0	0	1	100
Nursing assistants	1	0	0	0	0
Other administration & related clerks and organisers	4	0	0	0	0
Other information technology personnel	69	0	0	55	79.7
Other occupations	6	0	0	3	50
Pharmacists	23	0	0	9	39.1
Probation workers	1	0	0	1	100
Professional nurse	636	0	0	438	68.9
Protection services	1	0	0	0	0
Psychologists and vocational counsellors	26	0	0	8	30.8
Rank: Unknown	3	0	0	0	0
Secretaries & other key-board operating clerks	114	0	0	103	90.4
Senior managers	122	0	0	32	26.2
Social science related	11	0	0	3	27.3
Social work and related professionals	496	6	1	237	47.8
Total	33,764	6,700	19.84	26,934	79.8

Table 5.4.5 – Promotions per Salary Band

Salary Band	Employees 1 April 2005	Promotions to Another Salary Level	Salary Bands Promotions as a % of Employees per Salary Level	Progressions to Another Notch within a Salary Level	Notch Progressions as a % of Employees per Salary Band
Lower skilled (Levels 1-2)	10	0	0	7	70
Skilled (Levels 3-5)	10,026		0	7,757	77.4
Highly skilled production (Levels 6-8)	22,508	6,697	29	18,456	82
Highly skilled supervision (Levels 9-12)	1,042	3	0.2	682	65.5
Senior management (Levels 13-16)	152	0	0	29	19.1
Contract (Level 1-2)	1	0	0	1	100

Salary Band	Employees 1 April 2005	Promotions to Another Salary Level	Salary Bands Promotions as a % of Employees per Salary Level	Progressions to Another Notch within a Salary Level	Notch Progres- sions as a % of Employees per Salary Band
Contract (Level 3-5)	5	0	0	0	0
Contract (Level 6-8)	19	0	0	0	0
Contract (Level 9-12)	1	0	0	2	200
Total	33,764	6,700	19.84	26,934	79.8

5.5 Employment equity

Table 5.5.1 – Total Number of Employees (Including Employees with Disabilities) in each of the Following Occupational Categories as at 31 March 2006

Occupational Catego- ries (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	71	13	2	17	31	1	2	3	140
Professionals	489	105	8	199	760	177	16	169	1,923
Clerks	16,623	4,199	476	5,480	5,329	1,060	128	979	34,274
Service and sales workers	1	0	0	0	0	0	0	0	1
Elementary occupations	5	4	0	0	2	0	0	2	13
Other	19	6	0	0	5	4	0	0	34
Total	17,208	4,327	486	5,696	6,127	1,242	146	1,153	36,385
Employees with disabilities	57	10	0	19	30	6	1	5	128

Table 5.5.2 – Total Number of Employees (Including Employees with Disabilities) in each of the Following Occupational Bands as at 31 March 2006

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	19	4	0	3	9	0	1	1	37
Senior Management	69	14	4	16	23	3	1	2	132
Professionally qualified and experienced specialists and mid- management	704	179	28	455	222	62	12	144	1,806
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	10,378	2,861	320	4,915	3,011	499	54	862	22,900

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Professionally qualified and experienced specialists and mid-management	1	1	0	0	4	0	0	0	6
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	3,134	880	110	654	1,339	401	44	132	6,694
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Contract (Professionally qualified)	0	0	0	0	0	0	0	0	0
Contract (Unskilled)	0	0	0	0	0	0	0	0	0
Total	3,135	881	110	654	1,343	401	44	132	6,700
Employees with disabilities	69	11	0	19	33	8	1	7	148

Table 5.5.5 – Terminations for the Period 1 April 2005 to 31 March 2006

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	4	1	0	2	0	0	0	1	8
Professionally qualified and experienced specialists and mid-management	22	1	1	14	6	1	0	5	50
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	397	55	10	287	81	22	3	51	906
Semi-skilled and discretionary decision making	159	29	5	43	39	11	2	13	301
Unskilled and defined decision making	0	1	0	0	2	1	0	0	4
Contract (Professionally qualified)	2	1	0	0	1	0	0	0	4
Contract (Skilled technician)	0	0	1	5	1	0	2	11	20
Contract (Semi-skilled)	0	0	0	0	1	0	0	0	1

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Total	584	88	17	351	131	35	7	81	1,294
Employees with disabilities	2	0	0	1	2	0	0	1	6

Table 5.5.6 – Disciplinary Action for the Period 1 April 2005 to 31 March 2006

Disciplinary Action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Dismissal	175	27	0	32	17	8	0	5	264
Final Written Warning	163	87	2	27	18	11	0	2	310
Serious Written Warning	88	46	1	35	10	5	0	2	187
Written Warning	111	40	1	38	16	12	0	8	226
Verbal Warning	118	54	0	30	17	5	0	7	231
Corrective Counselling	43	24	0	6	3	2	0	2	80
Acquitted	122	35	1	41	17	6	0	9	231
Case withdrawn	196	43	1	52	15	8	0	6	321
TOTAL	1,016	356	6	261	113	57	0	41	1,850

Table 5.5.7 – Skills Development for the period 1 April 2005 to 31 March 2006

Occupational Categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	58	4	1	14	17	3	0	3	100
Professionals	1031	201	11	194	510	67	23	87	2124
Technicians and associate professionals	0	0	0	0	0	0	0	0	0
Clerks	9002	1670	282	1642	3846	757	131	530	17860
Service and sales workers	0	0	0	0	0	0	0	0	0
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0
Total	10091	1875	294	1850	4373	827	154	620	20084
Employees with disabilities	13	9	0	1	9	3	0	2	37

5.6 Performance Rewards

Table 5.6.1 – Performance Rewards per Race, Gender, and Disability, 1 April 2005 to 31 March 2006

Category	Beneficiary Profile			Cost	
	Number of Beneficiaries	Total Number of Employees in Group	% of Total within Group	Cost (R'000)	Average Cost per Employee
African	0	0	0	0	0
Male	3,333	17,151	19.4	18,851	5,656
Female	1,475	6,097	24.2	7,513	5,094
Asian	0	0	0	0	0
Male	119	486	24.5	677	5,692
Female	49	145	33.8	253	5,172
Coloured	0	0	0	0	0
Male	923	4,317	21.4	5,417	5,868
Female	331	1,236	26.8	1,663	5,026
White	0	0	0	0	0
Male	1,382	5,677	24.3	9,066	6,560
Female	410	1,148	35.7	2,588	6,313
Employees with a disability	41	128	32	199	4,851
Total	8,095	36,385	22.2	46,367	5,728*

* The difference in the average cost per employee is as a result of the rounding off of totals and averages.

Table 5.6.2 – Performance Rewards per Salary Bands for Personnel below Senior Management Level, 1 April 2005 to 31 March 2006

Salary Bands	Beneficiary Profile			Total Cost (R'000)	Average Cost per Employee
	Number of Beneficiaries	Number of Employees	% of Total within Salary Bands		
Lower skilled (Levels 1-2)	3	8	37.5	8	2,667
Skilled (Levels 3-5)	1,377	11,425	12.1	5,243	3,808
Highly skilled production (Levels 6-8)	6,367	22,911	27.8	36,991	5,810
Highly skilled supervision (Levels 9-12)	312	1,806	17.3	3,896	12,487
Contract (Level 1-2)	0	1	0	0	0
Contract (Level 3-5)	0	4	0	0	0
Contract (Level 6-8)	0	25	0	0	0
Contract (Level 9-12)	0	36	0	0	0
Periodical Remuneration	0	1,919	0	0	0
Total	8,059	38,135	21.1	46,138	5,725*

* The difference in the average cost per employee is as a result of the rounding off of totals and averages.

Table 5.6.3 – Performance Rewards per Critical Occupations, 1 April 2005 to 31 March 2006

Critical Occupations	Beneficiary Profile			Cost	
	Number of Beneficiaries	Number of Employees	% of Total within Occupation	Total Cost (R'000)	Average Cost Per Employee
Administrative related	7	24	29.2	105	15,000
Agriculture related	0	2	0	0	0
Attorneys	0	1	0	0	0
Chaplain and related professionals	7	17	41.2	100	14,286
Client inform clerks (switchboard receptionists information clerks)	18	43	41.9	63	3,500
Communication and information related	0	1	0	0	0
Computer programmers	3	6	50	27	9,000
Custodian personnel	342	1,347	25.4	3,094	9,047
Custodian personnel:	7169	32,811	21.9	39,239	5,473
Educationists	100	379	26.4	685	6,850
Engineering sciences related	0	1	0	0	0
Engineers and related professionals	0	1	0	0	0
Finance and economics related	9	40	22.5	98	10,889
Financial and related professionals	47	107	43.9	378	8,043
Financial clerks and credit controllers	1	4	25	3	3,000
General legal administration & related professionals	3	14	21.4	55	18,333
Health sciences related	8	35	22.9	93	11,625
Human resources & organizational development & related professionals	2	9	22.2	28	14,000
Human resources related	4	10	40	53	13,250
Information technology related	0	4	0	0	0
Logistical support personnel	16	69	23.2	116	7,250
Material-recording and transport clerks	0	2	0	0	0
Medical practitioners	0	1	0	0	0
Other administration & related clerks and organisers	1	5	20	3	3,000
Other information technology personnel	21	67	31.3	129	6,143
Pharmacists	2	23	8.7	15	7,500

Critical Occupations	Beneficiary Profile			Cost	
	Number of Beneficiaries	Number of Employees	% of Total within Occupation	Total Cost (R'000)	Average Cost Per Employee
Professional nurse	188	600	31.3	1,218	6,479
Prosecutor	0	1	0	0	0
Psychologists and vocational counsellors	0	27	0	0	0
Secretaries & other keyboard operating clerks	58	111	52.3	254	4,379
Senior managers	3	138	2.2	69	23,000
Social sciences related	1	11	9.1	1	1,000
Social work and related professionals	53	473	11	406	7,615
Total	8,063	36,385	22.2	46,232	5,734*

* The difference in the average cost per employee is as a result of the rounding off of totals and averages.

Table 5.6.4 – Performance Related Rewards (cash bonus), per Salary Band, for Senior Management Levels

Salary Band	Beneficiary Profile			Total Cost (R'000)	Average Cost per Employee	Total Cost as a % of the Total Personnel Expenditure
	Number of beneficiaries	Number of employees	% of total within band			
Band A	3	2	150	51	1,700	62,182
Band B	0	130	0	0	0	0
Band C	0	35	0	0	0	0
Band D	1	2	50	41	4,100	983
Total	4	169	2.4	92	2,300	63,165

5.7 Foreign workers

Table 5.7.1 – Foreign Workers, 1 April 2005 to 31 March 2006, per Salary Band

Salary Band	1 April 2005		31 March 2006		Change	
	Number	% of total	Number	% of total	Number	% change
Lower skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0	0	0
Periodical Remuneration	0	0	0	0	0	0
Total	0	0	0	0	0	0

Table 5.7.2 – Foreign Workers, 1 April 2005 to 31 March 2006, per Major Occupation

Major Occupation	1 April 2005		31 March 2006		Change	
	Number	% of total	Number	% of total	Number	% change
National security and custodian personnel	0	0	0	0	0	0
Professionals and managers	0	0	0	0	0	0

Major Occupation	1 April 2005		31 March 2006		Change	
	Number	% of total	Number	% of total	Number	% change
Rank: field worker	0	0	0	0	0	0
Total	0	0	0	0	0	0

5.8 Leave utilisation for the period 1 January 2005 to 31 December 2005

Table 5.8.1 – Sick Leave, 1 January 2005 to 31 December 2005

Salary Band	Total Days	% Days with Medical Certification	Number of Employees using Sick Leave	% of Total Employees using Sick Leave	Average Days per Employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	94	61.7	9	0	10	14
Skilled (Levels 3-5)	41,442	79.7	5,325	19.5	8	9,098
Highly skilled production (Levels 6-8)	174,138	78.2	20,912	76.6	8	59,568
Highly skilled supervision (Levels 9-12)	6,913	78.5	932	3.4	7	4,560
Senior management (Levels 13-16)	601	79	88	0.3	7	1,087
Other	5	100	1	0	5	0
Contract (Level 1-2)	9	77.8	1	0	9	1
Contract (Level 3-5)	44	79.5	3	0	15	7
Contract (Level 6-8)	134	59	16	0.1	8	57
Contract (Level 9-12)	59	78	18	0.1	3	54
Total	223,439	78.4	27,305	100	8	74,446

Table 5.8.2 – Disability Leave (Temporary and Permanent), 1 January 2005 to 31 December 2005

Salary Band	Total Days Taken	% Days with Medical Certification	Number of Employees using Disability Leave	% of Total Employees using Disability Leave	Average Days per Employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	2	100	1	0.1	2	0
Skilled (Levels 3-5)	6,757	99.6	332	19.3	20	1,581
Highly skilled production (Levels 6-8)	39,562	99.9	1,333	77.5	30	14,537
Highly skilled supervision (Levels 9-12)	1,979	100	52	3	38	1,292

Salary Band	Total Days Taken	% Days with Medical Certification	Number of Employees using Disability Leave	% of Total Employees using Disability Leave	Average Days per Employee	Estimated Cost (R'000)
Senior management (Levels 13-16)	127	100	3	0.2	42	252
Total	48,427	99.8	1,721	100	28	17,662

Table 5.8.3 – Annual Leave, 1 January 2005 to 31 December 2005

Salary Bands	Total Days Taken	Average per Employee	Number of Employees who took Leave
Lower skilled (Levels 1-2)	212	21	10
Skilled (Levels 3-5)	107,225	14	7,532
Highly skilled production (Levels 6-8)	556,631	21	25,943
Highly skilled supervision (Levels 9-12)	30,413	22	1,355
Senior management (Levels 13-16)	3,858	22	172
Other	22	22	1
Contract (Level 1-2)	7	7	1
Contract (Level 3-5)	115	23	5
Contract (Level 6-8)	270	15	18
Contract (Level 9-12)	226	7	32
Total	698,978	20	35,069

Table 5.8.4 – Capped Leave, 1 January 2005 to 31 December 2005

Salary Bands	Total Days of Capped Leave Taken	Average Number of Days taken per Employee	Average Capped Leave per Employee on 31 December 2005	Number of Employees who took Capped Leave	Total Number of Capped Leave Days Available on 31 December 2005	Number of Employees as on 31 December 2005
Lower skilled (Levels 1-2)	15	15	19	1	37	2
Skilled (Levels 3-5)	1,411	5	15	259	35,232	2,417
Highly skilled production (Levels 6-8)	16,450	7	53	2,212	1,200,064	22,614
Highly skilled supervision (Levels 9-12)	866	6	81	137	100,046	1,240
Senior management (Levels 13-16)	119	6	97	21	14,002	144
Contract (Level 3-5)	5	5	127	1	507	4
Total	18,866	7	51	2,631	1,349,888	26,421

Table 5.8.5 – Leave Payouts for the Period 1 April 2005 to 31 March 2006

Reason	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave payout for 2005/06 due to non-utilisation of leave for the previous cycle	510	129	3,953
Capped leave payouts on termination of service for 2005/06	8,067	2,000	4,034
Current leave payout on termination of service for 2005/06	1,610	301	5,349
Total	10,187	2,430	4,192

5.9 HIV and AIDS & Health Promotion Programmes

Table 5.9.1 – 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
Nurses	<ul style="list-style-type: none"> • A Draft Wellness Policy has been formulated which includes HIV/AIDS. • A National Wellness Strategy has been circulated to the regions. • An OHS manager has been appointed. • Regional OHS coordinators have been appointed. • 16.2's are in the process of being appointed.

Table 5.9.2 – Details of Health Promotion and HIV and AIDS Programmes

Programme Actions	Details
The Department has designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001.	Mr G Wilson: Director HIV/AIDS (inmates); Mr PA Bhoodram: Director HR Support
The Department has designated specific staff members to promote the health and well-being of its employees and has a budget available for this purpose. .	20 EA Practitioners for personnel at management areas
The Department has introduced an Employee Assistance or Health Promotion Programme for its employees.	20 EA practitioners: Key services of the programme - short-term counselling; training of managers, supervisors and union representatives, marketing, awareness/information sessions, trauma debriefing, follow-up and after-care and networking internally and externally to provide a comprehensive service to officials.
The Department has reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status.	The Department has an HIV/AIDS and EAP policy but it has been incorporated in an integrated Wellness Policy. There is a Gender policy and Equity policy as well, that protects HIV positive persons against discrimination.
The Department has introduced measures to protect HIV-positive employees and those perceived to be HIV-positive from discrimination.	The Code of Conduct, the EAP Policy and the HIV/AIDS Policy deals with confidentiality and discrimination against HIV infected persons.
The Department encourages its employees to undergo Voluntary Counselling and Testing..	VCT is encouraged but officials are referred to external service providers. As it is voluntary, there are very few who present themselves for testing. As it is confidential, the results of the tests are not obtained from external service providers.

Programme Actions	Details
The Department has developed measures/indicators to monitor & evaluate the impact of its health promotion programme.	The EAP Programme has a comprehensive statistical database that monitors Health Promotion programmes. Each promotion programme has an evaluation mechanism to evaluate the effectiveness of the programme.

5.10 Labour relations

Table 5.10.1 – Collective Agreements, 1 April 2005 to 31 March 2006

Subject Matter	Date
1. 1/2005: Transitional agreement pertaining to the implementation of the 7-day establishment.	29/04/2005
2. 1/2006: Disciplinary Code and Procedure for the Department of Correctional Services.	08/03/2006
3. 2/2006: Amendment to Departmental Bargaining Chamber Resolution 2/2005: Transitional agreement pertaining to the implementation of the 7-day establishment.	08/02/2006
4. 3/2006: Procedure Manual Regulating Relations between the Department of Correctional Services and Unions admitted to the Departmental Bargaining Chamber.	23/02/2006

Table 5.10.2 – Misconduct and Disciplinary Hearings Finalised 1 April 2005 to 31 March 2006

Outcome of disciplinary hearings	Number	% of total
Corrective Counselling	80	4.32
Verbal Warning	231	12.49
Written Warning	226	12.21
Serious Written Warning	187	10.11
Final Written Warning	310	16.76
Dismissal	264	14.27
Not Guilty	231	12.49
Case Withdrawn	321	17.35
No Outcome	0	0
Total	1,850	100

Table 5.10.3 – Types of Misconduct Addressed at Disciplinary Hearings

Type of misconduct	Number	% of total
Unauthorized Absence	495	26.75
Unsatisfactory Performance	426	23.02
Insubordination	353	19.08
Disorderly and Irregular Behaviour	267	14.43
Dishonesty	157	8.48
Alcohol and Drugs	92	4.97
Government Transport	51	2.75
Government Property	9	0.43
Total	1,850	100

Table 5.10.4 – Grievances Lodged for the Period 1 April 2005 to 31 March 2006

	Number	% of Total
Resolved	644	49.8
Not resolved	650	50.2
Total	1294	100

Table 5.10.5 – Disputes Lodged with Councils for the Period 1 April 2005 to 31 March 2006

	Number	% of Total
Resolved	16	11.9
Not resolved	118	88.1
Total	134	100

Table 10.5.6 – Strike Actions for the Period 1 April 2005 to 31 March 2006

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

Table 10.5.7 – Precautionary Suspensions for the Period 1 April 2005 to 31 March 2006

Number of people suspended	738
Number of people whose suspension exceeded 30 days	555
Average number of days suspended	92,56
Cost (R'000) of suspensions	34,058

5.11 Skills development

Table 5.11.1 – Training Needs Identified for the period 1 April 2005 to 31 March 2006

Occupational Categories	Gender	Number of Employees as at 1 April 2005	Training Needs Identified at Start of Period under Review			
			Learnerships	Skills Programmes & Other Short Courses	Other Forms of Training	Total
Legislators, senior officials and managers	Female	37	0	59	113	172
	Male	103	0	167	175	342
Professionals	Female	1,122	0	2970	2860	5830
	Male	801	0	4005	2786	6791
Clerks	Female	7,496	474	27813	7051	35338
	Male	26,778	584	98445	11762	110791
Service and sales workers	Female	0	0	0	0	0
	Male	1	0	0	0	0
Elementary occupations	Female	4	0	0	0	0
	Male	9	0	0	0	0
Other	Female	18	0	0	0	0
	Male	25	0	0	0	0
Sub Total	Female	8,668	474	30842	10024	41340
	Male	27,717	584	102617	14723	117924
Total		36,385	1058	133,459	24,747	159,264

Table 5.11.2 – Training provided 1 April 2005 to 31 March 2006

Occupational Categories	Gender	Number of Employees as at 1 April 2005	Training Provided within the Period under Review			
			Learnerships	Skills Programmes & Other Short Courses	Other Forms of Training	Total
Legislators, senior officials and managers	Female	37	0	14	9	23
	Male	103	0	50	27	77
Professionals	Female	1,122	0	415	316	731
	Male	801	0	615	938	1553
Clerks	Female	7,496	1321	2259	1858	5438
	Male	26,778	2772	5722	3805	12299
Service and sales workers	Female	0	0	0	0	0
	Male	1	0	0	0	0
Elementary occupations	Female	4	0	0	0	0
	Male	9	0	0	0	0
Other	Female	18	0	0	0	0
	Male	25	0	0	0	0
Sub Total	Female	8,668	1321	2688	2183	6192
	Male	27,717	2772	6387	4770	13929
Total		36,385	4093	9075	6953	20,121

5.12 Injury on Duty

Table 5.12.1 – Injury on Duty, 1 April 2005 to 31 March 2006

Nature of Injury on Duty	Number	% of total
Required basic medical attention only	403	73.9
Temporary Total Disablement	73	13.4
Permanent Disablement	68	12.5
Fatal	1	0.2
Total	545	100

5.13 Utilisation of Consultants

Table 5.13.1 – Report on Consultant Appointments using Appropriated Funds

Project Title	Total Number of Consultants who worked on the Project	Duration: Work Days	Contract Value in Rands
Tender H/K 12/2003. Appointment of a SAQA-Accredited Service Provider to Develop Junior and Middle Managers Leadership Development Programmes, to train managers, train and certify trainers within the Department in the Delivery of Programmes	15	2 years	R4 471 100

Project Title	Total Number of Consultants who worked on the Project	Duration: Work Days	Contract Value in Rands
Legal compliance audit on Occupational Health and Safety in the Pretoria Management area (C Max, Local and Central Correctional centre, Single Quarters, Members Mess) and Baviaanspoort Agricultural Division by Imbewu Environ Legal Specialist : order number E122899; contract awarded on price quotations and not via tender process	2	3 days	R32 219.00

Table 5.13.2 – Analysis of Consultant Appointments using Appropriated Funds, in terms of Historically Disadvantaged Individuals (HDIs)

Project Title	% Ownership by HDI Groups	% Management by HDI Groups	Number of Consultants from HDI Groups who worked on the Project
Tender H/K 12/2003 Appointment of a SAQA-Accredited Service Provider to Develop Junior and Middle Managers Leadership Development Programmes , to Train Managers, Train and Certify Trainers within the Department in the Delivery of Programmes	20	20	6

Table 5.13.3 – Report on Consultant Appointments using Donor Funds

Project Title	Total Number of Consultants who worked on the Project	Duration: Work Days	Donor and Contract Value in Rands
	0	0	0
Total Number of Projects	Total Individual Consultants	Total Duration: Work Days	Total Contract Value in Rands
	0	0	0

Table 15.3.4 – Analysis of Consultant Appointments using Donor Funds, in terms of Historically Disadvantaged Individuals (HDIs)

Project Title	Percentage Ownership by HDI Groups	Percentage Management by HDI Groups	Number of Consultants from HDI Groups who Worked on the Project
	0	0	0