



ANNUAL PERFORMANCE REPORT 2008/2009

The Constitutional Court of South Africa

Private Bag X 1

Constitution Hill

Braamfontein

2017

The Guardian of our Constitution

The mandate of the Constitutional Court of South Africa is legislated in terms of the Constitution of the Republic of South Africa

- (3) *“The Constitutional Court-*
- (a) is the highest court in all constitutional matters;*
 - (b) may decide only constitutional matters, and issues connected with decisions on constitutional matters; and*
 - (c) makes the final decision whether a matter is a constitutional matter or whether an issue is connected with a decision on a constitutional matter.*
- (4) *Only the Constitutional Court may-*
- (a) decide disputes between organs of state in the national or provincial sphere concerning the constitutional status, powers or functions of any of those organs of state;*
 - (b) decide on the constitutionality of any parliamentary or provincial Bill, but may do so only in the circumstances anticipated in section 79 or 121;*
 - (c) decide applications envisaged in section 80 or 122;*
 - (d) decide on the constitutionality of any amendment to the Constitution;*
 - (e) decide that Parliament or the President has failed to fulfill a constitutional obligation; or*
 - (f) certify a provincial constitution in terms of section 144.”*

OUR VISION

Is to be a dynamic and innovative support mechanism to the Judiciary, external stakeholders/clients and the Department

OUR MISSION

Is to provide an excellent service that best meets the needs and expectations of the Judiciary, external stakeholders /clients and the Department

OUR PRINCIPLES AND VALUES

- Accessibility
- Accountability
- Customers
- Diversity
- Valued Employees
- Pursuit of Excellent
- Mission Driven
- Integrity, Loyalty and Trust
- Stewardship, and
- Teamwork



Contents

Forward by the Director	4
Strategic Administrative Leadership	6
Case Flow Management	10
Financial Management	19
Human Resources Management	31
Provisioning and Procurement Management	46
Security and Disaster Management	50
Facilities Management	57
Information Management	64
Public Service Pledge	81

The period under review was both exciting and challenging for the Administrative support staff to the Judiciary (Constitutional Court).

My message for the performance period (2008/2009) reaffirms the importance of the administration and also recognized our dedicated men and women; in every level they serve, as a collective to support the Highest Court of the Land, in South Africa.

By making use of case studies and surveys, we have uncovered five practices that enable leaders to function more effectively, namely:

- Challenge the process
- Inspired a shared vision
- Enable others to act
- Model the way and
- Encourage the heart

Of equal patience is the empowerment related practices that are directed at enabling staff to make a difference in meeting the challenges of a turbulent environment. Leadership within this sense is a team effort directed at realizing the strategic objectives that have been formulated for the court.

This annual report will focus on the overall performance of the administrative support staff to the judiciary as identified in the annual Strategic/Business Plan which enshrines the nine (9) strategic areas identified



(N) Corridor & tower

Overall we have achieved most of the identified objectives that was set for the year.

It is therefore with pride that I present this Annual Performance Report for 2008/2009. I wish to express my sincere appreciation to the Chief Justice, Deputy Chief Justice, Justices and all men and women of the staff who provided support under existing arrangements, for their professionalism, dedication, commitment, loyalty and team effort, without their respective contributions we would have not been able to achieve what we have achieved in the year under review and what we envisage to achieve in the next Strategic/Business Cycle (2009/2010)

V MISSE

Director: Constitutional Court

Goal

Giving Administrative leadership, direction and guidance to the Judiciary and administrative staff of the Court

Performance Outputs

1. The implementation and adoption of an Annual Strategic/Business Plan has provided a sound foundation and platform for the administrative support staff to enhance quality service delivery to the judiciary and other relevant stakeholders they serve.
2. The staff is focused on becoming one of the leading organizations in the Administration of justice, by ensuring that the vision, mission, core principles and values and objectives together with their respective Operational Plans enhanced their performance abilities and contributions to the Judiciary, external stakeholders and the Department.
3. We have embraced the adoption of new, advance and International best practices Technology to enable the Judiciary and its staff to provide quality enhance service delivery. This matter will be further elaborated under the Strategic Area: Information Technology Management
4. The provision of Strategic Administrative Leadership to the Management Team, staff and the Judiciary, thereby capacitating and ensuring that each staff member's contribution and role in some way or another has contributed to the successful overall performance of the organization.



Penny Siopis

5. The core principles and values as determined have instilled a Conducive working environment and have enhanced the corporate culture of a sense of belonging and being part of this great winning team
6. The Development and implementation of job descriptions, performance agreement and operational plans emanating from the annual strategic/business plan has ensured the achievement of the respective strategic objectives and overall organizational performance as revealed in this report.
7. The Development and adoption of an Information Technology Policy (E-mail/Internet), Disaster and Security Management Plan(Internal, Disaster and Recovery Strategic Policy and Plan for Information technology and the Selection/Recruitment and appointment Policy for Law Researchers has also cemented a sound strategic administrative leadership direction for the court. The aforementioned internal policies are in line with the Departments Policies and Procedures.
8. The annual review of the organizations structure and establishment is a crucial managerial function in any

organization. The organizations business needs continuously changes in terms of changing circumstances, environmental changes, and areas of competencies required for an organization to provide the required standard of services and areas of expertise. The organizational establishment structure as proposed in terms of its business needs in contained in the next Strategic/Business Plan (2009/2010).

9. In order to assess the overall performance of each individuals contribution and ensure the compliances of policies, regulations etc are adhered to, a monthly monitoring and evaluating reporting system has been adopted which ensure that the various strategic goals and objectives have been achieved. This also aids the individuals' performance appraisal process.

Challenges

1. The lack of requested Delegations during the Performance Cycle impacted on Service Delivery to the Judiciary. (Received as per circular 18/2008 dated 27 February 2008)
2. All current policies applicable and utilized by the Department are in draft. The non adoption of final policies impacts on compliance.
3. The turnaround time for the consideration of the proposed creation of new positions based on the Courts business needs impacts on service delivery.
4. The quality assurance of circulars and general-minutes issued by the Department should be enhanced (incorrect file numbers, citations, spelling and grammar)
5. There should be a focal point of entry from the Court to the Department (Director of the Court to an identified person at National Office).
6. The interfacing of the Justice Yellow Pages(JYP) and Basic Accounting System (BAS)

GOALS

The main goals of Case Flow Management (Administration Support Staff) to the Judiciary are the following:

1. To ensure the role players' commitment in the application of an integrated case flow management system.
2. To promote accountability, by implementing mechanisms to ensure compliance with performance standards, for all role players,
3. To improve efficiency of all roll players by implementing processes, by ensuring their correct understanding of the functioning of legal and administrative procedures of the Rules of this Court.
4. To ensure that all documents relevant to a particular case is forwarded to Justices and Law Clerks, timeously.



Jonathan Comerford 1

Performance

The administrative staff in the general office holds the responsibility of providing all support services to the court and court staff regarding the following:

- To provide administrative services related to the functioning of the court in order to facilitate case flow management.
- To ensure the availability of logistical requirements
- To collate and compile court statistics and data
- To communicate information in respect of the court cases to members of public and other interested role players
- To conduct physical case audits when required
- To take full and proper responsibility for court recordings during court sittings.
- To maintain the dignity and etiquette of the court
- To provide interpreter services to the Court
- To ensure the safe keeping and archiving of court records

Status of Cases on 31 March 2009

- Awaits Direction = 144
- Dismissed = 100
- Judgment Handed Down = 32

- Total Finalized = 132
- Outstanding judgments = 9
- Pending/Outstanding = 19

Statistics of Case Flow Management

	Output						
Months from April 2008 to 20 March 2009	New case	Total	Awaiting Directions	Dismissed	Judgment	Withdrawals	Taxations
Apr 08	10	10	6	6	0	0	1
May 08	5	5	3	14	3	1	4
June 08	19	19	21	1	4	0	2
July 08	6	6	16	8	5	0	1
Aug 08	14	14	17	11	0	0	0
Sept 08	10	11	11	11	2	0	0
Oct 08	13	13	20	3	3	0	0
Nov 08	7	7	5	16	3	0	0
Dec 08	16	16	19	2	2	0	1
Jan 09	3	3	10	10	2	1	3
Feb 09	12	12	8	9	1	0	0
Mar 09	11	10	8	9	7	0	0
TOTAL	126	126	144	100	32	2	12

Law Clerks Program

Law Clerks

The Law Clerks' program is a huge success. Since the position is considered a training one, Law Clerks is encouraged; amongst others to:

- Debate the outcome of cases with their justices and each other
- Carry out detailed research on particular topics.
- Attending seminars on each case before the hearing to share information
- Assist justices in court-related work

Approximately 300 of them have passed through this program over the past thirteen years. The court provided for 23 Law Researchers positions. During January 2009 we have appointed 24 Law Clerks and 4 Foreign Law Clerks.

Foreign Law Clerk

This program is running in association with the current Law Clerks program, which is conducted at no cost to the court. Under this program young Law graduates for foreign jurisdictions spend time at the court, financing their own travel and accommodation and subsistence in South Africa. The Foreign Law Clerks program has proved to be enriching for both the local Law Clerks and Foreign Law Clerks on issues relevant to jurisprudence, human rights and constitutional matters. We appointed four Foreign Law Clerks in January 2009.

German Law Researchers

A program based on the Foreign Law Researcher Program has also been adopted by the Court on the request of the German Embassy.

Professional Assistance to the Justices and the Director of the Court

The current establishment of the court provides for 10 secretaries and 2 executive Professional Assistants (PA). The two executive PA's are in the chambers of the Chief Justice and Deputy Chief Justice respectively.

The proposed/amended establishment structure for the court identifies the need for 3 relief secretaries for two reasons:

- The establishment is not self contained for leave purposes; and
- Justice's who are on long sabbatical leave; require their respective secretaries to continue managing their day to day activities of their chambers.

The relief secretaries are required when acting Justice are appointed to the court.

Acting Justices at the Court

In terms of the Judges Remunerations Act, Justices of the Court are entitled to go on long sabbatical leave: The following acting Justices were appointed by the Minister of the Department of Justice and Constitutional Development in Consultation with the Chief Justice:

Acting Justice appointed:

- Justice Jafta (2008)
- Justice Kroon (2008)

Justice on leave:

- Deputy Chief Justice Moseneke (First half of 2008)
- Justice Sachs (First half of 2008)

Safekeeping of National and Provincial Acts

Sections 82 and 124 of the Constitution provide that:

“82 Safekeeping of Acts of Parliament,

124 Safekeeping of Provincial Acts”

The signed copy of an Act of Parliament (Provincial Act) is conclusive evidence of the provisions of that Act and, after publication, must be entrusted to the Constitutional Court for safekeeping”.

The total number of signed copies of the National and Provincial Acts received for safekeeping for the 2008/2009 performance period are:

1. National Acts (Parliament)	= 61 (2008: 63 & 14 th & 15 th Bill: 3 outstanding)
2. Free State Provincial Acts	= 4 (2008: 4)
3. Western Cape Provincial Acts	= 7 (2008: 7)
4. Eastern Cape Provincial Acts	= 2 (2008: 3)
5. Kwa-Zulu Natal Provincial Acts	= 8 (2008: 7)
6. Limpopo Provincial Acts	= 3 (2008: 2)
7. Northern Cape Provincial Acts	= 4 (2008: 8: 4 outstanding)
8. Gauteng Provincial Acts	= 0 (2008: 0)
9. Mpumalanga	= 1 (2008: 3: 1 outstanding)
10. North West Provincial Acts	= 0 (2008: 0)
Total	90

Archives and Record Management

The archives are currently divided into 3 Record Rooms *viz*:

- Chief Justice and Deputy Chief Justice,
- Other Justices and
- Case Flow and other administrative management components

The following performance areas pertaining to archives and record management will be dealt with in the next performance cycle (2009/2010):

- Develop an electronic archiving
- Develop a program for disaster recovery
- Create an integrated achieves system, and
Develop formal policies and procedures on record management systems.

Delegations and VIP Guests: Visits to the Court (National/International)

Various delegations were taken on a tour of the court, hosted by the Chief Justice and or a Justice, provided with light refreshments and/or snacks. They were also handed a copy of the Constitution, Bill of Rights Posters, documentations on requests and the Constitutional Court lapel pin. Amongst them were the following:

- Vac students from Bauman and Gifillan
- Staff from Rhodes University
- Visit of Chicago Bar Association Group
- Theologians from the Lutheran Reformed Church of Germany
- Girl Child: Schools in the area visit
- Madiba Exhibition
- US Film Student
- ACCORD Institute
- Alumni Association Meeting
- Embassy of Philippines
- Public Lecture by Professor Kader Asmal
- Launch of the Logo of the Gender Commission
- Law Students from North West: University Potchefstroom
- Delegation of Sudanese Judges
- Mr Phillip Lewis: Vice President: Melon Foundation
- Delegation: Saharawi Arab Democratic Republic
- Visiting delegates during World Conference (01/2009)

Financial Management



Paul Andrew 1

Goals

To administer the Budget/voted funds allocated to the court in an effective, efficient, economical, accountable and responsible manner.

Objectives

1. To ensure the effective and efficient management of the Constitutional Court's budget.
2. To ensure the effective and efficient management of the Constitutional Court's equipment and all assets.
3. To compile and manage the budget.
4. To put in place adequate controls for managing the cash flow.
5. To institute risk management and administer the procurement process.
6. To ensure effective utilization of financial resources.
7. To continuously looks for new opportunities to obtain funds and avoid unfruitful expenditure.
8. To demonstrates knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate.

9. To strive towards achieving unqualified audits.
10. To provide adequate skills training for staff to ensure that they are knowledgeable about procedures.
11. To keep a register of equipment and assets.
12. To strive towards achieving no incidents of corruption and/or financial mismanagement.

Performance Outputs

Expenditure trends

Since its establishment, the Constitutional Court has consistently spent more than 90% of its budget. The 2008/09 financial year was no exception, and 99% of the approved budget of R 40,160,600 was spent, bolstering the Constitutional Court's historical excellent performance. The table below reflects a summary of the expenditure by budget reconciliation, as well as the economic classification.

Budget reconciliation 2008/2009

Budget	R 40,160,600
Expenditure	R 39,594,882

Economic classification 2008/2009

CURRENT PAYMENTS	36,638,175.37
Transfers and Subsidies	14,524.13
Payments for Capital Assets	2,942,182.67
GRAND TOTAL	39,594,882.17

Virement in terms of Sec 43

The virements, requested by the Constitutional Court (Court) during the financial year, were performed in compliance with the Public Finance Management Act (PFMA) of 1999, section 43. The reason for effecting the virements in the majority of cases was to defray costs among Programmes which had assumed joint responsibility for a project(s). In other instances the virements were effected due to the slow and/or lack of uptake of the projects.

Inventory balances on hand at year-end

The costing method used for inventory valuation by the court is the average weighted cost method. For replenishing purposes, the court, through its Supply Chain Management (SCM), uses the Justice Yellow Pages (JYP). This system assists the court in maintaining and managing inventory at very low levels. Furthermore, our inventory is not used for reselling and as such, low levels of inventory are ideal for our operations. The low levels of inventory are beneficial to the

court due to the fact that cash is rarely locked up in inventory. Incidences of obsolescence are therefore rare, as inventory is not held for long periods of time. Losses due to theft are not material either.

Corporate Governance Arrangements

Resolution of the past financial year – Matter of Emphasis

The court's Matter of Emphasis for 2008/09 related to the Asset Register. The Asset Register query has been attended to and will be made available to the internal auditors for audit.

Internal Provisioning and Procurement Committee (IPPC)

In order to comply with the Departmental Financial Instruction (DFI), the Director established an International Provisioning and Procurement Committee (IPPC) which meets once a week. The IPPC committee evaluates the Supply Chain Management process. The IPPC committee members are:

Member	Position
Ms SE Luthuli	Deputy Director: Library
Ms MS Stander	Senior Registrar
Mr E Brewis	Deputy Director: Facilities
Mr. Naidoo	Network Controller

Progress with financial management improvements

The implementation of the PFMA and Treasury Regulations in terms of sections 76 and 77 of the Act has been prioritized in the Department. Delegations in this respect are revised annually and implemented accordingly. Accurate financial reporting, as required by the PFMA, was submitted to the relevant stakeholders timeously. In addition to statutory requirements, the court has an effective in-house reporting and cash flow management system. The small saving and over expenditure that we had in the current and past financial years attest to continual improvement in financial management.

Presentation of the Financial Statements

Basis of preparation

The Annual 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 recognized when cash is received or paid.

Presentation currency

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

Rounding

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

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.

Comparative figures – Appropriation Statement

A comparison between actual amounts and final appropriation per major classification of expenditure is included in the Appropriation Statement.

Expenditure***Compensation of employees***

Salaries and wages comprise payments to employees. Salaries and wages are recognized as an expense in the Statement of Financial Performance when the payment is effected on the system (by no later than 31 March of each year).

All other payments are classified as current expense. Social contributions include the employer's contribution to social insurance schemes paid on behalf of the employee. Social contributions are recognized as an expense in the Statement of Financial Performance when the payment is effected on the system.

Short-term employee benefits

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

Long-term employee benefits

Termination benefits

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

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 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 payment to the fund is effected on the system (by no later than 31 March of each year).

Goods and services

Payments made for goods and/or services are recognized as an expense in the Statement of Financial Performance when the payment is effected on the system (by no later than 31 March of each year). The expense is classified as capital if an asset of R5 000 or more is purchased. All assets amounting to less than R5 000 are also reflected under Goods and Services.

Expenditure for capital assets

Payments made for capital assets are recognized as an expense in the Statement of Financial Performance when the payment is effected on the system (by no later than 31 March of each year).

**Statement of Budget Allocated for the 2008/2009 Fiscal year ended
31 March 2009**

Economic Classification	Budget 2008/09
Total Compensation Of Employees	16,641,400.00
Total Goods And Services	20,559,200.00
Total Current Payments	37,200,600.00
Total Transfers And Subsidies	0.00
Total Transfers And Subsidies	0.00
Total Machinery & Equipment	2,816,000.00
Total Software & Other Intangible Ass	144,000.00
Total Payments For Capital Assets	2,960,000.00
Grand Total	40,160,600.00

**Statement of Financial Expenditure for the year ended 31
March 2009**

Economic Classification	Actual Expenditure To End Of April 2008 To March 2009
Total Compensation Of Employees	13,565,050.09
Total Goods And Services	23,073,125.28
Total Current Payments	36,638,175.37
Total Transfers And Subsidies	14,524.13
Total Transfers And Subsidies	14,524.13
Total Machinery & Equipment	2,798,442.92
Total Software & Other Intangible Ass	143,739.75
Total Payments For Capital Assets	2,942,182.67
Grand Total	39,594,882.17

Statement of saving for the year ended 31 March 2009

Economic Classification	Savings / Over Expenditure
Total Compensation Of Employees	3,246,791.77
Total Goods And Services	-2,169,430.13
Total Current Payments	1,077,361.64
Total Transfers And Subsidies	-14,524.13
Total Transfers And Subsidies	-14,524.13
Total Machinery & Equipment	0.00
Total Software & Other Intangible Ass	0.00
Total Payments For Capital Assets	0.00
Grand Total	1,062,837.51

The under expenditure is due to the vacant post that were budgeted for but not filled before the financial year end. The vacant posts that still needed to be filled are as followed:

- Deputy Director: Finance
- Deputy Director: HR Management (to be translated to Deputy Director: Information Management)
- Accounting Clerk
- Librarian

The aforementioned positions will be filled during the 2009/2010 performance period. HR is already dealing with the selection/recruitment process.

Challenges

1. The timeous allocation of the approved budget on the Basic Accounting System (BAS) and Justice Yellow Pages (JYP) commencing 1 April Annually. (This reporting period indicated that our budget allocation was authorized on 11 June 2008)
2. Delegations – Previous delegations to Court Manager was R 100,000.00 for procurement and provisioning (Circular 23/2002), currently delegation only R 30,000.00 allocated to Court Manager (Circular 18 of 2008).
3. The synergy between the interfacing of BAS and JYP impacts tremendous on effecting payments. (Shifting needs to be continuously done on BAS).



Kim Berman 1

Goal:

“Appoint professional, suitably qualified, experienced Administrative Staff and Law Researchers.”

Objectives

1. To recruit and select, highly skilled, professional and experienced staff to enhance its Human Resource efficiency, effectiveness and accountability in serving the Judiciary (Section 14(1) of the Constitutional Court’s Complimentarily Act).
2. To develop a management and administration Human Resource reporting system.
3. To develop an efficient decision making process, in consultation with the Chief Justice, to address the various Human Resource issues that might arise.

4. To create a culture which respects human rights and human dignity as enshrined in the Constitution.

5. Continuously review the establishment of the Constitutional Court, develop Job Descriptions and Performance Agreements which can correctly be matched to its role and responsibility;

6. To develop a workplace skills plan, a culture of life-long learning and a fair performance assessment system to develop the staff's capacity, skills and positive perception for the work and or areas of development.

7. To promote career pathing and ensuring that staff are studying to obtain qualifications which provide upward mobility to the management echelon.

8. To develop a monitoring and evaluation system that can indicate individual and overall achievement and performance of each section of the Constitutional Court.

9. To ensure that personnel administration, records, files, etc are in place and updated on a continuous basis.

Performance Outputs

1.1. RECRUITMENT AND SELECTION

The following vacant funded positions as per the approved organizational establishment structure were advertised during the reporting

- Provisioning and Procurement Administrative Officer (Level 7)
 - Principal Personnel Officer (Level 7)
-
- Senior Personnel Officer (Level 6)
 - Senior Typist (Level 4)
 - Librarian Cataloguer (Level 8)
 - Librarian Acquisition (Level 8)
 - Asst Director: Reference Services (Level 9); and
 - Deputy Director Finance (Level 11)

The recruitment and selection process for the afore-mentioned positions resulted in the following outcomes:

- Provisioning and Procurement Administrative Officer: Successfully filled.
- Principal Personnel: Officer successfully filled.
- Senior Personnel Officer: Successfully filled.
- Senior Typist: Successfully filled.

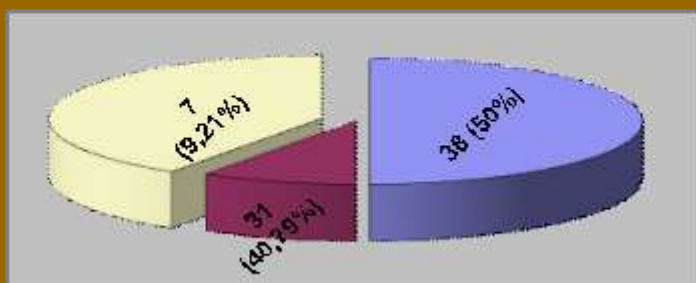
The following vacant funded positions on the establishment as at 31 March 2009 are as follows:

- Deputy Director: Finance
- Deputy Director: HR Management (to be translated to Deputy Director: Information Management)
- Librarian Cataloguer
- Librarian Acquisition
- Assistant Director: Reference Services
- Senior Personnel Officer
- Accounting Clerk
- Foreman: Cleaning Services

The process of the Selection and Recruitment for the above mentioned

APPROVED ESTABLISHMENT (VACANCIES / FILLED)

■ Positions Filled ■ Positions Vacant ■ Fixed Term Contract



2008/2009

The total approved positions on the establishment of the Court are 77

Positions filled	=	38	=	50%
Positions vacant	=	7	=	9,21%
Fix Term Contracts	=	31	=	40,79%

1.2. Judicial Capacitating: Selection/Recruitment Law Researchers

The selection and recruitment process of law researchers are conducted by the Judiciary. The process is undertaken during July and January annually.

The total number of applications received for July 2008 and January 2009 are:

July 2008: 112

The approved establishment of the Court provide for 23 funded Law Researchers positions which are graphically indicated here under for the performance reporting period.

9 Law Researchers (Newly Created posts – implementation 01/04/2008)

BAR GRAPH OF APPOINTED LAW RESEARCHERS FOR PERFORMANCE CYCLE 2007/2008

Period	Received	Appointed	Unsuccessful
TOTAL NO: 2008(JULY)	112	14	89
TOTAL NO: 2009 (JANUARY)	73	10	50
GRAND TOTAL	185	24	139

1.3. Officials Not On Establishment

The following temporary appointments not on the establishment of the Court was employed on a contractual basis during the performance period 2007/2008 are:

3 x Assistant Librarians (Temp Position)

Total 3

The total number of officials that were employed on temporary appointments was three (3). There are no temporary or additional staff currently employed on the establishment of the court.

2.1. Leave: Various Categories of Leave Taken By Staff

The leave indicated here under reflects leave taken during the performance cycle 2008/2009.

Total Vacation leave	(848) which equates to \pm 24 days per staff member
Sick Leave	(108) which equates to \pm 6 days per staff member
Special Leave (Study Leave)	(99) which equates to \pm 7 days per staff member
Family Responsibility Leave	(46)
Incapacity Leave	(111)
Total Leave	1212

Pie Graph Reflecting Leave Categories



Total of 1212 ÷ 69 staff = an average of 17 days per staff member

The leave register coupled with the personnel file is a true reflection of leave taken during the performance cycle, furthermore all leave indicated herein have been captured and process on the Persal Administration System. This has been verified and audit by HR division.

3. PERSONNEL ADMINISTRATION

3.1. Job Descriptions/Personnel Files and Performance Agreements

All appointed staff inclusive of Law Researchers on the approved establishment is in possession of their respective Job Descriptions, Personnel files and Performance Agreements.

The code of Ethics and Business Conduct as per Circular 55/2001 have been brought to all staffs attention, dually signed, flagged on Personnel files and forwarded to National Office.

All staff has signed the other of secrecy which is also filed off record on their respective personnel files.

All appointments and endorsements of applicable staff performing regulated duties have been appointed in terms of the relevant prescripts, codes, regulations etc which is filed on their respective personnel files, file 2/1/4 and on a ring binder register

TRAINING AND DEVELOPMENT

In order to achieve a conducive working environment, it is essential that the Human Recourse division of the court is continuously abreast with the changing environment. In that context, we have motivated our staff in order to foster a greater sense of belonging. In order to achieve this we further promote their professional skills, training, competencies, and areas of development so that they could mature and advance into the upper echelons of Management as future Court Leaders/Managers.

4.1. TRAINING

The under mentioned officials attending outsourced/in house/departmental, practical /task oriented training in order to enhance their skills and expertise as identified during the performance appraisal process which were indicated in the 2008/2009 performance cycle.

C Maabane	Regional Office	HR Training
M Sifunda	Regional Office	HR Training
S luthuli	Regional Office	HR Training
M Stander	Regional Office	HR Training
E Brewis	Regional Office	HR Training
S Dakana	Regional Office	HR Training
S Hughes	Regional Office	HR Training
M Khangala	Regional Office	HR Training
M Stander	Regional Office	JYP
E Brewis	Regional Office	JYP
S Nel	Regional Office	JYP
J Nel	Regional Office	JYP

4.2. DEVELOPMENT

The under mentioned officials are currently studying to advance their respective qualification standards via an accredited institution.

Benny Ketabake	Total Quality Management	Unisa
Jeffrey Makamu	NDSCR	Unisa
Godfrey Disemelo	Diploma in Security Management	Unisa
Sifiso Madonsela	Diploma in Public Management	Unisa
Jabu Shabangu	Diploma in Bookkeeping	Boston
Percy Moleko	N3 industrial Orientation	Tech College

BREAKDOWN OF RACE CLASSIFICATION 2008/2009



	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Professionals			1						1
Technicians and associate professionals				1	3		1	4	9
Clerks	4	1			6	1	1	4	17
Service and sales workers	7	2			8	1	2		20
TOTAL PERMANENT	11	3	1	1	17	2	4	8	47
Non – permanent employees(law clerks)	3		1	5	6	1	1	6	23
TOTAL	14	3	2	6	23	3	5	14	70

PERCENTAGE OF RACE CLASSIFICATION BREAKDOWN OF

MALES

African	=	10	26,30%
Coloured	=	2	5,26%
Indian	=	1	2,63%
White	=	1	2,63%
Total	=	14	36,84%

FEMALES

African	=	16	42,1%
Coloured	=	2	5,26%
Indian	=	1	2,63%
White	=	5	13,15%
Total	=	24	63,16%

Grand total	=	14	+	24	=	34
%	=	36,84%	+	63,16%	=	100%

Challenges

1. Turnaround time on the Selection/Recruitment and appointment (which impacts Service Delivery)
2. Annual review of establishment .
3. The provision of access to Persal for capturing of leave, extracting information.
4. The security clearance of staff submitted to National Office during 2005/2006 (not finalized)
5. Areas of development of staff as indicated during the performance cycle appraisal process not considered when submission and recommendation is made.
6. The dual HR reporting/synergy function in certain areas of HR (Regional/National Office)
7. The delay in the payments effected of salaries/benefits to employees via Persal (as mentioned here above) and approval appointment Memorandums.

Goal

Comply with and provide an effective, efficient and speedy Provisioning and Procurement Process thereby enhancing the Supply Chain Management Process at the Court.

Objectives

To ensure that the provisioning and procurement process of the Constitutional Court complies with the Department's capturing and monitoring system (Justice Yellow Pages – JYP); and

To provide a high standard of service delivery to the Judiciary an internal staff.

To keep a register of equipment and assets (Manually and Electronically)

Strategies

1. Requesting provisioning or procurement of goods and services by completing the manual requisition form.
2. Ensure that manual requisition is submitted, captured on the JYP system for quality control.
3. Submit Manual Requisition Form to Regional Office (RCC) and National Office (BID) committees for approval/authorization.
4. Ensure that all labour saving devices purchased are recorded and taken on strength and that services/maintenance is carried out as per service/maintenance plan.



Budweiser 1

5. Ensure that all assets are bar coded and labeled and an asset register is maintained in this regard.
6. Take charge of the issuing and requisition of stationery and maintain a record thereof.
7. Ensure that BEE companies are considered in the Provisioning and Procurement Process.

Performance Outputs

The following outputs were achieved during the performance cycle 2008/2009

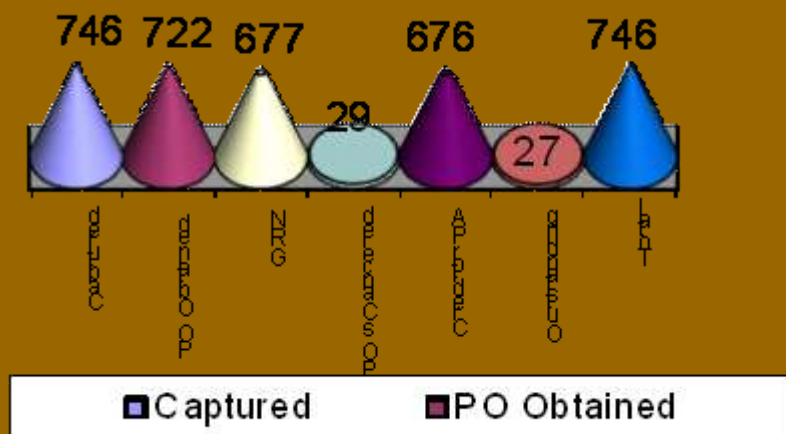
JUSTICE YELLOW PAGES (JYP)

❖ CAPTURING

- Total of 746 Requisitions were captured on the Justice Yellow Pages (JYP).

❖ PURCHASE ORDERS / GOODS RECEIPT NOTE / CREDITOR PAYMENT ADVICE

- Total of 722 Purchase Orders, 677 Goods Receipt Note and 676 Creditor Payment Advices were obtained from the Justice Yellow Pages (JYP)
- Total of 29 Purchase Orders was Cancelled



❖ NEW ITEM REQUEST

- Total of 13 new Item Requests were submitted and 12 were received from Justice Yellow Pages (JYP) 1 outstanding.

❖ FORWARDING TO REGIONAL OFFICE

- A copy of the manual asset register was forwarded to the Department during the current performance cycle.

OUTSTANDING PURCHASE ORDERS FOR 2008/2009



☐ RQ's awaiting PO

☐ Awaiting delivery

☐ Awaiting Invoice

Page | 49

– All officials on the establishment have signed the user signature certificate confirming responsibility and accountability.

2. STATISTICS

❖ PHOTOCOPY METER READING

- Total number of photocopies made during the performance cycle are 2362212.
- Average of 87489.3 per machine (27 Machines)

❖ BREAKAGE/SERVICE/OBSOLETE/REDUNDANT EQUIPMENT

The reporting of all equipment, furniture and labour saving devices has been dealt with in accordance to the Departmental prescripts.

Challenges

1. Turnaround time i.r.o RCC/DBAC approvals
2. The registering of Service Providers on the JYP
3. Creating of new items

Goal

Ensure that the Physical Security and Disaster Management is a priority to its clients (internal/External).

Objectives

1. To provide, promote and develop internal policies;
2. To implement the policies; and
3. To strive to comply with best International Security and Disaster Management standards.

Strategies

1. Prevent risks in the Court Building by –
 - a) Crowd Control
 - b) Ensuring no property of the Constitutional Court leaves the building without authorization
 - c) Report all incidents of theft, damage and losses
2. Ensure that adequate security equipment in a working condition is available and provided to security staff: -
 - a) Surveillance cameras
 - b) Metal Detectors
 - c) Two Radios
 - d) Batons, handcuffs, torches etc.
3. Ensuring that the Public Access Control Act is adhered to:
 - a) Safe Keeping of Public/Visitors firearm in safes provide
 - b) Visitor Vehicles entering and exiting the building are control and manage
 - c) X-ray machine to monitor, Bags, Parcels entering and exiting the building



Wendy Trupos 1

4. Ensure a fully equipped First Aid room is provided and all basic emergency medical assistance is available. Security Staff is trained on First Aid.
5. Ensure that an Emergency and Evaluation Plan is in place (Disaster) and all Emergency Team Leaders are abreast and informed of the evacuation plan.

Performance Outputs

The development and implementation of an Internal Security and Disaster Management Policy is in place aligned to the Security Policy of the Department.

The implementation and adoption of an Evacuation Plan identifying team leaders is in place and four evacuation drills are held annually.

The provision of a fully equipped sick room with the necessary medical essentials is available in times when emergencies occur.

All appointed Security Officers have been trained in fire fighting and first aid, the necessary training was provided by the Fire Department and St. Johns Ambulance Services respectively.

Access Control (Main Entrance)

The main purpose of the access control is to prevent envisaged risks in the Court environment, crowd control, that no property of the Court leaves

The statistics recorded for the performance period indicates that 59725 visitors entered and exited the main entrance of the building. (Attending court, meetings, conferences, general visitors etc)

To enhance the security capacitation at the main entrance all bags, parcels etc are scanned via the x-ray machine for security quality control purposes (Visitors and staff)

The security division is also capacitated by an outsourced vetted accredited service provider, Khulani Fidelity Company to provide additional and after hours (24 hours) security control at the court.

Access Control (Basement/Parking)

The basement parking statistics revealed that 1294 visitors entered the building and were allocated parking during the period under review:

VIP, Dignitaries etc	=	344
Other visitor	=	950
Total	=	1294

Vehicles are search upon entry and exit of the building, security staff are equipped with mirror reflectors to ensure that the vehicles entering are not equipped with security risks devices.

All vehicles entering the building via the Basement Parking are registered in a register and given a temporary permit for parking. The visitors are then given a colour code access sticker which indicates

All staff members are issued with office keys and access cards, no keys or access cards were issued without being entered in a register which the recipient acknowledges receipt.

All duplicate keys are kept in a safe and taken on strength in a duplicate key register.

Security Equipment/ Apparatus

During the performance reporting period the following additional security equipment were purchased in order to capacitate the security division:

- Batteries for two way radio
- VHS cassettes for security recording system (24 hours)
- Replacement of remotes for judges parking area.
- Installation of two additional pin hole camera's (entrance/exit of basement parking)
- Walkthrough metal detectors

The security division is fully equipped with the necessary apparatus and to successfully perform their duties.

The CCTV cameras were inspected by 2 National Intelligence Agents and they recommended that the existing system should be upgrade to a digital recording system. The entire CCTV system has been upgraded to a digital system.

Contingency Plan: Evacuation and Disaster Management

All evacuation plans are continuously updated with new incumbent's details, telephone numbers and emergency services.

All team leaders are trained i.r.o emergency and are provided a visible team leader jacket.

Evacuation drill are held 4 time during a performance cycle to ensure staff and Judiciary are aware of escape exits and comply with the evacuation plan as lead by the identified team leaders

Security Meetings

The under mentioned security meetings were held during the performance cycle:

• Provincial Security Meetings:	4
• Outsourced Security Meetings:	12
• Joint Operation Committee:	19
• Internal Security Division Meetings:	12
• Crime Prevention Meetings:	6

Total Number of Security Meetings = 53

Challenges

1. The vulnerability in terms of security risks (location of Court) (Smash & Grab, Robberies)
2. To monitor external visitors (National/ International) visiting the Court
3. The management of crowd control in matter of interest to public.
4. To ensure that the bomb disposal units sweep the constitutional court on quarterly basis prior the court session begins.
5. To monitor and set up for all events taking place at the court building and enlighten the nearest police station about the event

Goal

Provide Facilities Management control by ensuring that the facilities are properly maintained.

OBJECTIVE

To provide quality and enhanced service delivery to the Court and the official residence of the Chief and Deputy Chief Justice in respect of Facility Management related issues.

STRATEGIES

Manage the day to day minor works (maintenance) of the Constitutional Court building and Official Residence of the Chief Justice.

Manage, control and monitor the execution of services of outsourced service providers:

Outsourced Cleaning company

Sub contractors (Plumbing, electrical etc)

Contractors (building, Painting, lifts, etc)

Ensure a close working relationship with the department Facilities Management Section, Department of Public Works (DPW), Architects, Johannesburg Development Agency (JDA), Constitution Hill Facilities Manager and other relevant stakeholder/clients.

Implement directions and decisions emanating from the Building Committee.

Ensuring the provision of motor vehicles for the Judiciary, maintenance of vehicles and timeously procurement/ordering of vehicles for the Justice's personal use and for official travel.



Johannes Maswanganyi 1

Performance Outputs

Since the inauguration of the Constitutional Court Building in 2004, a zero amount was allocated to the facility budget. This has lead to a situation where some areas were neglect to such a degree that urgent maintenance was needed to remedy these areas of the building to its original status.

During March 2008 a Facility Manager was appointed for the Constitutional Court and subsequently a Facility Budget to the amount of R 2.9 Million was allocated. Due to the fast dilapidation of some areas of the court additional funding of R800 000-00 had to be allocated to restore these areas to its original status.

The following outputs where achieved during the performance period:



Replace Log-Benches



Replace Cement Cushions



Painting of External Walls



Painting of External Walls



Waterproofing of Court Roofs



Closure of Exhibition Wing



Treatment of External Timber



Treatment of External Timber



Closure of Judges Tea Room



Closure of Media Room



Upgrading of Ponds



Upgrading of Ponds



Upgrading of Pond Pump Room



Replace Court Lighting



Purchasing of Personnel Lift

Other outputs:

- Cleaning of Soft Furniture
- Irrigation system
- Installation of Security shuttering North East Corner of Library
- Conduct Furniture Audit.
- Conduct a Court Accessibility Audit.
- Installation of 19 Air Conditioners.
- Painting of interior and exterior of the Court.
- Upgrading of CCTV from analogue to digital system.
- Upgrading of Access control system.

Official Residence of the Chief Justice

- Replacement of electronic garage motors.
- The cleaning, providing maintenance to swimming pool and gardening services of official residence monitored weekly (2 cleaners/Housekeeping, 1 gardener and outsourced company maintaining swimming pool).
- Total upgrading of Electric Fence.
- Upgrading /repair of swimming pool.
- Install swimming pool heat pump and cover blanket.
- Installation of Paraplegic lift.

Transport

The performance period under review has been a challenging one in respect of the provisioning for vehicles for the Judges via the Department of Transport (Government Garage). Government Garage in Gauteng can not provide this office with the requested vehicles as per Judge's specifications, furthermore most of all if not all vehicles provided by Government Garage are not trustworthy, economical and/or safe. A letter issued by Government Garage indicates that they can not provide this office with vehicles as per judge's specifications.

The request for two allocated pool vehicles we decline by the Director-General in terms of our office's business needs.

Vehicles are therefore hired from service providers in order to provide the specified vehicles to the respective judge's on requests.

Challenges

Lack of synergy between the Department, DPW and the Court

Additional accommodation (Staff)

Maintenance and upkeep of the Official Residence (CJ)

The accessibility of the exhibition stairways to paraplegics

The lack of roadworthy reliable and availability of government vehicles (GG) for Judiciary.

Replace Library Lift

Information Management

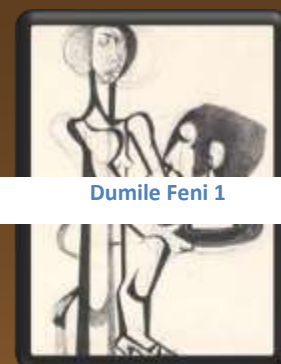
STRATEGIC GOAL

OBJECTIVE

1. To provide, procure and maintain all research material (electronic/print).
2. To avail local and International publications in order to capacitate the Judiciary in discharging their duties and responsibilities in an effective and efficient manner
3. To render an effective support service to the Judiciary, by the provision of a library service that meets their research needs through the use of technology.

COLLECTION DEVELOPMENT - GOALS

1. The primary role of the library is to meet the research needs of the Judiciary and their Law Clerks. Satisfaction of these needs requires not only responding to current curricular and research interests but also the development of a quality research collection capable of supporting a wide variety of interests now and in the future. A Collection Development Policy gives direction of the criteria to be followed. This document will also undergo changes as the focus on what should be collected changes.
2. The Acquisitions committee has until now worked tirelessly ensuring that the correct material is purchased. To fulfill the task of providing relevant legal information to the users, exposure to new publications in the field is essential. This is achieved through contact with publishers, checking book reviews, and other library catalogues. The Committee has already lost a member due to Professor Roux's departure from SAIFAC.



Dumile Feni 1

Books received – 1358

Journal issues received – 1790

Law report issues received – 1060

Loose-leaf updates received – 389 (titles)

Government and provincial gazettes received – 1723

Official Publications (other) received – 361

3. The Constitutional Court library has also played an essential role in making research material available to the legal fraternity. Major institutions like the South African Human Rights Commission, the Gender Commission, the Gender commission, the Litigation Centre, SAIFAC, and academics have benefitted from the resource.

4. An important objective of the library service is to ensure that its collections are kept up-to-date and contemporary, and that the library's holdings are easily accessible and well-documented in the library catalogue. To achieve this, the Court's Library has made its catalogue available on the website: www.constitutionalcourt.org.za this, accessible catalogue allow researchers in other continents to communicate and use our facility. Direct requests or enquiries via the library email for this period were about 250.

- Page | 67
5. Another of the library's objectives is to keep abreast with technological developments. The Library system, SIRSI was also upgraded during 2008 to be Java compliant and conform to technological changes. The library staff is actively looking at new products in the market, to provide relevant content to the users. A large portion of the resources are utilized for the acquisition and management of databases and electronic journals
 6. The Constitutional Court Library Committee has always considered its library a National resource. It is therefore important to make the resources available for research to others in the legal profession. The library staff is always available to assist other courts in South Africa and neighbouring countries. There is constant marketing of the services, (letter was sent to the Editors of the Advocate, and the De Rebus for publishing to promote the service) the marketing of new resources to the users by the library staff also plays a pivotal role in promoting research of a higher standard.
 7. The Library will also be proactive in collecting material submitted for hearings at the Court, and judgments. It is the ambition of the library to cover all legal subjects, with depth of coverage in each subject guided by the kinds of cases brought before the Court, and topical subjects. The Acquisitions committee of the library always welcomes suggestions of material for purchase by Judges of other divisions.
 8. Collection development is a major aspect of Library management. The collection should be constantly evaluated for relevance and timeliness. It has been a joy that when cases come before the Court, our collection is able to meet three quarters of the research material required.

1. The organization, storage and dissemination of material have to meet quality and professional standards. The library system used at the Court is among the widely used in the UK, USA and Europe. Adequately trained and experienced staff is required to organize material, analyze the subjects, and make material accessible to the user. The catalogue requires accuracy and continuous updating, to comply with the best International standards.

2. The Court's library publishes an index named iSAIpi – South African Legal Index, which has been a contribution to the field of South African law. This is a new product that is welcomed by users. South Africa has currently no legal index, this serves as a first for access to SA legal literature.
3. The Website through the publishing of judgments will ensure a wider distribution of the Court's decisions nationally and internationally, this is evident from the number of requests received from all over the world.

THE JUDGMENTS DATABASE:

1. All the Court's judgments since 1995 as well as case papers (where available) have been included to facilitate research remotely. The judgments are searchable in various ways, eg. by party name, subject, and sections of the Constitution etc. The website provides a service for users to register and be sent information on new judgments, and the Court roll on the website. The contact email on the

website is used for enquiries by users from other continents. It has become a reliable source of information. The library team tries to have the judgment available on the website within an hour of delivery. These are important judgments that are always eagerly awaited by the legal community, and citizens alike.

REFERENCE SERVICES

1. Information services or reference services at the Court's Library support the Judiciary in their research needs; provide a current awareness service that informs them of latest information and databases; and provide training in the use of information sources. An information service should anticipate as well as meet user needs.

- 1.1 User awareness is provided by sending recent information about proclamations, and other relevant material to Court members - made possible by the subscription to services like the parliamentary group, Sabinet Online and legal brief. A newsletter with recent developments in law and articles is published every fortnight during the Court term. The newsletter has been well received, and the circulation has been extended to retired Judges as well as some from other Courts. It covers local and international legal news, as well as legislation from other jurisdictions.
- 1.2 The reference librarians strive to provide users with complete, accurate answers to information queries regardless of the complexity of those queries.
- 1.3 The library provides instruction in the effective use of its resources. Such instruction, include the individual explanation of information resources or the training of users in the use of resources. The Library staff participates in the training of new Law Researchers, as well as researchers from SAIFAC (Institute). The creation of guides in appropriate formats will be compiled, human resources permitting. Presentations designed to provide guidance and direction in the pursuit of information, are also another method to pursue.
- 1.4 Usage statistics:

Index to legal periodicals – 535 items retrieved

Hein online – searches – 13111; articles downloaded – 2459

Westlaw – searches – 2,427

2.

The Public Reading Room – This facility is an extension of reference services. In the last two years, the number of users has grown and the opening hours extended to 17:00. The regular users are SAIFAC researchers, and others come from law firms, UNISA, WITS, UP, and the SAHRC.

International researchers also visit for periods of a week to work at the Court – recent visits from Oxford, University of Barcelona and Wisconsin. The period between April 2008 – March 2009 had almost 300 visitors to the reading room.

2.1 The facility has been improved in terms of providing wireless access for laptops, and providing access to electronic databases on site. A policy for wireless access and use of the facility can be found on the website.

STRATEGIES

1. Manage the key function of the library component by:

- Formulating/evaluating internal library policies and operational procurement processes applicable to the Court.

- Implementing decisions and monitoring directions emanating from Library Committee Meetings.
 - Manage allocated funds, and monitor spending, for informed budgeting for procurement and services
-

2. Co-ordinate and identify training needs:

- For new Law clerks, and develop a library induction programme.
- Other court librarians in respect of the Virtual library
- Prepare and procure training manuals.
- Present functional, practical and task orientated training for library staff.

3. Procure publications as per Acquisitions Committee (sub Committee).

- To provided a state of the art library (publications (print/electronic) by consulting local, national and international service providers on international best practices and up to date publications, considering cost effectiveness and value for money.
- Render research and library services to SADC judges, including training and guidance.

STAFFING

- The library has experienced staff shortages in the last year, impacting on the potential to deliver services. An intervention was made, and three temporary Library Assistants were employed to attend to administrative functions.
- The position of Webmaster was filled in January 2009 after two years.
- The rest of the vacant permanent positions will be filled in the second quarter of 2009. The library has continued to provide an efficient service to our users despite the challenges.

CHALLENGES

- The delay in budget allocation, and authorization to purchase or contract into a service.

- Delegations to the Court Manager are very limited, considering the budget allocated. This results in procurement processes being delayed while approval is sought.
- The use of the JYP system without having consulted and understood processes, the system is not tailored for some processes.
- The lack of clarity as to the authority to consult with in various matters – there is also an unclear line of communication, whether to report to National or Regional Office.

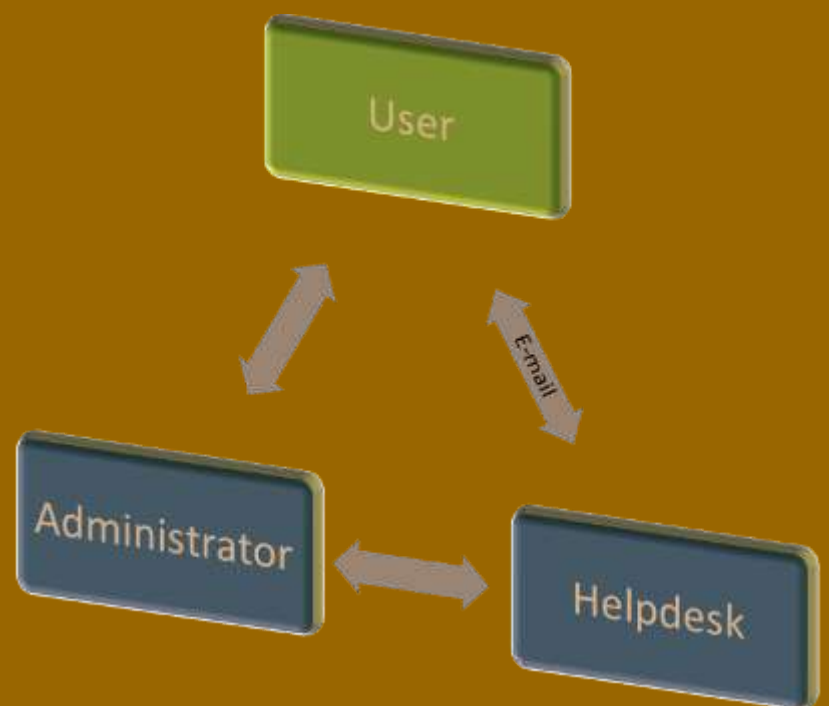


Information Technology Management

Helpdesk Statistics

The helpdesk has received and registered 839 calls for the performance period. The calls included desktop and printer issues.

Website modifications and adding of judgments were included in the overall statistic count due to the vacant Webmaster's position.



New Hardware and Software

Helpdesk statistics reviews has indicated that there are a large number of obsolete workstations present, 44 new workstations were purchased to replace them.

The e-mail and file servers has been replaced with latest, powerful technology to provide greater operation.

Dragon Naturally Speaking software has been procured to assist with creation of documents.

The Court has entered into a license and software agreement with Microsoft. Benefits such as software assurance (any new versions of current software will be freely available) are included.

Two Network switches were purchased and installed to prepare the network for 1GB speed capabilities.

Failover Implementation

Failover is the capability to switch over automatically to a redundant or standby computer server. As long as there is a "pulse" or "heartbeat" from the main server to the second server, the second server will not initiate its systems. This functionality has been enabled on the Court's mail server.

Digital Audio and Video Recording

The recording system allows for advanced audio/video technology. It enables easy recording, audio and visual with verbatim clarity.

A relay of the recordings has been placed in the Court foyer to allow Court cases that has large crowds to view the hearing outside of the Court.



E-mail Archive Solution

The Barracuda Message Archive is a complete and affordable email archiving solution, enabling the administrator to effectively index and preserve all emails, enhance operational efficiencies and achieve regulatory compliance needs.

Leveraging standard policies and seamless access to messages, email content is fully indexed and backed up to enable administrators, auditors and end users quick retrieval of any email message stored in an organization's email archive.

Disaster Recovery

The installation of the data line (used to move data from the Court to offsite server) at the offsite location has been successfully installed.

Replication between the Court and Offsite servers has been tested at the Court and all necessary software has been successfully installed.

The offsite server will be moved to the offsite location on 28 February 2008.

E-learning Laboratory

The E-learning Laboratory is situated on the left side of the lifts.

The lab allows staff and new employees the ability to view information and material regarding the various strategic areas of the administrative section.

The computers in the lab are setup to allow for E-Learning (the ability to learn Microsoft products at your own convenience)

The E-learning Laboratory provides a sound foundation for newly appointed employed i.t.o induction/orientation programs.



Switchboard and Telephone

Pin codes were implemented to reduce the cost of monthly telephone bill.

A problem of the switchboard not being answered has been attended to. The solution is to have the phone automatically routed to 5 different individuals simultaneously when the switchboard is not answered.



As public servants of the Republic of South Africa, we are firmly committed to the Code of Conduct for the Public Service and therefore promise to serve our people with loyalty, respect, dignity and integrity.

We shall put people first in carrying out all our duties and will respond to their needs through consultation and participation.

We commit ourselves to offer services, fairly, equitable, honestly, responsively and without any bias. We shall also ensure a high level of transparency and openness in providing accessible, accurate and reasonable information to our people at all times.

We will not accept any advantage, gifts or benefits that might be seen to prejudice our position or lead to conflict of interest. We are prepared to honestly explain and be accountable for any action undertaken in the line of duty and will use official facilities and equipment economically, effectively and efficiently.

We will strive for creativity and innovation and observe standards of service which are relevant, achievable and realistic, measurable and transparent in order to promote the welfare of all our people.

We will furthermore make individual and team performance count when it matters by leadership and example.

This is our pledge to the people of South Africa.



Erik Laubscher 1