



DEPARTMENT OF CORRECTIONAL SERVICES

Annual Report for the 2004/05
Financial Year



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

CONTENTS

	PAGE
Part 1: General information	5
1.1 Foreword by the Minister of Correctional Services	5
1.2 Introduction by the Commissioner of Correctional Services	7
1.3 Information on the Ministry	9
1.4 Mission Statement	13
1.5 Legislative Mandate	13
Part 2: Programme performance	15
2.1 Aim of the Vote	15
2.2 Summary of Programmes	15
2.3 Overview of Organisational and the Service Delivery Environment for 2004/05	16
2.4 Strategic Overview and Key Policy Developments for the 2004/05 Financial Year	17
2.5 Year at a glance	18
2.6 State of corrections	22
2.7 Programme performance	27
2.7.1 Administration	27
2.7.2 Security	35
2.7.3 Corrections	39
2.7.4 Care	45
2.7.5 Development	51
2.7.6 After care	57
2.7.7 Facilities	61
2.7.8 Stakeholder participation	64
Part 3: Report of the Audit Committee	67
Part 4: Annual Financial Statements	69
3.1 Management Report	69
3.2 Report of the Auditor-General	81
Part 5: Human Resource Management	129
5.1 Expenditure	129
5.2 Employment and vacancies	130
5.3 Job evaluation	132
5.4 Employment changes	133
5.5 Employment equity	136
5.6 Performance rewards	139
5.7 Foreign workers	141
5.8 Leave utilisation	142
5.9 HIV and Aids and health promotion programmes	144
5.10 Labour relations	145
5.11 Skills development	147
5.12 Injury on duty	148
5.13 Utilisation of consultants	148

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Annual Report for the 2004/05 Financial Year

Department of Correctional Services

Management Structure



Ms C Gillwald, MP
Deputy Minister of
Correctional Services



Mr BMN Balfour, MP
Minister of Correctional Services



Mr LM Mti
Commissioner of
Correctional Services

Mr TJ Motseki
DC Executive
Manager



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Care

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Mr AM
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Mr B Gxilishe
Acting Regional
Commissioner
Eastern Cape



Mr B Gxilishe
Regional
Commissioner
Western Cape



Mr ZI Modise
Regional
Commissioner
Free State &
Northern Cape



Mr SS Mlombile
Regional
Commissioner
Gauteng



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Mr NW Tshivhase
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Mpumalanga
Limpopo & North
West



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DC HR
Management

Mr SA Tsetsane
DC HR
Development

Mr H Davids
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Recreation



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CDC Finance (CFO)

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DC Supply Chain
Management

Ms N Mareka
DC Financial &
Management
Accounting



Ms JA Schreiner
CDC Central Services

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Adv T Mqobi
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Special
Operations

Ms TM Magoro
DC Policy Co-
ordination &
Research

Mr M Ncame
DC
Intergovernmental
Relations

Mr LGM Wolela
DC
Communication

PART 1: GENERAL INFORMATION

PART 1: General Information

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



In presenting this Annual Report to the people of the Republic of South Africa, I wish to place special emphasis on the role that the public should be playing in the correctional system. We can no longer afford to neglect to join hands with those at the coalface of correcting offending behaviour. If we want to succeed in turning crime and criminality around, as responsible members of society, we must reach out to both members of Correctional Services and offenders and join them in their endeavour to establish a correctional system of which we can all be proud.

In celebrating ten years of freedom, the Department of Correctional Services took the opportunity to focus on its ongoing transformation processes by opening the doors of the Drakenstein Correctional Centre (formerly Victor Verster Prison) in the Western Cape to many of its former inmates.

They were no ordinary inmates. In fact, they were political activists returning to a place that has since come to symbolize the power of truth and democracy; far-removed from its earlier days as a centre of repression. To entrench this democracy and transformation within the correctional system, we adopted the White Paper on Corrections in South Africa as the strategic policy tool of the department. It is this policy document, informed by our country's Constitution and our legislative mandate as derived from the Correctional Services Act, 1998 (Act No 111 of 1998) and related legislation, that is the driving force behind our objective of building a correctional system based on correction, human rights and rehabilitation.

The financial year relevant to this Annual Report was the final closing of one chapter in the life of our country's correctional system and the opening of a new era in our endeavours to build a world-class system that compromises neither on public safety nor on corrections. The foundation for carrying out our public mandate is solidly entrenched, allowing us to raise the bar as we implement a policy direction that encourages open discourse with all our stakeholders and partners. There has been a discernable shift in attitudes within the Department. Managers are confidently geared towards more effective delivery of services and employees generally are responding positively to putting the needs of those placed in their care above personal considerations. I detect a growing spirit of Batho Pele that can only be for the good of our members, those placed in their care and the public at large.

PART 1: GENERAL INFORMATION

At the same time, we remain acutely aware of the challenges that we face as a Department but also as part of the broader integrated justice system. Despite efforts to improve on our anti-corruption capacity, systematic prevention of corruption remains a daunting challenge. Priority is being given to an efficient risk management and fraud prevention system as well as to the investigation and sanctioning of corruption. Arguably, the greatest challenge facing the Department is the high levels of overcrowding in our correctional centres. This factor has the potential to undermine much of the progress made in addressing objectives such as correction, development, security and the reduction of recidivism. However, through the combined efforts of departments within the integrated justice system, the management of overcrowding will remain a focal point of our activities.

I believe that at management level the Department has a strong, effective and efficient team. Increasingly, Correctional Services is becoming an employer of choice. The calibre of candidates seeking employment within Correctional Services is noticeably higher than in the past and this augurs well for our objective to be one of the best in the world.

In presenting this Annual Report to the people of the Republic of South Africa, I wish to place special emphasis on the role that the public should be playing in the correctional system. We can no longer afford to neglect to join hands with those at the coalface of correcting offending behaviour. If we want to succeed in turning crime and criminality around, as responsible members of society, we must reach out to both members of Correctional Services and offenders and join them in their endeavour to establish a correctional system of which we can all be proud.

Our partners, including organised labour, NGO's, CBO's and spiritual and religious organisations share an unwavering commitment to taking Correctional Services to unprecedented levels as demonstrated by their involvement in our activities and programmes. They share in the challenges that we face and they will certainly share in the successes that we achieve on the road ahead.



BMN BALFOUR, MP
Minister of Correctional Services

1.2 Introduction by the Commissioner of Correctional Services



The 2004/05 financial year presented as much excitement as it did its share of problems. Part of the excitement is derived from achievements that, without doubt, will fundamentally redefine corrections in the region and internationally, as we engage the global corrections fraternity to find our place within the broader milieu.

It is an honour to present the report on the performance of the Department of Correctional Services for the period 1 April 2004 to 31 March 2005 in fulfilment of the requirements of the Public Finance Management Act, Act No.1 of 1999.

The 2004/05 financial year presented as much excitement as it did its share of problems. Part of the excitement is derived from achievements that, without doubt, will fundamentally redefine corrections in the region and internationally, as we engage the global corrections fraternity to find our place within the broader milieu.

During 2004/05 Cabinet adopted the White Paper on Corrections which was the result of a protracted process that included planning and defining the new direction of the Department. The Department was occupied with a number of processes arising from and running parallel to the White Paper during the course of the financial year. These processes included the introduction of new budget programmes and the alignment of the budget towards services aimed at rehabilitation as well as the development of supporting and operational policies and programmes related to functions emanating from the White Paper. On all counts the Department continues to acquit itself very well.

There was also a relentless move towards filling all vacant posts to increase capacity in terms of numbers and skills necessary to set the process of implementing the White Paper in motion.

Some of the problems experienced, like the unabating overcrowding, the growing numbers of children in prisons, have been with us for a while and the Criminal Justice System continues to work tirelessly to resolve these problems, albeit with difficulty. The increasingly violent nature of prison escapes is of serious concern as it puts our frontline members in the unenviable position of being at the receiving end of this violence. To this end we continue to lose good officials in the hands of some inmates with a cavalier attitude towards human life.

The financial year under review also saw a number of illegal wildcat strike actions from our members that bordered on vandalism and unfortunately led to the dismissal of affected members. The Department continues to endeavour, together with labour representatives, to resolve some of the

PART 1: GENERAL INFORMATION

problems that led to the illegal strike action and implement mechanisms to prevent incidents of this nature in future.

On behalf of all of our members of the Department, I wish to pay homage to all those correctional officials who, whilst selflessly serving our public and extending care and protection to the serving inmates, lost their lives at the very hands of the people they serve. Theirs was a courageous sacrifice, and we remain indebted to them and their families.

In conclusion I extend my sincere appreciation to all staff members for their continued selfless dedication to the work of the Department and also to our social partners who on a daily basis give substance to the claim that "Corrections is a societal responsibility" by providing services in our institutions without seeking reward or recognition.



L M MTI
Commissioner of Correctional Services

1.3 INFORMATION ON THE MINISTRY OF CORRECTIONAL SERVICES

1.3.1 Adoption of the White Paper

The endorsement and adoption of the White Paper on Corrections in South Africa by the Cabinet has paved the way for a new strategic direction for the correctional system. The White Paper ensures that the rehabilitation of offenders is central to all the activities of the Department.

The implementation of the White Paper will ensure a fundamental break with the last vestiges of the penal system of the past and ushers in an era where the emphasis will be focused on correcting offending behaviour, including the care and development of offenders, in an environment that is safe and secure. It also promotes corrections as a societal responsibility with families and communities being the respective primary and secondary levels of correction of behaviour.

A total of 36 correctional centres have been identified nationally and are being converted into Centres of Excellence, giving effect to the pilot phase of implementation of the White Paper. These Centres of Excellence will serve as a benchmark against which the Department will measure the implementation of the White Paper.

1.3.2 Policy development and research

As the White Paper on Corrections has already put a long term strategic policy and operational framework in place, the process of aligning existing policies with this strategic document has now commenced.

In its efforts to make existing policies relevant to the requirements of the White Paper, a major Policy and Research Conference was hosted, giving policy development and research organisations the opportunity to engage the Department in this critical area of its work. In his presentation under the theme "From Policy to Practice", the Minister insisted that all departmental policies will have to meet strict criteria related to development, alignment, monitoring and evaluation. Research practices within correctional centres will also be subjected to strict scrutiny.

1.3.3 Correctional Supervision and Parole Boards

In terms of the relevant legislation, the Minister has appointed 52 new Correctional Supervision Parole Boards to serve the entire country. For the first time, decision-making authority is vested in these Boards whose Chairpersons are members of communities. Furthermore, for the first time in the history of our country victims of crime or the relatives of victims are also allowed to make presentations to Parole Boards and are also permitted to attend sessions of Parole Boards.

The Correctional Supervision and Parole Review Board is selected from the National Council for Correctional Services and considers applications for review of decisions taken by Parole Boards.

1.3.4 Outreach Programmes

In addition to a series of Imbizo's involving members of the public, officials of the Department and offenders, the Ministry also embarked on a month-long Outreach Programme. This programme included community Imbizo's, meetings and consultations with partners of and stakeholders in the Department as well as community walkabouts. The main objectives of the outreach programme were to:

- break down prejudices that exist in communities regarding the correctional system
- promote corrections as a societal responsibility
- engage the public regarding their concerns and fears related to the correctional system
- provide everyone within the correctional system with an opportunity to directly engage the Minister on matters pertinent to the Department and correctional centres.

PART 1: GENERAL INFORMATION

During the period under review, the Minister and the Deputy Minister also visited more than 60 correctional centres and community corrections offices. The main focus of these visits was to engage management and members on the Correctional Services' mandate as outlined in the Constitution of the country and to address issues of concern to staff members. The opportunity was also utilised to inform members regarding operational matters such as the management of over-crowding, the introduction of the seven-day establishment, risk management and prevention of corruption and disciplinary steps.

A National Senior Management Conference with the theme: "From Gearing to Delivery" was also held.



The Minister with members of the community in George during one of the imbizo's. Relations with communities are important in that they bring communities to understand that corrections is also a societal responsibility.

1.3.5 Workshops with Members of Parliament

The Ministry hosted workshops with the Portfolio Committee on Correctional Services and the Select Committee on Security and Constitutional Affairs.

The main purpose of these workshops was to provide new members of the Parliamentary Committees with firsthand understanding of the core business of the Department. It was also aimed at updating Members of Parliament on operational matters in the Department and establishing open lines of communication.

1.3.6 Anti-corruption capacity

The United Nations Office on Drugs and Crime finalised a report on the anti-corruption capacity within the Department. This is an additional enabling mechanism to correctly determine and define the nature and scope of corruption. The Department has since developed a plan of action that includes an audit on the prevalence of corruption, developing trend analyses and identifying risks. This information will be utilised to enhance the Department's risk management and fraud prevention system.

The recommendations contained in the Interim Reports of the Jali Commission have also been implemented while we still await the final report. A partnership with the Special Investigative Unit

has resulted in the provision of immediate capacity to investigate corruption on a broad front as well as the building of an internal investigative capacity within the Department.

Other measures taken include the adoption of a Whistle Blowing Policy and a review of the Disciplinary Code and Procedure of the Department.

1.3.7 The 16 Days of Activism

The Deputy Minister, Cheryl Gillwald, is the National Convenor of the "16 days of Activism Campaign" for "No Violence Against Women and Children". South Africa has been participating in this UN-endorsed international campaign since 1998. The campaign runs annually from 25 November (International No Violence Against Women Day) to 10 December (International Human



Members of the Department of Correctional Services led by Minister Ngconde Balfour and the Deputy Minister, Cheryl Gillwald marching to Pretorius Square, Pretoria in December 2004 to mark their solidarity with the objectives of the 16 Days of Activism Campaign.

Rights Day) every year. This campaign focuses primarily on generating an increased awareness of the negative impact of violence against women and children.

The Department of Correctional Services, as the lead department, works closely with the Office on the Status of Women (OSW) in the Presidency, the Office on the Status of Disabled Persons (OSDP), the Office on Rights of the Child (ORC) as well as other government departments.

In addition, strategic partnerships between government, civil society and business, have been established to broaden the potential impact and reach of the campaign.

PART 1: GENERAL INFORMATION

1.3.8 Institutions reporting to the Executive Authority

National Council for Correctional Services

In terms of the relevant legislation, during the period under review, the necessary steps have been taken to appoint a new National Council for Correctional Services.

With effect from 1 March 2005, Mr Justice Siraj Desai of the Cape of Good Hope Division of the High Court was appointed as Chairperson for a period of five years. Ms Justice Sisi Khampepe was appointed as Vice Chairperson for the same term of office. A total of 16 members, representing various stakeholders, have been appointed to the National Council.

Judicial Inspectorate



The Office of the Inspecting Judge has a close working relationship with the Ministry and regularly provides reports on inspections of correctional centres by the Inspecting Judge and Independent Prison Visitors.

Judge Johannes Fagan meets regularly with the Ministry and consistently provides recommendations on how the correctional system can be improved, especially with regard to overcrowding and its concomitant impact on conditions within correctional centres.

1.3.9 Bills submitted to the Legislature

None were submitted.

1.3.10 International Ministerial Visits

1.3.10.1 Visits by the Minister

The Minister represented the country as part of a government delegation to Zurich, Switzerland from 13 to 16 May 2004 to lobby support for the South African 2010 World Cup Soccer Bid and for the announcement of the winners of the bid by FIFA.

1.3.10.2 Visits by the Deputy Minister

- The Deputy Minister led a South African delegation to Switzerland from 24 to 28 August 2004. The South African Ambassador to Switzerland, Nozipho January-Bardill, had

arranged a dialogue between South African and Swiss women in celebration of 10 Years of Democracy and Women's month.

- From the 28 August to 1 September 2004 the Deputy Minister visited the United Kingdom to look at correctional facilities for women and children.
- From 12 to 15 October 2004 the Deputy Minister attended the 7th African Regional Conference on Women in Addis Ababa, Ethiopia.
- From 5 to 13 March 2005, the Deputy Minister attended the 49th Session of the Commission on the Status of Women at the United Nations in New York as a part of the government delegation.

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 and effective 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 and statutes, including the:

- Constitution of the Republic of South Africa, (Act No. 108 of 1996)
- Correctional Services Act, 1959 (Act No. 8 of 1959)
- Correctional Services 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 (66 of 1995)
- Employment Equity Act (55 of 1998)
- Primary Health Care Policy (2001)
- Criminal Procedure Act (Act 51 of 1977)
- Health Act (Act 63 of 2003)
- Mental Health Act (Act 17 of 2003)
- Promotion of Access to Information Act (Act 2 of 2002)
- Occupational Health and Safety Act (Act 85 of 1993)
- Preferential Procurement Policy Framework Act (Act 5 of 2000)
- SITA Act of 1998

PART 1: GENERAL INFORMATION

PART 2: Programme Performance

Voted Funds

Appropriation	Main Appropriation	Adjusted Appropriation	Actual Amount Spent	Over/Under Expenditure
R 8 407 789 000	R 8 457 492 000	R 457 492 000	R 8 303 923 725	R 153 568 275

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 ensuring their human dignity and promoting the social responsibility and human development of all offenders and persons subject to community corrections.

2.2 Summary of programmes

The activities of the Department of Correctional Services are organised under the following seven programmes:

Programme 1: Administration

Administration ensures administrative support, provides an enabling environment for all services rendered by the Department to succeed and ensuring compliance with the law and management best practices. The services range which human resource development and management, procurement, budgeting, financial management, well-being of personnel, communication, information communication technology, research and policy co-ordination, investigation capacity, intergovernmental relations, information management, executive decision support, strategic support and good governance.

Programme 2: Security

The security programme funds those services rendered by the Department aimed at ensuring the provision of safe and healthy conditions for all persons incarcerated in conditions consistent with human dignity, while providing protection for its personnel, security for the public as well as the safety of incarcerated persons themselves.

Programme 3: Corrections

To provide services aimed at the assessment of the security risk and criminal profile of offenders based on their social background and the development of correctional sentence plan targeting all elements associated with the offending behaviour/s. The initial focus will be to target the actual offence for which a person has been convicted and sentenced to community correctional supervision and or remand in correctional centre and parole.

Programme 4: Care

To provide needs based services aiming at maintenance of the well-being of persons incarcerated

PART 2: PROGRAMME PERFORMANCE

by facilitating physical fitness, nutrition, social links with families and society, spiritual and moral well-being, psychological well-being and health care.

Programme 5: Development

Purpose: To provide opportunities for social development and social consciousness, vocational and technical training, recreation, sports and education in order to promote the development of personal and social competencies that will enable offenders to reintegrate into communities as productive citizens.

Programme 6: After Care

Purpose: To provide services to persons incarcerated in preparation for the completion of sentences to facilitate social acceptance and effective reintegration into their communities.

Programme 7: Facilities

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

2.3 Overview of the organisational and service delivery environment for 2004/05

- The adoption of the White Paper on Corrections by Cabinet on February 2005 was the culmination of a three-year process of planning and redefining the new direction of the Department of Correctional Services. The new direction necessitated the introduction of new budget programmes and the work continues to align the budget to demonstrate an increasing shift to services aimed at the rehabilitation of offenders. The revised value system and service delivery focus areas include the following: Corrections, Security, Care, Development, Facilities and After Care. Approval of the White Paper also stabilized the policy environment by providing a framework for the confirmation and approval of operational policies developed in support of the White Paper.
- The process of filling vacant posts at all levels of the organisation continued. This is evident from the significant increase in the total number of staff in the Department from 32 786 to 33 309. However, the recruitment of staff is marred by high levels of turnover of skilled professionals and the inadequate retention capacity is worsening the situation.
- Trainers were trained in the new policy direction following registration of a new learnership which was accordingly registered with the SAQA.
- A number of factors impacted negatively on the finances of personnel, especially at lower levels, during the 2004/05 financial year. These included budget constraints for continued overtime as the Department prepared to migrate from a five-day to a seven-day working week, the sudden increase in the costs of medical aid cover as the Department discontinued the medical subsidy in excess of the prescribed 2/3rd contribution.
- The wildcat strikes that took place from June 2004 to February 2005 and involved a significant number of employees and resulted in damage to property, heightened tensions between staff and management and resulted in the dismissal of 475 employees.
- There were however, positive outcomes from these otherwise undesirable actions. Both management and labour agreed on the need to expedite the migration from the five-day to the seven-day working week, the parties to the disputes accepted existent and historic budget constraints for payment of overtime, the need to fast-track employment of significant numbers of new and entry level employees and the serious implications of industrial actions in an essential services environment such as Correctional Services. More significant was the accept-

ance of the process of redefining and introducing new industrial relations aimed at improving service delivery and the working environment for employees and employee organizations.

- This year was also marked by continued overcrowding of the Correctional Services facilities. The most striking element in the offender population has been the alarming trend of the ever-increasing number of younger people between the ages of 18 and 25 who are convicted for committing serious and violent crimes. Consequently the Department has had to continuously improve its security alertness and measures to ensure the safety of its employees, the public and the offenders. To compound the problem, the actual and attempted escapes have become increasingly violent and departmental employees have paid dearly, some with their lives.
- The costs related to ensuring effective and efficient financial management within the Department are an ongoing concern. Expenditure for the 2004/05 financial year was R8 301, 537 million as compared to R7 387, 110 million for the 2003/04 financial year. Total underspending for the year was R155, 960 million, and the National Treasury has been requested to roll over R120, 306 million.

2.4 Strategic overview and key policy developments: 2004/05

South African White Paper on Corrections

Cabinet approval of the White Paper on Corrections heralded a new chapter for the South African public and the Department by redefining rehabilitation and introducing new challenges related to correction. The White Paper has defined an important task for the department in executing its Constitutional responsibility and has clearly placed the challenge of correction of offending behaviour in the public arena. The Department is required to deliver focused quality services to offenders and to create a favourable working environment conducive to correctional officers to serve as rehabilitators.

The White Paper will be tested through pilot sites in every region. These pilot sites have been designated as Centres of Excellence and aim to test new policies, programmes, unit management and case management initiatives and will result in a rapid increase in outputs. Best practices in the Centres of Excellence will be replicated to other correctional centres.

Operational Policies and Procedures

The processes of drafting the White Paper ran parallel to an audit and review of current operational policies and procedures. Several policies were finalized to improve administration and service delivery. These ranged from procurement, asset management, logistics, inmate HIV/Aids, inmate health care, parole and correctional supervision, aftercare, sports, recreation, arts and culture and inmate development.

Security Improvement

New measures were adopted to improve the security in correctional centres (security of inmates, the public and staff) as a necessary condition for effective and successful rehabilitation. A project to roll-out bio-metric access control measures was initiated during the financial year. The project will be implemented in maximum security centres, all large management areas and Centres of Excellence. Its aim is to enable controlled access that will detect possible smuggling of dangerous weapons, drugs and bring about effective control over the movement of inmates, staff and members of the public within designated areas of correctional centres.

New security policies were initiated to provide a minimum security standard for all areas within the Department. These policies sought to improve organizational integrity of correctional services as a security organization and reduce vulnerability. The vetting project was conducted with the assistance of the National Intelligence Agency.

PART 2: PROGRAMME PERFORMANCE

Movement to a 7-Day Working Week

Measures were introduced to improve the management of personnel working overtime over week-ends. Although this caused disruption in the form of labour disputes, the successes registered over this period included the acceptance of the introduction of a Seven-Day Working Week post establishment. Two negotiated agreements were entered into with recognized labour unions and the process of implementation of the Seven-Day Working Week will be implemented from the 1st of June 2005.

Implementation of a Seven-Day Working Week will require fast-tracked recruitment to fill existing vacancies. Accordingly, three Recruitment Agencies have been contracted to assist the Department in this regard.

Proclamation of the remaining sections of the Correctional Services Act of 1998 and the repeal of the old Correctional Services Act of 1959.

Following the promulgation of the remaining sections of the Correctional Services Act of 1998, a policy decision was taken in July 2004 to effect implementation of sections dealing with conditions of incarceration such as accommodation, privileges of offenders and a three-meal system. Consequently a contract was entered into for the provision of three meals at seven large management areas.

The amended sections of the Correctional Services Act (1998) with regard to the establishment of new Correctional Supervision and Parole Boards (CSPB) were promulgated in October 2004. The boards are responsible for decisions regarding the conditional and unconditional release of offenders. The important feature of the CSPB's is the involvement of various stakeholders, especially the community representatives and victims or their next-of-kin who now have the right to making representations regarding the possible parole of offenders. The appointment of community representatives involved both the Portfolio Committee of Correctional Services and the Select Committee on Security and Constitutional Affairs.

The only remaining part of the Correctional Services Act of 1959 is section 29 that provides for detention of children who are awaiting trial. This section will be promulgated when the Child Justice Bill is enacted.

Building Stakeholder Partnership

The Department is positioning itself, as prescribed in the White Paper, as a tertiary level of intervention (the primary level being the family and the secondary level the community). The important challenge during the year under review has been to encourage families and communities to recognise their strategic role around corrections, crime prevention and social reintegration of offenders who have served their sentences.

All organizations providing services within the Department were audited (programmes and services). These programmes will be subjected to quality assessment to evaluate their alignment to the new policy environment. During the 2005/06 financial year these programmes will be subjected to quality assurance and accreditation by the POSLEC SETA.

Numerous imbizo initiatives were organized to promote societal ownership of correction as a societal responsibility. The process culminated in a Stakeholder Conference that coincided with the Ten Years of Democracy Celebration that was held in Cape Town during December 2004.

2.5 Year at a glance

See year at a glance on page 20 and 21

PART 2: PROGRAMME PERFORMANCE

2.5 Year at a glance



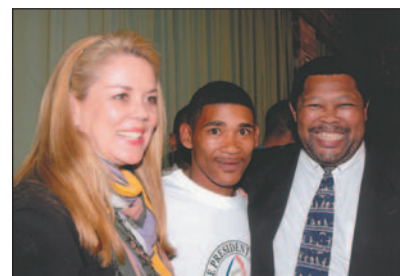
April

Following restructuring, the Department enhanced its fight against corruption by setting up the Departmental Investigation Unit. The unit will look into cases of corruption, assaults and other related cases and manage policy on Whistle-Blowers. This move is important as corruption and assaults, among other things, hampers effective service delivery and places the lives of officials at risk.



May

The Minister joined a high powered delegation that included former President Nelson Mandela, to Zurich for the announcement of the World Cup Bid Winner for 2010, which South African won.



June

97 young offenders were awarded certificates by the President's Awards Programme in the Eastern Cape and Gauteng. The programme, presented in partnership with Correctional Services, is aimed at developing and rehabilitating youths between the ages of 14 and 25.

The Minister addressed the 5th Congress hosted by POPCRU in East London where he called for a partnership.

The Department celebrated Youth Day on June 16. Young offenders from different centres were encouraged by officials to honour the Youth Day ceremony by participating in different sporting activities.



October

The remaining Sections of the Correctional Services Act were enacted and paved the way for the establishment of new parole boards.

The Department was the only state department to be awarded a gold medal for excellence for their exhibitions at a Pretoria Show. Exhibitions are part of the Department's awareness campaign to inform communities about correctional services.

A group of Goodwood Prison inmates in the Western Cape made peace with the victims of their crimes after weeks of extensive mediation by the prison's management and Khulisa, a Gauteng-based non-governmental organisation. The event was part of a restorative justice programme aimed at restoring relationships between victims and offenders.



November

Minister Ngconde Balfour launched the inmate tracking system at the Durban Westville Correctional Centre.

C-Max offenders attempted an escape. During the attempt two officials, including the head of C-Max and two inmates were killed but the escape was foiled by the quick action of Correctional Officials.



December

The Department hosted an Information Sharing Symposium with stakeholders at the Cape Town International Convention Centre. The symposium was followed by a series of Freedom Day Celebration in Drakenstein and George.

Members of the Department led by Minister Ngconde Balfour and Deputy Minister, Cheryl Gillwald marched to Pretorius Square to mark solidarity with the objectives of the "16 Days of Activism Campaign" to highlight the plight of victims of violence.

The Department was actively involved in World Aids Day to increase awareness among offenders and officials.

The Department celebrated the year-end function on Reconciliation Day to promote and encourage the spirit of togetherness within the Department.



July

For the first time in the region, a meeting of Ministers responsible for Correctional and Prison Services in the Southern African Development Community (SADC) was held in Johannesburg. The meeting culminated in the adoption of the Johannesburg Declaration calling for increased cooperation in the SADC.

The Deputy Minister accompanied by the Minister of Labour and the Premier of the Free State opened a multi-purpose centre in Qalabotjha near Villiers



August

The Department celebrated Women's Day. The celebrations began with the national celebration on 5 August in Pretoria and were followed by celebrations in Polokwane, Malmesbury, Boksburg, the Southern Cape and Thohoyandou. An important milestone in the Department is the fact that the number of women in top management positions has increased from 2 in 1994 to 28 to date.



September

A number of offenders participated in the Afrikaans Arts Contest held in Potchefstroom in the North West.



January

Continued illegal strikes by POPCRU led to dismissals in KZN and the Eastern Cape.



February

The Department's White Paper on Corrections was adopted by cabinet

Ministers for the Integrated Justice System (IJS) presented a plan to engage big businesses, religious bodies and community based organisations in the fight against crime. The plan also involved a briefing aimed at promoting accessibility and an opportunity for the media fraternity to engage the cluster on progress with regard to service delivery.

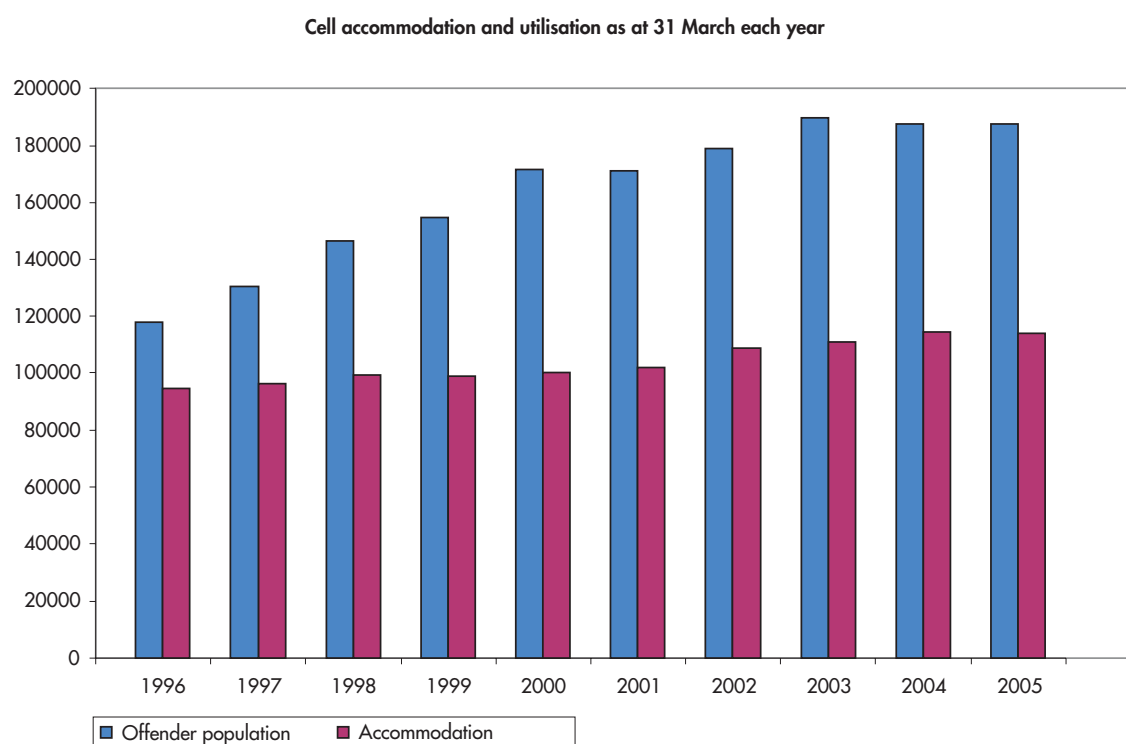


March

In co-operation with the Department of Arts and Culture, the Department launched the "Arts Against Crime" project in Kroonstad. The project targets offenders and aims to promote arts as a rehabilitation tool.

PART 2: PROGRAMME PERFORMANCE

2.6 State of Corrections



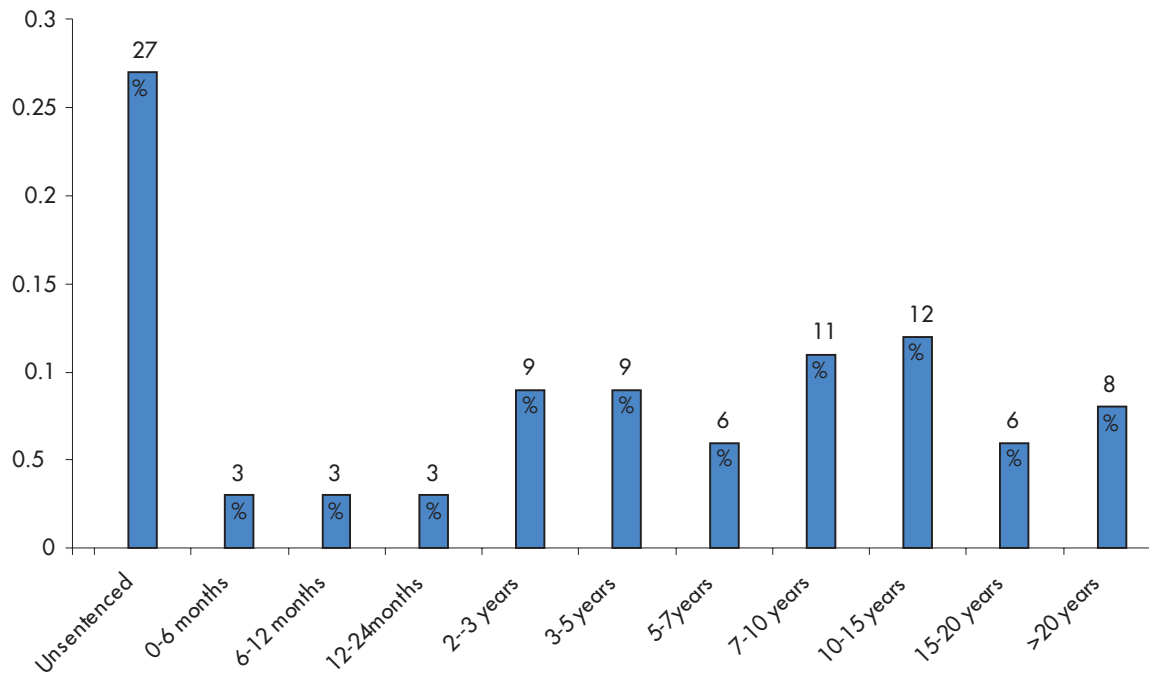
Over the last ten years the offender population increased faster than the allocated accommodation. Over this period the sentenced and unsentenced population grew by 63 percent.

The above graph further demonstrates that between 1996 and 2001, there was a steady increase in the number of sentenced offenders. However, from much 2002 to 2005, the sentenced offender population remained level, with minor variations. The growth in the sentenced offender population can be attributed to changes in sentencing policies such as the introduction of minimum sentences and the increase in the sentencing jurisdiction of the courts. Prior to the introduction of minimum sentences in 1999, the growth in the offender population was the result of the imposition of long sentences ranging from 75 - 1000 years.

One of the greatest challenges facing corrections is the large number of Awaiting-Trial Detainees as indicated in the graph above. ATD's are a challenge to the Department since they drain on very limited resources and impacts negatively on our constitutional mandate. In addition, risks associated with attempted escapes are higher among this category. The situation is further complicated by the length of time spent in correctional facilities by this category. The Department, in partnership other IJS departments continues to investigate alternative ways to resolve the matter. In the new year a protocol will be entered into to regulate this trend.

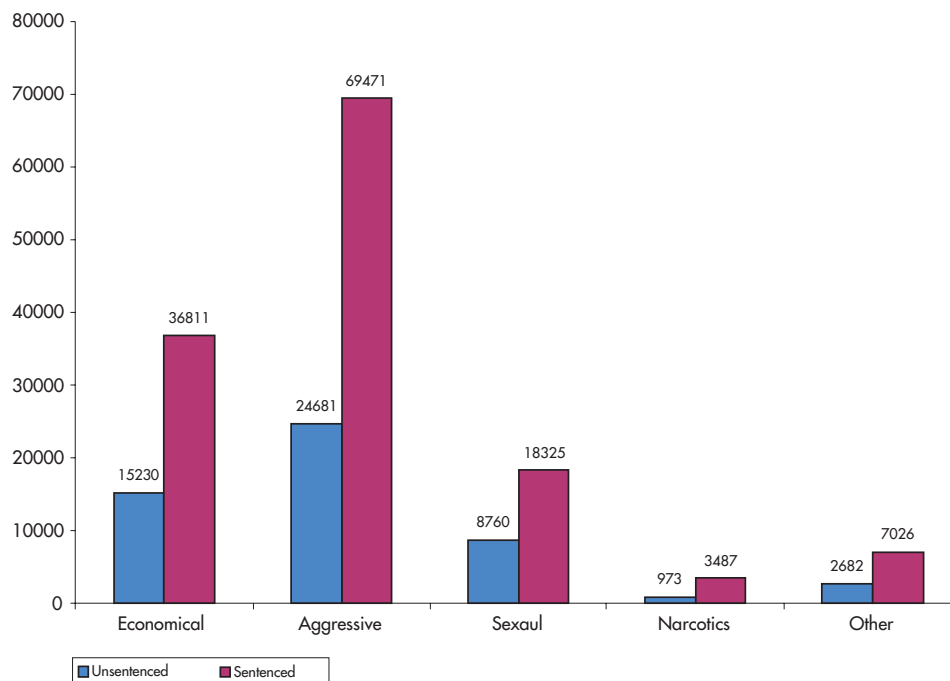
The graph on page 23 indicates the number of offenders per sentence group in correctional centres as on the last day of March 2005. The graph shows that there are fewer people serving sentences of less than 24 months. For 2005, this population constituted 9 per cent of the total population. The shortness of their sentences suggests that their crimes were minor and thus they could possibly have been given alternative, appropriate sentences other than prison sentences. The growth in the number of persons with longer sentences suggests a possible increase in the imposition of harsher sentences. From 2001, there is a notable increase in offenders serving sentences of 15 years and above. For the last four years, the number of people serving 15 to 20 years

Percentage of Offenders Per Sentence Group, March 2005



increased by 40 percent, while those serving sentences of more than 20 years increased by 39 percent.

Crime categories, offenders in custody, 2005



From the graph above, it is evident that violent crime is the biggest problem, followed closely by economic crimes and then sexual offences. Of concern to the Department is the fact that the prison

PART 2: PROGRAMME PERFORMANCE

population is becoming increasingly younger, with about 42 percent of the offender population under the age of 25. For the DCS, this means that intervention programmes should target this category but more important that the community recognises its responsibility to play a creative role in combating crime and correcting young and petty offenders before they enter the correctional system.

As part of the management of overcrowding, the Department's National Task Team on Overcrowding implemented the following initiatives:

- A quick reference guide for Heads of Correctional Centres that provides them with remedies to address and manage overcrowding;
- The establishment of area- and regional level forums consisting of magistrates, prosecutors, members of the SAPS as well as other external role players to address overcrowding;
- Conversion of sentences into Correctional Supervision;
- Assisting offenders in obtaining money to pay fines;
- Ensuring that support systems are in place for all offenders who are to be released on parole or placed under correctional supervision;
- Speedy placement of offenders with fines or correctional sentences;
- Ensuring effective administrative and case management of the offender;
- Ensuring that offenders who qualify for parole are placed out as soon as possible;
- An increased focus on rehabilitation programmes for offenders to prevent recidivism;
- Focussing on training, education and social development programmes;
- Expanding accommodation through the construction of four new generation correctional centres to accommodate ±12 000 offenders;
- The Department's involvement in the Saturday courts project;
- The Department's involvement in reducing the number of unsentenced children in correctional facilities;
- The implementation of the plea-bargaining approach as well as legal provisions such as granting of bail by police for minor offences;
- Marketing this alternative sentencing option among magistrates and prosecuting authorities.

PART 2: PROGRAMME PERFORMANCE



The Management of the Department of DCS together with Police and Prison Civil Rights Union (Popcru) sign a memorandum of agreement.

New students on parade at Zonderwater as part of the DCS's drive to recruit new correctional officers.

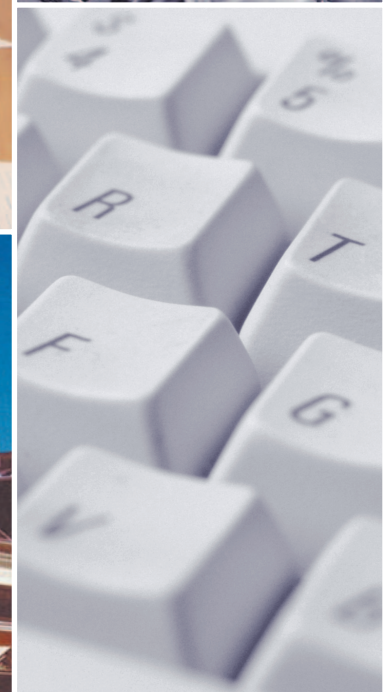


Justice, Crime Prevention and Security (JCPS) cluster ministers, Ngconde Balfour (Correctional Services), Mosioua Lekota (National Defence Force), Charles Nqakula (Safety and Security), Bridgette Mabandla (Justice) presented the outlined plan to engage big businesses, religious bodies and community based organisations in the fight against crime.

2.4.1 Programme 1:

Administration





Ms JA Schreiner
CDC Central Services



Mr VP Petersen
CDC Corporate Services



Mr PO'C Gillingham
CDC Finance (CFO)



2.4 Programme performance

2.4.1 Programme 1: Administration

Service Delivery Highlights

- Over the years the Department has channelled significant resources into managing the provision of services over weekends. This took the form of overtime payments to staff who worked over weekends as the actual post establishment only provided for a 5-day working week. Therefore, employees who worked over the weekends were considered to be working overtime in terms of the Basic Conditions of Employment and were paid accordingly. For the first time during the period under review, the Department introduced measures, not only to curb excessive expenditure on overtime, but also to engage employees and employee organizations in developing a more long term, sustainable solution by introducing a 7-day working week model. The long-term implications of the model are the creation of employment, improved services to inmates, increased visiting periods, improved social integration of inmates with their communities and families, flexibility of the justice system and better services to the public.
- In October 2004, the President proclaimed the remaining section of the Correctional Services Act of 1998 (Act No. 111 of 1998, as amended) to effect implementation of the new Correctional Supervision and Parole Boards (CSPB) and various sections regulating conditions of incarceration of offenders. This marked a significant shift in improving and recognizing the human rights of offenders and the role of communities, victims of crime and offenders in managing the parole system in the country.
- In pursuit of its Mission Statement the Department convened a Consultative Conference with its Stakeholder under the theme: "National Information Sharing Symposium" to promote dialogue and achievements of correctional services in the country. The conference culminated in the "10 Years of Freedom" Celebration held at the Drakenstein Management Area in Cape Town. The occasion was marked by the attendance of the various eminent role-players including Deputy President Jacob Zuma, Chief Justice P Garwe (Judge President of the High Court of Zimbabwe), Commissioner JK Mumbwa from Zambia, Chief Commissioner WD Manyera from Malawi, Commissioner MH Simelane from Swaziland, Commissioner H Kau from Swaziland and Commissioner NP Banzi and Deputy Commissioner F Mboya from Tanzania.
- Just prior to Cabinet's approval of the South African White Paper on Corrections, the Department conducted an audit of all its operational policies and evaluated the extent of alignment with the draft White Paper. The exercise culminated in a Research and Policy Conference which gave impetus to operational policy and procedure development, research based programmes and research reports on various topics pertinent to correctional services. The work emanating from this Conference will continue to shape the development of new policies and programmes within the Department.

PART 2: PROGRAMME PERFORMANCE

Sub-programme	Output	Measure/Indicator	Actual
Management	Development and roll-out of Strategic Plan	Strategic Plan	The Strategic Plan developed and approved by Parliament
	Conducted service evaluation and audit	Develop and implement inspection plan	Conducted inspection on security, personnel, disposal, agriculture, colleges, leave administration, information management in branches and APOPS
		Conduct 57 audits	Due to the high turnover of staff only 46 audits were conducted
Corporate Services	Sufficient and capacitated members to fill the financed establishment	Improve departmental management of HR functions, overtime, Medcor, leave administration and performance management.	<ul style="list-style-type: none"> ○ New measures introduced to manage overtime including negotiated agreement with unions ○ Department complies with Resolution 3 of 1999 with regard to 2/3rds contribution to Medcor. ○ Conducted an audit regarding administration of new leave policies ○ Reviewed employee performance and management at all levels
		Review and improve recruitment policy and procedures by March 2005	Reviewed the recruitment policy and outsourced some services to 3 personnel recruitment agencies
		Approve policy and increase participation of employees in wellness programmes	Trained 200 Peer Educators (HIV/Aids), dealt with 625 cases of alcohol abuse, provided marriage counselling to 576 families, dealt with 272 cases of stress, 273 cases of depression and attended to 294 cases of financial mismanagement.
		Embark on advocacy campaign to reach DCS personnel	<ul style="list-style-type: none"> ○ All regions held workshops on the new strategic direction and the draft White Paper, ○ The Draft White Paper was introduced to new entry level staff
	HRD aligned to the strategic direction of the DCS and Government legislation, policy and strategy	Implementation of HRD Strategy	<ul style="list-style-type: none"> ○ Developed and approved HRD Strategy, ○ Drafted HRD policy, ○ Enrolled 1950 learners on our learnership programme and provided training to 332 junior and middle managers

Sub-programme	Output	Measure/Indicator	Actual
Finance	Compliance with financial and supply chain management	Baseline data on compliance with Policies and procedures 30% capacity to regions	Workshop held with all regions to assess capacity and address compliance issues. Policy developed to address supply chain issues and several sections on the new BAS system. <ul style="list-style-type: none"> Training workshop held for transport controllers, Appointed all managers for finance positions
	Strategically driven budgeting and expenditure	Costed implementation of the White Paper	Cabinet approved the new White Paper on the basis of the costed implementation plan
	Improved asset control and management	Database on asset for control	98% of assets registered on Web Asset Tool
		Asset management plan	Compilation of the assessment plan is on hold pending the finalisation of the logistics policy which contains the asset management policy
		Audit report	Audit conducted on existing assets in terms of the requirements of Treasury Regulations
	Supplementing of MTEF allocations for delivery on the White Paper	Approved fundraising policy	Draft Fundraising policy completed
Central Services	Improvement of ethics and anti-corruption culture	Baseline on extent of corruption including risk factors	The Department conducted an audit of the prevalence of corruption and developed a corruption incidence database
	Reduction in litigation	National baseline measure	Developed a prototype electronic system that is currently being tested.
		Development of corrective action plan	Revised and conducted a workshop on delegations. Other actions on hold pending the implementation of the electronic system.
	Improved utilization of MIS by Management	Baseline measure of information need	New measures were developed to ensure easy access of MIS. Although data integrity is still a matter to be addressed in the new year, access has improved.
	Information driven decision making	Information management Plan	A draft Information management plan exists and the plan, which will give rise to MSIP, will be completed in the new year.

PART 1: GENERAL INFORMATION

Sub-programme	Output	Measure/Indicator	Actual
	System for disseminating research findings	Approved research policy and procedures	A research and policy conference was held in January 2005 and the research policy was endorsed. The conference noted shortcomings and improved existing policy and procedure framework
	Evidence based intervention, programmes, processes, procedures and policies	Research report and utilization of research findings	The same conference received reports of various research work conducted within the Department and acknowledged the importance of research reports in programme and policy development. The work is ongoing.
	Enhance DCS's participation through exposure to international best practices	International Relations Policy Framework	A policy on international Relations was developed and approved. Several international visits to SA were conducted and these included: hosting Special Rapporteurs on Prisons and conditions of detention in Africa under ACHPR. The Department also sent delegations to the international conferences like the ICPA in Beijing.
	Accommodation of Corrections within African multilateral and AU structures		The Department has started participating in the joint bilateral commission and the ISDSC.
	Alignment of the DCS's reporting system and the Parliamentary programme	System for and route list for answering Parliamentary Questions	Appointment of personnel responsible for coordinating departmental input and liaison with Ministry and improved answering of parliamentary Questions. The Department and the Ministry concurred on the route list for quality checking and control. The Department has also improved its capacity in the Cape Town offices. Liaison with both the Portfolio and Select Committee has improved.
		Sufficient understanding of the significance of Parliament by middle and junior managers	The White Paper has a dedicated section on the Hierarchy of Imperatives and this section outlines the importance of Parliamentary processes.
	Alignment of Cluster priorities to DCS planning cycle.	Database of Cluster representation and reporting	The Department has developed two documents detailing the DCS's representation and reporting framework for departmental representatives in various clusters and alignment of planning to ensure alignment with directives from the cabinet lekgotla (January and July). The Department has also

Sub-programme	Output	Measure/Indicator	Actual
	Clear corporate image and identity. Improved public perception of Correctional Services	Signage and promotional materials	<p>appointed a senior manager and staff to focus solely on coordinating inputs for the various cluster committees.</p> <p>The Department launched its "SA Corrections Today" magazine. In 2004/05 144 000 copies were printed and distributed. The Department also launched its Corporate logo at its 10 Year Celebration function in Cape Town in December 2004. The publications included; calendars, booklets, posters and cards. Media reports featured various articles on Correctional Services and improved participation in talk shows.</p>
	Identification of 36 Centres of Excellence	36 Centres of Excellence	36 Centres of excellence were identified and operational committees established.

PART 2: PROGRAMME PERFORMANCE



The security in the Baviaansport Management area has become more effective as a result of the utilization of well trained dogs that have been donated by members of the community and the SAPS.

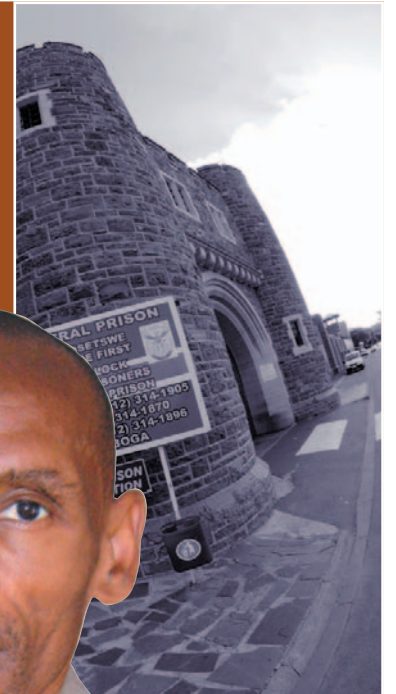
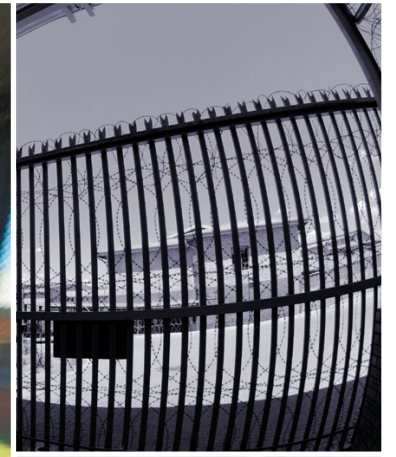


Security forms part of the core business of the Department. Security is coupled with safe and humane detention in order to promote development and rehabilitation of offenders.

2.4.1 Programme 2:

Security





Mr SS Mlombile
Act CDC Corrections



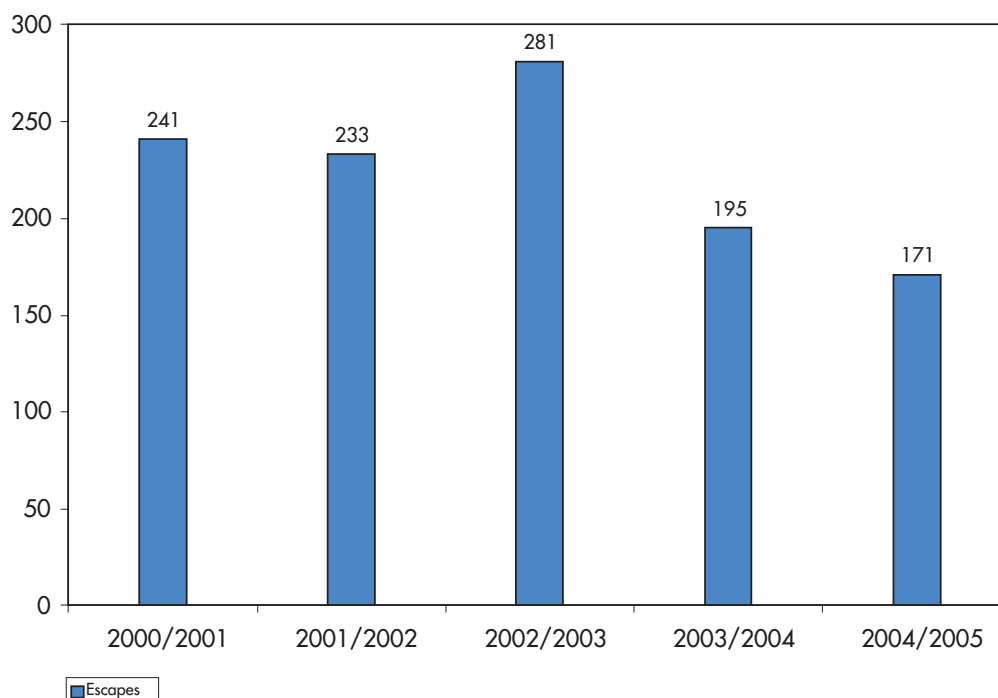
2.4.2 Programme 2: Security

Service delivery highlights

- Despite the significant decrease in escapes, there were several high profile attempted escapes, two of which, namely those from the Pretoria Central Prison and the Groote Schuur hospital, were particularly violent and lead to the death and injury of officials.
- Vetting and integrity testing of officials in the Department is a new move aimed at ensuring integrity of personnel in order to reduce incidents of corruption and exposure due to vulnerability of personnel.
- The tender for and procurement of biometric access control for 60 of the country's correctional centres, with priority given to Centres of Excellence and the seven large centres in the country. This is aimed at controlling the movements of offenders, visitors and officials within different sectors of the facility to reduce trafficking in dangerous weapons, drugs and any other material that poses a risk to the facilities.
- The assault of two nurses at the Emthonjeni Juvenile Centre highlighted the high-risk environment under which officials, offenders and service provider's work.

Comparative statistics on service delivery outputs and indicators for the past 5 years

Escapes from Corrections, 2000-2005



In the last five years the Department experienced a significant decline in escapes. The increase during 2002/03 was due to mass breakouts in Bizana after the outbreak of a fire at the Correctional Centre. One of the Department's key objectives is the prevention of escapes from custody by inmates. An analysis of the escapes that took place during the 2004/2005 financial year indicated that most of the escapes occurred outside of departmental facilities such as during transportation of inmates to hospital, during performance of work and court attendance. The escapes are also increasingly violent and involve the use of dangerous weapons.

PART 2: PROGRAMME PERFORMANCE

Table: key outputs, indicators and targets for the programme security

Measurable objectives

Sub-programme	Output	Measure/Indicators	Actual
Security	Safe and secure prisons	Reduce the number of assaults among prisoners and staff in prison to fewer than 2 261.	2 320
	Prevention of escapes and public protection	Number of unnatural inmate deaths fewer than 48.	75
		Number of inmate escapes fewer than 176.	171
		Approved security plan	Draft Security Policy and Minimum Security Standards for Correctional Centres
		Timeous vetting of all officials. Vetting of 3% of personnel in high risk Correctional Centres	The Department awaits clearance reports from the NIA for officials at correctional centre level. Senior managers have received security clearance
	Revised security classification system	Approved Classification system	Classification system developed for placement of offenders.

2.4.3 Programme 3:

Corrections





Mr SS Mlombile
Act CDC Corrections

2.4.3 Programme 3: Corrections

Service delivery highlights

The Department developed various tools that are important for effective administration of inmates and which will improve rehabilitation. Some of these tools include:

Admission Risk and Needs Assessment tool: This is an instrument used to conduct an initial analysis (within 6 hours of admission) of specific needs and risks that the offender poses to him/herself or fellow offenders and/or Correctional officials, i.e. vulnerability and security risks and needs.

Comprehensive Risk and Needs Assessment tool: This tool is utilised to analyse, evaluate, examine, determine and assess crime and criminal behaviour of offenders in all its facets within 21 days after admission. It covers aspects associated with criminal behaviour (e.g. precursors, triggers, causes, motives, offender characteristics and influences) and is also used to determine personal needs, risks (such as escape, suicide and recidivism) and responsiveness. Some of the needs considered are: education, substance abuse, support structure, employment skills, anger management, coping skills, problem-solving skills, spiritual care, emotional well-being, leisure and recreation, associations and responsiveness.

Offender Profile tool: This provides for a holistic summary of the risks, needs and interventions derived from information gathered during the assessment process from which a profile of the offender can be developed. The profile provides information about the offender's cultural background, unique crime patterns, and causes of criminal behaviour, precursors and triggers of crime, and socio-economic and political influences and circumstances. The Offender profile describes the "whom" (biographic and social details of the offender) and the "what" (causes, motives, triggers, needs risks and offender characteristics) of an individual offender.

Risk Classification tool: The tool aims to outline the danger an offender poses to his/her family, the community, correctional officials, other offenders, to him/herself in terms of self-harm and own vulnerability, future criminal and/or violent behaviour to determine classification that would be useful for security placement, offender management, intervention and rehabilitation purposes. Appropriate use of this tool promotes effective sentence planning.

Measurable objectives

Sub-programme	Output	Measure/Indicators	Actual
Personal Corrections (Risk profile management)	Risk assessment and profiling of offenders.	Risk assessed and profiled offenders: 5%.	The assessment and profile tools were developed and approved
	Enhancement of the implementation of Unit Management towards restoration and humane treatment in correction management	Correctional Centres and offenders managed according to unit management principles	Training Manual on Unit Management was developed Audits of unit management practices conducted in identified Centres of Excellence

PART 2: PROGRAMME PERFORMANCE

Sub-programme	Output	Measure/Indicators	Actual
(Correctional administration)	Promote societal ownership of corrections	A framework document and guidelines on the roles and responsibilities of primary and secondary levels of rehabilitation of offenders	Numerous Imbizo's were held to promote correction as a societal responsibility. A framework for defining the roles of various stakeholders such as families, CBO's and NGOs was developed
	Paroled offenders	Percentage of offenders reviewed and awarded parole 55%	32,98%
(Correctional Programmes)	Develop and implement correction programmes in selected centres	Approved service providers and accredited offender programmes	An audit was conducted on service providers and four new programmes, namely: aggressive offender treatment, sexual offender treatment, substance abuse treatment and pre-release programmes. Accreditation will depend on quality assurance in consultation with POLSEC SETA. Accreditation will be completed in 2005-06
		Assessment and intervention systems are developed to manage offending behaviour.	Development of risk assessment, classification tools and sentence plans. 4 New Correction programmes developed

PART 2: PROGRAMME PERFORMANCE



Spiritual care is one of the programmes that assist inmates on their path towards rehabilitation. Various religions are accommodated within the Department to allow inmates to exercise freedom of religion.

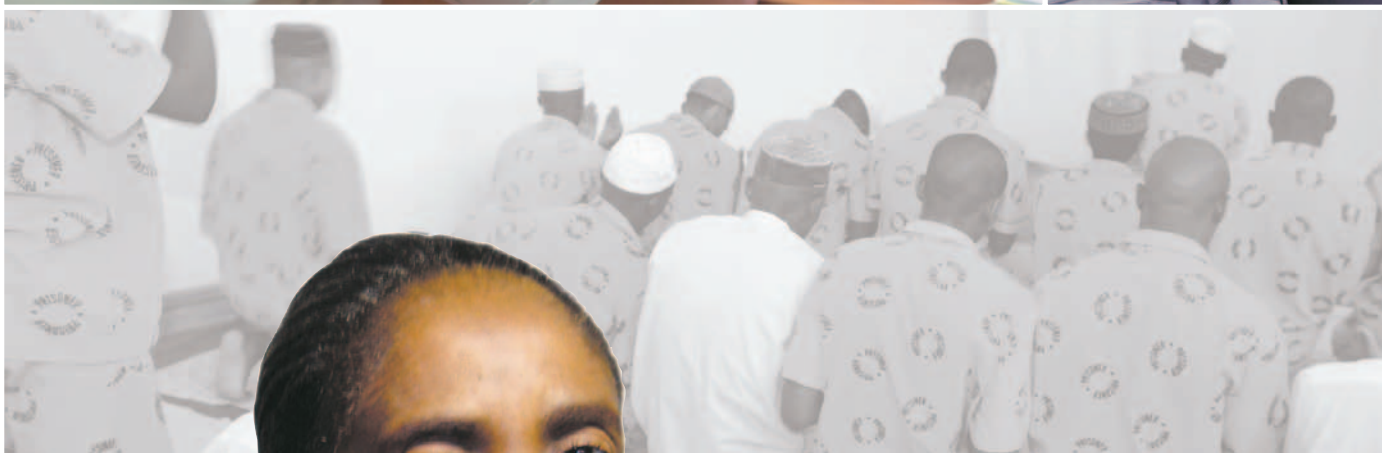


The Department provides 24-hour health care services to inmates. Where such services are lacking outside service providers perform this function.

2.4.4 Programme 4:

Care





Ms J Sishuba
CDC Development & Care

2.4.4 Programme 4: Care

Service delivery highlights

- The Department currently employs 25 permanent psychologists. The Department of Health has also registered the Department as an institution where psychologists can perform their one-year compulsory community service. This came into effect in January 2005 and subsequently a significant number of psychologists have enrolled with the Department.
- The Bible Society of South Africa donated Bibles worth R275 000 for use by the offenders.
- PEPFAR donated a total amount of \$600 000 for a prevalence study of HIV/AIDS amongst staff and the inmate population.
- The Department embarked on the provision of 3 meals per day at prescribed intervals to inmates as required by legislation. Contracts were awarded to an external service provider to cater for the seven largest management areas.
- The appointment of Regional Heads of Development and Care and Coordinators improved the provision and management of programmes and services offered to offenders during the period under review. During the same period new appointments of social workers were realised and with the complementary support of external service providers, the rendering of programmes and services to offenders improved dramatically.

Medium-term output targets

Sub-programme	Output	Measure/Indicators	Actual
Personal Well-being	The well-being of persons under departmental care	Train 41 000 offenders as HIV Educators, Volunteer Care Givers and Lay Councillors.	353 Youth offenders trained as Peer Educators. 733 Sentenced offenders trained as Peer Educators.
(Social Work)		Increase number of persons/ offenders participating in: Social Work Sessions to 60 000.	138 697 (60 849: received individual sessions and counselling). (77 858: group work)
(Psychological Services)		Increase number of persons under departmental care involved in Psychological Services to 8 500.	10 292 individual sessions.
(Spiritual Care)		Increase number of Spiritual Care sessions to 160 000.	A total of 161 618 sessions were held. (These are church service sessions conducted by pastors not the number of people attending sessions)

PART 2: PROGRAMME PERFORMANCE

Sub-programme	Output	Measure/Indicators	Actual
		Increase number of prisons that have a comprehensive 24-hour health care service to 241 prisons.	All correctional centres provide comprehensive health care services
(Health Care Services)		Increase the percentage of correctional centres that supply three nutritious meals per day to 100%.	All correctional centres provide three meals to offenders.

PART 2: PROGRAMME PERFORMANCE



Department of Communications Minister Dr Ivy Matsepe-Casaburri handed over fifteen computers to Correctional Services Minister, Mr BNM Balfour, the Deputy Minister of DCS, Ms Cheryl Gillwald and Mr Tate Makhoe MEC for Safety and Liaison in the Free State



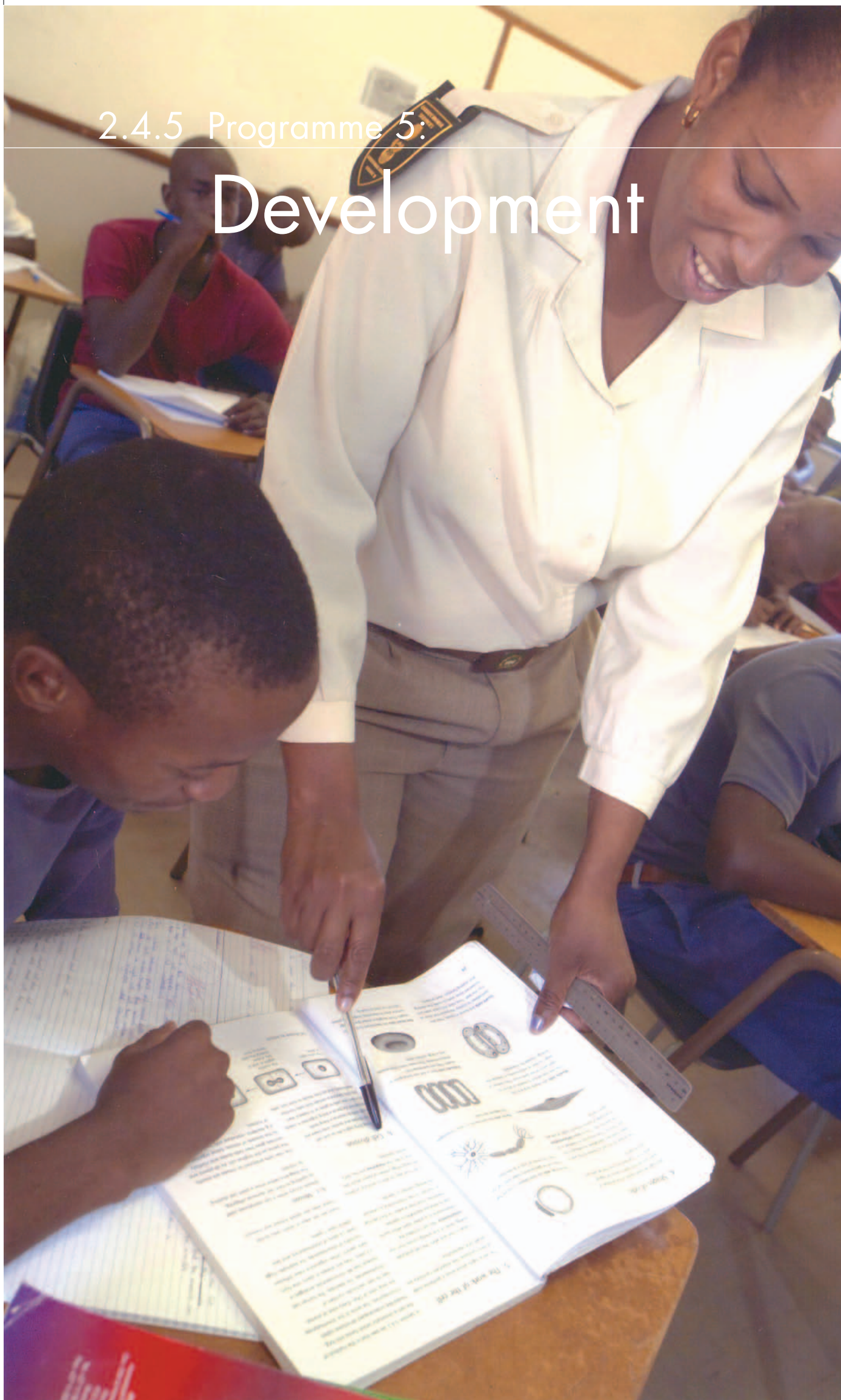
Inmates cleaning Hoffman Square in Bloemfontein. This reflects the Department's position that our correctional facilities are not just about security but also about corrections, people and social responsibility. This also provides work opportunities for offenders.



Skills acquisition, training and job opportunities are central to rehabilitation.

2.4.5 Programme 5:

Development





Ms J Sishuba
CDC Development & Care



2.4.5 Programme 5: Development

Service delivery highlights

- Several facilities were accredited; these include the Malmesbury Training Centre and Pollsmoor which were accredited by FIETA, Leeuwkop and Kroonstad by MERSETA and Pretoria by MERSETA and FIETA. These facilities offer, vocational training, basic occupational skills training, entrepreneurial skills training, engineering studies and computer skills training. In total 303 courses are offered.
- The Institute for the National Development of Learnership, Employment Skills and Labour Assessment (INDLELA) provided assessment and certification services to the DCS.
- The Department, in collaboration with the Department of Arts and Culture launched the 'Arts Against Crime' project in Kroonstad. The project aims to promote arts as an integral part of offender rehabilitation and promote artistic expression to dissuade offenders from crime. The project is funded by the Government of New Zealand.
- The Department of Communications Minister Dr Ivy Matsepe-Casaburri handed over fifteen computers to Correctional Services Minister, Mr BNM Balfour. The Department of Communication aims to promote inmate access to computers for purposes of learning and easy reintegration into society with its ever-growing information technology.
- Utilising inmates to clean up Hoffman Square in Bloemfontein sought to promote social responsibility and social acceptance of inmates.

The Readucate Offender Rehabilitation Project

Since the introduction of the first Readucate training course in the Krugersdorp Correctional Centre in 1996, the project has grown over the past number of years and courses have been presented in Gauteng, the North West, Limpopo, Mpumalanga, the Free State and the Northern Cape Regions. A total of 23 Management Areas have been involved.

The core objective of the Readucate approach is to teach literate offenders how to become Readucate Instructors who in turn will teach functionally and / or totally illiterate offenders how to read. It further serves as a conduit to the Adult Basic Education and Training programme.

The many advantages of the project include:

- building the morale of offenders and inculcating self respect
- improvement of the offender's own reading and study skills which resulted in them having
- Improving relationships with their families
- instilling a culture of learning
- promoting eagerness to help fellow inmates
- providing the means for self- sustainability.

The project does not only end in the correctional centres, some Readucate Instructors have started their own Readucate Centres in their community and so doing contribute positively towards their own financial independence.

The success of this programme is based on the dedication, commitment and enthusiasm of Ms Edna Freinkel, Founder and Trustee of the Readucate Trust.

PART 2: PROGRAMME PERFORMANCE

Sub-programme	Output	Measure/Indicator	Actual
Personal Development of Offenders (Formal education)	Needs-based programmes for offenders.	Number of offenders participating in Formal Education Programmes: 25 500	20 600
(Skills Development)		Number of offenders participating in skills development programmes: 17 700	15 004
(Offender Sports and Recreation)		Number of offenders participating in offender sports and recreation: 35 000	81 681
	Work opportunities for offenders	Daily average number of offender work opportunities: 25 000	65 239
		Daily average number of offenders opportunities provided by outside organisations: 200	5 304
(Agriculture)	A National Agricultural production system aimed at increasing self-sufficiency.	Vegetables: 17 068 700 kg	13 685 990 kg
		Fruit: 883 500 kg	646 347 kg
		Red Meat: 542 800 kg	567 863 kg
		Milk: 6 766 930 litre	6 538 068 litre
		Pork: 1 932 130 kg	2 058 906 kg
		Chicken: 1 436 800 kg	1 474 059 kg
		Eggs: 1 345 800 doz.	1 412 563 doz
(Production workshops)	To increase productivity and expand the capacity of Production Workshops	Timber: 21 376 units	Timber: 55 057 units
		Textile: 2 015 048 units	Textile: 1 282 581 units
		Steel: 126 801 units	Steel: 157 929 units

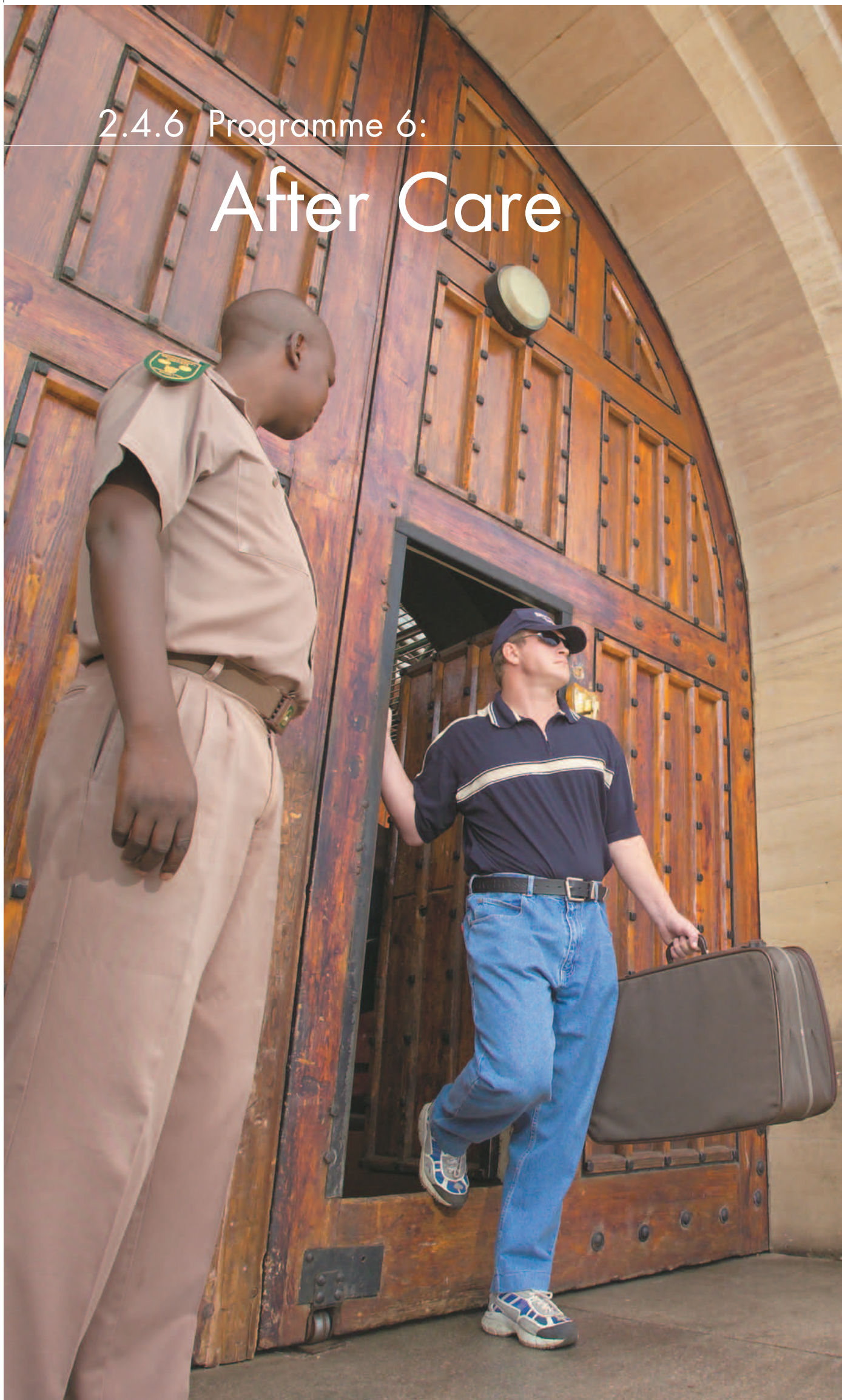
Sub-programme	Output	Measure/Indicator	Actual
	Improved levels of compliance	Baseline inspection to determine compliance with policies Implementation of aligned policies	<p>The Department drafted a compliance framework and conducted a baseline survey in selected management areas.</p> <p>A Manual was also drafted for quality assurance of programmes provided.</p> <p>Education policy approved and implementation plan developed.</p> <p>The educator's manual was developed to facilitate learning and service level standards were determined to regulate provision of learning.</p>
	A comprehensive offender skills utilisation and employability programme	<p>Development of Baseline Measurement and needs based programmes</p> <p>Development of framework for skills utilisation and employability programmes</p>	<p>The Department provided six accredited development programmes</p> <p>The National Skills Fund provided funds aimed at improving further learning for inmates in Correctional Centres.</p> <p>The above statistics demonstrate a huge increase in the number of inmates equipped to enter the job market.</p>



Former inmates in their workshop. Many of the Department's programmes aim to ensure that offenders can rejoin society as responsible and productive citizens after their release.

2.4.6 Programme 6:

After Care





Mr SS Mlombile
Act CDC Corrections



2.4.6 Programme 6: After Care

Service Delivery Highlights

- On 1 October 2004 the Department promulgated amended parts of the Correctional Services Act, 1998 making it possible to bring the new Community Supervision and Parole Boards into being. The new system allows victims or their relatives to make submissions to a Correctional Supervision and Parole Board and to attend meetings of the Board in certain instances.
- The posts of chairpersons of Community Supervision and Parole Boards, who are members of the communities, were advertised and interviews were conducted during the period under review.
- During the period under review the Department expanded its After Care programme to facilitate social integration of offenders into society. To this end a new social reintegration policy is being drafted.
- The Department is in the process of drafting a new After Care policy to facilitate social acceptance and reintegration of offenders into their communities, and will involve the community in the process. The new policy will provide a broad framework for community involvement /participation in the advancement of social acceptance and reintegration of offenders.

Parole placement statistics

	Absconders			Absconders Traced			Absconders traced as %
Category	Male	Female	Total	Male	Female	Total	
Probationers	1 058	68	1 126	618	33	651	57.8
Parolees	2 027	48	2 075	1 380	19	1 399	67.4
Total	3 085	116	3 201	1 998	52	2 050	64.0

Sub-programme	Output	Measure/Indicators	Actual
Community Liaison	Supervision of probationers and parolees	Increase number of probationers and parolees per supervisory officer to 35. Increase percentage of total absconders traced to 54%.	The number was increased to 41 The percentage was increased to 64%.
	Re-integration programmes for released offenders	% of released prisoners that attend re- integration programmes to be benchmarked in 2004/05.	Pre-release programme reviewed and approved
	Material and financial assistance to needy released prisoners.	Increase number of released who received material and financial assistance to 28 000.	By 31/01/2005 a percentage of 39.98% had been achieved.

PART 2: PROGRAMME PERFORMANCE



The speaker of the Northern Cape Legislature, Ms Connie Seoposengwa and the Regional Commissioner in the Free State Northern Cape Region, turn the sod at the site of the proposed new facility at Kimberly.



New facilities such as the one shown above is based on the concept of unit management, aimed at making rehabilitation work.

2.4.7 Programme 7:

Facilities





Mr SS Mlombile
Act CDC Corrections

2.4.7 Programme 7: Facilities

Service delivery highlights

- In compliance with the PPP Treasury Regulations, the Department appointed a Transaction Advisor to conduct a feasibility study into the building of a new Head Office. Another service provider was contracted to advise the Department on the building of 4 new facilities and advise the Department on the refinancing option for the current Private-Public Prisons (in Mangaung and Kutama- Sithimule)
- Three major projects were undertaken with own resources (training and utilisation of offender labour for skills acquisition) during the period under review. These projects include correctional facilities at George and Allandale in the Western Cape and Groenpunt in the Free State. The George project has been completed. A total number of 245 inmates participated in this practical knowledge transfer programme and 10 completed all phases of the trade assessment. A total of 36 apprentices passed the first phase.
- A total of 10 correctional centres were upgraded during the period under review and six (6) are still under construction. The following correctional centres still have to be upgraded : Kranskop, Greytown, Melmoth, Eshowe, Klerksdorp and Wolmaransstad.

Sub-programme	Output	Measure/Indicators	Actual
Facilities planning	Facilities complying with rehabilitation and service delivery standards.	Increase number of prisoner places by 12 000 in 2006/07.	<ul style="list-style-type: none"> • Delays have been experienced during design, tendering and procurement phases. • Projects cannot all start and finish at the same time • 2007/8 financial year most likely for the completion of the 4th (last) facility.
Building and maintenance	A roll-out plan for the upgrading and maintenance of existing correctional centres to meet minimum standards	No. of prisons upgraded 18. Number of prisons being renovated 44. No. of projects under RAMP to be 70. Maintain electric fences 6 correctional facilities.	A total of ten (10) prisons were upgraded A total of eighteen (18) prisons were renovated. A total of seventy (70) projects were on the RAMP programme. The target of 6 facilities reached.
Public-Private Partnership prisons	Prisoner accommodation	Increase number of prisoner places is 5 952.	Total number of prisoner places is 5 952.

PART 2: PROGRAMME PERFORMANCE

2.4.8 Stakeholder Participation

Stakeholder	Name of institution	Activity
Parliament	Portfolio Committee on Correctional Services	<p>8 briefings to the Portfolio committee on Corrections</p> <p>The Committee conducted seven visits to various centres , among them a joint visit to the Modderbee Management Area with SCOPA</p> <p>Other activities included the deliberations on the Departmental Strategic Plan, the Estimates of National Expenditure and the Committee report on the Budget and formal adoption of the Annual Report 2003/4.</p>
	Select Committee on Security and Constitutional Affairs	<p>The Ministry held workshops with the committee to provide members with first-hand understanding of the core business of the Department</p> <p>Several presentations were also made to the Select Committee</p>
Government Departments	Labour	<ul style="list-style-type: none"> • Provision of funds for skills development utilising external service providers. • Provision of training in Health and Occupational Health and inspect compliance
	Communication	Contributed 15 computers to the Kroonstad correctional centre
	Health	<ul style="list-style-type: none"> • Provided access to identified sites for provision of anti-retroviral therapy treatment for inmates • Partnership with Phizer, to provide Diflucan to offenders with opportunistic infections, continued • Train (and share) departmental officials in the management of illnesses, • Presented the Department's HIV/AIDS activities in respect of voluntary counselling and testing during the UNAIDS work session on HIV testing and counselling
	Home affairs	Extended provision of birth certificates to children born in custody and ID documents to inmates during the "16 Days of No Violence Against Women and Children" campaign.
	Social Development	<ul style="list-style-type: none"> • Provide assistance with referrals, • Provide social work services for ATD's, • Collaborate with the Department regarding poverty alleviation projects • Extend services to children in Correctional Centres • Provide diversion programmes for young offenders

Stakeholder	Name of institution	Activity
Non-Governmental Organisations	NICRO	Rehabilitation and Reintegration of offenders.
	Khulisa	Provides programmes such as My Path aimed at taking the offender through rehabilitation while incarcerated and providing services aimed at the Restorative Justice Process.
	President Award Youth Programme	Provide services aimed at the development of offenders under the age of 25.
	Centre for the Study for the Violence	Involved in the integrated young offender programme. Training of Correctional Officials. Victim empowerment programme offers training for offenders and officials
	ATTIC/Loveline	Training DCS staff and offenders in the management of HIV/Aids cases.
	Universities and research institutions	Involved in various research projects such as the Good Governance project and other key priority areas of the Department
Faith Based Organisations	Churches, Mosques and other spiritual organisations. The South African Council of Churches and its regional affiliates	Provide support to inmates and participate in activities promoting Restorative Justice. Pastors and priests from various denominations deliver sermons, hold services, provide support to offenders and provide religious material. Link up offenders with religious bodies outside correctional centres. Support families of inmates during incarceration.
Community based organisations and individuals	The Department has a list containing various individuals and community based organisations. There are at least 764 people and individuals working within the DCS	Assist in teaching offenders beadwork, upholstery and provide many other services that are crucial to the offender's development. Some offer, inter alia, material support and family support for those who do not have visitors.
Donors	PEPFAR (US)	Provide funds for HIV/Aids prevalence survey.
	New Zealand Government	Provide funds for Arts and Culture

There are 1 253 organisations, individuals and companies involved in Corrections. The table above is aimed at acknowledging some of the stakeholders involved in the Department's work.

PART 2: PROGRAMME PERFORMANCE

PART 3. Report of the Audit Committee

We are pleased to present our report for the financial year ended 31 March 2005.

1 Audit Committee Members 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's name	Number of meetings attended
M.R. Sloane (Chairperson) – appointed 1 July 2005	4
D.P. van der Nest	4
P.C Gillingham - appointed 1 July 2005	3
K.J Modiko	1
S. Moodley	3

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. The effectiveness of internal control

The system of internal control is partially effective as the various reports of the Internal Auditor and the adverse audit opinion of the Auditor-General indicate. Internal control shortcomings were reported for a fourth year in row.

During the previous financial year, the Auditor-General rendered an adverse opinion on the financial statements of the Department based on the validity, accuracy and completeness of medical expenditure and non-compliance to documented systems of internal control. Whilst specific actions have been taken on the ability to verify medical expenditure, the Audit Committee has noted the following progress being made on internal control:

Risk Management

The Department undertook a comprehensive risk assessment exercise during the 2004/05 financial year. Flowing from this, a Risk Management Committee was created to assist in overseeing the quality, integrity and reliability of corporate accountability and associated risk management and reporting.

Human resource capacity

The transformation of the Department from an institution for the management of incarceration to an institution that is focused on the rehabilitation and development of offenders, made the human resource capacity of the Department inadequate in terms of training capacity, personnel numbers and the numbers of funded posts. Whilst the Department has again been nega-

PART 3: REPORT OF THE AUDIT COMMITTEE

tively effected by this during the 2004/05 financial year indications are that financial management capacity will be restored in the 2005/06 financial year.

Other internal control improvement initiatives

The Department is in process of implementing specific action plans to address underlying root causes of the control weaknesses. These actions will be monitored by the audit committee on a quarterly basis.

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 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.



Mr MR Sloane

Part 4: Financial Statements

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:

Long-term strategic policy

The activities of the Department of Correctional Services have been largely informed by the 2003 draft White Paper on Corrections which was subsequently approved by Cabinet in February 2005. The White Paper embodies the department's long-term strategic policy and an operational framework that recognises corrections as a societal responsibility and places rehabilitation at the center of all the department's activities. Rehabilitation must ensure that the people leaving correctional centers have appropriate attitudes and competencies, enabling them to successfully re-integrate into society as law abiding and productive citizens. The department will accomplish this by delivering appropriate correction and development programmes and security.

The department aims to carry out the correction, development and care of offenders under conditions consistent with human dignity. This substantial undertaking involves development of policies for the range of rehabilitation (care, development, security, after care and correction) programmes offered and for training personnel to implement the policies. Crime prevention and rehabilitation require a social contract between government and civil society. The department has thus undertaken to mobilise communities around issues of social cohesion, social justice, moral regeneration to lay a foundation upon which its long term strategic direction (of rehabilitation) can be achieved.

Implementation of the White Paper on Corrections

The draft White Paper on Corrections is meant not only to guide the work of the department but also to set objectives against which the department should be measured, and delivering services according to the principles of the White Paper continuous to be a key departmental priority over the medium to long term. The department is required to deliver focused quality services to all people in its care, to create a favourable working environment for officials that is conducive to their role as rehabilitators, and to substantially improve its management of relations with accredited external stakeholders and oversight authorities. Accreditation of stakeholders included audit of specific programmes rendered to ensure that such programmes are measurable and consistent with the policy directives as enshrined within the White Paper. These programmes will, in the 2005/06 financial year, be subjected to quality assurance through the support of the POSLEC SETA.

The department aims to develop best practice in implementing the White Paper by launching and setting into operation the six centers of excellence in each region during 2005/06. The Centres of Excellence will be used for piloting of new policies, programmes, unit management and case management initiatives and will result in a rapid increase in outputs. (Unit management involves dividing large correctional facilities into smaller manageable units; case management involves managing the individual offender through all the phases of the correctional system, from admission to release.) In the 36 selected centers of excellence, the department will be able to put into practice the needs-based corrections, development and care programmes covered in the White Paper. Best practices in the Centres of Excellence will be replicated at other correctional centers.

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

New measures were adopted to improve the correctional centre security (of inmates, the public and staff) as a necessary condition for effective and successful rehabilitation. A project to roll-out a bio-metric access control measures was initiated during the financial year and will cover maximum security centres, all big management areas and Centres of Excellence. This project aims to control access control measures to detect possible smuggling of dangerous weapons, drugs and effect control over movement of inmates, staff and members of the public within the designated areas.

New policy measures were also initiated, prioritizing maximum security personnel, aimed at vetting and testing the integrity of all personnel. The project is conducted with the assistance of the National Intelligence Agency.

To ensure success of its operational management capacity, the department audited successes and its capacity with respect to unit management. The review report has necessitated improved measures in the operationalisation of this methodology. Unit management involves division of correctional centres into smaller, more manageable units, which encourage the management of the offender, as opposed to the management of the prison. This should build improved relationship between offenders and correctional officials and improve efficiency in dealing with each case file from admission to various intervention programmes aimed at rehabilitation and successful reintegration.

Measures were introduced to improve management of personnel working overtime over weekends. Although this caused disruption in the form of labour disputes, the successes registered over this period included acceptance of introduction of a Seven Day Working Week post establishment. Two negotiated agreements were entered into with recognized labour unions and the process of implementation of a Seven Day Working Week will commence effective from the 1st of June 2005.

Implementation of a Seven Day Working Week will require a fast-tracked recruitment to fill up existing vacancies. Three Recruitment Agencies are contracted to assist the department in this regard.

Following on promulgation of the remaining section of the Correctional Services Act of 1998, a policy decision was taken to effect implementation of a three Meal System. Coupled to this process was outsourcing of provision of this service in seven big management areas. The implementation process is monitored on an ongoing basis given existing personnel capacity constraints.

In order to ensure implementation of the White Paper, various policies were reviewed and aligned to the White Paper. The project culminated into a policy conference following on an (review and) audit of all existing operational policies and procedures. Although there were areas identified for further work, these new policies are earmarked for implementation in the new financial year.

To enhance correction, development and after-care programmes, the Department's approach to rehabilitation is based on the principles of restoration, with the aim of enabling offenders to make amends to their victims and the community, to bring about a greater sense of healing and community safety, and to facilitate social re-integration of offenders.

Societal responsibility

The Department is positioning itself as a tertiary level of intervention (the primary level being the family, and the secondary level the community), which encourages families and

communities to recognise their strategic roles in nation-building in general and in corrections in particular. Numerous imbizo initiatives were organized to promote societal ownership of correction as a societal responsibility. The process culminated into a Stakeholder Conference that coincided with a Ten Year of Democracy Celebration during December in Cape Town.

Correctional Supervision and Parole Boards

The amended sections of the Correctional Services Act (1998) with regard to the establishment of new correctional supervision and parole boards was promulgated in October 2004. The boards will make decisions about the conditional and unconditional release of offenders. These boards will also make provision for stakeholders' participation: community representatives will be involved in board sessions; victims or their next-of-kin will be able to make representations; and other criminal justice system departments will be represented on the boards. Appointment of community representatives drew in participation of both the Portfolio Committee of Correctional Services and the Select Committee. The new Correctional Supervision and Parole Boards started operating from October 2004.

1.3 Spending trends

The department's spending is expected to grow from R6,5 billion in 2001/02 to R11 billion in 2007/08, an annual average growth rate of 9 per cent. The growth over the next three years will go towards additional allocations for the increased employer contribution of 16 per cent to the Government Employees Pension Fund and the newly introduced housing allowance, which will amount to R159,5 million in 2005/06, R230,6 million in 2007/08.

Changes to the baseline will amount to R40 million in 2005/06, R130 million in 2006/07 and R635 million in 2007/08 for nutritional services, implementing the South African White Paper on Corrections in 2006/07, implementing the seven-day working week, and start-up funding for four new correctional centres coming into operation during 2007/08.

The growth in the vote over the medium term reflects an increase in compensation of employees for the appointment of an additional 8975 officials from April 2005 to March 2008, which includes the recruitment of 2 600 officials for the four new correctional centres. The 14,1 percent annual average growth in payments for goods and services between 2001/02 and 2007/08 can be ascribed to an increased provision for a higher projected inmate population, the implementation of the South African White Paper on Corrections, and the legislative requirements for the care and rehabilitation of incarcerated offenders.

Between 2001/02 and 2007/08, capital spending will grow at an annual average rate of 7,9 percent. This is largely due to the increase in spending on land and buildings for more accommodation for the growing inmate population and on maintaining existing capital infrastructure.

Expenditure for the 2004/05 financial year was **R8 301,537** million as compared to **R7 387, 110 million** for the 2003/04 financial year. Total under spending for the year was R155,960 million, and R120,306 million has been requested for roll-over from the National Treasury.

Expenditure trends increased from R2.2 billion in 2001/02 to R2.7 billion in 2004/05 in the programme: Security, and is expected to increase rapidly to R 4.2 billion in 2007/08, an average increase of 11.2 percent. The bulk of the increase is linked to the initial increase in the operating costs associated with appointing additional personnel to implement the seven-day working week and phasing out the current overtime system.

Corrections expenditure is expected to increase from R374.1 million in 2001/02 to R505,9 million in 2004/05, and then further increase to R815,8 million in 2007/08, an average annual increase of 13.9 percent.

Within the additional amounts set out in the 2005 budget, R80 million has been allocated in 2006/07, and R170 million in 2007/08 financial year for the implementation of the White paper on Corrections. A further R140 million has been allocated in 2007/08 for the start up costs of four new correctional centres that will be operational during that year.

Expenditure in the Care Programme is expected to increase from R569,9 million in 2001/02 to R776,9 million in 2004/05, and further increase rapidly to R1,2 billion in 2007/08 financial year, an average of 11,6 per cent. The increase will fund the department's commitment to treating HIV and Aids, health services previously provided free by provincial health departments, and the introduction of the three meals a day for offenders. The increase in spending in the medium term is attributed to an annual increase in compensation of employees which amounts to 21,5 percent, and a 10,3 percent annual increase in the cost of goods and services

Development Programme expenditure has grown rapidly, rising from R232,9 million in 2001/02 to R412,2 million in 2004/05, an annual increase of 21 percent. It is expected to increase, but at a much slower rate, rising to R448,1 million in 2007/08, an average increase of 2.8 percent. The rapid increase over the last three years reflects the department's emphasis on rehabilitation of offenders through sports, education and training, and arts and culture activities.

The After Care expenditure increased steadily, rising from R254,3 million in 2001/02 to an expected R386,0 million in 2007/08, an average increase of 7,2 percent. This is attributed to an increasing number of probationers and parolees projected to rise from 77 900 in 2004/05 to 93 400 in 2007/08. This will be possible through the implementation of the revised correctional supervision and parole legislation together with the enhanced use of other sentencing options by Courts.

The Facilities Programme expenditure increased rapidly over the last three years, rising from R945,8 million in 2001/02 to R1,6 billion in 2004/05, an average annual increase of 20 percent. The rapid increase was due to the gradual filling of the APOPS facilities with offenders, and the rate of growth will slow down to R1,9 billion in 2007/08, an average of 4,1 percent growth over the MTEF period.

2. Services rendered by the Department

2.1 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 subject 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 a Correctional Centre and paroled offenders, based on the assessed security risk and criminal profile of individ-

uals, focusing on the individual's specific offence, and targeting all elements associated with the offending behavior/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, sports 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 sentences, 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, as well as office accommodation required personnel; aiming at ensuring that facilities are available 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 in support of the function of the Ministry.

2.2 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 2004/05 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.

2.3 Free Services

The total expenditure incurred for free services amounts to **R26,643 million**, being salary compensation of 310 officials working directly with Clubs and Messes and an official in the Head Office section of Bio Kinetics Centre.

2.4 Inventories

Stocktaking took place at all stores within the Department and costing was done on the weighted average method. The following categories and values reflect the inventories on hand at 31 March 2005:

Categories:

Strategic stock	R	966 626.43
Agricultural	R	57 040 648.81
Learning and teaching support material	R	48 172.31
Food and Food supplies	R	38 839 813.18
Fuel, oil and Gas	R	673 595.09
Laboratory consumables	R	15 519.67
Other consumables	R	103 391 069.17
Parts and other material	R	15 172 054.53
Sports and recreation	R	619 007.28
Stationary and printing	R	33 270 948.76

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICE

VOTE 21

Veterinary supplies	R 513 299.73
Medical supplies	R 11 007 808.35
Weapons and armaments	R 5 191 625.37
Other inventory	R 209 246 074.00
TOTAL	<u>R 475 996 262.96</u>

3. Capacity constraints

Overcrowding (Insufficient prisoner accommodation)

The problem of offender overcrowding remains the most important influence on the Department's costs and performance, especially in relation to rehabilitation. At the end of March 2005, overcrowding was at 64,5 per cent – that is a total inmate population (sentenced and unsentenced) of approximately 187 446 was being accommodated in a system designed for 113 825 offenders. The daily average inmate population is projected to increase to 188 100 in 2005/06, to 195 300 in 2006/07 and 202 400 in 2007/08.

A notable factor is the awaiting-trial and awaiting-sentence detainees' population. Despite decreases in this population in the last three years, at the end of March 2005 there were 52 326 awaiting-trial and awaiting-sentence detainees in DCS Correctional Centers – approximately 28,7 percent of the total inmate population.

Another notable factor is the increase in long-term sentence offenders that has significantly increased the capacity pressure in relation to sentenced offenders.

To address these challenges, the Department implemented a number of strategies:

- The building and staffing of new Correctional Centers, designed cost-effectively.
- Finalisation of procurement models for Correctional Centers.
- DCS is participating in sub-committees of the Integrated Justice System (IJS), notably the IJS Development Committee, on a range of projects to reduce the number of awaiting-trial detainees.
- DCS is also promoting awareness in the IJS of alternative sentencing options and diversion programmes (from the Criminal Justice System).
- A Justice, Crime Prevention and Security Cluster Management Steering Committee on overcrowding, established at the end of 2002, monitors the Criminal Justice System to identify and eliminate the blockages that result in increased inmate's numbers.

Human Resource Capacity

The transformation of the Department from an institution of incarceration management to an institution that is focused on the rehabilitation and development of offenders made the human resource capacity inadequate, both in terms of training capacity, personnel and funded posts. The total number of posts filled on 31 March 2005 was 33 309 out of a financed establishment of 35 922.

In order to improve the human resource capacity to enable the Department to fulfill its mandate, the following strategies are in process of development / implementation:

- Recruitment and retention strategy.
- Revision and improvement of the recruitment policy and procedure.
- Inception of a seven-day establishment with effect from June 2005.
- Review of salaries and other benefits for entry-level staff, and other professional staff.
- Development of a working environment to align levels.
- Skills development strategy.
- Framework to enhance employee well being.

- Negotiations with National Treasury for additional personnel funds.

4. Utilisation of donor funds

A donation of **R20 000.00** was received from Brandhouse Beverages as a special prize in the 2004 Brandhouse Adult Literacy Awards. The prize was given to Johannesburg Correctional Centre B for outstanding work in improving provision of high quality education programmes. The prize will be used to increase access to books and other learning materials.

The department donated **R20 000.00** to the unveiling of the tombstone of the late departmental official, Ms. T. E. Bhengu who died in the line of duty in June 2001. The service of unveiling the tombstone for the late Ms. Bhengu was held on Saturday 26 June 2004.

5. Trading entities and public entities

The department does not have trading or public entities.

6. Organisations to whom transfer payments have been made

In compliance with the Skills Development Act (No. 97 of 1998), an amount of **R2 329 163.00** was transferred to the POSLEC SETA during the year under review.

7. Public/Private Partnerships (PPP)

7.1 PPP's agreement with the department

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

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

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

7.3 Accountability arrangements

All aspects of the relationship are governed by a concession contract (together with schedules) entered into between the Government, through the 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 Centers 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.

7.4 Financial arrangements

A daily contract fee per available inmate place is paid over to the private companies to

operate the two Correctional Centers on a monthly basis. Total expenditure to the private companies for the 2004/05 financial year amounted to **R510,624 million**.

8. Corporate governance arrangements

Within the Department, corporate governance is managed through all management institutions set out to manage strategic policy development processes and overall management of the department. These institutions are set out in the policy document approved by the Minister in 2004. These structures are complemented by other structures like the Directorates; Internal Audit, Inspectorate, Departmental Investigation Unit and Code Enforcement.

The Departmental Risk Assessment Committee is set out in the said policy document. The Committee developed the Risk Management Plan which has highlighted various areas considered to constitute high risk areas like; compliance, human resource development, skills shortage and vacancies, alignment of planning and budget, etc. the meeting of this committee are held quarterly and the information is filtered into Executive Management Committee comprised of the Minister, Deputy Minister, Commissioner, Chief Deputy Commissioner and Regional Commissioners. All regions and branches are obliged to continuously assess and develop measures to address risks identified in the Risk Management Committee.

The Departmental Corruption and Fraud Prevention Plan was developed and approved by Cabinet in 2004. The document was developed through a consultative process commissioned by the DPSA. The process was piloted within the department with the aim of developing a framework to be replicated in other government departments.

Embedded in each senior manager's performance contract is the KRA on compliance with existing policies and internal controls and risk management plan. Internal Audit directorate based its 2004/05 coverage plan on identified risks within the department and the implementation thereof in the 2004/05 financial added value by appraising its effectiveness within the Department.

Internal Audit's focus on appraising internal controls is significant and underlies the basis of its operations. The focus areas in the coverage plans ensures that management's involvement in control issues is not just the only objective but also that management takes ownership and ensures full compliance with set systems of internal control.

The Department has an Audit Committee as one of the governance systems of providing oversight on risk areas internal and control processes.

The Directorates' Investigation Unit, Inspectorate and Code Enforcement also serve as crucial governance structures in that they promote oversight on compliance with policies, investigate and manage sanction on issues related to corruption, fraud and maladministration.

Provincial Inspectors are responsible for conducting detail inspections at Management Areas, while the National Head Office component does the follow-up inspections after the detail inspections is done

The Jali Commission of enquiry, which was in operation in the department, has finished their work, and a report will be handed to the Minister shortly. The work of the Jali Commission continued to be supported by the Special Investigation Unit whose contract with the department was extended from June 2003. The later has recently focused its work in specific Correctional Centres and provided another independent avenue for processing of staff and inmates complains and corruption related reports.

The Department Investigation Unit, which was recently fully staffed with the assistance of the SIU,

provides mechanism to investigate corruption cases and provide a follow up investigation on ongoing reports of the Jali Commission. The Unit hosts the Integrity Testing Unit that serves to manage corruption cases and provide integrity testing for staff.

9. Discontinued activities/activities to be discontinued

The department does not have any activities that were discontinued during the period under review, and does not contemplate of discontinuation of any of the current activities.

10. New / proposed activities

Subsequent to its restructuring processes that covered strategic policy review, organizational structure and operational policies, the department changed its budget programmes to be consistent with its long term strategic vision. These programmes were changed and defined as follows;

Programme 1: Administration

Purpose: Provide administrative, management, financial, information communication technology, and good governance support functions necessary for all service delivery by the department in support of the functions of the Ministry.

Programme 2: Security

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

Programme 3: Corrections

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

Programme 4: Care

Purpose: To provide needs-based care programmes aimed at the maintenance of the well-being of incarcerated persons entrusted to the Department's care.

Programme 5: Development

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

Programme 6: After-Care

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

Programme 7: Facilities

Purpose: To provide facilities that are conducive to safe custody, humane conditions, provision of corrective services, care and development and general administration.

11. Events after the reporting date

The department unfortunately could not finish clearing all accounts that needed to have a zero balance at year closure. System problems were largely responsible for the non-closure of these accounts. 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.

12. Performance information

The department development an institutional arrangements to regulate various forms of meetings that meet to co-ordinate development and management of strategic decisions and policy development. This institutional arrangement layout various committees, both internal, interdepartmental and intergovernmental, aimed at streamlining management systems and coordination of decisions at various levels.

The Commissioner's Office host a component of strategic planning and monitoring which serve to facilitate planning and monitoring of performance against the set targets. Various senior managers reporting to the Accounting Officer submit quarterly reports against their Performance Agreement (Work Plans) and targets as set out in their branch and regional operational plans.

Individual branches at national level and components within the regional office conduct ongoing monitoring of compliance and evaluation of impact of various policies within the department. Although this system is not yet perfected, measures are currently being put into place to align information database and monitoring and evaluation framework. The department is also evaluating existing information base to ensure improved management of information is actively developing measures to leverage various capabilities provided by Information Communication Technologies.

13. 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 data base 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.
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 short

REPORT OF THE ACCOUNTING OFFICER**for the year ended 31 March 2005**

		coming. Performance contracts of senior managers have been reviewed to include risk management and compliance with policies
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 Office of the Auditor-General and progress submitted to the Audit Committee
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.
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 unauthorized expenditure reported in the past financial year. The considerations of the Committee are however noted.
Paragraph 5,9 page 121 and overtime, page 104 tables 2.3 and 2.4 Medical Expenditure	Leave utilisation and overtime	The department has started phasing 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.

14. Other

None

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICE

VOTE 21

Approval

The annual financial statements set out on pages 81 to 128 have been approved by the Accounting Officer.



COMMISSIONER: CORRECTIONAL SERVICES
LM MTI

DATE: 31 May 2005



AUDITOR - GENERAL

**REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS
OF VOTE 21 – CORRECTIONAL SERVICES FOR THE YEAR ENDED 31 MARCH 2005****1. AUDIT ASSIGNMENT**

The financial statements as set out on pages 84 to 128, for the year ended 31 March 2005, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 4 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004). These financial statements, the maintenance of effective control measures and compliance with relevant laws and regulations are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

2. NATURE AND SCOPE

Except as discussed in subparagraph 3.1, the audit was conducted in accordance with the Statements of South African Auditing Standards. 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, and
- evaluating the overall financial statement presentation.

Furthermore, an audit includes an examination, on a test basis, of evidence supporting compliance in all material respects with the relevant laws and regulations which came to my attention and are applicable to financial matters.

The audit was completed in accordance with Auditor-General Directive No. 1 of 2005.

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

3. QUALIFICATION**3.1 Medical expenditure (R517 735 391)**

As reported previously, the department had an arrangement with Medcor whereby it paid the greater part of the medical expenses of its employees' apart from a minor contribution by the member.

With reference to paragraph 4.2.3 on page 52 of the previous report [RP 192/2004], and the subsequent Standing Committee on Public Accounts (SCOPA) Resolution, the department initiated steps to remove the limiting factors for verifying these medical expenses. This amongst others included the change-over to a system where the department contributed the required two thirds (2/3) towards a medical aid for its members as

from 1 January 2005. I was, however, not able to perform audit procedures to verify the validity, accuracy and completeness of invoices for medical expenses relating to the preceding nine months and totaling R517,7 million due to the lack of supporting documentation from Medcor. This represents eighty-three per cent (83%) of the total expenditure of R624,6 million (2003-04 : R630 million), which was the full medical expenditure of Medcor for the 2004/05 financial year. The department paid these expenses on face value against insufficient supporting documentation until **31 December 2004**.

In the absence of supporting documentation at the department it was not possible to perform alternative audit procedures in respect of the expense incurred for the first nine (9) months, mainly as a result of the time and cost involved.

This office, however, wishes to commend the efforts of the department in rectifying the previous situation in such a short space of time since the Standing Committee on Public Accounts (SCOPA) hearing in October 2004.

3.2 Paymaster-General Reconciliation (PMG)

The PMG reconciliation at 31 March 2005 reflected reconciling items amounting to R52,3 million which consisted of accounts that should have been cleared and for which supporting documentation was **not in** all instances available for audit purposes.

3.3 Receivables

During the audit of receivables amounting to R63,7 million, comprised of various categories the following was identified:

- (a) Staff debt (R35,4 million)
- Insufficient follow-up of debt.
 - A significant amount might not be recoverable and should have been included with the R14,8 million disclosed as possible irrecoverable debt in note 12 to the annual financial statements.

Inter-departmental debt (R7,2 million)

- No supporting documentation could be provided for audit purposes.
- External confirmations differed vastly from amounts disclosed.
As a result of the above the completeness and validity of the debt could not be confirmed.
Subsequent to year-end R1,4 million was paid by three government departments.

4. QUALIFIED AUDIT OPINION

In my opinion, except for the effect on the financial statements of the matters referred to in paragraph 3, the financial statements fairly present, in all material respects, the financial position of the department of correctional services at 31 March 2005 and the results of its operations and cash flows for the year then ended, in accordance with prescribed accounting practice and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999).

5. EMPHASIS OF MATTER

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

5.1 Control accounts

The department converted from the financial management system (FMS) to the basic accounting system (BAS) in September 2004. Control accounts that must / should preferably have zero balances at month and year-end, were not cleared prior to the conversion.

It was evident that there was little or no movement on these accounts since the conversion in September 2004, as significant balances remained on these accounts at year-end.

This impacted on the following accounts:

PMG account – refer paragraph 3.2 above.

Receivables – refer paragraph 3.3 above.

Payables.

5.2 Internal control

With reference to paragraph 4.2.5 on page 53 of my previous report [RP192/2004], various internal control shortcomings were again revealed, certain of which had been reported on for the past four years. Although the accounting officer had a documented system of internal control in place, the following shortcomings which could mainly be attributed to a lack of independent reviews by management, shortage of staff and inadequate training were revealed:

- Assets. Insufficient capturing / monitoring of assets.
- Appointment of staff. Insufficient verification of supporting documentation and/or no supporting documentation on file for new appointed staff.
- Leave. Lack of independent reviews by management in respect of the administration of leave:
 - Differences when comparing leave taken according to the attendance register, leave register, leave form and Persal.
 - Leave credits on Persal did not always correspond with leave records.
- Vehicle fleet management. Insufficient control over the use of government vehicles, as a result of vacancies, inadequate training and controls not being implemented.
- Pharmacies. Insufficient stock control due to vacancies and internal controls not being adhered to.
- Payments. Invoices were not always duly certified and/or paid within the prescribed 30 days.
- Losses. Losses were not always properly recorded and followed up as a result of loss control officers not being appointed.
- Subsistence and travelling. Various shortcomings with regard to the control and the administration thereof were identified.

5.3 Compliance with laws and regulations

The following shortcomings were revealed:

- Overtime. Non-compliance with the Basic Conditions of Employment Act, 1997 (Act No.75 of 1997). This was mainly due to the department providing essential services on a twenty-four (24) hour basis utilising overtime instead of a seven-day establishment.
- Financial misconduct was not reported to the National Treasury and the Auditor-General in terms of Treasury Regulation 4.3.3.

5.4 Internal audit

- The following shortcomings were identified:
- Required quarterly reports were not submitted as required in terms of Treasury Regulation 3.2.7.
- In some instances findings and/or conclusions on work performed were not properly documented.
- Furthermore, it needs to be mentioned that internal audit had a human resource capacity shortage throughout the year, due to a continuous outflow of staff.

5.5 Information systems audit (ISA)

An audit of the network security was completed in April 2005 and the findings were brought to the attention of the accounting officer.

The systems were found not to be adequately protected and contained a number of weaknesses that could seriously compromise the system of internal control and data integrity. The root cause of the weaknesses identified was the lack of standardised security procedures, which either did not exist or were not comprehensive.

The most significant weaknesses identified were brought to management's attention for urgent corrective action.

5.6 Performance audit

During the year under review the following two performance audits were finalised:

Supply of uniforms to members and clothing to prisoners
Vehicle fleet management

These management reports were provided to the management of Correctional Services who have indicated that they will study the reports and take corrective action where necessary. I will be reporting on the progress of these corrective actions if necessary.

5.7 Medical expenditure

5.7.1 Forensic investigation

With reference to paragraph 4.2.3 of the previous report [RP 192/2004], the forensic investigation under the control of the National Prosecuting Authority (NPA) with regard to the submission of excessive claims by members and service providers was still in progress. Progress to date is that ten medical practitioners have been charged with fraud and theft.

It was agreed between the department and the NPA that any further investigations would be dealt with by the NPA and the Special Investigating Unit.

5.7.2 Medical expenditure

Furthermore, in respect of the medical expenses paid to Medcor, no membership records indicating the number of dependants and benefit options exercised for the last three months of the financial year could be presented by the department.

5.8 Progress with SCOPA Resolution and previously reported matters


The report of the accounting officer with regard to progress on SCOPA Resolutions appears on page 78, par 13. I concur with the progress reported by the accounting officer.

5.9 Jali Commission

The Jali Commission has not yet completed its investigations. Once the report comes to hand this office will evaluate the impact thereof on the department's controls and governance, if deemed necessary.

6. APPRECIATION

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

Shauckat Fakie


Auditor-General

Pretoria

31 July 2005

ACCOUNTING POLICIES

VOTE 21

The Annual 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 Annual 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), the Treasury Regulations for Departments and Constitutional Institutions issued in terms of the Act and the Division of Revenue Act, Act 5 of 2004. The following issued, but not yet effective Standards of Generally Recognised Accounting Practice have not been fully complied with in the Annual Financial Statements: GRAP 1, 2 and 3.

1. 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 recognised when cash is received or paid. Under the accrual basis of accounting transactions and other events are recognised when incurred and not when cash is received or paid.

2. Revenue

Appropriated funds

Voted funds are the amounts appropriated to a department in accordance with the final budget known as the Adjusted Estimates of National/Provincial Expenditure. Unexpended voted funds are surrendered to the National/Provincial Revenue Fund, unless otherwise stated.

Departmental revenue

Tax revenue

A tax receipt is defined as compulsory, irrecoverable revenue collected by entities. Tax receipts are recognised as revenue in the statement of financial performance on receipt of the funds.

Sale of goods and services other than capital assets

This comprises the proceeds from the sale of goods and/or services produced by the entity. Revenue is recognised in the statement of financial performance on receipt of the funds.

Fines, penalties and forfeits

Fines, penalties and forfeits are compulsory receipts imposed by court or quasi-judicial body. Revenue is recognised in the statement of financial performance on receipt of the funds.

Interest, dividends and rent on land

Interest and dividends received are recognised upon receipt of the funds, and no provision is made for interest or dividends receivable from the last receipt date to the end of the reporting period. They are recognised as revenue in the Statement of Financial Performance of the department and then transferred to the National/Provincial Revenue Fund.

Revenue received from the rent of land is recognised in the statement of financial performance on receipt of the funds.

Sale of capital assets

The proceeds from the sale of capital assets is recognised as revenue in the statement of financial performance on receipt of the funds.

Financial transactions in assets and liabilities

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

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

3. Expenditure***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. The expenditure is classified as capital where the employees were involved, on a full time basis, on capital projects during the financial year. 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.

Short-term employee benefits

The cost of short-term employee benefits is expensed in the Statement of Financial Performance in the reporting period when the final authorisation for payment is effected on the system. Short-term employee benefits, that give rise to a present legal or constructive obligation are disclosed as a disclosure note to the Annual Financial Statements and are not recognised in the Statement of Financial Performance.

Long-term employee benefits and other post employment benefits***Termination benefits***

Termination benefits are recognised and expensed only when the final authorisation for payment is effected on the system.

Medical benefits

The department provides medical benefits for its employees through defined benefit plans. Employer contributions to the fund are incurred when the final authorisation for payment is effected on the system. No provision is made for medical benefits in the Annual Financial Statements of the department.

Post employment retirement benefits

The department provides retirement 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. No provision is made for retirement benefits in the Annual Financial Statements of the department. Any potential liabilities are disclosed in the Annual Financial Statements of the National/Provincial Revenue Fund and not in the Annual Financial Statements of the employer department.

Other employee benefits

Obligations arising from leave entitlement, thirteenth cheque and performance bonus that are reflected in the disclosure notes have not been paid for at year-end.

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. The expense is classified as capital if the goods and services was used on a capital project.

Interest and rent on land

Interest and rental payments resulting from the use of land, are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system. This item excludes rental on the use of buildings or other fixed structures.

Financial transactions in assets and liabilities

Financial transactions in assets and liabilities include bad debts written off. Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings and/or underspending available to the department. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts.

Unauthorised expenditure

Unauthorised expenditure, is defined as:

- The overspending of a vote or a main division within a vote, or
- Expenditure that was not made in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division.

Such expenditure is treated as a current asset in the Statement of Financial Position until such expenditure is approved by the relevant authority, recovered or written off as irrecoverable.

Irregular expenditure

Irregular expenditure, is defined as :
expenditure, other than unauthorised expenditure, incurred in contravention or not in accordance with a requirement of any applicable legislation, including:

- the Public Finance Management Act
- the State Tender Board Act, or any regulations made in terms of this act, or
- any provincial legislation providing for procurement procedures in that provincial government.

It is treated as expenditure in the Statement of Financial Performance. If such expenditure is not condoned and it is possibly recoverable it is disclosed as receivable in the Statement of Financial Position at year-end.

Fruitless and wasteful expenditure

Fruitless and wasteful expenditure, is defined as:
expenditure that was made in vain and would have been avoided had reasonable care been exercised, therefore

- it must be recovered from a responsible official (a debtor account should be raised), or
- the vote. (If responsibility cannot be determined.)

Such expenditure is treated as a current asset in the Statement of Financial Position until such expenditure is recovered from the responsible official or written off as irrecoverable.

4. Transfers and subsidies

Transfers and subsidies include all irrecoverable payments made by the entity. Transfers and subsidies are recognised as an expense when the final authorisation for payment is effected on the system.

5. Expenditure for capital assets

Capital assets are assets that can be used repeatedly and continuously in production for more than one year. 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.

6. Investments

Investments include; Investments in Associates; Joint ventures; Investments in controlled entities and Other investments.

Investments are shown at cost. On disposal of an investment, the surplus/(deficit) is recognised as revenue in the Statement of Financial Performance.

7. Receivables

Receivables are not normally recognised under the modified cash basis of accounting. However, receivables included in the Statement of Financial Position arise from cash payments that are recoverable from another party, when the payments are made.

Receivables for services delivered are not recognised in the Statement of Financial Position as a current asset or as income in the Statement of Financial Performance, as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the Annual Financial Statements.

8. Cash and cash equivalents

Cash and cash equivalents consists of cash on hand and balances with banks, short term investments in money market instruments and demand deposits. Cash equivalents are short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

9. Payables

Payables are not normally recognised under the modified cash basis of accounting. However, payables included in the Statement of Financial Position arise from advances received that are due to the Provincial/National Revenue Fund or another party.

10. Lease commitments

Lease commitments for the period remaining from the reporting date until the end of the lease contract are disclosed as part of the disclosure notes to the Annual Financial Statements. These commitments are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on the cash basis of accounting.

Operating lease expenditure is expensed when the payment is made.

Finance lease expenditure is expensed when the payment is made, but results in the acquisi-

ACCOUNTING POLICIES

VOTE 21

tion of the asset under the lease agreement. A finance lease is not allowed in terms of the Public Finance Management Act.

11. Accruals

This amount represents goods/services that have been received, but no invoice has been received from the supplier at the reporting date, OR an invoice has been received but final authorisation for payment has not been effected on the system. These amounts are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

12. Contingent liability

This 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 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 not recognised in the Statement of Financial position, but the information is disclosed as part of the disclosure notes.

13. Commitments

This amount represents goods/services that have been approved and/or contracted, but no delivery has taken place at the reporting date. These amounts are not recognised in the Statement of financial position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

14. Recoverable revenue

Recoverable revenue represents payments made and recognised in the Statement of Financial Performance as an expense in previous years due to non-performance in accordance with an agreement, which have now become recoverable from a debtor. Repayments are transferred to the Revenue Fund as and when the repayment is received.

15. Comparative figures

Where necessary, comparative figures have been restated to conform to the changes in the presentation in the current year. The comparative figures shown in these Annual Financial Statements are limited to the figures shown in the previous year's audited Annual Financial Statements and such other comparative figures that the department may reasonably have available for reporting. Reclassification of expenditure has occurred due to the implementation of the Standard Chart of Accounts. It is not practical to present comparative amounts in the Cash Flow Statements as this would involve reclassification of amounts dating back to the 2002/03 year-end.

APPROPRIATION STATEMENT

for the year ended 31 March 2005

Appropriation per programme									
	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 %	2003/04	
								Final Appropriation R'000	Actual Payment R'000
1. Administration									
Current payments	2,633,057	-	(119,293)	2,513,764	2,581,652	(67,888)	102.7%	2,339,137	2,355,726
Transfers and subsidies	8,145	-	2,757	10,902	10,863	39	99.6%	5,813	8,100
Payments for capital assets	83,018	-	47,447	130,465	112,573	17,892	86.3%	88,572	69,696
2. Security									
Current payments	2,692,754	-	111,454	2,804,208	2,691,664	112,544	96.0%	2,581,740	2,646,220
Transfers and subsidies	11,296	-	1,779	13,075	13,074	1	100.0%	6,330	7,468
Payments for capital assets	5,112	-	(2,813)	2,299	1,467	832	63.8%	73,760	6,114
3. Corrections									
Current payments	499,132	-	(25,443)	473,689	461,985	11,704	97.5%	402,567	401,721
Transfers and subsidies	2,344	-	1,241	3,585	3,585	-	100.0%	1,348	1,490
Payments for capital assets	4,409	-	(3,082)	1,327	748	579	56.4%	21,034	20,100
4. Care									
Current payments	770,909	-	68,980	839,889	722,457	117,432	86.0%	734,802	741,113
Transfers and subsidies	985	-	59	1,044	1,063	(19)	101.8%	987	758
Payments for capital assets	4,960	-	261	5,221	2,379	2,842	45.6%	11,890	9,836
5. Development									
Current payments	373,478	-	(24,109)	349,369	279,260	70,109	79.9%	257,365	251,337
Transfers and subsidies	16,762	-	(1,370)	15,392	15,385	7	100.0%	15,259	14,446
Payments for capital assets	21,941	-	(6,102)	15,839	15,675	164	99.0%	30,526	26,911

PART 4: FINANCIAL STATEMENTS

APPROPRIATION STATEMENT for the year ended 31 March 2005

Appropriation per programme									
	2004/05					2003/04			
	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 Payment R'000
6. After-Care									
Current payments	316,062	-	(21,606)	294,456	285,672	8,784	97.0%	291,308	289,686
Transfers and subsidies	2,239	-	111	2,350	2,345	5	99.8%	673	842
Payments for capital assets	622	-	85	707	62	645	8.8%	1,057	646
7. Facilities									
Current payments	466,626	-	(9,116)	457,510	447,197	10,313	97.7%	415,332	413,101
Transfers and subsidies	560	-	(71)	489	489	-	100.0%	263	300
Payments for capital assets	1,168,018	-	(22,090)	1,145,928	1,076,733	69,195	94.0%	852,066	718,126
8. Internal Charges									
Current payments	(613,485)	-	609	(612,876)	(423,384)	(189,492)	69.1%	(599,515)	(589,441)
Payments for capital assets	(11,452)	-	312	(11,140)	(1,407)	(9,733)	12.6%	(11,891)	(7,186)
Subtotal	8,457,492	-	-	8,457,492	8,301,537	155,955	98.2%	7,520,423	7,387,110
Statutory Appropriation									
Total	8,457,492	-	-	8,457,492	8,301,537	155,955	98.2%	7,520,423	7,387,110
Reconciliation with Statement of Financial Performance									
Prior year unauthorised expenditure approved with funding									
Departmental revenue received				29,438			-	81,355	
Actual amounts per Statements of Financial Performance (Total revenue)				72,776				7,601,778	
Prior year unauthorised expenditure approved				8,559,706	29,438				
Actual amounts per Statement of Financial Performance Expenditure					8,330,975				7,387,110

PART 4: FINANCIAL STATEMENTS

APPROPRIATION STATEMENT											for the year ended 31 March 2005		
Detail per programme 1 - Administration													
Programme per subprogramme	2004/05					2003/04							
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %	Final Appropriation R' 000	Actual Payment R' 000				
1.1 Minister	793	-	-	793	793	-	100.0%	749	1,075				
1.2 Deputy Minister	585	-	-	585	784	(199)	134.0%	-	-				
1.3 Management	250,945	-	(21,102)	229,843	209,852	19,991	91.3%	210,793	206,877				
Transfers and Subsidies	844	-	(125)	719	1,444	(725)	200.8%	-	2,798				
Expenditure for capital assets	1,938	-	637	2,575	2,158	417	83.8%	2,901	1,976				
1.4 Corporate Services	1,074,856	-	56,034	1,130,890	954,374	176,516	84.4%	1,027,887	1,020,180				
Transfers and Subsidies	4,265	-	208	4,473	3,974	499	88.8%	5,773	5,286				
Expenditure for capital assets	14,896	-	(6,495)	8,401	3,498	4,903	41.6%	6,065	4,041				
1.5 Finance	1,159,234	-	(148,811)	1,010,423	979,797	30,626	97.0%	994,030	1,019,392				
Transfers and Subsidies	1,096	-	4,300	5,396	5,135	261	95.2%	-	-				
Expenditure for capital assets	6,614	-	32,143	38,757	31,862	6,895	82.2%	45,124	30,000				
1.6 Central Services	146,644	-	(5,414)	141,230	157,745	(16,515)	111.7%	105,678	105,115				
Transfers and Subsidies	1,940	-	(1,626)	314	305	9	97.1%	40	16				
Expenditure for capital assets	59,570	-	21,162	80,732	75,062	5,670	93.0%	34,482	33,679				
1.7 Theft and Losses	-	-	-	-	278,307	(278,307)	-	-	3,087				
Total	2,724,220	-	(69,089)	2,655,131	2,705,088	(49,957)	101.9%	2,433,522	2,433,522				

PART 4: FINANCIAL STATEMENTS

APPROPRIATION STATEMENT for the year ended 31 March 2005

Detail per programme 2 - Security

Programme per subprogramme	2004/05					2003/04	
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %
2.1 Security							
Current payments	2,692,754	-	111,454	2,804,208	2,691,664	112,544	96.0%
Transfers and Subsidies	11,296	-	1,779	13,075	13,074	1	100.0%
Expenditure for capital assets	5,112	-	(2,813)	2,299	1,467	832	63.8%
Total	2,709,162	-	110,420	2,819,582	2,706,205	113,377	96.0%

Economic classification	2004/05					2003/04	
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %
Current							
Compensation of employees	2,622,263	-	93,381	2,715,644	2,645,531	70,113	97.4%
Goods and services	70,491	-	18,073	88,564	46,128	42,436	52.1%
Transfers & subsidies							
Provinces & municipalities	8,108	-	(368)	7,740	7,740	-	100.0%
Public corporations & private enterprises	-	-	3	3	2	1	66.7%
Households	3,188	-	2,144	5,332	5,332	-	100.0%
Capital							
Machinery & equipment	5,112	-	(2,813)	2,299	1,463	836	63.6%
Total	2,709,162	-	110,420	2,819,582	2,706,205	113,377	96.0%

APPROPRIATION STATEMENT

for the year ended 31 March 2005

Detail per programme 3 - Corrections

Programme per subprogramme	2004/05						2003/04		
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %	Final Appropriation R' 000	Actual Payment R' 000
3.1 Personal Corrections									
Current payments	499,132	-	(25,443)	473,689	461,985	11,704	97.5%	402,567	401,721
Transfers and subsidies	2,344	-	1,241	3,585	3,585	-	100.0%	1,348	1,490
Expenditure for capital assets	4,409	-	(3,082)	1,327	748	579	56.4%	21,034	20,100
Total	505,885	-	(27,284)	478,601	466,318	12,283	97.4%	424,949	423,311

Economic classification	2004/05						2003/04		
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %	Final Appropriation R' 000	Actual Payment R' 000
Current									
Compensation of employees	439,964	-	(2,061)	437,903	434,395	3,508	99.2%	378,043	378,455
Goods and services	59,168	-	(23,382)	35,786	27,588	8,198	77.1%	24,524	23,266
Transfers & subsidies									
Provinces & municipalities	1,749	-	(113)	1,636	1,636	-	100.0%	1,348	1,490
Public corporations & private enterprises	-	-	4	4	5	(1)	125.0%	-	-
Households	595	-	1,350	1,945	1,944	(1)	99.9%	-	-
Capital									
Machinery & equipment	4,409	-	(3,082)	1,327	748	579	56.4%	21,034	20,100
Total	505,885	-	(27,284)	478,601	466,318	12,283	97.4%	424,949	423,311

for the year ended 31 March 2005

APPROPRIATION STATEMENT

Detail per programme 4 - Care

Programme per subprogramme	2004/05						Payment as % of final appropriation %	2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance		Final Appropriation	Actual Payment
	R' 000	R' 000	R' 000	R' 000	R' 000	R' 000		R' 000	R' 000
4.1 Personal Well-Being									
Current payments	770,909	-	68,980	839,889	722,457	117,432	86.0%	734,802	741,113
Transfers and subsidies	985	-	59	1,044	1,063	(19)	101.8%	987	758
Expenditure for capital assets	4,960	-	261	5,221	2,379	2,842	45.6%	11,890	9,836
Total	776,854	-	69,300	846,154	725,899	120,255	85.8%	747,679	751,707

Economic classification	2004/05						2003/04		
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %	Final Appropriation R' 000	Actual Payment R' 000
Current									
Compensation of employees	227,849	-	(16,414)	211,435	211,437	(2)	100.0%	187,913	188,127
Goods and services	543,060	-	85,374	628,434	511,020	117,414	81.3%	546,889	552,986
Transfers & subsidies									
Provinces & municipalities	826	-	(9)	817	817	-	100.0%	987	758
Households	159	-	88	247	226	21	91.5%	-	-
Capital									
Machinery & equipment	4,960	-	261	5,221	2,379	2,842	45.6%	11,890	9,836
Total	776,854	-	69,300	846,154	725,899	120,255	85.8%	747,679	751,707

APPROPRIATION STATEMENT

for the year ended 31 March 2005

Detail per programme 5 - Development

Programme per subprogramme	2004/05					2003/04	
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation % R' 000
5.1 Personal Development of Offenders							
Current payments	373,478	-	(24,109)	349,369	279,260	70,109	79.9%
Transfers and Subsidies	16,762	-	(1,370)	15,392	15,385	7	100.0%
Expenditure for capital assets	21,941	-	(6,102)	15,839	15,675	164	99.0%
Total	412,181	-	(31,581)	380,600	310,320	70,280	81.5%

Economic classification	2004/05					2003/04	
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation % R' 000
Current							
Compensation of employees	208,935	-	(23,028)	185,907	158,668	27,239	85.3%
Goods and services	164,543	-	(1,081)	163,462	120,592	42,870	73.8%
Transfers & subsidies							
Provinces & municipalities	855	-	(266)	589	590	(1)	100.2%
Public corporations & private enterprises	-	-	34	34	30	4	88.2%
Households	15,907	-	(1,138)	14,769	14,765	4	100.0%
Capital							
Machinery & equipment	21,941	-	(6,102)	15,839	14,601	1,238	92.2%
Total	412,181	-	(31,581)	380,600	310,320	70,280	81.5%

APPROPRIATION STATEMENT for the year ended 31 March 2005

Detail per programme 6 - After-Care

Programme per subprogramme	2004/05						2003/04		
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %	Final Appropriation R' 000	Actual Payment R' 000
6.1 Community Liaison									
Current payments	316,062	-	(21,606)	294,456	285,672	8,784	97.0%	291,308	289,686
Transfers and subsidies	2,239	-	111	2,350	2,345	5	99.8%	673	842
Expenditure for capital assets	622	-	85	707	62	645	8.8%	1,057	646
Total	318,923	-	(21,410)	297,513	288,079	9,434	205.6%	293,038	291,174

Economic classification	2004/05					2003/04			
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %	Final Appropriation R' 000	Actual Payment R' 000
Current									
Compensation of employees	283,318	-	(12,520)	270,798	263,265	7,533	97.2%	265,646	264,637
Goods and services	32,744	-	(9,086)	23,658	22,405	1,253	94.7%	25,661	25,049
Transfers & subsidies									
Provinces & municipalities	983	-	(119)	864	864	-	100.0%	674	842
Public corporations & private enterprises	-	-	4	4	(1)	5	-25.0%	-	-
Households	1,256	-	226	1,482	1,482	-	100.0%	-	-
Capital									
Machinery & equipment	622	-	85	707	62	645	8.8%	1,057	646
Total	318,923	-	(21,410)	297,513	288,079	9,434	205.6%	293,038	291,174

APPROPRIATION STATEMENT

for the year ended 31 March 2005

Detail per programme 7 - Facilities

Programme per subprogramme	2004/05						2003/04		
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %	Final Appropriation R' 000	Actual Payment R' 000
7.1 PPP Prisons									
Current Payment	332,591	-	(16,279)	316,312	315,883	429	99.9%	299,729	271,398
Transfers and subsidies	14	-	(2)	12	8	4	66.7%	-	-
Expenditure for capital assets	194,767	-	(15)	194,752	194,733	19	100.0%	195,300	195,263
7.2 Facilities Management									
Current Payment	3,382	-	(1,985)	1,397	-	1,397	-	2,726	2,704
Transfers and subsidies	12	-	-	12	-	12	-	-	-
Expenditure for capital assets	935,502	-	-	935,502	-	935,502	-	625,884	493,399
7.3 Building & Maintenance									
Current Payment	130,653	-	9,148	139,801	131,314	8,487	93.9%	112,877	138,999
Transfers and subsidies	534	-	(69)	465	481	(16)	103.4%	263	300
Expenditure for capital assets	37,749	-	(22,075)	15,674	882,000	(866,326)	5627.2%	30,882	29,464
Total	1,635,204	-	(31,277)	1,603,927	1,524,419	79,508	95.0%	1,267,661	1,131,527

PART 4: FINANCIAL STATEMENTS

APPROPRIATION STATEMENT									
for the year ended 31 March 2005									
Economic classification	2004/05					2003/04			
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation	Final Appropriation R' 000	Actual Payment R' 000
Current									
Compensation of employees	91,213	-	2,269	93,482	89,836	3,646	96.1%	78,177	77,927
Goods and services	375,413	-	(11,386)	364,027	357,361	6,666	98.2%	337,155	335,174
Transfers & subsidies	477	-	(137)	340	340	-	100.0%	263	300
Provinces & municipalities	-	-	2	2	2	-	100.0%	-	-
Public corporations & private enterprises	83	-	64	147	147	-	100.0%	-	-
Households	-	-	-	-	-	-	-	-	-
Capital									
Buildings & other fixed structures	1,165,230	-	(21,818)	1,143,412	1,074,746	68,666	94.0%	848,500	714,562
Machinery & equipment	2,788	-	(271)	2,517	2,469	48	98.1%	3,566	3,564
Total	1,635,204	-	(31,277)	1,603,927	1,524,419	79,508	95.0%	1,267,661	1,131,527

APPROPRIATION STATEMENT

for the year ended 31 March 2005

Detail per programme 8 - Internal Charges

Programme per subprogramme	2004/05						2003/04		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation %	Final Appropriation	Actual Payment
	R' 000	R' 000	R' 000	R' 000	R' 000	R' 000		R' 000	R' 000
8.1 Internal Charges									
Current payment	(613,485)	-	609	(612,876)	(423,384)	(189,492)	69.1%	(599,515)	(589,441)
Expenditure for capital assets	(11,452)	-	312	(11,140)	(1,407)	(9,733)	12.8%	(11,891)	(7,186)
Total	(624,937)	-	921	(624,016)	(424,791)	(199,225)	68.1%	(611,406)	(596,627)

Economic classification	2004/05						2003/04		
	Adjusted Appropriation R' 000	Shifting of Funds R' 000	Virement R' 000	Final Appropriation R' 000	Actual Payment R' 000	Variance R' 000	Payment as % of final appropriation %	Final Appropriation R' 000	Actual Payment R' 000
Current									
Goods and services	(613,485)	-	609	(612,876)	(423,384)	(189,492)	69.1%	(599,515)	(589,441)
Capital									
Buildings & other fixed structures	(185)	-	-	(185)	-	(185)	-	-	-
Machinery & equipment	(11,267)	-	312	(10,955)	(1,403)	(9,552)	12.8%	(11,891)	(7,186)
Total	(624,937)	-	921	(624,016)	(424,791)	(199,225)	68.1%	(611,406)	(596,627)

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

- 1 Details of transfers and subsidies as per Appropriation Act (after Virement):**
Details of these transactions can be viewed in note 11 (Transfers and subsidies) and Annexure 1 (A-K) to the annual financial statements.
- 2 Details of specifically and exclusively appropriated amounts voted (after Virement):**
Details of these transactions can be viewed in note 1 (Annual Appropriation) to the financial statements.
- 3 Detail on financial transactions in assets and liabilities**
Details 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:**

Programme	Voted Funds after virement	Actual Expenditure	R'000	%
Administration	2,655,131	2,705,088	(49,957)	101.90%
The underspending occurred mainly under Compensation of Employees due to the non-filling of vacancies for the four new correctional centres which have not yet opened. These funds were applied to settle the outstanding tax liability for Medcor.				
Security	2,819,582	2,706,205	113,377	96.00%
The underspending occurred mainly under Compensation of Employees due to the non-filling of vacancies for the four new correctional centres which have not yet opened. These funds were applied to settle the outstanding tax liability for Medcor.				
Corrections	478,601	466,318	12,283	97.40%
The underspending occurred mainly under Goods and Services internal due to Internal Charges not being fully cleared to these programmes as a result of the late implementation of the functionality with the change-over to BAS during the year.				
Care	846,154	725,899	120,255	85.80%
The underspending occurred mainly under Goods and Services internal due to Internal Charges not being fully cleared to these programmes as a result of the late implementation of the functionality with the change-over to BAS during the year.				
Development	380,600	310,320	70,280	81.50%
The underspending occurred mainly under Compensation of Employees due to the non-filling of vacancies for the four new correctional centres which have not yet opened. These funds were applied to settle the outstanding tax liability for Medcor.				

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

Programme	Voted Funds after virement	Actual Expenditure	R'000	%
After-care	297,513	288,079	9,434	205.60%
The underspending occurred mainly under Compensation of Employees due to the non-filling of vacancies for the four new correctional centres which have not yet opened. These funds were applied to settle the outstanding tax liability for Medcor.				
Facilities	1,603,927	1,524,419	79,508	95.00%
The underspending occurred mainly under Buildings & other fixed structures due to delays experienced during the planning stages of capital projects.				
Internal Charges	(624,016)	(424,791)	(199,225)	68.10%
The underspending was due to internal charges not being fully cleared to other programmes as a result of the late implementation of the functionality with the change-over to BAS during the year.				

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2005

	Note	2004/05 R'000	2003/04 R'000
REVENUE			
Annual Appropriation	1	8,457,492	7,520,423
Appropriation for unauthorised expenditure		29,438	-
Departmental revenue	2	72,776	81,355
TOTAL REVENUE		<u>8,559,706</u>	<u>7,601,778</u>
EXPENDITURE			
Current expenditure			
Compensation of employees	3	5,135,982	5,013,477
Goods and services	4	1,632,155	1,492,877
Interest and rent on land	5	59	22
Financial transactions in assets and liabilities	6	278,307	3,087
Unauthorised expenditure approved	7	29,438	-
Total current expenditure		<u>7,075,941</u>	<u>6,509,463</u>
Transfers and subsidies	8	46,804	33,404
Expenditure for capital assets			
Buildings and other fixed structures	9	1,074,799	714,562
Machinery and Equipment	9	131,865	129,681
Biological or cultivated assets	9	802	-
Software and other intangible assets	9	764	-
Total expenditure for capital assets		<u>1,208,230</u>	<u>844,243</u>
TOTAL EXPENDITURE		<u>8,330,975</u>	<u>7,387,110</u>
NET SURPLUS / (DEFICIT)		228,731	214,668
NET SURPLUS / (DEFICIT) FOR THE YEAR		<u>228,731</u>	<u>214,668</u>
Reconciliation of Net Surplus / (Deficit) for the year			
Voted Funds to be surrendered to the Revenue Fund	13	155,955	133,313
Other Revenue to be surrendered to the Revenue Fund	14	72,776	81,355
NET SURPLUS / (DEFICIT) FOR THE YEAR		<u>228,731</u>	<u>214,668</u>

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

STATEMENT OF FINANCIAL POSITION
as at 31 March 2005

	Note R'000	2004/05 R'000	2003/04
ASSETS			
Current assets		248,515	149,241
Unauthorised expenditure	7	42,657	72,095
Cash and cash equivalents	10	140,914	42,481
Payments and advances	11	1,214	755
Receivables	12	63,730	33,910
TOTAL ASSETS		248,515	149,241
LIABILITIES			
Current liabilities		231,986	146,751
Voted funds to be surrendered to the Revenue Fund	13	(56,844)	133,313
Departmental Revenue to be surrendered to the Revenue Fund	14	5,062	1,265
Payables	15	283,768	12,173
TOTAL LIABILITIES		231,986	146,751
NET ASSETS		16,529	2,490
Represented by:			
Recoverable revenue		16,529	2,490
TOTAL		16,529	2,490

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

CASH FLOW STATEMENT for the year ended 31 March 2005

	Note	2004/05 R'000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		8,316,628
Annual appropriated funds received		8,244,693
Appropriation for unauthorised expenditure received	7	29,438
Departmental revenue received		72,776
Net (increase)/decrease in working capital		(30,279)
 Surrenderd to Revenue Fund		(202,292)
Current payments		(6,774,908)
Transfers and subsidies paid		(46,804)
Net cash flow available from operating activities	16	<u>1,292,624</u>
 CASH FLOWS FROM INVESTING ACTIVITIES		
Payments for capital assets		(1,208,230)
Net cash flows from investing activities		<u>(1,208,230)</u>
 CASH FLOWS FROM FINANCING ACTIVITIES		
Increase/(decrease) in loans received		14,039
Net cash flows from financing activities		<u>14,039</u>
 Net increase/(decrease) in cash and cash equivalents		98,433
 Cash and cash equivalents at beginning of period		42,481
 Cash and cash equivalents at end of period		<u><u>140,914</u></u>

STATEMENT OF CHANGES IN NET ASSETS
for the year ended 31 March 2005

	Note	2004/05 R'000	2003/04 R'000
Capitalisation reserve			
Recoverable revenue			
Opening balance		2,490	2,490
Debts raised		14,039	-
Closing balance		<u>16,529</u>	<u>2,490</u>
TOTAL		<u>16,529</u>	<u>2,490</u>

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

1 Annual Appropriation

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

	Total Appropriation R'000	Actual Funds received R'000	Variance over/(under) R'000	Total Appropriation 2003/04 R'000
Administration	2,655,131	2,548,731	(106,400)	2,433,522
Security	2,819,582	2,713,183	(106,399)	2,661,830
Corrections	478,601	478,601	-	424,949
Care	846,154	846,154	-	747,679
Development	380,600	380,600	-	303,150
After-care	297,513	297,513	-	293,038
Facilities	1,603,927	1,603,927	-	1,267,661
Internal Charges	(624,016)	(624,016)	-	(611,406)
TOTAL	8,457,492	8,244,693	(212,799)	7,520,423

2 Departmental revenue to be surrendered to the revenue fund

	Note	2004/05 R'000	2003/04 R'000
Description			
Sales of goods and services other than capital assets		35,487	40,716
Fines, penalties and forfeits		13,034	12,916
Interest, dividends and rent on land		20,140	20,060
Sales of capital assets		-	596
Recoverable revenue received		-	4,377
Financial transactions in assets and liabilities	2.1	4,095	2,421
Transfers received consist of:		20	269
Gifts, donations and sponsorships received		20	269
Total revenue collected		72,776	81,355
Departmental revenue collected		72,776	81,355

2.1 Financial transactions in assets and liabilities Nature of loss recovered

Cheques written back	343	2,252
Material losses recovered	47	169
Other	3,705	-
	4,095	2,421

3 Compensation of employees

3.1 Salaries and wages

Basic salary	2,892,315	2,641,601
Performance award	43,538	39,901
Compensative/circumstantial	829,064	841,231
Periodic payments	16,874	26,655
Other non-pensionable allowances	296,448	437,159
	4,078,239	3,986,547

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

	Note	2004/05 R'000	2003/04 R'000
3.2 Social contributions			
3.2.1 Short term employee benefits			
Pension		432,219	395,424
Medical		494,092	631,084
UIF		5	-
Bargain council		885	422
		<u>927,201</u>	<u>1,026,930</u>
3.2.2 Post employment retirement benefits			
Medical		130,542	-
		<u>130,542</u>	<u>-</u>
Total compensation of employees		<u>5,135,982</u>	<u>5,013,477</u>
Average number of employees		<u>33,001</u>	<u>35,037</u>
4 Goods and services			
Advertising		1,221	1,770
Attendance fees (including registration fees)		1,215	1,798
Bank charges and card fees		1,152	-
Bursaries (employees)		4,105	3,983
Communication		72,123	68,523
Computer services		76,862	32,737
Consultants, contractors and special services		113,430	85,038
Courier and delivery services		5,332	-
Entertainment		966	741
External audit fees	4.1	16,381	13,032
Equipment less than R5 000		25,855	-
Inventory	4.2	715,013	719,525
Legal fees		6,552	4,885
Licence agency fees		-	1,386
Maintenance, repair and running cost		28,675	-
Medical services		64,407	70,608
Operating leases		318,656	302,608
Photographic services		1,762	-
Plant flowers and other decorations		158	-
Printing and publications		711	-
Professional bodies and membership fees		97	-
Resettlement costs		1,761	1,646
Subscriptions		621	-
Translations and transcriptions		-	380
Transport provided as part of the departmental activities		8,950	-
Travel and subsistence	4.3	121,228	175,382
Venues and facilities		933	-
Protective, special clothing & uniforms		43,987	8,835
Witness and related fees		2	-
		<u>1,632,155</u>	<u>1,492,877</u>

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES		VOTE 21	
	Note	2004/05 R'000	2003/04 R'000
4.1 External audit fees			
Regulatory audits		14,866	11,701
Performance audits		921	867
Other audits		594	464
Total		16,381	13,032
4.2 Inventory			
Strategic stock		162	-
Domestic Consumables		80,880	131,195
Agricultural		68,276	67,373
Learning and teaching support material		-	4,952
Food and food supplies		343,914	341,679
Fuel, oil and gas		10,284	9,030
Other consumables		117,351	76,504
Parts and other maintenance material		35,402	27,510
Sport and recreation		1,198	1,712
Stationery and Printing		33,636	31,988
Veterinary supplies		647	-
Medical Supplies		23,263	26,461
Weapons and armaments		-	1,121
Total Inventory		715,013	719,525
4.3 Travel and subsistence			
Local		120,576	173,478
Foreign		652	1,904
Total travel and subsistence		121,228	175,382
5 Interest and rent on land			
Rent on land		59	22
Total interest and rent on land		59	22
6 Financial transactions in assets and liabilities			
Material losses through criminal conduct	6.1	26	50
Other material losses written off	6.2	278,125	1,811
Debts written off	6.4	156	1,226
		278,307	3,087
6.1 Material losses through criminal conduct			
Nature of losses			
State vehicles		-	5
Cash		26	16
Other		-	29
		26	50

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

	Note	2004/05 R'000	2003/04 R'000
6.2 Other material losses written off in Statement of Financial Performance			
Nature of losses			
State vehicles		178	406
Claims		4,081	1,253
Tax debt		273,834	76
Other		32	152
		278,125	1,887
6.3 Other material losses of items expensed in previous periods			
(Total not included above)			
Through criminal conduct		47	225
Other losses		384	241
		431	466
6.4 Bad debts written off			
Nature of debts written off			
Overpaid salaries		20	216
State guarantees		-	262
Leave without pay		84	125
Other		52	547
		156	1,150
7 Unauthorised expenditure			
7.1 Reconciliation of unauthorised expenditure			
Opening balance		72,095	72,095
Unauthorised expenditure approved by Parliament/ Legislature-current expenditure		(29,438)	-
Unauthorised expenditure awaiting authorisation		42,657	72,095
8 Transfers and subsidies	Note		
Provinces and municipalities	Annexure 1A	16,186	14,176
Departmental agencies and accounts	Annexure 1B	2,329	2,514
Public corporations and private enterprises	Annexure 1C	2,502	2,735
Households	Annexure 1D	25,767	13,979
Gifts and donations		20	-
		46,804	33,404
9 Expenditure for capital assets			
Buildings and other fixed structures	Annexure 3	1,074,799	714,562
Machinery and equipment	Annexure 3	131,865	129,681
Biological or cultivated assets	Annexure 3	802	-
Software and other intangible assets	Annexure 4	764	-
Total		1,208,230	844,243

DEPARTMENT OF CORRECTIONAL SERVICES						VOTE 21
			Note	2004/05 R'000	2003/04 R'000	
10	Cash and cash equivalents					
	Consolidated Paymaster General Account			140,403	42,006	
	Cash on hand			511	475	
				<u>140,914</u>	<u>42,481</u>	
11	Prepayments and advances					
	Description					
	Staff advances			(1)	-	
	Travel and subsistence			1,213	755	
	Advances paid to other entities			2	-	
				<u>1,214</u>	<u>755</u>	
12	Receivables					
		Less than one year	One to three years	Older than Three years	Total	Total
	Amounts owing by other entities	Annexure 5	4,087	3,143	-	7,230
	Staff debtors	12.1	18,950	11,051	5,438	35,439
	Clearing accounts	12.2	5,965	198	-	6,163
	Other debtors	12.3	893	9,815	4,190	14,898
			<u>29,895</u>	<u>24,207</u>	<u>9,628</u>	<u>63,730</u>
						<u>33,910</u>
	Amounts of R 14,827,000 (2004: R 13,996,000) included above may not be recoverable, but has not been written off in the Statement of financial performance					
12.1	Staff debtors					
	Salary overpayments, leave without pay and state guarantees			35,439	16,216	
				<u>35,439</u>	<u>16,216</u>	
12.2	Clearing accounts					
	Telkom exceptions, transport payments, receipt control account			6,163	-	
				<u>6,163</u>	<u>-</u>	
12.3	Other debtors					
	Theft, claims and losses under investigation			14,898	14,551	
				<u>14,898</u>	<u>14,551</u>	
13	Voted funds to be surrendered to the Revenue Fund					
	Opening balance			133,313	-	
	Transfer from Statement of Financial Performance			155,955	133,313	
	Voted funds not requested/not received			(212,799)	-	
	Paid during the year			(133,313)	-	
	Closing balance			<u>(56,844)</u>	<u>133,313</u>	

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

		Note	2004/05 R'000	2003/04 R'000
14	Departmental revenue to be surrendered to the revenue fund			
	Opening balance		1,265	2,903
	Transfer from Statement of Financial Performance		72,776	81,355
	Paid during the year		(68,979)	(82,993)
	Closing balance		5,062	1,265
15	Payables - current			
	Description	30 Days	30+ Days	Total
	Amounts owing to			
	Clearing accounts	15.1	- 7,820	7,820
	Other payables	15.2	- 275,948	275,948
			- 283,768	283,768
15.1	Clearing accounts			
	Description			
	Private telephones		1,082	-
	Salary disallowance		4,492	-
	Persal interface control		2,129	-
	Other		117	-
			7,820	-
15.2	Other payables			
	Description			
	Salary income tax		274,833	11,756
	Electronic bank transfers		432	86
	Cancelled re-issued Persal cheques		400	-
	Other		283	331
			275,948	12,173
16	Reconciliation of net cash flow from operating activities to surplus/(deficit)			
	Net surplus/(deficit) as per Statement of Financial Performance		228,731	
	(Increase)/decrease in receivables - current		(29,820)	
	(Increase)/decrease in payments and advances		(459)	
	(Increase)/decrease in other current assets		29,438	
	Increase/(decrease) in payables current		271,595	
	Surrenders		(202,292)	
	Capital expenditure		1,208,230	
	Voted funds not requested/nor received		(212,799)	
	Net cash flow generated by operating activities		1,292,624	
17	Appropriated fund and departmental revenue surrendered			
	Departmental revenue surrendered		68,979	82,993
			68,979	82,993

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

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

		<i>Note</i>	2004/05 R'000	2003/04 R'000
18	Contingent liabilities			
	Liable to	Nature		
	Motor vehicle guarantees	Employees <i>Annexure 3</i>	1,091	586
	Housing loan guarantees	Employees <i>Annexure 3</i>	84,179	85,979
	Claims		90,294	34,185
	Capped leave commitments		562,847	553,290
			738,411	674,040
19	Commitments			
	Current expenditure			
	Approved and contracted		194,640	36,426
	Approved but not yet contracted		42,355	-
			236,995	36,426
	Capital expenditure			
	Approved and contracted		-	7,114
	Total Commitments		236,995	43,540
20	Accruals			
	By economic classification	30 Days 30+ Days Total		Total
	Compensation of employees	32 - 32		-
	Goods and services	25,873 16,396 42,269		44,404
	Transfers and subsidies	21 - 21		45
	Machinery and Equipment	206 78 284		5,330
			42,606	49,779
	Listed by programme level			
	Administration		22,016	41,861
	Security		258	982
	Development		2,878	929
	Care		13,535	-
	After Care		228	-
	Corrections		519	262
	Facilities		3,172	5,745
			42,606	49,779
21	Employee benefits			
	Leave entitlement		104,562	92,213
	Thirteenth cheque		128,109	121,638
			232,671	213,851

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2005

22 Leases	Buildings and other fixed structures	Machinery and equipment	Total	Total
	R'000	R'000	R'000	R'000
22.1 Operating leases				
Not later than 1 year	194,734	5,578	200,312	198,822
Later than 1 year and not later than 3 years	390,002	5,596	395,598	393,193
Later than 3 years	1,707,611	861	1,708,472	1,903,029
Total present value of lease liabilities	2,292,347	12,035	2,304,382	2,495,044

	2004/05	2003/04
	R'000	R'000
23 Irregular expenditure		
23.1 Reconciliation of irregular expenditure		
Opening balance	621	225
Irregular expenditure current year	-	427
Transfers to receivables for recovery (not condoned)	-	(31)
Irregular expenditure awaiting condonement	<u>621</u>	<u>621</u>
Analysis		
Current	-	427
Prior years	-	194
	<u>-</u>	<u>621</u>

23.2 Irregular expenditure	Disciplinary steps taken/criminal proceedings		
Incident			
Utilisation of external accommodation (Rocky Lodge) without adhering to the logistical procedures.	Officials were verbally warned. Officials to undergo training with regard to logistical procedures.	-	31
		<u>-</u>	<u>31</u>

24 Senior management personnel

The aggregate compensation of the senior management of the department and the number of individuals determined on a full time equivalent basis receiving compensation within this category, showing separately major classes of key management personnel and including a description of each class for the current period and the comparative period. Details on each type of compensation should be disclosed.

Basic salary

The Minister, Deputy Minister, Commissioner	1,311	1,273
Chief Deputy Commissioners (9)	3,047	3,276
	<u>4,358</u>	<u>4,549</u>

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

	2004/05 R'000	2003/04 R'000
Other remuneration and compensation to senior management		
The Minister, Deputy Ministers, Commissioner	855	592
Chief Deputy Commissioners (9)	1,975	1,617
	2,830	2,209
Total remuneration	7,188	6,758

25 Public / Private Partnerships

25.1 Description of Public / Private Partnership arrangement

To design / finance / contract and manage a maximum security correctional centre for a contract period of 25 years. The contractor "Bloemfontein Correctional Contracts" is currently operating Mangaung 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.

25.2 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 DCS 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 two 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.

25.3 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 Services

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.

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

VOTE 21

DEPARTMENT OF CORRECTIONAL SERVICES
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2005

ANNEXURE 1A**STATEMENT OF TRANSFERS PAID TO MUNICIPALITIES**

NAME OF MUNICIPALITY	TRANSFER ALLOCATION				TRANSFER		SPENT		2003/04
	Division of Revenue Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	Amount received by municipality	Amount spent by municipality	Division of Revenue Fund Act
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
Various municipalities	-	-	-	-	16,186	0.00%	-	-	-
	-	-	-	-	16,186		-	-	-

ANNEXURE 1B**STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS**

AGENCY/ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2003/04 Final Appropriation Act R'000
	Adjusted Appropriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Funds Transferred R'000	
Poslec Seta	-	-	-	-	2,329	0,0%	-
	-	-	-	-	2,329		-

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2005

ANNEXURE 1C**STATEMENT OF TRANSFERS TO PUBLIC CORPORATIONS AND PRIVATE ENTERPRISES**

NAME OF PUBLIC CORPORATION / PRIVATE ENTERPRISE	TRANSFER ALLOCATION			EXPENDITURE			2003/04 Total Available
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	R'000
Public Corporations							
SA Bureau of Standards	-	-	2,213	2,213	2,213	100.00%	-
Subtotal	-	-	2,213	2,213	2,213		-
Total	-	-	2,213	2,213	2,213		-
Private Enterprises							
Various private organisations	-	-	206	206	206	100.00%	-
Non life Insurance	-	-	75	75	75	100.00%	-
Subtotal	-	-	281	281	281		-
Total	-	-	281	281	281		-
TOTAL	-	-	2,494	2,494	2,494		-

DEPARTMENT OF CORRECTIONAL SERVICES **VOTE 21**

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2005

ANNEXURE 1D

STATEMENT OF TRANSFERS / SUBSIDIES TO HOUSEHOLDS

HOUSEHOLDS	TRANSFER ALLOCATION				TRANSFER		2003/04 Final Appropriation Act R'000
	Adjusted appropriation Act R'000	Roll Overs	Adjustments	Total Available	Actual Transfer R'000	% of Available Funds Transferred %	
Transfers							
Prisoner gratuity payments	-	-	25,767	25,767	25,767	100.00%	-
Total	-	-	25,767	25,767	25,767		-

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2005

ANNEXURE 1E

STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED 31 MARCH 2005

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2004/05 R'000	2003/04 R'000
Received in cash			
Brandhouse Beverages	Adult education programmes	20	-
Emory University	Research on Post-Apartheid study of prison health issues	-	108
Foundation of Human Rights	Independent prison visitors	-	161
Subtotal		20	269
Received in kind			
Various private persons	Animals	5	6
Rodale Books (Jacklin Enterprises)	Books	839	-
Various private persons	Sport and recreation	12	-
Various private persons	Furniture	4	221
Offender RE-integration Forum and Makhosi Construction	Building and maintenance	2	-
Various private Companies	Computer equipment and software	32	-
Private persons	Books	13	5
Various private persons	Food and related products	2	-
Various private persons	Toiletries	4	-
Various private persons	Other	17	19
Subtotal		930	251
Total		950	520

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

DEPARTMENT OF CORRECTIONAL SERVICES		ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2005		VOTE 21
ANNEXURE 1F				
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE REMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT OF GRACE FOR THE YEAR ENDED 31 MARCH 2005				
NATURE OF GIFT, DONATION OR SPONSORSHIP	2004/05 R'000	2003/04 R'000		
Paid in cash				
Donation made to GP Bhengu for Tombstone Unveiling:				
Late Mrs TE Bengu	20	-		
Payment made as an act of grace: S Moodley	8	-		
Subtotal	28	-		
Made in kind				
Corporate gifts to private persons	10	24		
Poverty alleviation (clothing and food) to private organisations	307	421		
Equipment and furniture to the former Minister and to private organisations	46	10		
Coat of arms and clock watch to private persons	4	-		
Other	-	10		
Subtotal	367	465		
Total	395	465		
Totals in respect of "made in kind" do not form part of the totals as on the face of the Statement of Financial Performance				

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2005

ANNEXURE 2**STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2005**

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount	Opening balance 01/04/2004	Guarantees issued during the year	Guarantees released during the year	Guarantees interest outstanding as at 31/03/2005	Closing balance 31/03/2005	Realised losses i.r.o. claims paid paid out
		R'000	R'000	R'000	R'000	R'000	R'000	R'000
Stannic fleet Management	Motor Vehicles	1,812	586	884	379	-	1,091	-
		1,812	586	884	379	-	1,091	-
Standard Bank	Housing	12,990	12,990	882	769	-	13,103	-
Nedbank Limited	Housing	6,365	6,365	925	493	-	6,797	-
First Rand Bank	Housing	9,016	9,016	777	317	-	9,476	-
Nedbank LTD INC	Housing	1,289	1,289	-	184	-	1,105	-
Meeg Bank LTD	Housing	144	144	40	-	-	184	-
ABSA	Housing	27,994	27,994	1,446	2,309	-	27,131	-
African Bank LTD	Housing	242	242	-	-	-	242	-
Old Mutual Finance LTD	Housing	820	820	-	20	-	800	-
Peoples Bank (Former FBC)	Housing	1,643	1,643	-	472	-	1,171	-
Peoples Bank LTD INC	Housing	4,507	4,507	61	289	-	4,279	-
First Rand Bank LTD	Housing	9,210	9,210	40	666	-	8,584	-
Old Mutual Bank Div. of								
Nedbank	Housing	10,447	10,447	61	652	-	9,856	-
GBS Mutual Bank	Housing	88	88	-	31	-	57	-
TNBS Mutual Bank	Housing	25	25	-	-	-	25	-

VOTE 21

DEPARTMENT OF CORRECTIONAL SERVICES

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2005

ANNEXURE 2 (Continued)

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount R'000	Opening balance 01/04/2004 R'000	Guarantees issued during the year R'000	Guarantees released during the year R'000	Guarantees interest outstanding as at 31/03/2005 R'000	Closing balance 31/03/2005 R'000	Realised losses i.r.o. claims paid out R'000
Hlano Financial Services	Housing	73	73	-	-	-	73	-
Ithala LTD	Housing	442	442	127	-	-	569	-
Free State Development Cor	Housing	10	10	-	-	-	10	-
VBS Mutual Bank	Housing	35	35	-	-	-	35	-
North West Housing Cor	Housing	6	6	-	-	-	6	-
Mpumalanga Housing Finance Cor	Housing	176	176	45	-	-	221	-
Provincial Housing Development	Housing	7	7	-	-	-	7	-
Community Bank	Housing	11	11	-	-	-	11	-
BOE Bank LTD	Housing	241	241	-	34	-	207	-
Green Start Home Loans	Housing	198	198	-	-	-	198	-
National Housing Finance Cor		-	-	32	-	-	32	-
Housing		85,979	85,979	4,436	6,236	-	84,179	-
Total		87,791	86,565	5,320	6,615	-	85,270	-

* Prior year opening balances have been restated to reflect capital amount outstanding at 31/03/2004

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2005

ANNEXURE 3**PHYSICAL ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2005**

	Opening Balance R'000	Additions R'000	Disposals R'000	Transfers In R'000	Transfers out R'000	Closing Balance R'000
BUILDINGS AND OTHER FIXED STRUCTURES	-	1,074,799	-	-	-	-
Dwellings	-	62,093	-	-	-	-
Non-residential buildings	-	63,255	-	-	-	-
Other structures (Infrastructure assets)	-	949,451	-	-	-	-
MACHINERY AND EQUIPMENT	-	131,865	-	-	-	-
Computer equipment	-	-	-	-	-	-
Furniture and office equipment	-	-	-	-	-	-
Other machinery and equipment	-	131,865	-	-	-	-
Transport assets	-	-	-	-	-	-
BIOLOGICAL OR CULTIVATED ASSETS	-	802	-	-	-	-
TOTAL	-	1,207,466	-	-	-	-

PHYSICAL ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2004

	Opening Balance R'000	Additions R'000	Disposals R'000	Transfers In R'000	Transfers out R'000	Closing Balance R'000
BUILDINGS AND OTHER FIXED STRUCTURES	-	714,562	-	-	-	-
Dwellings	-	1,621	-	-	-	-
Non-residential buildings	-	30,544	-	-	-	-
Other structures (Infrastructure assets)	-	682,397	-	-	-	-
MACHINERY AND EQUIPMENT	-	129,681	-	-	-	-
Computer equipment	-	53,928	-	-	-	-
Furniture and office equipment	-	6,855	-	-	-	-
Other machinery and equipment	-	47,996	-	-	-	-
Transport assets	-	20,902	-	-	-	-
TOTAL	-	844,243	-	-	-	-

This annexure includes items of value less than R5,000

PART 4: FINANCIAL STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES

VOTE 21

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2005

ANNEXURE 4

SOFTWARE AND OTHER INTANGIBLE ASSET MOVEMENT SCHEDULE AS AT 31 MARCH 2005

	Opening Balance R'000	Additions R'000	Disposals R'000	Transfers in R'000	Transfers out R'000	Closing Balance R'000
Computer software	-	764	-	-	-	764
TOTAL	-	764	-	-	-	764

ANNEXURE 5

INTER-DEPARTMENTAL RECEIVABLES

Government Entity	Confirmed balance		Unconfirmed balance	
	31/03/2005	31/03/2004	31/03/2005	31/03/2004
	R'000	R'000	R'000	R'000
Department				
Water Affairs and Forestry	-	-	1,151	831
Agriculture	-	-	761	114
Defence	-	-	233	188
Public Service and Administration	-	-	77	77
Education	-	-	50	50
Northern Cape Province	-	-	-	3
Environmental Affairs and Tourism	-	-	19	19
Labour	-	-	1	1
SAPS	-	-	991	873
Justice	-	-	(323)	(323)
Department of Public Works	-	222	2,423	418
Home Affairs	-	-	115	101
Health	-	-	59	(20)
Health - Gauteng	-	36	-	-
Health - Kwazulu - Natal	-	19	-	-
Social Development	-	-	67	100
Private & other institutions	-	-	429	429
National Treasury	-	-	-	81
Presidency	-	-	(41)	(63)
Land Affairs	-	-	(15)	(15)
Gauteng Province	-	-	1,132	-
Kwazulu-Natal Province	-	-	11	-
Eastern Cape Province	-	-	2	-
Western Cape Province	-	-	88	2
	-	277	7,230	2,866
TOTAL	-	277	7,230	2,866

Includes all amounts owing by National and Provincial Departments as well as all Public Entities, Constitutional Institutions and Trading Entities

Part 5: Human Resource Management (oversight report)

5.1 Expenditure

TABLE 2.1 – Personnel costs by programme, 2004/05

Programme	Total Expenditure (R'000)	Compensation of Employees (R'000)	Training Expenditure* (R'000)	Pro-fessional and Special Services (R'000)	Compensation of Employees as percentage of Total Expenditure	Average personnel cost per employee (R'000)
Prog 1: admin	2,426,784	1,332,847	0	0	54.9	40
Prog 2 security	2,706,205	2,645,531	0	0	97.8	79
Prog 3: facilities	1,524,421	89,836	0	0	5.9	3
Prog 4: care	725,902	211,437	0	0	29.1	6
Prog 5: development	310,319	158,668	0	0	51.1	5
Prog 6: corrections	466,311	434,395	0	0	93.2	13
Prog 7: after care	288,078	263,265	0	0	91.4	8
Prog 8: internal charges	-424,790	0	0	0	0	0
Theft and losses	278,308	0	0	0	0	0
Total	8,301,538	5,135,980 **	62,940*	0	61.9	154**

* Training Expenditure Information not available per programme. See the table below which shows training expenditure per Human Resources Development directorate and region.

DIRECTORATE / REGION	EXPENDITURE ('000)
Policy and External Training	7,821
Core Curriculum	17,959
Training Standards	711
Functional and Management Training (Head Office)	10,210
Western Cape	6,681
NW/MP/LP	3,592
E/Cape	3,719
FS/NC	2,102
Gauteng	4,168
Kwazulu / Natal	3,648
Poslec	2,329
Total Human Resources Development Expenditure	62,940

** Total Expenditure on compensation of employees divided by the total number of employees i.e. 33346 (see table 3.1)

TABLE 2.2 – Personnel costs by salary bands, 2004/05

Salary bands	Compensation of employees (R'000)	% of total personnel cost	Average compensation cost per employee (R'000)
Lower skilled (Levels 1-2)	22,618	0.5	1,884,833
Skilled (Levels 3-5)	987,755	21.4	103,996
Highly skilled production (Levels 6-8)	3,288,329	71.3	145,289
Highly skilled supervision (Levels 9-12)	246,418	5.3	234,908
Senior management (Levels 13-16)	69,353	1.5	450,344
Total	4,614,473	100	138,382

5.2 Employment and vacancies

The vacancy rate reflects the percentage of posts that are not filled.

TABLE 3.1 – Employment and vacancies by programme, 31 March 2005

Programme	Number of posts	Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
Administration (1/3)	3	0	100	0
Development of offenders (1/3)	33	26	21.2	0
Prog 1 administration	7,025	6,157	12.4	37
Prog 2 security	17,567	17,002	3.2	0
Prog 3 facilities	581	535	7.9	0
Prog 4 care	2,284	1,778	22.2	0
Prog 5 development	1,524	1,364	10.5	0
Prog 6 corrections	5,042	4,655	7.7	0
Prog 7 after care	1,900	1,829	3.7	0
Public private partnership (1/3)	1	1	0	0
TOTAL	35,960	33,347	7.3	37

TABLE 3.2 – Employment and vacancies by salary bands, 31 March 2005

Salary band	Number of posts	Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
Lower skilled (Levels 1-2)	72	61	15.3	0
Skilled (Levels 3-5)	10,208	9,854	3.5	36
Highly skilled production (Levels 6-8)	24,006	22,319	7	1
Highly skilled supervision (Levels 9-12)	1,503	961	36.1	0
Senior management (Levels 13-16)	171	151	11.7	0
TOTAL	35,960	33,346	7.3	37

TABLE 3.3 – Employment and vacancies by critical occupation, 31 March 2005

Critical occupations	Number of posts	Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
Administrative related Personnel	49	28	42.9	0
Cartographic surveying and related technicians personnel	3	3	0	0
Chaplain and related professionals	32	23	28.1	0
Client information clerks (switchboard reception information clerks)	60	45	25	0
Computer programmes	6	6	0	0
Computer system designers and analysts	3	3	0	0
Custodian personnel:	32,589	30,938	5	37
Educationists	491	395	19.6	0
Engineering sciences related personnel	1	1	0	
Finance and Economic related	65	36	44.6	0
Finance and related professionals	187	124	33.7	0
Financial clerks and credit controllers	4	4	0	0
General legal administration and related professionals	22	11	50	0
Head of department/chief executive officer	1	1	0	0
Health sciences related	50	37	26	0
Human Resources & organisation development & related personnel	5	3	40	0
Human Resources related	31	15	51.6	0
Information technology related personnel	6	1	83.3	0
Legal related	4	2	50	0
Logistical support personnel	149	106	28.9	0
Medical Practitioners	12	0	100	0
Other information technology personnel	97	80	17.5	0
Pharmacist	40	21	48.7	0
Professional nurse	977	646	33.9	0
Psychologist and vocational counsellors	92	32	65.2	0
Rank: Minister	1	1	0	0
Secretaries & other keyboard operating	143	123	14	0
Senior managers	187	151	19.3	0
Social sciences related	17	9	47.1	0
Social work and related professionals	634	500	21.1	0
Student nurse	2	1	50	0
TOTAL	35,960	33,346	7.3	37

5.3 Job evaluation

TABLE 4.1 – Job Evaluation, 1 April 2004 to 31 March 2005

Salary band	Number of posts	Number of Jobs Evaluated	% of posts evaluated by salary bands	Post upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower skilled (Levels 1-2)	72	0	0	0	0	0	0
Skilled (Levels 3-5)	10,208	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	24,006	30	0.12	0	0	0	0
Highly skilled supervision (Levels 9-12)	1,503	30	2	0	0	0	0
Senior Management Service Band A	132	0	0	0	0	0	0
Senior Management Service Band B	28	0	0	0	0	0	0
Senior Management Service Band C	10	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
Total	35,960	60	0	0	0	0	0

TABLE 4.2 – Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2004 to 31 March 2005

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

TABLE 4.3 – Employees whose salary level exceed the grade determined by job evaluation, 1 April 2004 to 31 March 2005 (in terms of PSR 1.V.C.3)

Total Number of Employees whose salaries exceeded the grades determined by job evaluation in 2004/05: None

5.4 Employment changes

TABLE 5.1 – Annual turnover rates by salary band for the period 1 April 2004 to 31 March 2005

Salary Band	Number of employees per band as on 1 April 2004	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	15	0	5	33.3
Skilled (Levels 3-5)	8,799	1,775	360	4.1
Highly skilled production(Levels 6-8)	22,838	474	919	4
Highly skilled supervision(Levels 9-12)	1,050	21	33	3.1
Senior Management Service Band A	94	6	3	3.2
Senior Management Service Band B	23	2	2	8.7
Senior Management Service Band C	11	0	3	27.3
Senior Management Service Band D	1	0	0	0
TOTAL	32,831	2,278	1,325	4

TABLE 5.2 – Annual turnover rates by critical occupation for the period 1 April 2004 to 31 March 2005

Occupation	Number of employees per band as on 1 April 2004	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Administrative related	21	4	2	9.5
Agriculture related	2	0	0	0
Attorneys	1	0	0	0
Cartographic surveying and related technicians	1	0	0	0
Chaplain and related professionals	25	0	3	12
Client inform clerks (switchboard receipt inform clerks)	58	13	3	5.2
Computer programmers	7	0	0	0
Custodian personnel:	30,776	1,914	1,166	3.7
Educationists,	319	85	10	3.1
Engineering sciences related	2	0	0	0
Engineers and related professionals	1	0	0	0
Finance and economics related	38	0	1	2.6
Financial and related professionals	106	0	9	8.5
Financial clerks and credit controllers	12	0	0	0
General legal administration & rel, professionals	13	0	3	23.1
Health sciences related	32	0	2	6.3
Human resources & organisat develop & relate prof	7	0	0	0
Human resources related	14	0	1	7.1
Information technology related	3	0	0	0
Logistical support personnel	81	0	5	6.2
Material-recording and transport clerks	4	0	0	0
Natural sciences related	1	0	0	0
Other administrat & related clerks and organizers	2	0	0	0

PART 5: HUMAN RESOURCE MANAGEMENT

Occupation	Number of employees per band as on 1 April 2004	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Other information technology personnel,	74	0	7	9.5
Pharmacists	24	12	9	39.1
Probation workers	1	0	0	0
Professional nurse	502	135	58	11.6
Psychologists and vocational counsellors	21	14	11	52.4
Secretaries & other keyboard operating clerks	135	0	3	2.2
Senior managers	115	8	7	6.1
Social sciences related	13	0	0	0
Social work and related professionals	421	93	25	5.9
TOTAL	32,831	2,278	1,325	4

Table 5.3 – Reasons why staff are leaving the department

Termination	Type Number	% of total
Death	255	19.2
Resignation	565	42.6
Expiry of contract	6	0.5
Dismissal – operational changes	334	25.2
Dismissal – misconduct	8	0.6
Dismissal – inefficiency	0	0
Discharged due to ill-health	93	7
Retirement	55	4.2
Transfers to other Public Service Departments	0	0
Other	9	0.7
Total	1,325	100
Total number of employees who left as a % of the total employment		4%

TABLE 5.4 – Promotions by critical occupation

Occupation	Employees as at 1 April 2004	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
Administrative related	21	2	9.5	19	90.5
Agriculture related	2	0	0	2	100
Attorneys	1	0	0	1	100
Cartographic surveying and related technicians	1	0	0	1	100
Chaplain and related professionals	25	0	0	23	92
Client inform clerks (switchb receipt inform clerks)	58	0	0	48	82.8

Occupation	Employees as at 1 April 2004	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
Communication and information related	0	1	0	0	0
Computer programmers,	7	0	0	7	100
Custodian personnel:	30,776	141	0.5	25,931	84.3
Educationists,	319	4	1.3	286	89.7
Engineering sciences related	2	0	0	2	100
Engineers and related professionals	1	0	0	1	100
Finance and economics related	38	3	7.9	32	84.2
Financial and related professionals	106	6	5.7	92	86.8
Financial clerks and credit controllers	12	0	0	8	66.7
General legal administration & rel, professionals	13	0	0	11	84.6
Health sciences related	32	2	6.3	30	93.8
Human resources & organisat developm & relate prof	7	1	14.3	5	71.4
Human resources clerks	0	0	0	1	0
Human resources related	14	1	7.1	14	100
Information technology related	3	0	0	2	66.7
Logistical support personnel	81	1	1.2	77	95.1
Material-recording and transport clerks	4	0	0	4	100
Messengers porters and deliverers	0	0	0	1	0
Natural sciences related	1	0	0	0	0
Other administrat & related clerks and organisers	2	0	0	0	0
Other information technology personnel,	74	0	0	55	74.3
Pharmacists	24	0	0	11	45.8
Probation workers	1	0	0	1	100
Professional nurse	502	4	0.8	470	93.6
Protection services	0	1	0	0	0
Psychologists and vocational counsellors	21	1	4.8	11	52.4
Secretaries & other keyboard operating clerks	135	1	0.7	123	91.1
Senior managers	115	5	4.3	32	27.8

PART 5: HUMAN RESOURCE MANAGEMENT

Occupation	Employees as at 1 April 2004	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
Social sciences related	13	1	7.7	8	61.5
Social work and related professionals	421	6	1.4	392	93.1
TOTAL	32,831	181	0.6	27,701	84.4

TABLE 5.5 – Promotions by salary band

Salary Band	Employees 1 April 2004	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	15	0	0	65	433.3
Skilled (Levels 3-5)	8,799	24	0.2	9,323	106
Highly skilled production (Levels 6-8)	22,838	104	0.3	17,531	76.8
Highly skilled supervision (Levels 9-12)	1,050	55	5.9	752	71.8
Senior management (Levels 13-16)	129	22	14.7	30	23.3
Total	32,831	205	0.6	27,701	84.4

5.5 Employment equity

6.1 – Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2005

Occupational categories (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	60	14	2	18	28	0	1	3	126
Professionals	516	111	9	215	763	176	17	182	1,989
Clerks	14,461	4,005	467	5,804	4,308	920	112	1,014	31,091
Service and sales workers	0	0	0	0	1	0	0	0	1
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Elementary occupations	1	2	0	0	1	0	0	1	5
Other	63	10	0	1	49	9	1	1	134
Total	15,101	4,142	478	6,038	5,150	1,105	131	1,201	33,346
Employees with disabilities	58	9	0	19	30	5	1	6	128

6.2 – Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2005

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	6	1	0	1	1	0	0	1	10
Senior Management	70	18	4	18	30	1	1	2	144
Professionally qualified and experienced specialists and mid-management	754	203	32	504	198	60	12	147	1,910
Skilled technical and academically qualified workers, junior management, supervisors, foremen	9,761	2,784	298	,075	2,451	414	40	876	21,699
Semi-skilled and discretionary decision making	4,446	1,125	144	439	2,414	619	77	173	9,437
Unskilled and defined decision making	1	1	0	0	7	2	0	1	12
Other	63	10	0	1	49	9	1	1	134
Total	15,101	4,142	478	6,038	5,150	1,105	131	1,201	33,346

6.3 – Recruitment for the period 1 April 2004 to 31 March 2005

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	2	0	0	0	0	0	0	0	2
Senior Management	3	1	0	0	2	0	0	0	6
Professionally qualified and experienced specialists and mid-management	9	0	0	0	9	0	1	2	21
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	101	6	1	8	302	35	1	20	474
Semi-skilled and discretionary decision making	862	110	11	6	689	81	11	5	1,775
Total	977	117	12	14	1,002	116	13	27	2,278

Employees with disabilities	5	1	0	0	5	0	0	0	11
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PART 5: HUMAN RESOURCE MANAGEMENT

6.4 – Promotions for the period 1 April 2004 to 31 March 2005

Please note that this includes only those who were promoted to another salary level as referred to in table 5.5.

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	11	1	3	0	7	0	0	0	22
Professionally qualified and experienced specialists and mid-management	34	2	0	4	11	0	0	4	55
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	31	7	0	14	45	4	0	3	104
Semi-skilled and discretionary decision making	6	5	0	0	11	2	0	0	24
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Total	82	15	3	18	74	6	0	7	205

Employees with disabilities	0	0	0	0	1	0	0	0	1
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6.5 – Terminations for the period 1 April 2004 to 31 March 2005

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	3	0	0	0	0	0	0	0	3
Senior Management	3	0	0	1	0	0	0	0	4
Professionally qualified and experienced specialists and mid-management	16	4	2	7	5	0	0	3	37
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	426	61	10	261	75	15	3	63	914
Semi-skilled and discretionary decision making	197	35	3	45	57	7	1	17	362
Unskilled and defined decision making	3	0	0	0	1	0	0	1	5
Total	656	100	15	314	138	22	4	84	1,325

Employees with disabilities	4	0	0	1	1	0	0	0	6
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6.6 – Disciplinary action for the period 1 April 2004 to 31 March 2005

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Correctional counselling	0	1	0	0	0	1	0	0	2
Dismissal	9	2	0	2	1	0	0	0	14
Final written warning	24	10	0	7	2	1	0	0	44
No outcome	22	6	1	7	1	1	1	0	39
Serious written warning	18	8	0	4	0	0	0	1	31
Verbal warning	31	9	2	5	4	0	0	3	54
Written warning	26	6	2	5	0	1	0	0	40
Total	130	42	5	30	8	4	1	4	224

6.7 – Skills development for the period 1 April 2004 to 31 March 2005

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	25	13	8	4	17	2	0	0	69
Professionals	1,032	471	29	461	1,031	405	32	249	3,710
Clerks	15,654	9,880	429	7,070	5,645	2,067	350	1,385	42,480
Total	16,711	10,364	466	7,535	6,693	2,474	382	1,634	46,259

Employees with disabilities	12	0	0	0	9	0	0	0	21
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5.6 Performance rewards

TABLE 7.1 – Performance Rewards by race, gender, and disability, 1 April 2004 to 31 March 2005

	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group	% of total within group	Cost (R'000)	Average cost per employee
African					
Female	1,277	5,120	24.9	6,399	5,011
Male	3,192	15,043	21.2	17,539	5,495
Asian					
Female	41	130	31.5	208	5,085
Male	127	478	26.6	725	5,711
Coloured					
Female	335	1,100	30.5	1,659	4,953
Male	929	4,133	22.5	5,117	5,508
White					
Female	412	1,195	34.5	2,426	5,889
Male	1,440	6,019	23.9	8,803	6,113
Total blacks					
Female	1,665	6,350	26.2	8,324	4,999
Male	4,264	19,654	21.7	23,470	5,504
Employees with a disability	34	128	26.6	182	5,343
Total	7,815	33,346	23.4	43,204	5,528

PART 5: HUMAN RESOURCE MANAGEMENT

TABLE 7.2 – Performance Rewards by salary bands for personnel below Senior Management Service, 1 April 2004 to 31 March 2005

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Lower skilled (Levels 1-2)	4	12	33.3	10	2,500	0.00
Skilled (Levels 3-5)	2,003	9,498	21.1	8,050	4,019	0.17
Highly skilled production (Levels 6-8)	5,526	22,633	24.4	32,080	5,805	0.69
Highly skilled supervision (Levels 9-12)	252	1,049	24	2,866	11,373	0.06
Total	7,785	33,192	23.5	43,006	5,524 %	0.92

TABLE 7.3 – Performance Rewards by critical occupations, 1 April 2004 to 31 March 2005

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	5	20	25	66	13,200
Agriculture related	0	2	0	0	0
Attorneys	0	1	0	0	0
Cartographic surveying and related technicians	1	1	100	6	6,000
Chaplain and related professionals	2	22	9.1	23	11,500
Client inform lersk(switchb recept inform clerks)	16	48	33.3	52	3,250
Communication and information related	0	1	0	0	0
Computer programmers	1	7	14.3	9	9,000
Custodian personnel	7,257	30,914	23.6	39,562	5,450
Educationists	83	378	22	543	6,542
Engineering sciences related	1	2	50	12	12,000
Engineers and related professionals	1	1	100	8	8,000
Finance and economics related	14	36	38.9	171	12,214
Financial and related professionals	38	109	34.9	277	7,289
Financial clerks and credit controllers	4	10	40	18	4,500
General legal administration & rel, professionals	0	10	0	0	0
Health sciences related	11	34	32.4	128	11,636
Human resources & organisat developm & relate prof	2	6	33.3	18	9,000
Human resources clerks	0	1	0	0	0
Human resources related	1	15	6.7	9	9,000
Information technology related	0	5	0	0	0
Logistical support personnel	12	74	16.2	86	7,167
Material-recording and transport clerks	0	4	0	0	0

Critical Occupations	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee
Messengers porters and deliverers	0	1	0	0	0
Other administrat & related clerks and organisers	0	4	0	0	0
Other information technology personnel,	21	69	30.4	133	6,333
Pharmacists	2	26	7.7	8	9,000
Probation workers	1	1	100	8	8,000
Professional nurse	139	640	21.7	866	6,230
Protection services	0	1	0	0	0
Psychologists and vocational counsellors	1	22	4.5	7	7,000
Rank: Unknown	0	134	0	0	0
Secretaries & other keyboard operating clerks	43	116	37.1	174	4,047
Senior managers	4	124	3.2	65	16,250
Social sciences related	6	11	54.5	44	7,333
Social work and related professionals	121	496	24.4	756	6,248
TOTAL	7,787	33,346	23.4	43,059	5,530

TABLE 7.4 – Performance related rewards (cash bonus), by salary band, for Senior Management Service

SMS Band	Number of beneficiaries	Number of employees	% of total within band	Cost (R'000)	Average cost per beneficiary	% of SMS Wage Bill	Personnel Cost SMS (R'000)
Band A	1	114	0.9	13	1,300	0	52,062
Band B	0	30	0	0	0	0	0
Band C	1	9	11.1	40	4,000	0.6	6,802
Band D	0	1	0	0	0	0	0
Total	2	154	1.3	53	2,650	0.1	58,864

5.7 Foreign workers

TABLE 8.1 – Foreign Workers, 1 April 2004 to 31 March 2005, by salary band

Salary Band	1 April 2004		31 March 2005		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
Highly skilled supervision (Levels 9-12)	1	100	1	100	0	0
Senior management (Levels 13-16)	0	0	0	0	0	0
Total	1	100	1	100	0	0

TABLE 8.2 – Foreign Worker, 1 April 2004 to 31 March 2005, by major occupation

Major Occupation	1 April 2004		31 March 2005		Change	
	Number	% of total	Number	% of total	Number	% change
National security and custodian personnel	1	100	1	100	0	0
Other occupations	0	0	0	0	0	0
Professionals and managers	0	0	0	0	0	0
Rank: field	0	0	0	0	0	0
Total	1	100	1	100	0	0

5.8 Leave utilisation for the period 1 January 2004 to 31 December 2004

TABLE 9.1 – Sick leave, 1 January 2004 to 31 December 2004

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)	127	56.7	11	0	12	17
Skilled (Levels 3-5)	102,759.5	70.8	8,053	28	13	22,244
Highly skilled production (Levels 6-8)	221,439.5	73.6	19,796	68.8	11	73,851
Highly skilled supervision (Levels 9-12)	6,944	76.1	792	2.8	9	4,456
Senior management (Levels 13-16)	641	76.4	92	0.3	7	1,081
Not available	486.5	88	43	0.1	11	164
Total	332,397.5	72.8	28,787	100	12	101,813

TABLE 9.2 – Disability leave (temporary and permanent), 1 January 2004 to 31 December 2004

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)	0	0	0	0	0	0
Skilled (Levels 3-5)	3,956	99.8	164	25.1	24	868
Highly skilled production (Levels 6-8)	19,555	99.8	461	70.5	42	6,932
Highly skilled supervision (Levels 9-12)	1,668	100	26	4	64	1,152
Senior management (Levels 13-16)	255	100	2	0.3	128	435
Not available	5	100	1	0.2	5	2
Total	25,439	99.8	654	100	39	9,389

TABLE 9.3 – Annual Leave, 1 January 2004 to 31 December 2004

Salary Bands	Total days taken	Average per employee
Lower skilled (Levels 1-2)	278	23
Skilled (Levels 3-5)	193,861.6	21
Highly skilled production (Levels 6-8)	575,652.84	25
Highly skilled supervision (Levels 9-12)	25,907.12	24
Senior management (Levels 13-16)	3,385	23
Not available	787.76	13
Total	799,872.32	24

TABLE 9.4 – Capped leave, 1 January 2004 to 31 December 2004

Salary Bands	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2004
Lower skilled (Levels 1-2)	0	0	0
Skilled Levels 3-5)	5,349	5	16
Highly skilled production (Levels 6-8)	27,346	7	60
Highly skilled supervision (Levels 9-12)	862	6	94
Senior management (Levels 13-16)	109	6	99
Not available	64	16	0
Total	33,730	7	52

TABLE 9.5 – Leave payouts for the period 1 April 2004 to 31 March 2005

Reason	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave payout for 2004/05 due to non-utilisation of leave for the previous cycle	264	38	6,947
Capped leave payouts on termination of service for 2004/05	5,559	1,415	3,929
Current leave payout on termination of service for 2004/05	925	298	3,104
Total	6,748	1,751	3,854

5.10 HIV and aids & health promotion programmes**TABLE 10.1 – Steps taken to reduce the risk of occupational exposure**

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
New recruits	Peer education training for all new recruits

TABLE 10.2 – Details of Health Promotion and HIV and AIDS Programmes (tick the applicable boxes and provide the required information)

Question	Yes	No	Details, if yes
1, Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position,	X		Mr G Wilson director HIV/Aids Mr P Bhoodram Director: HR Support
2, Does the department have a dedicated unit or has it designated specific staff members to promote the health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose,	X		26 EA practitioners and 5 HIV/Aids Co- ordinators R 600 000
3, Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme,	X		Information (Resource Centre) Category: Preventative (Proactive) Category: Primary Therapeutic Programmes Category
4, Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent,	X		
5, Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed,	X		EAP Policy Gender Policy Equity Policy

Question	Yes	No	Details, if yes
6, Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures,	X		The Code of Conduct and the EAP and HIV/Aids Policies have been put in place
7, Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved,	X		Results have been minimal as there is no structure for employees in the regions
8, Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators,	X		The EAP has a comprehensive database of indicators from 2000 – 2004

5.10 Labour relations

TABLE 11.1 – Collective agreements, 1 April 2004 to 31 March 2005

Subject Matter	Date
1/2004: Agreement regulating the payment of weekend overtime in DCS	2004-09-15
1/2005: Extension of DBC Resolution 1/2004	2005-03-31

TABLE 11.2 – Misconduct and disciplinary hearings finalised, 1 April 2004 to 31 March 2005

Outcomes of disciplinary hearings	Number	% of total
Verbal warning	773	34.8
Written warning	245	11.03
Serious written warning	138	6.21
Final written warning	175	7.88
Suspended without pay	0	0
Fine	0	0
Dismissal	304	13.7
Not guilty	226	10.18
No outcome	0	0
Case withdrawn	360	16.20
Total	2, 221	100

TABLE 11.3– Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of total
Unauthorized absence	813	36.61
Unsatisfactory performance	432	19.45
Insubordination	174	7.83
Dishonesty	236	10.63
Disorderly or irregular behaviour	384	17.29
Alcohol and drugs	101	4.55
Government transport	39	1.76
Government property	42	1.89
Total	2,221	100

TABLE 11.4 – Grievances lodged for the period 1 April 2004 to 31 March 2005

	Number	% of Total
Number of grievances resolved	457	45.02
Number of grievances not resolved	558	54.98
Total number of grievances lodged	1,015	100

TABLE 11.5 – Disputes lodged with Councils for the period 1 April 2004 to 31 March 2005

	Number	% of Total
Number of disputes withdrawn/settled/out of jurisdiction	333	90.73
Number of disputes upheld	6	1.64
Number of disputes dismissed	28	7.63
Total number of disputes lodged	367	100

TABLE 11.6 – Strike actions for the period 1 April 2004 to 31 March 2005

Total number of person working days lost	
Total number of person working days lost (week days)	551
(*) Total number of person working days lost (weekend overtime)	950
Total cost of working days lost (week days)	125,564.96
Amount recovered as a result of no work no pay	125,564.96

(*) The Labour unrest experienced during this period relates to the refusal to work weekend overtime as provided for in a collective agreement. The employees who participated in the weekend strikes were not paid any overtime. Therefore, the recovery of leave without pay is not relevant.

TABLE 11.7 – Precautionary suspensions for the period 1 April 2004 to 31 March 2005

Number of people suspended	760
Number of people whose suspension exceeded 30 days	518
Average number of days suspended	108
Cost of suspensions	21,334

5.11 Skills development

This section highlights the efforts of the department with regard to skills development,

12.1 – Training needs identified 1 April 2004 to 31 March 2005

Occupational Categories	Gender	Number of employees as at 1 April 2004	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	25	0	56	108	164
	Male	91	0	159	167	326
Professionals	Female	884	0	2,829	2,724	5,553
	Male	846	0	3,814	2,653	6,467
Clerks	Female	5,929	451	26,489	6,715	33,655
	Male	25,049	556	93,757	11,202	105,515
Elementary occupations	Female	3	0	0	0	0
	Male	3	0	0	0	0
Other	Female	0	0	0	0	0
	Male	2	0	0	0	0
Sub Total	Female	6,841	451	29,374	9,547	39,372
	Male	25,991	556	97,730	14,022	112,308
Total		32,832	1,007	127,104	23,569	151,680

12.2 – Training provided 1 April 2004 to 31 March 2005

Occupational Categories	Gender	Number of employees as at 1 April 2004	Training provided within the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	32	0	19	0	19
	Male	94	0	50	0	50
Professionals	Female	1,138	0	1,660	60	1,720
	Male	851	0	1,938	55	1,993
Technicians and associate professionals	Female	0	0	0	0	0
	Male	0	0	0	0	0
Clerks	Female	6,354	556	8,638	253	9,447
	Male	24,737	551	32,022	478	33,051

Occupational Categories	Gender	Number of employees as at 1 April 2004	Training provided within the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Service and sales workers	Female	1	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	2	0	0	0	0
	Male	3	0	0	0	0
Other	Female	60	0	0	0	0
	Male	74	0	0	0	0
Sub Total	Female	7,587	556	10,317	313	11,186
	Male	25,759	551	34,010	533	35,094
Total		33,346	1,107	44,327	846	46,280

5.12 Injury on duty

The following tables provide basic information on injury on duty,

TABLE 13.1 – Injury on duty, 1 April 2004 to 31 March 2005

Nature of injury on duty	Number	% of total
Required basic medical attention only	736	79.5
Temporary Total Disablement	154	16.4
Permanent Disablement	30	3.4
Fatal	6	0.7
Total	926	100

5.13 Utilisation of consultants

Table 14.1 – Report on consultant appointments using appropriated funds

Project Title	Total number of consultants that worked on the project	Duration: Work days	Contract value in Rand
Gender Equality Training for Coordinators (SAMDI)	01	2	13, 200
Disability Training (SAMDI)	01	3	22, 000
Tender H/K 12/2003 Appointment of a SAQA – Accredited 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	4,471,100
Transactional advisor for new correctional centres: contract H16/2003	14	190	R373224.60
Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand

Table 14.2 – Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs)

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
Gender Equality Training for Coordinators (SAMDI)			
Disability Training (SAMDI)			
Tender H/K 12/2003 Appointment of a SAQA – Accredited 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 14.3 – Report on consultant appointments using Donor funds

Project Title	Total Number of consultants that worked on the project	Duration: Work days	Donor and Contract value in Rand
	0	0	0
Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand
	0	0	0

Table 14.4 – 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 that work on the project
	0	0	0

