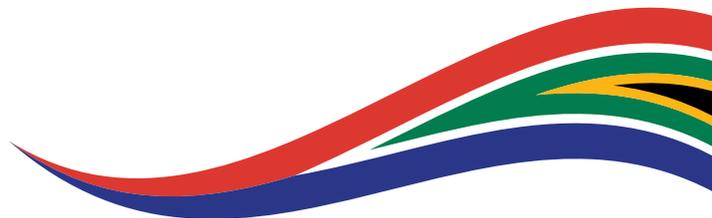




OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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OFFICE OF THE CHIEF JUSTICE  
VOTE 27  
ANNUAL REPORT  
2024/25





**OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA**

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PART

**A**

GENERAL INFORMATION

## DEPARTMENT'S GENERAL INFORMATION

1

**DEPARTMENT:** Office of the Chief Justice

**PHYSICAL ADDRESS:** 188 14th Road  
Noordwyk  
Midrand  
1685

**POSTAL ADDRESS:** Private Bag X10  
Marshalltown  
2107

**TELEPHONE NUMBER:** +27 (0)10 493 2500

**EMAIL ADDRESS:** Mmasilo@judiciary.org.za

**WEBSITE ADDRESS:** [www.judiciary.org.za](http://www.judiciary.org.za)



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## LIST OF ABBREVIATIONS/ACRONYMS

<b>AFC</b>	Audit Facilitation Committee	<b>EHW</b>	Employee Health and Wellness
<b>AFS</b>	Annual Financial Statements	<b>ENE</b>	Estimate National Expenditure
<b>AGSA</b>	Auditor-General South Africa	<b>ERM</b>	Enterprise Risk Management
<b>APP</b>	Annual Performance Plan	<b>EXCO</b>	Executive Committee
<b>ARC</b>	Audit and Risk Committee	<b>FY</b>	Financial Year
<b>BAS</b>	Basic Accounting System	<b>HDI</b>	Historically Disadvantaged Individuals
<b>B-BBEE</b>	Broad-Based Black Economic Empowerment	<b>HIV</b>	Human Immunodeficiency Virus
<b>BCM</b>	Business Continuity Management	<b>HIV/AIDS</b>	Human Immunodeficiency Virus/ Acquired Immunodeficiency Syndrome
<b>BCMS</b>	Business Continuity Management Systems	<b>HOA</b>	Home Owners' Allowance
<b>BIA</b>	Business Impact Analysis	<b>HR</b>	Human Resources
<b>CIP</b>	Compulsory Induction Programme	<b>HRM&amp;D</b>	Human Resource Management and Development
<b>CoE</b>	Compensation of Employees	<b>IAS</b>	Internal Audit Services
<b>COIC</b>	Court Order Integrity Committee	<b>ICT</b>	Information and Communication Technology
<b>COVID-19</b>	Coronavirus Disease of 2019	<b>JSC</b>	Judicial Service Commission
<b>CSD</b>	Central Supplier Database	<b>JYP</b>	Justice Yellow Pages
<b>DFI</b>	Departmental Financial Instructions	<b>KPI</b>	Key Performance Indicator
<b>DG</b>	Director-General	<b>M&amp;E</b>	Monitoring and Evaluation
<b>DoJ&amp;CD</b>	Department of Justice and Constitutional Development	<b>MPSA</b>	Minister for Public Service and Administration
<b>DPSA</b>	Department of Public Service and Administration	<b>MTEF</b>	Medium-Term Expenditure Framework
<b>DPWI</b>	Department of Public Works and Infrastructure	<b>MTSF</b>	Medium-Term Strategic Framework
<b>DTIC</b>	Department of Trade, Industry and Competition		

<b>NDP</b>	National Development Plan	<b>SCOPA</b>	Standing Committee on Public Accounts
<b>NGOs</b>	Non-Governmental Organisations	<b>SDIP</b>	Service Delivery Improvement Plan
<b>NRF</b>	National Revenue Fund	<b>SG</b>	Secretary General
<b>NSG</b>	National School of Government	<b>SHE</b>	Safety Health Environment
<b>NT</b>	National Treasury	<b>SHERQ</b>	Safety, Health, Environment, Risk and Quality
<b>OCJ</b>	Office of the Chief Justice	<b>SITA</b>	State Information Technology Agency
<b>OCJBAC</b>	OCJ Bid Adjudicating Committee	<b>SMS</b>	Senior Management Service
<b>OHS</b>	Occupational Health and Safety	<b>SOP</b>	Standard Operating Procedure
<b>OHS&amp;E</b>	Occupational Health, Safety and Environment	<b>STI</b>	Sexually Transmitted Infection
<b>OSD</b>	Occupation Specific Dispensation	<b>TB</b>	Tuberculosis
<b>PAFC</b>	Provincial Audit Facilitation Committee	<b>UIFW</b>	Unauthorised, Irregular, Fruitless and Wasteful
<b>PFMA</b>	Public Finance Management Act	<b>UPS</b>	Uninterrupted Power Supply
<b>PI</b>	Performance Information	<b>WSP</b>	Workplace Skills Plan
<b>PPPFA</b>	Preferential Procurement Policy Framework Act		
<b>PPR</b>	Preferential Procurement Regulations		
<b>PSC</b>	Public Service Commission		
<b>PSR</b>	Public Service Regulations		
<b>PSRMF</b>	Public Sector Risk Management Framework		
<b>PSWMW</b>	Public Service Women Management Week		
<b>PWD</b>	People with Disabilities		
<b>SAJEI</b>	South African Judicial Education Institute		
<b>SAPS</b>	South African Police Service		
<b>SCM</b>	Supply Chain Management		

**LIST OF THE SUPERIOR COURTS**

**Superiour courts**

- Constitutional Court;
- Supreme Court of Appeal;
- The High Court of South Africa, consisting of Divisions; and
- Specialised Courts (*Competition Appeal Court, Electoral Court, Labour Court, Labour Appeal Court and Land Claims Court*).

**LIST OF INSTITUTIONS OF THE JUDICIARY**

- Judicial Service Commission; and
- South African Judicial Education Institute.

## FOREWORD BY THE MINISTER



**Ms. Mmamoloko Kubayi (MP)**

Minister of Justice and Constitutional Development

**T**he Office of the Chief Justice (OCJ) is a National Department that was established to provide administrative support to the Judiciary, the Arm of State vested with the judicial authority as provided for in the Constitution of the Republic of South Africa, 1996 (the Constitution). Our Constitution underscores the fundamental principle of judicial independence. Section 165 provides that the courts are independent and subject only to the Constitution and the law, which they must apply impartially and without fear, favour

or prejudice. Section 165(4) enjoins organs of State, through legislative and other measures, to assist and protect the courts to ensure their independence, impartiality, dignity, accessibility and effectiveness. The establishment of the OCJ gives practical effect to this constitutional mandate.

The Judiciary plays a critical role in upholding the rule of law, ensuring that our constitutional democracy flourishes, whilst also ensuring accountability of the Executive and Legislature. The establishment of the OCJ illustrates the Government's unwavering commitment to judicial independence and our treasured constitutional democracy. It is an initiative to ensure the national governance structure remains aligned with the Constitution of our country. The Government is in the process of finalising the framework for a Judiciary-led court administration and the realisation of a single Judiciary imperative as per the requirements of the Constitution.

The OCJ Annual Report for the 2024/25 Financial Year (FY) reflects the administrative support the OCJ has provided to the Judiciary, in line with its mandate. The OCJ continued to support the Judiciary in its contribution to Chapter 14 of the National Development Plan (NDP) - Vision 2030 (promoting accountability and fighting corruption) through strengthening the judicial governance and the rule of law. To this end, the judicial education and training support remained one of OCJ's priorities during the reporting period.

The South African Judicial Education Institute (SAJEI), located under the OCJ, continued to offer training courses to Judicial Officers and Aspirant Judges. During the 2024/25 FY, SAJEI offered 141 judicial education courses to 3 745 participants. A total of six training interventions took place from 01 April 2024 to 31 March 2025 attended by 383 Aspirant Judicial Officers. Over the five-year period from 2020/21 to 2024/25, a total of 678 judicial education courses were conducted, training 18 226 judicial officers.

The OCJ continued to prioritise the modernisation and digitisation of court systems to improve access to justice for all, utilising technology in court hearings and expanding the rollout of its Court Online system. During the 2024/25 financial year, the Court Online system was operational at two Superior Courts, namely, the Gauteng Division, Pretoria, and the Gauteng Local Division, Johannesburg, with a further rollout to six service centres during the period under review. The full implementation of the Court Online system will enhance access to the Courts and significantly improve service delivery.

During the reporting period, the operations of Superior Courts were adversely affected by irregular power supply, which in turn impacted water availability at court facilities. To ensure continuous access to justice, the OCJ implemented contingency measures in the majority of Superior Courts to maintain uninterrupted operations in despite these challenges.

During the 2024/25 FY, the OCJ was allocated a budget of R2.607 billion. However, the budget reductions implemented since the onset of the COVID-19 pandemic resulted in a decrease of R138.5 million (5.5%) in the voted allocation for the year. Despite these fiscal constraints, The Department has adopted innovative operational approaches and prioritisation strategies to ensure the continued functioning of the Superior Courts. The cost containment introduced through the implementation of Circular 49 of 2023 remained in effect during the reporting period, impacting the recruitment of employees and posing a potential

threat to the continued efficient functioning of the Superior Courts. This Circular sets out directives on the implementation of control measures designed to assist Executive Authorities in managing fiscal sustainability when creating and filling vacant posts within departments. Despite these constraints, the OCJ continued to reprioritise its budget and operations to ensure that the delivery of core mandate, namely, providing support to the courts, remained unaffected by staff turnover.

In conclusion, Government reaffirms its commitment to the people of South Africa to continue supporting the Judiciary, recognizing this as a constitutional imperative fundamental to the flourishing of our hard-earned democracy. We remain steadfast in our duty to safeguard the independence, dignity, accessibility and effectiveness of the courts.

I wish to convey my deepest appreciation to the Head of the Judiciary, the Honourable Chief Justice Mandisa Maya, and the Heads of Court, for their assistance with judicial governance, effective court management and guidance. My appreciation is also extended to the entire Judiciary for its commitment to providing justice to all as mandated by the Constitution. Words of thanks are extended to the Deputy Minister of Justice and Constitutional Development, Mr Andries Nel (MP) for his support; the Portfolio Committee on Justice and Constitutional Development, the Audit and Risk Committee (ARC) of the OCJ and all other stakeholders for their profound support.

My sincere gratitude also goes to the Acting Secretary General (ASG) of the OCJ, Adv Marelize Potgieter, and all employees of the OCJ for their commitment to supporting the Judiciary and adherence to the principles of good governance in the Public Service.



**Ms. Mmamoloko Kubayi (MP)**

Minister of Justice and Constitutional  
Development

31 July 2025

# REPORT OF THE ACCOUNTING OFFICER

## 4.1. OVERVIEW OF THE OPERATIONS OF THE DEPARTMENT

The 2024/25 FY is the fifth and final year of implementing the OCJ 2020/21-2024/25 Strategic Plan. During the reporting period, the OCJ continued to provide administrative support to the Superior Courts since their transfer from the administration of the Department of Justice and Constitutional Development. The OCJ executes this mandate through three programmes, namely, Administration, Superior Court Services and Judicial Education and Support.

The OCJ continued to experience the lingering effects of the now-lifted COVID-19 pandemic restrictions, alongside a subdued national economic environment. Like all organs of state, the OCJ, was further impacted by budget cuts and constrained allocations. These challenges posed a threat to the efficient functioning and administration of the Superior Courts. Despite these challenges, the OCJ continued to reprioritise its critical operations to ensure that the delivery of core services was not compromised.

During the period under review, the OCJ achieved a Clean Audit Outcome for the 2023/24 FY, following a Clean Audit in 2022/23 FY and an Unqualified Audit in 2021/22. The OCJ continued to execute its constitutional mandate of supporting the Judiciary. The Department successfully achieved 83% of its 2024/25 annual targets, compared to 86% in the 2023/24 FY.

As part of promoting access to Courts, the rollout of the Court Online system to all service centres remained a strategic priority. To this end, the Department, in collaboration with relevant stakeholders, is in the process of finalising and implementing a stabilisation plan for the efficient implementation of the Court Online system.

The OCJ remains committed to embracing technology as a means for Courts to optimise operations, accelerate case resolutions, and enhance the overall experience for litigants and legal professionals.

During the period under review, the OCJ pursued the installation of backup generators and water tanks in most of the Superior Courts to reduce the impact of inconsistent power and water supply. By the end of the reporting period, only six of the twenty-three Superior Courts remained without backup generators. Significant progress was also made in installing backup water tanks, with eight Superior Courts now equipped with this essential resource.

The following are some of the successes of the OCJ's 2020/21-2024/25 Strategic Plan:

- The Department achieved 88% of its targets in 2020/21, 87.5% in 2021/22, 78% in 2022/23, and 86% in 2023/24.
- Improvement in the audit outcomes: Clean Audit Outcome for 2020/21 FY; Unqualified Audit Outcome with findings for 2021/22 FY; Clean Audit Outcomes for both 2022/23 FY and 2023/24 FY.
- Achieved 2% representation of people with disabilities by the end of 2023/24 FY.
- Achieved 53% representation of women in Senior Management Service (SMS) as at the end of the 2023/24 FY.
- Operationalisation of the Limpopo Division of the High Court, the Mpumalanga Division of the High Court, and the recently established Land Court to improve access to justice.

- Enhanced access to justice for the people of South Africa through the rollout of the Court Online system to eight (8) Superior Courts.

The OCJ's Annual Report 2024/25 presents the Department's performance against the indicators and targets outlined in the 2020/21-2024/25 Strategic Plan and Annual Performance Plan

(APP) for the 2024/25 FY, as tabled in Parliament. The report was compiled in accordance with the Revised Framework for Strategic Plans and APPs, as well as National Treasury Annual Report Guide for National and Provincial Departments, which continue to serve as the primary instruments guiding planning and reporting across Government.

## 4.2 OVERVIEW OF THE FINANCIAL RESULTS OF THE DEPARTMENT

### DEPARTMENTAL RECEIPTS: REVENUE

DEPARTMENTAL RECEIPTS	2024/25 FY			2023/24 FY		
	Estimate	Actual Amount Collected	(Over/Under Collection)	Estimate	Actual Amount Collected	(Over/Under Collection)
	R'000	R'000	R'000	R'000	R'000	R'000
- Horse racing taxes	-	-	-	-	-	-
- Liquor licenses	-	-	-	-	-	-
- Motor vehicle licenses	-	-	-	-	-	-
Sale of goods and services other than capital assets	637	650	(13)	605	636	(31)
Transfer received	-	-	-	-	-	-
Fines, penalties and forfeits	280	270	10	-	189	(189)
Interest, dividends and rent on land		-		1	-	1
Sale of capital assets	200	390	(190)	-	492	(492)
Financial transactions in assets and liabilities	3 237	980	2 257	3 600	1 397	2 203
<b>TOTAL</b>	<b>4 354</b>	<b>2 290</b>	<b>2 064</b>	<b>4 206</b>	<b>2 714</b>	<b>1 492</b>

The Department collected 52.6% (R2.290 million) of the projected revenue of R4.354 million during the 2024/25 FY. The variance of R2.064 million is due to a lesser than projected disposal of assets.

During the year under review, an amount of R37 485.72 was written off as bad debt.

## PROGRAMME EXPENDITURE

PROGRAMME	2024/25 FY			2023/24 FY		
	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Administration	260 674	319 960	(59 286)	253 633	253 618	15
Superior Court Services	963 946	1 125 844	(161 898)	1 029 696	1 029 696	-
Judicial Education and Support	49 168	66 776	(17 608)	56 201	56 118	83
<b>Total</b>	<b>1 273 788</b>	<b>1 512 580</b>	<b>(238 792)</b>	<b>1 339 530</b>	<b>1 339 432</b>	<b>98</b>
Direct Charge (Judges' salaries)	1 333 214	1 323 867	9 347	1 238 704	1 218 754	19 950
<b>TOTAL</b>	<b>2 607 002</b>	<b>2 836 447</b>	<b>(229 445)</b>	<b>2 578 234</b>	<b>2 558 186</b>	<b>20 048</b>

During the 2024/25 FY, the OCJ was allocated a total budget of R2.607 billion, of which R1.274 billion was allocated to the Vote and R1.333 billion to the Direct Charge for Judges' remuneration and benefits. The OCJ spent 108.8% of its budget during the FY.

The Department's total voted expenditure amounted to R1.513 billion or 118.7% of the budgeted expenditure of R1.274 billion.

An overspending of R229.445 million (8.8%) was recorded under the vote across all programmes and classifications. The reasons for this overspending are outlined per programme below.

## EXPENDITURE PER PROGRAMME

PROGRAMME 1:  
ADMINISTRATION

The expenditure on this Programme was R319.960 million or 122.7% against the final allocation of R260.674 million, which resulted in an overspending of R59.286 million (22.7%). The overspending relates to:

- Goods and Services:** The overspending was due to budget cuts that resulted in a shortfall for critical items, including network bandwidth for the Court Online system and audit costs. In addition, the cost of Microsoft licences exceeded projections due to fluctuations in the rand/dollar exchange rate.
- Transfers and Subsidies:** The overspending of this category was driven by higher-than-anticipated leave gratuities paid to officials who either resigned or passed away.

PROGRAMME 2:  
SUPERIOR COURT SERVICES

The expenditure on this programme was R1.126 billion (116.8%) against the final allocation of R963.946 million, which resulted in an overspending of R161.898 million (16.8%). The overspending relates to:

- Compensation of Employees:** Overspending arose from a shortfall in the additional funds allocated during the budget adjustment process, which were intended to cover salary adjustments.

2. **Goods and Services:** Budget reductions led to shortfalls in several areas, including fleet services and operating leases for Judges' vehicles. Additional pressure was experienced in travel and subsistence costs, particularly for car rentals for acting Judges and permanent Judges awaiting the delivery of permanent vehicles.
3. **Transfers and Subsidies:** Higher-than-anticipated leave gratuity payments were made to officials who resigned or passed away.
4. **Purchase of Capital Assets:** Budget cuts resulted in a shortfall in funding for finance leases relating to Judges' vehicles.

### PROGRAMME 3: JUDICIAL EDUCATION AND SUPPORT

The expenditure on this programme was R66.776 million (135.8%) against the final allocation of R49.168 million, which resulted in an overspending of R17.608 million (35.8%). The overspending relates to:

FROM			TO		
Programme	Item	R'000	Programme	Item	R'000
1: Administration	Compensation of employees	18 620	2: Superior Court Services	Compensation of employees	19 174
	Purchase of capital assets	668		Purchase of capital assets	968
<b>TOTAL</b>		<b>19 288</b>			
3: Judicial Education and Support	Compensation of employees	554			
	Purchase of capital assets	300			
<b>TOTAL</b>		<b>854</b>			
<b>TOTAL</b>		<b>20 142</b>	<b>TOTAL</b>		<b>20 142</b>

The virements from the Administration and the Judicial Education and Support programmes were executed to offset the overspending in

1. **Goods and Services:** Overspending occurred due to budget cuts, which resulted in a shortfall in funding for judicial education and training, as well as for the sittings of the Judicial Service Commission.
2. **Transfers and Subsidies:** Overspending was due to higher-than-anticipated leave gratuity payments made to officials who resigned.

### STATUTORY FUND (DIRECT CHARGE): JUDGES' SALARIES

The expenditure on the statutory allocation was R1.324 billion (99.3%) against the final allocation of R1.333 billion, which resulted in a saving of R9.347 million (0.7%). The saving on Judges' salaries is attributed to lower-than-anticipated payments of gratuities.

### VIREMENTS

The table below provides a detailed breakdown of virements executed:

the Superior Court Services programme on compensation of employees, which resulted from a shortfall in additional funds allocated in

the budget adjustment process to cover salary adjustments. Additionally, the virements were applied to purchase capital assets to address overspending caused by cuts implemented in the 2024/25 budget.

### **UNAUTHORISED EXPENDITURE**

Unauthorised expenditure incurred during the period under review amounted to R238 492. The unauthorised expenditure relates to overspending within the main divisions of the vote.

### **FRUITLESS AND WASTEFUL EXPENDITURE**

Fruitless and wasteful expenditure amounting to R18 000 was incurred during the 2024/25 FY due to no-shows for flights. This represents a reduction of R39 000 compared to the previous FY's wasteful expenditure of R57 000.

### **IRREGULAR EXPENDITURE**

The irregular expenditure incurred during the 2024/25 FY relates to an ongoing ICT contract entered into during the 2021/22 period, which was found to be non-compliant with the State Information Technology Agency Act, 1998 (Act No. 88 of 1998) (SITA Act). The total irregular expenditure as at 31 March 2025 amounts to R46 411 000.00.

### **THE STRATEGIC FOCUS OVER THE SHORT- TO MEDIUM-TERM PERIOD**

In line with the focus areas outlined in the Strategic Plan, the OCJ will continue to prioritise the following:

- Supporting the Chief Justice in ensuring judicial accountability.
- Broadening and improving access to justice and the services of the Superior Courts.
- Ensuring an efficient court system and providing judicial support.
- Reducing inefficiencies in court administration through the modernisation and digitisation of systems, processes, and infrastructure.

### **PUBLIC-PRIVATE PARTNERSHIPS**

The OCJ did not enter into any public-private partnerships during the period under review.

### **DISCONTINUED ACTIVITIES/ACTIVITIES TO BE DISCONTINUED**

No activities were discontinued during, or as a result of, the period under review.

### **NEW/PROPOSED ACTIVITIES**

There were no new/proposed activities.

### **SUPPLY CHAIN MANAGEMENT**

No unsolicited bid proposals were considered or concluded by the Department for the year under review.

### **SUPPLY CHAIN MANAGEMENT PROCESSES AND SYSTEMS TO PREVENT IRREGULAR EXPENDITURE**

The OCJ reviewed and strengthened its supply chain management (SCM) processes and systems during the year under review to detect and prevent irregular, fruitless, and wasteful expenditure.

The measures implemented included the following:

- The Departmental Financial Instructions (DFI) were reviewed to strengthen controls and ensure the accountability of officials. The National Treasury (NT) Compliance and Reporting Framework was incorporated into the amended DFI to prevent irregular, fruitless, and wasteful expenditure. All amended NT Instruction Notes on procurement-related matters were incorporated.
- The OCJ Financial Delegations are currently under review, and the Supply Chain Management (SCM) processes have been strengthened, as reflected in the updated delegations.

- The procurement of goods and services has been conducted in accordance with approved annual Demand and Procurement Plans, which are prepared, implemented, and monitored in line with the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). A new Demand Plan template has been developed, linking the Expenditure National Estimates (ENE) budget to the Units' budgets in an effort to prevent budget overspending by end users. Additionally, in-house training on completing the Demand Plan was provided internally by the SCM Unit.
- All ICT-related services and goods are procured through the State Information Technology Agency (SITA). However, the Department experienced delays in the finalisation of some ICT procurements by SITA. To address these delays and expedite resolution, weekly meetings are held with SITA to monitor the progress of the tasking letters issued.
- The checklist to ensure compliance with all prescribed SCM prescripts was re-designed and implemented in all OCJ Service Centres.
- The initiative requiring all SCM practitioners to perform pre-check compliance reviews before generating purchase orders continued. The process ensured, inter alia, that purchase orders were placed with accredited suppliers or service providers registered on the NT's Central Supplier Database (CSD).
- The OCJ continued to appoint Bid Committees and Provincial Control Committees to ensure transparency, fairness, and compliance within SCM and tender processes.
- All SCM officials have signed a Code of Conduct and Declaration of Interests. Furthermore, SCM officials disclosed their financial interests through the e-Disclosure system during the year under review.
- Members of the Bid Committees signed a Code of Conduct and Declaration of Interests.
- Contract management and payment registers are maintained and monitored to prevent irregular expenditure.
- No unsolicited bid proposals were received or concluded for the year under review.
- To enhance skill levels, the NT, various training institutions, and the National School of Government (NSG) provided training to SCM officials across a broad spectrum of SCM functions.
- To strengthen SCM compliance and understanding of processes, in-house training on SCM procedures was provided to OCJ officials. NT also provided in-house training to Bid Committee members to enhance their effectiveness in performing their functions.
- Training was conducted by NT for all SCM officials within the OCJ on the Public Procurement Act 2024 (Act), including a webinar on Public Sector Institutions and a Special SCM Forum covering Strategic Procurement concept papers.
- SCM processes were aligned with the requirements of the relevant legislation.

The prescripts issued by NT, audit findings by the OCJ's Internal Audit, and the Auditor-General South Africa (AGSA), have been communicated throughout the year to all finance officials within the OCJ to ensure that correct SCM procedures are followed and implemented during the procurement process.

SCM Standard Operating Procedures (SOPs) were revised and strengthened, incorporating new prescripts. The SCM policy has been approved and implemented, and Bid Committee members have been vetted.

#### **GIFTS AND DONATIONS RECEIVED IN KIND FROM NON-RELATED PARTIES**

During the reporting period, the OCJ received donations and sponsorships ranging from books, hotel accommodation, and flights to the value of R318 010.30.

#### **EXEMPTIONS AND DEVIATIONS RECEIVED FROM NATIONAL TREASURY**

There were no exemptions and deviations for the period under review.

## EVENTS AFTER THE REPORTING DATE

No events were recorded at the date of submission.

## OTHER MATERIAL FACTS/CIRCUMSTANCES

### Asset management

During the year under review, the OCJ maintained its Asset Register in compliance with section 40(1) (a) of the PFMA. The Department's Asset Register fully complies with the minimum requirements set by NT. All fixed assets under the control of the OCJ were captured on the LOGIS Asset Register system to ensure successful migration and implementation effective from the beginning of the 2025/26 FY. A project was undertaken to identify all assets no longer in use in various Superior Courts, and facilitate the disposal of such assets. Periodic verification and reconciliation of all Departmental and leased assets were conducted to ensure existence, accuracy, and completeness of the Asset Register.

## ACKNOWLEDGEMENT AND APPRECIATION/ CONCLUSION

I hereby reaffirm the Department's commitment to its mandate of supporting the Judiciary to ensure the provision of effective and efficient services in the Superior Courts. The OCJ expresses its sincere gratitude to Chief Justice Mandisa Maya for the leadership she provided to us. The OCJ also thanks the Minister of Justice and Constitutional Development, Ms Mmamoloko Kubayi (MP), and the Deputy Minister of Justice and Constitutional Development, Mr Andries Nel (MP) for their executive support. We also express our gratitude to the Chairperson and members of Parliament's Portfolio Committee on Justice and Constitutional Development for their oversight role over the work of the OCJ. We also thank the Chairperson and members of the Audit and Risk Committee (ARC) of the OCJ for their continued guidance and support. Furthermore, our gratitude is extended to a wide range of stakeholders who have richly contributed to the work of the OCJ.

Finally, I thank all OCJ employees for their dedicated effort in ensuring that we deliver services in line with the Constitution and the prescripts of the Public Service.



### Adv M Potgieter

Accounting Officer (Acting):  
Office of the Chief Justice

31 July 2025



# STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

5

To the best of my knowledge and belief, I confirm the following:

All information and amounts disclosed throughout the annual report are consistent. The annual report is complete, accurate, and free from any omissions.

The annual report has been prepared in accordance with the guidelines on the annual report as issued by the National Treasury.

The Annual Financial Statements (Part F) have been prepared in accordance with the modified cash standard and the relevant frameworks and guidelines issued by the National Treasury.

The Accounting Officer is responsible for the preparation of the annual financial statements and for the judgements made in this information.

The Accounting Officer is responsible for establishing and implementing a system of internal control that has been designed to provide reasonable assurance as to the integrity

and reliability of the performance information, the human resources information, and the annual financial statements.

The external auditors are engaged to express an independent opinion on the annual financial statements.

In my opinion, the annual report fairly reflects the operations, performance information, human resources information, and the financial affairs of the Department for the financial year ended 31 March 2025.

Yours faithfully,



**Adv M Potgieter**

Accounting Officer (Acting):  
Office of the Chief Justice

31 July 2025

# STRATEGIC OVERVIEW



## VISION

A single, transformed and independent judicial system that guarantees access to justice for all.



## MISSION

To provide support to the judicial system to ensure effective and efficient court administration services.



## VALUES

In the pursuit of its mandate, vision and mission, the OCJ upholds the following values:

### RESPECT

- We treat everyone with dignity, courtesy and understanding; and
- We ensure respect, protection, promotion and fulfilment of the values of the Constitution.

### PROFESSIONALISM

- We demonstrate the highest levels of competence, efficiency and ethical values in executing tasks.

### INTEGRITY

- We value openness, honesty, consistency and fairness;
- We act in good faith in all day-to-day activities and display humility; and
- We have a commitment to ethics and focus on justice and fairness.

### TRANSPARENCY

- We are open in our processes and communicate our actions and decisions clearly

### ACCOUNTABILITY

- We ensure stringent standards of conduct and are answerable for our performance.

### EXCELLENCE

- We are results-oriented and cost-effective when doing our work;
- We understand customer's needs, respond timeously, efficiently and effectively to customer's queries and requests; and
- We strive for quality and high performance.

# LEGISLATIVE AND OTHER MANDATES

7

The OCJ is guided by the Constitution of the Republic of South Africa, 1996, as well as other legislation and policies that constitute the legal framework for the establishment of the OCJ in executing its mandate.

## CONSTITUTIONAL MANDATE

The Constitution provides that the judicial authority of the Republic is vested in the courts. It also provides that the Chief Justice is the Head of the Judiciary and entrusts the Chief Justice with the responsibility to establish and monitor

the implementation of Norms and Standards for the performance of judicial functions in all courts. Section 165(4) of the Constitution enjoins organs of State to assist and protect the courts to ensure their independence, impartiality, dignity, accessibility, and effectiveness. The OCJ was established to support the Judiciary in order to give effect to section 165(4) of the Constitution.

## LEGISLATIVE MANDATE

The OCJ derives its mandate from several pieces of legislation, including the following:

LEGISLATION	KEY MANDATES / RESPONSIBILITIES
<b>Public Service Act, 1994 (Act No. 103 of 1994)</b>	<p>The OCJ was proclaimed a National Department under the Public Service Act, 1994. This Act provides for the organisation and administration of the Public Service.</p> <p>In March 2015, the Minister of Public Service and Administration, in terms of this Act, determined the functions relating to the administration of the Superior Courts transferred from the DoJ&amp;CD to the OCJ.</p>
<b>Public Finance Management Act, 1999 (Act No. 1 of 1999)</b>	This Act regulates financial management in the National Government.
<b>Superior Courts Act, 2013 (Act No. 10 of 2013)</b>	<p>This Act empowers the Chief Justice to exercise responsibility over the establishment and monitoring of Norms and Standards for the exercise of judicial functions at all courts.</p> <p>The Minister of Justice and Constitutional Development has, in terms of this Act, delegated certain powers and functions to the SG to provide administrative support functions to the Chief Justice and the Judiciary.</p> <p>This Act also regulates the allocation of financial resources of the OCJ and designates the SG as the Accounting Officer.</p>

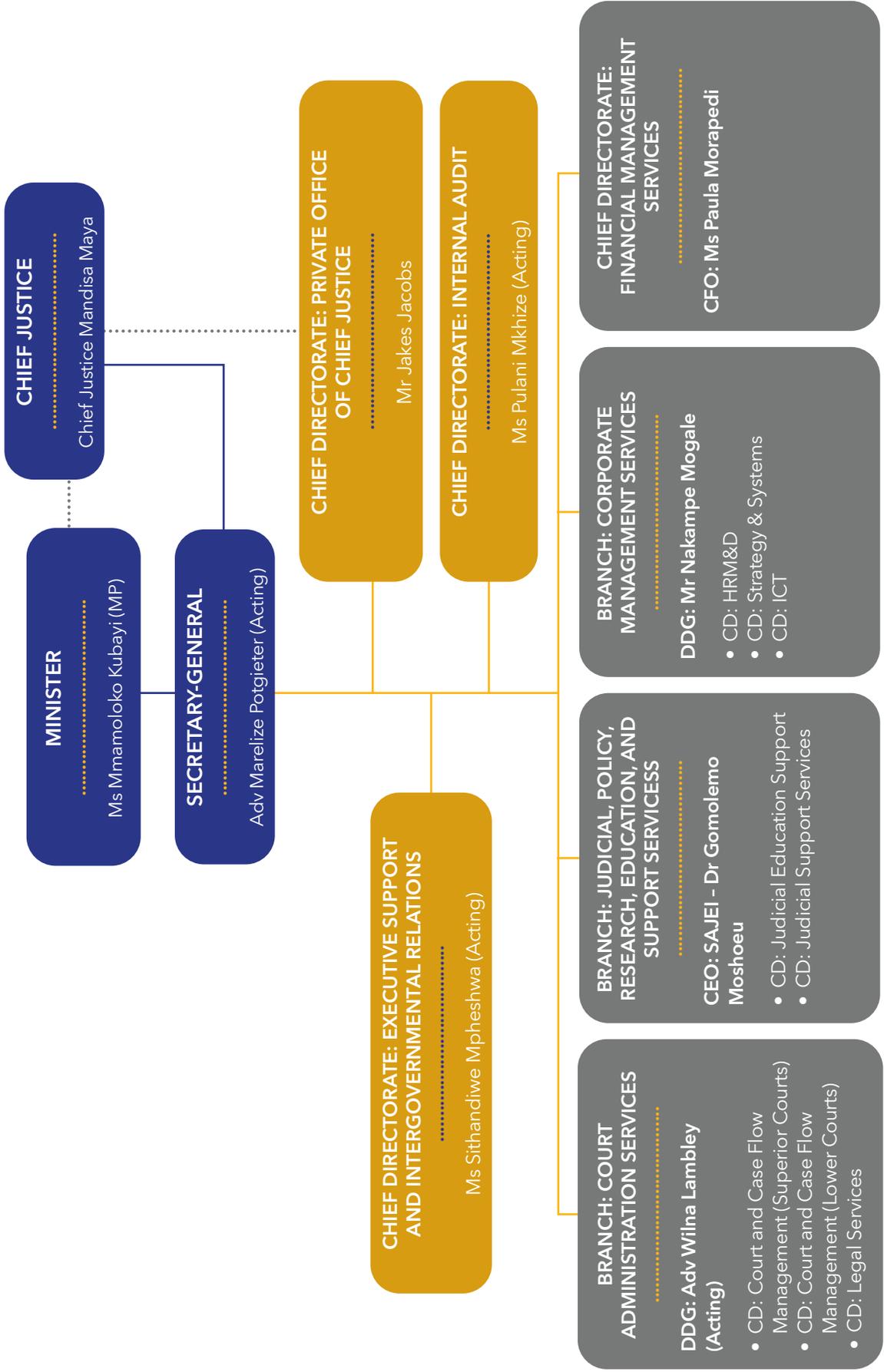
LEGISLATION	KEY MANDATES / RESPONSIBILITIES
<b>Judges' Remuneration and Conditions of Employment Act, 2001</b> (Act No. 47 of 2001)	This Act deals with the remuneration and conditions of employment of Judges. The OCJ provides administrative support to the Judges.
<b>Judicial Service Commission Act, 1994</b> (Act No. 9 of 1994)	The Act deals with the appointment of Judges and the establishment of the Judicial Conduct Committee that deals with complaints about Judges. This Act also deals with, among others, the establishment and maintenance of a Register of Judges' Registrable Interests. The OCJ provides secretariat support to the JSC.
<b>South African Judicial Education Institute Act, 2008 (Act No. 14 of 2008)</b>	The Act provides for the training of Judicial Officers and aspirant Judges.
<b>Judicial Matters Amendment, 2015 Act</b> (Act No. 24 of 2015)	In terms of the Judicial Matters Amendment Act, 2015, the general administration of the Judges' Remuneration and Conditions of Employment Act, 2001 has been transferred from the Director-General (DG) of the DoJ&CD to the SG of the OCJ with effect from 01 August 2016. This Amendment Act also transfers certain functions and responsibilities of SAJEL that were previously allocated to the DoJ&CD. Furthermore, the Act determines that SG is responsible for accounting for JSC funds.
<b>Regulations on the Criteria for the Determination of the Judicial Establishment of the Supreme Court of Appeal and Divisions of the High Court of South Africa, 2015</b>	These Regulations, made in terms of section 49(1)(b) of the Superior Courts Act, 2013 (Act 10 of 2013), provide the criteria for the determination of the number of Judges at the Superior Courts.

## POLICY MANDATES

The OCJ was proclaimed as a national Department by the President of the Republic of South Africa in terms of Proclamation 44 of 2010. Subsequently, the Minister for Public Service and Administration (MPSA) made a determination regarding the purpose and objectives of the OCJ as follows:

- To ensure that the Chief Justice can properly execute their mandate as both the Head of the Constitutional Court and the Head of the Judiciary;
- To enhance the institutional, administrative and financial independence of the OCJ; and
- To improve organisational governance and accountability and the effective and efficient use of resources.

# ORGANISATIONAL STRUCTURE



## ENTITIES REPORTING TO THE MINISTER

There are no entities that report to the Minister of Justice and Constitutional Development which are funded through the OCJ Vote and whose functions support the mandate of the OCJ.







PART

**B**

PERFORMANCE INFORMATION

# AUDITOR-GENERAL'S REPORT: **PRE-DETERMINED OBJECTIVES**



The Auditor-General's report on the audit of pre-determined objectives is presented on pages 126-129 of the Report of the Auditor-General, included in Part F: Financial Information.

## OVERVIEW OF **DEPARTMENTAL PERFORMANCE**



### **2.1. SERVICE DELIVERY ENVIRONMENT**

The OCJ operates in a dynamic environment where it must continuously implement initiatives that enhance judicial governance, modernise court administration, and address emerging challenges. By focusing on improving processes, infrastructure, and systems, the OCJ works diligently to uphold the rule of law and support the Chief Justice as the head of the Judiciary. This focus on service excellence aims to foster a judicial system that is transparent, efficient, and accessible to all users.

During the 2024/25 FY, the OCJ provided administrative support to the Judiciary in contribution to Chapter 14 of the NDP (promoting accountability and fighting corruption) through strengthening judicial governance and the rule of law. The Department continued to support the Judiciary by reducing inefficiencies in the administration of Superior Courts to enhance access to justice.

### **SUPERIOR COURT SERVICES AND ACCESS TO JUSTICE FOR ALL**

Despite the continued inconsistent power supply and budget constraints experienced during the 2024/25 FY, the OCJ ensured that the Superior Courts remained operational. In this regard, technological interventions were explored to ensure continued access to justice, which led to reduced operational costs and adaptation to budget constraints.

### **ENSURING AN EFFICIENT COURT SYSTEM**

Effective case management, strategic resource allocation, and the strategic use of technology allow the courts to streamline processes and reduce delays in service delivery. In the 2024/25 FY, the OCJ finalised 97% (86 454 of 89 286) of quasi-judicial matters within the expected timeframes established by court rules. The OCJ also provided support in the implementation of

case flow management initiatives, which were utilised to ease congested trial schedules and tackle delays in case finalisation. Furthermore, the collation of statistics and skills development training workshops was undertaken as part of monitoring the case flow management.

During the year under review, the OCJ focused on eradicating fraudulent court orders to safeguard the integrity of the courts. To this end, the Department provides support to the Court Order Integrity Committee in tracking fraudulent court orders and reporting them to relevant stakeholders such as the South African Police Service (SAPS) and National Prosecuting Authority (NPA) for investigation and prosecution. Out of these efforts, a total of 29 fraudulent court orders were reported between April 2024 and March 2025 and subsequently referred to both the Forensic Unit and the SAPS for investigation.

Internal control measures, such as the implementation of the Court Online system, have been deployed across all Divisions of the High Court to strengthen the integrity of court orders. The system automates the uploading of typed, signed, and stamped court orders, creating a comprehensive trail of events for accountability purposes. Furthermore, recognising the serious impact fraudulent court orders have on access to justice, and in light of coordinated activities aimed at undermining the integrity of court orders, the Committee engaged with the SAPS and the Directorate for Priority Crime Investigation (DPCI). Together, they jointly recommended that the production of fraudulent court orders be designated as a National priority offence and that the DPCI be tasked with its investigation.

The year under review also saw the Department consolidating its plan for the rollout of the Court Online system, an electronic filing system that allows for quick submission and retrieval of legal documents, reduction of paperwork in the court system, and enables real-time case management. The Court Online system remained functional at two Superior Courts during the 2024/25 FY, namely, the Gauteng Division, Pretoria, and

Gauteng Local Division, Johannesburg, with a further rollout of the system in six Service Centres during the period under review. These Service Centres were the Western Cape Division, Cape Town; Land Court; and various locations of the Labour Court, namely, Cape Town, Durban, Johannesburg, and Gqeberha. The OCJ's Court Administration Services (CAS) business unit continued to provide support and coordination of training of all Court Online system users, including the Judiciary and external stakeholders (Legal Fraternity). The benefits expected from the system stabilisation plan will go a long way to securing the functionality of the Court Online system and improving the experience of court users going forward.

By the end of the 2024/25 financial year, Court Online utilisation showed significant growth. The number of firms registered increased to 20,863, up from 14,032 in 2023/24—an increase of 48.7%. Similarly, the number of portal end-users grew to 24,793, compared to 16,647 the previous year, also reflecting a 48.7% increase. The number of OCJ Court Online users (Judges and Court Staff) rose sharply from 545 in 2023/24 to 1,167 in 2024/25, a growth of 114.1%. In addition, 158,141 cases were lodged and issued through the system in 2024/25, compared to 136,872 in 2023/24—an increase of 15.5%. These figures demonstrate encouraging progress in the adoption and use of Court Online.

## JUDICIAL EDUCATION AND SUPPORT

Judicial education and support contribute to Outcome 3 (Enhanced Judicial Performance) as outlined in the OCJ 2020/21– 2024/25 Strategic Plan. The outcome aims to ensure that the Department provides administrative and technical support that enables the Judiciary to deliver on its constitutional mandate, through continued judicial education courses. These courses are provided to serving and aspirant Judicial Officers and play a vital role in contributing towards the efficiency of the courts and transformation of the Judiciary.

Despite budgetary constraints, the OCJ, through the South African Judicial Education Institute (SAJEI), conducted 141 judicial education courses attended by 3 745 delegates. In addition, the SAJEI conducted six courses for aspiring judicial officers and three courses in support to foreign judiciaries. Furthermore, two courses were provided to other institutions focusing on improving judicial skills. During the 2024/25 FY, the SAJEI converted most of the courses from in-person to virtual due to a budget cut. However, virtual training has been affected by network and connectivity challenges faced by the target population.

In line with the functions of the Institute as stated in the SAJEI Act 14 of 2008, SAJEI conducted virtual course for aspiring Regional Court Magistrates, which was attended by 309 participants.

The Brigitte Mabandla Aspirant Women Judges' Training Programme for the second cohort took place during the year under review. The

next phase, which involves mentoring at the various High Court Divisions, will commence in the 2025/26 FY. During the year under review, members of the second cohort who successfully completed the course served as acting Judges in various Divisions of the High Court.

In the 2024/25 FY, the OCJ published three Judicial Education Newsletters under the guidance of the Magistracy. The purpose of the Newsletter is to create a platform for sharing best practices and discussing issues pertinent to the Judiciary.

### SERVICE DELIVERY IMPROVEMENT PLAN

The OCJ Service Delivery Improvement Plan (SDIP) for the 2022/23-2024/25 cycle was implemented and monitored across 23 Superior Courts. The tables below highlight the activities undertaken under the SDIP and the corresponding achievements for the 2024/25 FY.

## 2.2. MAIN SERVICES AND STANDARDS

Main services	Beneficiaries	Current/Actual standard of service (2023/24)	Desired standard of service (2024/25)	Actual achievement (2024/25)
Issuing of Court orders	Court Users	94% (142 579 of 151 928) of court orders were issued within seven (7) days from the date the order was issued.	100% of court orders issued within seven (7) days from the date the order issued.	96% (140 112 of 145 424) of court orders were issued within seven (7) days from the date the order was issued.
		95% (142 of 149) of court orders were verified within seven (7) working days from the date of query.	100% of court orders verified within seven (7) working days from the date of query	96% (69 of 71) of court orders were verified within seven (7) working days from the date of query.

## 2.3 BATHO PELE ARRANGEMENTS WITH BENEFICIARIES

Batho Pele Principles	Current/Actual arrangements (2023/24)	Desired arrangements (2024/25)	Actual achievements (2024/25)
<b>Professional Standards for Public Servants</b>	92% (1 653 of 1 794) of Court officials are wearing name tags at Superior Courts.	100% of Court officials are wearing name tags at Superior Courts.	80% (1403 of 1758) of Court officials are wearing name tags at Superior Courts.
<b>Working Environment Standards</b>	100% (23 of 23) of Superior Courts with visible security personnel.	100% of Superior Courts with visible security personnel	100% (23 of 23) of Superior Courts have visible security personnel.
	96% (22 of 23) of Superior Courts with updated first aid kits.	100% of Superior Courts with updated first aid kits.	100% (23 of 23) of Superior Courts have updated first aid kits.
<b>Access Standards</b>	39% (9 of 23) of Superior Courts with functional reception desks administered by OCJ officials.	50% of Superior Courts with functional reception desks administered by OCJ officials.	70% (16 of 23) of Superior Courts have functional reception desks administered by OCJ officials.
	100% (23 of 23) of Superior Courts with fitted rails and ramps.	100% of Superior Courts fitted with rails and ramps.	100% (23 of 23) of Superior Courts have fitted rails and ramps.
	74% (17 of 23) of Superior Courts with OCJ-branded corporate signage (internal and external).	90% of Superior Courts with OCJ-branded corporate signage (internal and external).	87% (20 of 23) of Superior Courts have OCJ-branded corporate signage (internal and external).
<b>Consultation Standards</b>	Two (2) Customer Satisfaction surveys conducted at the Superior Courts Through Frontline Service Delivery Monitoring at the Superior Courts.	One (1) Customer Satisfaction survey conducted at the Superior Courts	Two(2) Customer Satisfaction surveys conducted at the Superior Courts through Frontline Service Delivery Monitoring at the Superior Courts.
<b>Openness and Transparency Standards</b>	Office of The Chief Justice (OCJ) 2022/23 FY Annual Report published on the OCJ website and intranet.	Office of The Chief Justice (OCJ) 2023/24 FY Annual Report published on the OCJ website and intranet.	Office of The Chief Justice (OCJ) 2023/24 FY Annual Report published on the OCJ website and Intranet.
<b>Service Standards</b>	23 Superior Courts displaying the Abridged Service Delivery Charter.	23 Superior Courts displaying the Abridged Service Delivery Charter.	23 Superior Courts are displaying the Abridged Service Delivery Charter.

## 2.4. SERVICE DELIVERY INFORMATION TOOL

Batho Pele Principles	Current/Actual arrangements (2023/24)	Desired arrangements (2024/25)	Actual achievements (2024/25)
<b>Information Standards</b>	61% (14 of 23) Superior Courts have information pamphlets available on how to obtain and verify court orders.	100% Availability of information pamphlets on how to obtain and verify court orders in all Superior Courts.	61% (14 of 23) of Superior Courts have information pamphlets available on how to obtain and verify court orders.
	83% (19 of 23) Superior Courts displaying framed posters on how to obtain Superior Court orders.	23 Superior Courts displaying framed posters on how to obtain Superior Court orders.	100% (23 of 23) Superior Courts are displaying framed posters on how to obtain Superior Court orders.

## 2.5. COMPLAINTS MECHANISM

Batho Pele Principles	Current/Actual arrangements (2023/24)	Desired arrangements (2024/25)	Actual achievements (2024/25)
<b>Redress Standards</b>	83% (175 of 212) of complaints resolved within 25 working days from the date of lodgement.	60% of Complaints resolved within 25 working days from the date of lodgement.	84% (182 of 217) of Complaints were resolved within 25 working days from the date of lodgement.



## ORGANISATIONAL ENVIRONMENT

### 3.1. HUMAN RESOURCE MANAGEMENT

As at 31 March 2025, the OCJ establishment comprised 2 204 posts, compared to 2 191 as at 01 April 2025. This reflects a 0.5% increase, attributed to the creation of 13 new ICT posts. Of the 2 204 approved posts, 1 932 were filled by the end of March 2025, reflecting a decrease of 1% (20 posts fewer) in the number of filled posts compared to the previous FY. Consequently, the OCJ's vacancy rate for the 2024/2025 FY increased to 12.34%, up from 10.9% in the 2023/2024 FY.

The vacancy rate of 12.34% as at 31 March 2025 exceeds the departmental target of 10% or lower. This is primarily due to the implementation of Circular No. 49 of 2023, issued by the Department of Public Service and Administration (DPSA) on 17 October 2023. The circular introduced a directive on the implementation of control measures to assist executive authorities in managing fiscal sustainability during the creation and filling of vacant posts in departments. These measures were extended into 2024/2025 financial year.

The OCJ's turnover rate as at 31 March 2025 was 11.63%, representing a decrease of 6.1% compared to the previous FY's rate of 16.5%. During the 2024/2025 FY, the OCJ continued to experience vacancies in Senior Management positions. As at the end of the FY, the following eight key Senior Management positions remained vacant:

- Chief Director: Strategy and Systems
- Chief Director: Internal Audit
- Chief Director: Judicial Education Support
- Director: Internal Audit
- Director: Strategy and Service Delivery Planning
- Director: Court Operations (WC)
- Director: Case Flow Management (Lower Courts)
- Director: Supply Chain Management

The above-mentioned critical positions will be filled in the 2025/26 FY to improve stability in the operations of the Department.

### 3.2. CURBING OPPORTUNITIES FOR FRAUD AND CORRUPTION

During the reporting period, the Department continued the implementation of the Fraud Prevention and Anti-Corruption Policy and Strategy in line with its zero-tolerance approach to fraud and corruption. The Strategy is four-dimensional, aligning with the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004). It focused on preventing, detecting, investigating, and resolving fraud incidents, while also deterring future occurrences.

The OCJ continues to promote a culture of professional ethics and good governance through the implementation of the Whistleblowing Policy. This policy outlines detailed fraud reporting

procedures and creates a mechanism for anonymous reporting within the Department and through the National Anti-Corruption Hotline. Furthermore, 31 awareness sessions on fraud and corruption were conducted.

During the 2024/25 FY, 35 fraud and corruption cases were reported, and 33 cases were investigated and finalised. Of the finalised cases, 30 were completed within the prescribed 60 working days, in accordance with the relevant policy requirements. By the end of the 2024/25 FY, all reported cases had been resolved, and no cases remained under investigation.

The Public Service Regulations, 2016 (PSR), stipulate that employees who wish to perform remunerative work outside the Public Service must obtain approval from their respective Accounting Officers, to prevent any conflicts of interest. The application of the PSR in managing potential conflicts of interest continue to be an important factor in promoting an ethical culture within the OCJ. It is also worth noting that the OCJ has continued ensuring compliance with prescripts relating to the disclosure of financial interests by designated employees. During the reporting period, all OCJ SMS members, and

other designated categories of officials, submitted their financial interests.

Lastly, in line with the Code of Conduct for Supply Chain Management Practitioners (Practice Note No. 4 of 2003), all OCJ Bid Committees, including the OCJ Bid Adjudication Committee (OCJBAC) and the Provincial Procurement Committee, as well as all Supply Chain Management (SCM) employees have pledged adherence to the Code. Furthermore, awareness sessions on matters of conflict of interest matters and training on SCM processes have been provided to OCJ officials.

### 3.3. MAINSTREAMING CROSS-CUTTING ISSUES (GENDER, YOUTH & DISABILITY)

Despite being challenged by Circular No. 49 of 2023 in respect of cost cutting measures, the Department continued to prioritise the employment of Women, Youth and People with Disabilities (PWD). However, as at the end of the 2024/25 FY, the OCJ had an underachievement of 2.95% in the 50% target for women representation at SMS level (16 women compared to 18 males).

As at the end of the reporting period, the Youth (aged 21–35) comprised 26% of the organisation's

total staff complement (530 of 2005). The Youth representation was below the 30% national target by 4% due to youth employment being a moving target with young employees outgrowing the youth category. As a result of the implementation of Circular No. 49, the Department was unable to fill positions intended to support youth unemployment. However, in relation to PWDs, the national target of 2% representation was achieved, with 44 of the 2 005 employees identified as PWDs.

### 3.4. HEALTH AND WELLNESS PROGRAMME

The OCJ continued to prioritise the health and wellness of officials through the services of Proactive Health Solutions (PHS), aimed at improving productivity levels and ensuring optimal service delivery. The Department observed improvements in the utilisation of the Employee Health and Wellness (EHW) services during the reporting period. During this period, the OCJ implemented 16 Employee Health and Wellness programmes, through which 62 EHW sessions were conducted. These sessions included Trauma Debriefing Workshops, Diversity and Work-Related Awareness Sessions, Stress Management Awareness Sessions, Wellness Days, and Community Outreach activities. The OCJ continues to attend to maintenance issues to ensure compliance with the OHS prescripts.

The EHW sessions were guided by, and aimed at addressing, issues related to mental health, work-related challenges, psychosocial matters, relationships, and financial wellbeing. A wide range of topics were covered, including disability, resilience, work-life balance, gender-based violence, workplace bullying, substance abuse, men and women's health, grief, anger management, conflict management, trauma debriefing, self-care, and health screenings. These sessions provided the OCJ with valuable insights into the overall health status of its officials.

The OCJ conducted 14 emergency evacuation drills to test its Evacuation Plan in the 2024/2025 FY. The OCJ continued to conduct awareness on OHS compliance during the period under

review. The limited maintenance of the OCJ Court buildings remains a safety risk, attributable to the reliance on other departments such as the DoJ&CD and DPWI.

The OCJ will continue to implement EHW programmes in line with the four pillars of the DPSA Employee Health and Wellness Strategic

Framework, which includes HIV/AIDS, STI and TB management; Health and Productivity management; Wellness Management; and Safety, Health, Environment, Risk and Quality (SHERQ) management. In efforts to address GBV, the Department will conduct awareness sessions focusing on the role of culture and substance abuse in GBV and domestic violence.

### 3.5. CAPACITATING EMPLOYEES THROUGH SKILLS DEVELOPMENT PROGRAMMES

A skilled and capable workforce remains key for the capacitation of the OCJ. In order to efficiently and effectively deliver on its mandate, the Department continued to fill critical vacant positions in the courts during the 2024/25 FY, in line with the approved Human Resource Plan 2022/23-2024/25. The Department's human resourcing initiatives will continue to prioritise the courts to ensure they are sufficiently capacitated to effectively deliver public services.

The OCJ has provided continuous learning and development opportunities for employees through various impactful training interventions that were conducted to reskill and upskill staff in support of their professional and personal development.

As part of capacitation efforts, training on various skills programmes was conducted to build a

capable workforce during the 2024/25 FY. 91% (1 128 of 1 236) employees were trained in line with the Workplace Skills Plan (WSP). Of the 1 128 employees trained, 685 were females and 443 were males. The Department continued to provide study assistance to staff members for the advancement of their studies as part of the skills development programmes. In the 2024/2025 FY, 119 bursaries were awarded, wherein 12 employees completed their qualification through the study assistance provided by the OCJ.

Over and above the capacitation of employees, the OCJ placed 108 trainees on various developmental programmes. These included 72 on the internship graduate programme, nine TVET learners, and nine SASSETA-funded legal interns. As at the end of March 2025, 18 interns had secured permanent employment within the Public Service.

### 3.6. DIVERSITY MANAGEMENT

In respect of the Women's Forum, which was launched during the reporting period, critical deliberations were facilitated, centered on mechanisms to address issues affecting women, such as gender-based violence, mental health, parenting, relationships, and work-related issues. The OCJ continued advocating for men's issues through the coordination of a Men's Forum during the 2024/25 FY. Key issues deliberated on in this Forum included men's health, mental health, financial wellness, co-parenting, and self-care.

The OCJ continues to strive to address challenges of infrastructure, particularly the conditions of the

Courts. Processes to upgrade, maintain facilities, and accommodate people with disabilities at the Superior Courts are underway through repair and renovation projects. However, since the OCJ is not the custodian of court buildings or the budget holder for construction and capital maintenance, the upgrading process is dependent on all stakeholders involved, primarily the DoJ&CD and the DPWI.

Therefore, the OCJ will continue engagements with stakeholders on expediting the upgrading of the Courts.

### 3.7. FINANCIAL RESOURCES

The Department's financial resources were continuously reprioritised to focus on delivering the priorities of Government and closing the financial gaps caused by the budget cut implemented in the 2024/25 administrative budget. Considering the spending of the Department in previous years, the 10% budget cut impacted negatively on the Department's operations.

Despite the budget cut, the OCJ continued to implement the Court modernisation programme to improve access to justice and the services

rendered by the Superior Courts. The increased need for online services necessitated the improvement of the ICT infrastructure to cope with increased virtual meetings, online training and streaming of court hearings. To realise this, the Department increased the data lines bandwidth of its Service Centres/Superior Courts and extended the WIFI coverage in selected courts during the year under review after realising savings on some contracts under computer services and communication services.

### 3.8. THE STATUS OF THE INSTITUTION REGARDING COMPLIANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT

The OCJ, through its Supply Chain Management processes, continues to comply with the Preferential Procurement Policy Framework Act (PPPFA). In pursuit of maintaining the highest standards of governance, the OCJ continued to implement the PPPFA and its regulations through the procurement of goods and services. During the year under review, the OCJ awarded

71% of bids to suppliers who met the specific goals in line with the Preferential Procurement Regulations (PPR) of 2022. The OCJ continues to support and consider small businesses owned by women, youth, and people with disabilities in the procurement processes, in line with the SCM Policy Framework and the PPR of 2022.

### 3.9. BUSINESS CONTINUITY MANAGEMENT

The OCJ follows ISO 22301:2019, Business Continuity Institute: Good Practice Guidelines (BCI GPG:2018), and the National Treasury Service Continuity Guidelines to establish and implement a Business Continuity Management System (BCMS) which informs the OCJ Business Continuity Management Policy. During the year under review, the overall implementation of the Business Continuity Management System Project improved from 79.1% in the previous FY, to 83.3% 2024/25 FY, with the Business Continuity Plan compilation being at 100%.

The OCJ BCMS is rolled out and implemented through four key pillars: People Management, Facilities Management, Systems Recovery, and Business Recovery. These pillars are supported by

subcommittees for Safety, Health, Environmental, Risk, and Quality (SHERQ); Business Recovery; and Systems Recovery, respectively. The BCMS sub-committees reports to the BCMS committee. These committees remained functional as the responsible governance structures overseeing the implementation of the BCMS, aligned with the four pillars within the OCJ.

The OCJ, through its BCM Committees, accelerated the implementation of the BCM Policy and BCMS project planning, management, and monitoring tool. In collaboration with the Municipality's Disaster Management and Fire Departments, both announced and unannounced evacuation drills were conducted at the National Office and selected Superior Courts. These

evacuation exercises were primarily aimed at ensuring the safe evacuation of human resources, the organisation's most valuable asset. In Addition, two successful tests were conducted on the ICT Disaster Recovery Site in accordance with BCM standards.

The OCJ was negatively affected by the country's energy supply constraints and persistent load shedding and water shortages, which continuously impacted service delivery. Through the approved Business Continuity Plan (BCP), the Department has established clear targets for infrastructure resilience, and progress against these targets is regularly monitored. In addition, the OCJ has faced challenges with the procurement of back-up power and water supply, due to the Department's dependency on the DPWI for these services. In terms of acquiring backup measures for electricity and water, as of the reporting date, out of 24 service centres, including the National Office, only six had no backup electricity installed, and only five service centres were without a water backup system.

The following Service Centres still need backup power supply:

- High Court and Palace of Justice, Pretoria
- Labour and Labour Appeal Court, Cape Town
- High Court, Cape Town
- High Court, Middelburg
- Labour and Labour Appeal Court, Durban

The following Service Centres reported no water backup supply:

- High Court, Thohoyandou
- Labour and Labour Appeal Court, Durban
- High Court, Cape Town
- Labour and Labour Appeal Court, Cape Town
- Land Court, Johannesburg
- OCJ National Office, Midrand

Engagements are ongoing with various stakeholders to install water backup systems at these centres.

The DoJ&CD is actively addressing the procurement challenges relayed to generator backups. To ensure a coordinated solution for all courts, including the Superior Courts, the DoJ&CD has engaged the DPWI. As at 31 March 2025, the centralised projects managed by the DPWI National Office were reported to be at the award stage.

### 3.10. INFORMATION AND COMMUNICATION TECHNOLOGY

Technology plays a pivotal role in ensuring an efficient court system and enhancing service delivery. Accordingly, the OCJ continues to implement its digital strategy through initiatives such as the Court Online system. This platform enables the electronic filing of court documents and helps reduce the physical movement of people and paper-based processes. During the 2024/25 FY, the OCJ extended the Court Online system to an additional six courts, bringing the total Court Online-enabled courts to eight. The newly added courts include the Labour and Labour Appeal Court (Gauteng), Durban, Cape Town, Gqeberha; Land Court and Western Cape Division of the High Court (Cape Town).

Although the initial plan was to rollout the Court Online system to all 23 Service Centres by the end of the Medium-Term Strategic Framework (MTSF), the OCJ was overwhelmed by circumstances beyond its control including, among other things, application glitches, defects, and performance issues. As a result, the implementation of the project has been delayed to facilitate the stabilisation of the system before advancing its rollout and, ultimately, for the system to enable efficient service delivery and improved user experience.

To ensure that the Court Online system is rolled out, the OCJ contracted SITA to stabilise the Court Online system through a Maintenance

and Support Contract. The stabilisation plan has been completed by fixing system glitches through redevelopment; conducting of system performance testing; and adjusting the server and storage resources as required. System defects and system performance degradation were remediated, which ensured stability and improved user experience.

Furthermore, OCJ has ensured that the court infrastructure readiness measures, such as network upgrades and the procurement of hardware, have been completed. In addition, training and change management programmes have been finalised to enable the seamless rollout of digital systems. It is increasingly evident that the use and enhancement of ICT within the Superior Courts is contributing significantly to the improved efficiency of court processes.

The Courts are also challenged with incidences of fraudulent court orders. As a result, ICT, as an enabler of business, presents an opportunity for the Courts to minimise fraud and corruption. It is envisaged that the Court Online system will mitigate the risk of fraudulent court orders by issuing standardised system-generated orders.

The OCJ has an approved ICT Strategy that seeks to integrate technology into all areas of the business. The leadership of the Department plays a crucial role in digital transformation by fostering a culture that enables and embraces change and innovation. In the 2024/25 FY, various modernisation projects such as a network infrastructure refresh project, bandwidth upgrades, Wi-Fi extensions, a secured Judges Portal, and the Online Job Application Portal for internal applicants, were completed.

A secure ICT environment is critical for the OCJ, as it safeguards the integrity, confidentiality, and availability of its information within the ICT infrastructure. Accordingly, the Department requires an effective management of ICT security to identify, analyse, and mitigate information security risks and protection requirements, while limiting security breaches, threats, and vulnerabilities. To support the successful implementation of digital transformation, governance practices have been adopted and applied to ensure the availability of appropriate systems, processes, and frameworks. In this regard, the ICT Security Policy was reviewed and updated in alignment departmental information security governance requirements and the DPSA Information Security Directive.

## 4

## KEY POLICY DEVELOPMENTS AND LEGISLATIVE CHANGES

There were no key policy or legislative changes during the reporting period.

## 5

## PROGRESS TOWARDS THE ACHIEVEMENT OF INSTITUTIONAL IMPACT AND OUTCOMES

The OCJ, in its 2020/21-2024/25 Strategic Plan committed to make an impact through “quality and accessible justice for all.” In order to realise this impact, the OCJ identified three outcomes, namely:

- effective and efficient administrative support;
- improved court efficiency; and
- enhanced judicial performance.

Considering that the 2024/25 FY was the final year of the implementation of the 2020/21-2024/25 Strategic Plan, the progress made by the Department during the year under review and the overall performance of the Department against the five-year targets in relation to the outcome indicators, the 2019-24 Revised MTSF and the NDP, is discussed below:

<b>Impact Statement</b>	Quality and accessible justice for all
<b>Outcome 1</b>	Effective and efficient administrative support
<b>Outcome Indicator</b>	Percentage of staff trained in line with the Workplace Skills Plan ( <b>WSP</b> )
<b>Five-Year Target</b>	80%
<b>MTSF Priority 1</b>	A Capable, Ethical and Developmental State
<b>NDP Priority</b>	Chapter 13 of the National Development Plan (Building a capable state)
<b>Actual Achievement (2024/25)</b>	91% (1 128 of 1 236)
<b>Actual Achievement (2020/21 - 2024/25)</b>	72% (3 721 of 5 154)

To ensure effective and efficient administrative support and contribution towards NDP Chapter 13 (Building a Capable State) and MTSF Priority 1 (A

Capable, Ethical and Developmental State) during the 2024/25 FY, the OCJ trained 91% (1 128 of 1 236) of staff in accordance with the Workplace

Skills Plan. Overall, the Department trained 72% (3 721 of 5 154) of staff in line with the WSP against a five-year target of 80% from 2020/21 - 2024/25.

During the year under review, the Department further contributed to outcome 1 (effective and efficient administrative support) by obtaining a clean audit for the 2023/24 FY; implemented 16 Employee Health and Wellness programmes; had 2% representation of people with disabilities within the Department; implemented the Court

Online system at six Service Centres; maintained the ICT Disaster Recovery Site; extended Wi-Fi to four Service Centres; and maintained the Threat and Vulnerability Management Programme (TVMP). Subsequently, 100% (263 of 263) of designated employees (SMS members and other categories) submitted financial disclosures within timeframes; and 100% (21 of 21) of internal Audit projects were completed in line with the approved Annual Audit Plan.

<b>Impact Statement</b>	Quality and accessible justice for all
<b>Outcome 2</b>	Improved court efficiency
<b>Outcome Indicator</b>	Percentage finalisation of quasi-judicial matters within prescribed timeframes
<b>Five-Year Target</b>	90%
<b>MTSF Priority 6</b>	Social Cohesion and Safer Communities
<b>NDP Priority</b>	Chapter 14 of the National Development Plan (Promoting accountability and fighting corruption)
<b>Actual Achievement (2024/25)</b>	97% (86 454 of 89 286)
<b>Actual Achievement (2020/21 - 2024/25)</b>	95% (317 880 of 334 439)

To enhance court efficiency during the 2024/25 financial year and contribute to the MTSF Priority 6 (Social Cohesion and Safer Communities) as well as Chapter 14 of the NDP (Promoting Accountability and Fighting Corruption), the Office of the Chief Justice (OCJ) achieved significant progress in the finalisation of quasi-judicial matters. A total of 95% (46 836 of 49 347) of default judgments were finalised by Registrars within 14 days from the date of receipt of application, while 99% (39 539 of 39 860) of taxations of legal bills of costs were concluded within 60 days from the date of set down. Furthermore, 100% (79 of 79) of warrants of release (J1) were delivered within one day of the release being issued. These results signify that during the 2024/25 financial year, 97% (86 454

of 89 286) of quasi-judicial matters were finalised within the prescribed timeframes. Overall, 95% (317 880 of 334 439) of quasi-judicial matters were finalised within the prescribed timeframes across the five-year period from 2020/21 to 2024/25, exceeding the five-year target of 90%.

Furthermore, during the 2024/25 FY the OCJ produced four monitoring reports on law reporting projects; produced four reports on Judicial Case Flow Management Performance; produced four reports on the enhancement of court order integrity; produced four reports on Judicial Relations meetings; and coordinated two skills development workshops on case management and quasi-judicial functions for Registrars.

<b>Impact Statement</b>	Quality and accessible justice for all
<b>Outcome 3</b>	Enhanced judicial performance
<b>Outcome Indicator</b>	Increased Judicial education courses
<b>Five-Year Target</b>	550
<b>MTSF Priority 6</b>	Social Cohesion and Safer Communities
<b>NDP Priority</b>	Chapter 14 of the National Development Plan (Promoting accountability and fighting corruption)
<b>Actual Achievement (2024/25)</b>	141 Judicial education courses
<b>Actual Achievement (2020/21 - 2024/25)</b>	678 Judicial education courses

To ensure enhanced judicial performance and contribute towards MTSF Priority 6 (Social Cohesion and Safer Communities) and Chapter 14 of the NDP (Promoting Accountability and Fighting Corruption) during the 2024/25 FY, the OCJ conducted 141 Judicial education courses; produced two research monographs on judicial education; conducted six workshops for Aspiring Judicial Officers; developed six (6) training materials; and facilitated three courses in support of Foreign Judicial Institutions.

Overall, the OCJ conducted 678 judicial education courses from 2020/21- 2024/25 against a five-year target of 550.

In contributing towards promoting accountability and fighting corruption during the 2024/25 FY, the OCJ conducted 31 Fraud Prevention and Anti-Corruption awareness sessions; and investigated 94% (33 of 35) of reported fraud cases within 60 working days. Finally, 121 investigated security vetting files were submitted to the State Security Agency.



# INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION

## PROGRAMME 1: ADMINISTRATION

### PURPOSE

Provides strategic leadership, management, and support services to the Department.

### DESCRIPTION OF SUB-PROGRAMMES

The Programme consists of five Sub-Programmes, which are aligned with the budget programme structure of the Department. The Sub-Programmes are:

- **Management:** provides administrative, planning, monitoring, evaluation, performance reporting, and risk management functions necessary to ensure the effective functioning of the Department.

- **Corporate Services:** provides integrated HRM&D, ICT, and security management support services to the Department.
- **Financial Administration:** provides overall financial, asset, and SCM services to the Judiciary and the Department.
- **Internal Audit:** provides overall internal and forensics audit services to the Department.
- **Office Accommodation:** provides for the acquisition of office accommodation for the Department.

The institutional outcome that this Programme contributes towards is:

- Effective and efficient administrative support.



## OUTCOMES, OUTPUTS, OUTPUT INDICATORS, TARGETS AND ACTUAL ACHIEVEMENTS

PROGRAMME 1: ADMINISTRATION									
Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
1.1	Effective and efficient administrative support	Clean audit outcome for the OCJ	Audit outcome for the OCJ	Unqualified Audit outcome with findings for the 2021/22 financial year	Clean Audit Outcome for the 2022/23 financial year	Clean Audit Outcome for the 2023/24 financial year	Clean Audit Outcome for the 2023/24 financial year	None	N/A
1.2		Procurement of goods and services above R500 000 awarded to suppliers	Percentage of procurement of goods and services above R500 000 awarded to suppliers who meet specific goals	-	100% (2 of 2)	80%	71% (5 of 7)	9%	There were seven (7) awards and five (5) met the specific goals. The other two (2) did not meet the specific goals, however they were the highest scoring bidders for the projects.
1.3		Financial disclosure submitted	Percentage of designated employees (SMS members & other categories) who submitted financial disclosures within timeframes	100% (239 of 239)	100% (329 of 329)	100%	100% (263 of 263)	0%	N/A

## PROGRAMME 1: ADMINISTRATION

Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
1.4	Effective and efficient administrative support	Funded vacant posts reduced	Percentage of vacant posts on funded establishment	9.8% (217 of 2 204)	10.9% (239 of 2 191)	10% or lower	12.34% (272 of 2 204)	2.34%	The implementation of DPSA Circular 49 of 2023 (Cost Containment) and budget constraints.
1.5		Empowered youth	Percentage of staff in the Department comprised of youth	28% (566 of 1 987)	28.6% (588 of 2 049)	30%	26.4% (530 of 2 005)	3.6%	The introduction of DPSA Circular 49 of 2023 (Cost Containment). Therefore, vacant positions could not be filled while the Department had officials leaving and others turned 36 years which caused the reduction in youth.
1.6		Women represented at SMS levels	Percentage of women representation in Senior Management Service (SMS)	51% (21 of 41)	53% (23 of 43)	50%	47.05% (16 of 34)	2.95%	The introduction of DPSA Circular 49 of 2023 (Cost Containment) prevented the OCJ to fill vacant positions when officials left the Department.

PROGRAMME 1: ADMINISTRATION									
Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
1.7	Effective and efficient administrative support	People with disabilities representation	Percentage of People with disabilities representation in the Department	1.5% (33 of 2 204)	2% (43 of 2 049)	2%	2% (44 of 2 005)	0%	N/A
1.8		Court Online system rolled-out at Service Centres	Number of Service Centres with Court Online system rolled-out	2	0	2	6	4	The overachievement was due to fast-tracking the implementation of the Court Online system. In addition, there was a high demand for rolling out the project at Service Centres to improve service delivery.
1.9		Employee Health and Wellness (EHW) programmes	Number of Employee Health and Wellness (EHW) programmes implemented within the OCJ	33	46	16	16	0	N/A

PROGRAMME 1: ADMINISTRATION									
Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
1.10	Effective and efficient administrative support	Staff trained in line with the Workplace Skills Plan (WSP)	Percentage of staff trained in line with the Workplace Skills Plan (WSP)	-	84% (902 of 1079)	80%	91% (1 128 of 1236)	11%	A concerted effort of implementing training for the adopted six (6) service sites has encouraged release and increased attendance of planned training by officials.
1.11		Fraud cases investigated within prescribed timeframes	Percentage of reported fraud cases investigated within 60 working days	55% (18 of 37)	79% (46 of 58)	75%	94% (33 of 35)	19%	Enhanced internal processes; including streamlined case triaging, prioritisation of cases with readily available information for prompt investigation, and regular performance monitoring contributed to sustained motivation and adherence to investigation timelines.

PROGRAMME 1: ADMINISTRATION									
Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
1.12	Effective and efficient administrative support	Fraud Prevention and Anti-Corruption awareness sessions	Number of Fraud Prevention and Anti-Corruption awareness sessions conducted	25	26	28	31	3	A new DPSA Directive on Remunerative Work Outside (RWOD) the Department necessitated awareness sessions before its implementation. To ensure all staff were accommodated, the Department proactively held both physical and virtual awareness sessions, building upon the initial planned physical sessions.
1.13		ICT Disaster Recovery Strategy	ICT Disaster Recovery Strategy implemented	-	ICT Disaster Recovery Site established	ICT Disaster Recovery Site maintained	ICT Disaster Recovery Site maintained	None	N/A

## LINKING PERFORMANCE WITH BUDGETS LINKING PERFORMANCE WITH BUDGETS

SUB PROGRAMMES	2024/25 FY			2023/24 FY		
	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Management	39 815	43 050	(3 235)	39 344	39 344	-
Corporate Services	162 372	214 464	(52 092)	154 877	154 862	15
Financial Administration	39 775	40 195	(420)	36 386	36 386	-
Internal Audit	18 712	22 251	(3 539)	23 026	23 026	-
Office Accommodation	-	-	-	-	-	-
<b>TOTAL</b>	<b>260 674</b>	<b>319 960</b>	<b>(59 286)</b>	<b>253 633</b>	<b>253 618</b>	<b>15</b>

**Management Sub-Programme**

The overspending on this sub-programme relates to more than projected expenditure on travel and subsistence; as well as more than anticipated leave gratuities paid to resigned officials.

**Corporate Services Sub-Programme**

The overspending on this sub-programme is mainly due to budget cuts on the 2024/25 budget which resulted in a shortfall on the network bandwidth for the Court Online system; Microsoft licences exceeding projected costs due to the rand/dollar exchange rate; as well as a higher-than-anticipated leave gratuity payments to resigned officials.

**Financial Administration Sub-Programme**

The overspending on this sub-programme is attributed to the higher-than-anticipated leave gratuity payments to resigned officials.

**Internal Audit Sub-Programme**

The overspending on this sub-programme is due to a shortfall in the audit cost because of budget

cuts; as well as higher-than-anticipated leave gratuity payments to resigned officials.

**STRATEGY TO OVERCOME AREAS OF UNDERPERFORMANCE**

The following deliverables in Programme 1 (Administration) were identified as areas of underperformance:

- Percentage of vacant posts on funded establishment;
- Percentage of women representation in the Senior Management Service (SMS);
- Percentage of staff in the Department comprised of youth; and
- Percentage of procurement of goods and services above R500 000 awarded to suppliers who meet the specific goals.

The underperformance of the aforementioned deliverables will be addressed as follows:

- To ensure the vacancy rate is 10% or lower, the DPSA Circular 49 of 2023 has been discontinued and the OCJ will fill vacant posts in the next financial year.

- To contribute towards a 50% women representation in the SMS, the OCJ will prioritise the appointment of women in SMS positions in the next financial year.
- In ensuring 30% representation of youth in the Department, the OCJ will continue to ensure that future vacant and approved posts are structured to attract and appoint youth; and also explore other employment initiatives provided by Government.
- To ensure 80% procurement of goods and services above R500 000 awarded to suppliers who meet the specific goals, the OCJ will deploy a good sourcing strategy for procurement of items outside RT & SITA.

## CHANGES TO PLANNED ANNUAL TARGETS

No changes were made to planned annual targets during the year under review.

## PERFORMANCE IN RELATION TO STANDARDISED OUTPUTS AND OUTPUT INDICATORS

The OCJ did not have standardised outputs and output indicators during the year under review.

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## PROGRAMME 2: SUPERIOR COURT SERVICES

### PURPOSE

Provide court administration services to the Superior Courts.

### DESCRIPTION OF SUB-PROGRAMMES

The Programme consists of five Sub-Programmes in line with the budget programme structure of the OCJ. The Sub-Programmes are:

- **Administration of Superior Courts:** provides administrative and technical support to the Superior Courts, monitors the overall performance of the Superior Courts and enhances judicial stakeholder relations.
- **Constitutional Court:** funds the activities and operations of the Constitutional Court, which has jurisdiction over constitutional matters and any matter that is of general public importance.
- **Supreme Court of Appeal:** funds the activities

and operations of the Supreme Court of Appeal, which adjudicates appeals in any matters arising from the High Court or courts of similar status.

- **High Court:** funds the activities and operations of the various Divisions of the High Court, which have jurisdiction over defined geographical areas.
- **Specialised Courts:** funds the activities and operations of the Labour and Labour Appeal Court, the Land Claims Court, the Competition Appeal Court, and the Electoral Court. These courts adjudicate over various types of matters excluded from the jurisdiction of the High Court and Lower Courts.

The institutional outcome that this Programme contributes towards is:

- Improved court efficiency.

## OUTCOMES, OUTPUTS, OUTPUT INDICATORS, TARGETS AND ACTUAL ACHIEVEMENTS

PROGRAMME 2: SUPERIOR COURT SERVICES									
Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
2.1	Improved court efficiency	Default judgments finalised within 14 days	Percentage of default judgments finalised by Registrars within 14 days from date of receipt of application	93% (34 850 of 37 384)	96% (37 517 of 39 054)	90%	95% (46 836 of 49 347)	5%	Improved training and monitoring measures implemented to sustain achievement of targets
			Bills of costs finalised within 60 days	99% (27 611 of 27 857)	99% (33 441 of 33 644)	90%	99% (39 539 of 39 860)	9%	Improved training and monitoring measures implemented to sustain achievement of targets
2.3		Warrants of release (J1) delivered within one day	Percentage of warrants of release (J1) delivered within one day of the release issued	100% (78 of 78)	100% (70 of 70)	100%	100% (79 of 79)	0	N/A

PROGRAMME 2: SUPERIOR COURT SERVICES									
Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
2.4	Improved court efficiency	Monitoring reports on law reporting projects	Number of monitoring reports on law reporting projects produced	4	4	4	4	0	N/A
		Judicial Case Flow Management Performance Reports	Number of Judicial Case Flow Management Performance Reports produced	4	4	4	4	0	N/A
2.6	Reports on enhancement of court order integrity	Reports on enhancement of court order integrity	Number of reports on enhancement of court order integrity produced	4	4	4	4	0	N/A

## LINKING PERFORMANCE WITH BUDGETS

SUB PROGRAMMES	2024/25 FY			2023/24 FY		
	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Administration of Superior Courts	16 092	16 127	(35)	13 929	13 929	-
Constitutional Court	64 130	72 505	(8 375)	77 920	77 920	-
Supreme Court of Appeal	41 232	58 082	(16 850)	49 732	49 732	-
High Courts	774 335	902 777	(128 442)	815 235	815 235	-
Specialised Courts	68 157	76 353	(8 196)	72 880	72 880	-
<b>TOTAL</b>	<b>963 946</b>	<b>1 125 844</b>	<b>(161 898)</b>	<b>1 029 696</b>	<b>1 029 696</b>	<b>-</b>

### Administration of Superior Courts Sub-Programme

The overspending on this sub-programme is due to higher-than-anticipated leave gratuities paid to resigned officials.

### Constitutional Court Sub-Programme

The overspending on this sub-programme is due to a cut in the 2024/25 budget which resulted in a shortfall in travel and subsistence for car rental in respect of acting Judges and permanent Judges who are waiting for their permanent vehicles; finance leases in respect of Judges' vehicles; and higher-than-anticipated leave gratuity payments to resigned officials.

### Supreme Court of Appeal Sub-Programme

The overspending on this sub-programme is due to a cut in the 2024/25 budget, which resulted in a shortfall in the fleet services, operating leases; finance leases in respect of Judges' vehicles; travel and subsistence for car rental in respect of acting Judges and permanent Judges who are waiting

for their permanent vehicles; and higher-than-anticipated gratuities paid to resigned officials.

### High Courts Sub-Programme

The overspending on this sub-programme is attributed to several factors. These include a shortfall in the additional funds allocated during the budget adjustment process intended to cover salary adjustments; a budget cut implemented in the 2024/25 FY, which led to funding shortfalls in areas such as fleet services, operating and finance leases for Judges' vehicles, as well as travel and subsistence expenses related to car rentals for acting Judges and permanent Judges awaiting delivery of their official vehicles. Additionally, the Department incurred higher-than-anticipated costs for leave gratuities paid to officials who resigned or passed away.

### Specialised Courts Sub-Programme

The overspending on this sub-programme is primarily due to a budget cut implemented during the 2024/25 FY, which resulted in shortfalls in key expenditure areas. These include fleet

services, operating and finance leases for Judges' vehicles, as well as travel and subsistence costs related to car rentals for acting Judges and permanent Judges awaiting the delivery of their official vehicles. Furthermore, the overspending was exacerbated by higher-than-anticipated leave gratuities paid to officials who resigned or passed away.

#### STRATEGY TO OVERCOME AREAS OF UNDERPERFORMANCE

There were no areas of underperformance.

#### CHANGES TO PLANNED ANNUAL TARGETS

No changes were made to planned annual targets during the year under review.

#### PERFORMANCE IN RELATION TO STANDARDISED OUTPUTS AND OUTPUT INDICATORS

The OCJ did not have standardised outputs and output indicators during the year under review.

### PROGRAMME 3: JUDICIAL EDUCATION AND SUPPORT

#### PURPOSE

Provide education programmes to Judicial Officers, support services to the JSC and policy development, and research services to the Department and the Judiciary for the optimal administration of justice.

#### DESCRIPTION OF SUB-PROGRAMMES

The Programme has three Sub-Programmes which are:

- **South African Judicial Education Institute (SAJEI):** funds the activities of the SAJEI to provide continuing judicial education for Judicial Officers and training aspirant Judicial Officers.

- **Judicial Policy, Research and Support:** provides advisory opinions on policy development, undertakes research, and offers legal support services to enhance the functioning of the Judiciary.
- **Judicial Service Commission (JSC):** provides secretariat and administrative support services to the JSC so that it can effectively fulfil its constitutional and legislative mandates.

The institutional outcome that this Programme contributes towards is:

- Enhanced judicial performance.

## OUTCOMES, OUTPUTS, OUTPUT INDICATORS, TARGETS AND ACTUAL ACHIEVEMENTS

PROGRAMME 3: JUDICIAL EDUCATION AND SUPPORT									
Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
3.1	Enhanced judicial performance	Judicial education courses	Number of judicial education courses conducted	124	122	120	141	21	The over-achievement was as a result of training needs and 21 courses submitted and 21 courses conducted during the month-long training for new District Magistrates in August 2024.
			Monographs on judicial education	2	2	2	2	0	
3.2	Monitoring reports on the management of litigations	Monitoring reports on the management of litigations	Number of monitoring reports on the management of litigations produced	5	5	5	5	0	N/A
			Number of research monographs on judicial education produced	2	2	2	2	0	
3.3									

PROGRAMME 3: JUDICIAL EDUCATION AND SUPPORT									
Indicator ID	Outcome	Outputs	Output Indicator	Audited Actual Performance 2022/23	Audited Actual Performance 2023/24	Planned Annual Target 2024/25	Actual Achievement 2024/25	Deviation from Planned Target to Actual Achievement 2024/25	Reasons for Deviation
3.4	Enhanced judicial performance	Reports on judicial appointments and complaints	Number of reports on judicial appointments and complaints produced	3	3	3	3	0	N/A
				2	2	2	2	0	N/A
3.5		Reports on disclosures for Judges' Registrable interests	Number of reports on the status of disclosures for Judges' Registrable interests produced	2	2	2	2	0	N/A

## LINKING PERFORMANCE WITH BUDGETS

SUB PROGRAMMES	2024/25 FY			2023/24 FY		
	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
South African Judicial Education Institute	24 209	31 744	(7 535)	29 756	29 673	83
Judicial Policy, Research and Support	13 287	18 069	(4 782)	14 806	14 806	-
Judicial Service Commission	11 672	16 963	(5 291)	11 639	11 639	-
<b>TOTAL</b>	<b>49 168</b>	<b>66 776</b>	<b>(17 608)</b>	<b>56 201</b>	<b>56 118</b>	<b>83</b>

### South African Judicial Education Institute Sub-Programme

The overspending on this sub-programme is due to a budget cut implemented in the 2024/25 budget, which resulted in a shortfall in funding for judicial training programmes. Additionally, the overspending was compounded by higher-than-leave gratuities paid to official who resigned.

### Judicial Policy, Research and Support Sub-Programme

The overspending on this sub-programme is primarily due to higher-than-projected legal costs, as well as higher-than-anticipated leave gratuities paid to officials who resigned.

### Judicial Service Commission Sub-Programme

The overspending on this sub-programme is due to travel and subsistence, venues and facilities for the Judicial Tribunal conducted, and higher-than-anticipated leave gratuities paid to officials who resigned.

### STRATEGY TO OVERCOME AREAS OF UNDER PERFORMANCE

There were no areas of underperformance.

### CHANGES TO PLANNED ANNUAL TARGETS

No changes were made to planned annual targets during the year under review.

### PERFORMANCE IN RELATION TO STANDARDISED OUTPUTS AND OUTPUT INDICATORS

The OCJ did not have standardised outputs and output indicators during the year under review.

7

## TRANSFER **PAYMENTS**

The OCJ did not pay or receive any transfer payments during the period under review.

8

## CONDITIONAL **GRANTS**

The OCJ did not receive or pay any conditional grants during the period under review.

9

## DONOR **FUNDS**

The OCJ did not receive any donor funds during the period under review.

10

## CAPITAL **INVESTMENT**

The OCJ did not receive or pay any capital investment during the period under review.





PART

**C**

GOVERNANCE

## INTRODUCTION

The OCJ is dedicated to consistently improving compliance, effectively managing risks, and maintaining good governance principles through performance excellence and adherence to established standards. Good governance is fundamental to robust public financial management, ensuring that the Department allocates its resources efficiently and effectively while optimising value for money. The OCJ is committed to achieving optimal results through an accessible, service-oriented strategy that emphasises sustainable solutions in fulfilling its mandate.

The Executive Management has proactively implemented strategic initiatives to cultivate a robust ethical culture within the organisation. This culture promotes the OCJ's core values across all levels of strategic and operational activities. By embedding these values, the OCJ ensures that ethical conduct remains integral to its decision-making processes and organisational practices.

This commitment to upholding high ethical standards is fundamental to the long-term success, integrity, and transparency of the OCJ, enabling it to effectively achieve its objectives while fostering public trust and accountability.

The establishment of various management committees, along with the invaluable guidance provided by oversight committees, has played a crucial role in supporting the Accounting Officer and the Executive Committee (EXCO) in their efforts to ensure the successful achievement of OCJ's strategic objectives. These governance structures have been instrumental in facilitating the effective execution of the OCJ's mandate, ensuring alignment with its strategic priorities, and fostering a collaborative approach to decision-making and performance management. As a result, the OCJ is better positioned to meet its targets, uphold accountability, and deliver on its responsibilities in a transparent and efficient manner.

## RISK MANAGEMENT

The OCJ continued to implement the Enterprise Risk Management (ERM) in accordance with the National Treasury Public Sector Risk Management Framework (PSRMF). The integration of risk management processes in the strategy setting and operational planning assisted in the institutionalisation of risk management within the Department. The approved Risk Management

Implementation Plan gave effect to the Risk Management Policy and Strategy, which outlined all risk management activities undertaken in the reporting period. To ensure that the risk mitigations are implemented within an acceptable level, the OCJ developed and approved the Risk Appetite and Tolerance Framework for implementation and monitoring.

The Enterprise Risk Management unit is responsible for facilitating the process of identifying, reviewing, managing and monitoring risks. This involves performing risk identification and assessment at the strategic and operational levels where risk mitigation strategies or plans are developed and monitored for implementation. These are implemented and monitored on a quarterly basis.

During the year under review, the OCJ conducted risk assessments at strategic, operational and project levels to appraise and update the existing risks and to identify emerging risks. Significant risks relevant to institutional strategic outcomes were assessed in terms of their likelihood and impact and risk mitigation strategies or plans were

developed and monitored throughout the year within tolerable and acceptable levels.

Progress status reports on risk mitigation plans were presented to the EXCO and the ARC on a quarterly basis. The regular updating of the risk registers and identification of the emerging risks with mitigation plans contributes to the achievement of the OCJ strategic outcomes and outputs. In order to embed risk management and improve the risk management culture across the organisation, various awareness activities were conducted during the year.

Progress on the implementation of risk mitigation measures by the OCJ is summarised in Table 1 below:

**Table 1:**

No	Outcome	Risk Per Outcome	Risk Descriptions	Summary of Progress Made
1.	<b>Effective and efficient administrative support</b>	1. Possible exposure to fraud and corruption	Possible exposure to fraud and corruption	<ul style="list-style-type: none"> <li>The OCJ continued to implement and monitor its fraud prevention and anti-corruption strategy, aiming to enhance ethical culture.</li> <li>The Department continued to investigate reported fraud and corruption incidents and maintained a case register for finalised cases. In addition, the OCJ also monitored compliance with its SCM policy on a monthly basis.</li> </ul>
		2. Inability to attract and retain skilled and competent staff (attract people with disabilities)	Inability to attract and retain skilled and competent staff	<ul style="list-style-type: none"> <li>The reprioritisation of budget continued to be done in line with the approved OCJ structure.</li> <li>The OCJ monitors the filling of strategic vacancies, including all critical posts, and tracks the vacancy rate against the 10% target.</li> </ul>

No	Outcome	Risk Per Outcome	Risk Descriptions	Summary of Progress Made
				<ul style="list-style-type: none"> <li>The OCJ developed and approved a retention and succession strategy, which is currently being implemented within available financial resources. The OCJ will continue to monitor the strategy's implementation in the 2025/2026 FY.</li> </ul>
		3. Compromised service delivery	Compromised service delivery	<ul style="list-style-type: none"> <li>To reinforce stakeholder relations, the Court Administration Services and Facilities continuously engaged with the DPWI and DOJ&amp;CD.</li> <li>These engagements included efforts to improve backup installations for both water and power. The engagements with the DPWI are continuing to ensure the assessment of the existing generators and procurement of generators.</li> </ul>
2.	Improved court efficiency	4. Inadequate technology to support Superior Courts in improving access to justice	Inadequate technology to support Superior Courts in improving access to justice	<ul style="list-style-type: none"> <li>The OCJ continued to utilise available stakeholder platforms to ensure organisational business continuity and the achievement of its strategic objectives.</li> <li>The ICT strategy, aligned with the organisation's overall strategy, was implemented and monitored throughout the FY.</li> </ul>
				<ul style="list-style-type: none"> <li>The OCJ remained committed to maintaining and sustaining its technology infrastructure, thereby contributing to overall business stability and efficiency while concurrently identifying areas for potential enhancement.</li> </ul>

No	Outcome	Risk Per Outcome	Risk Descriptions	Summary of Progress Made
		5. Cyber-attacks (hacking of departmental systems)	Cyber-attacks	<ul style="list-style-type: none"> <li>The information security framework and cybersecurity were continuously monitored.</li> <li>The Department's IT disaster recovery plan was tested during the review period to validate its effectiveness and ensuring business continuity.</li> </ul>
3.	<b>Enhanced judicial performance</b>	6. Potential competency gaps for Judicial Officers	Potential competency gaps for Judicial Officers	<ul style="list-style-type: none"> <li>To enhance its Judicial Education courses, SAJEI continued its research into training support.</li> <li>eLearning platforms are being utilised to provide Judicial education and support.</li> </ul>

# FRAUD AND CORRUPTION

3

The OCJ continues to maintain a strict zero-tolerance policy towards fraud and corruption, recognising the significant risk these incidents pose to the Department's assets, resources, and overall operations. The occurrence of fraudulent or corrupt activities not only threatens the integrity of the OCJ's resources but can also severely undermine the efficiency of service delivery, potentially causing lasting damage to the OCJ's reputation.

In its commitment to mitigating fraud and corruption risks, the OCJ continued to implement and maintain its Fraud Prevention and Anti-Corruption Policy, Strategy, and Plan, all of which undergo an annual review to ensure that they remain robust and relevant. In accordance with the Prevention and Combating of Corrupt Activities

Act, 2004 (Act No. 12 of 2004), and aligned with the OCJ's established risk management framework, the organisation has adopted a comprehensive four-pronged strategy focused on the prevention, detection, investigation, and resolution of fraud incidents, while simultaneously seeking to deter any future occurrences.

Furthermore, management regularly submits progress reports on the execution of the Fraud Prevention and Anti-Corruption Plan to EXCO and other relevant oversight committees for ongoing monitoring and evaluation. In cases where applicable, appropriate consequence management measures are enforced to uphold accountability and strengthen the OCJ's commitment to ethical governance and operational transparency.

## 3.1 FRAUD PREVENTION

In the quest to prevent the employment of personnel with questionable fraud and corruption backgrounds, the OCJ continued to implement a two-step recruitment process, which includes pre-screening and security vetting. The process has yielded positive results in identifying officials who could pose a fraud risk to the Department.

During the reporting period, the OCJ continued to implement the Ethics and Integrity Management programme and conducted awareness workshops as part of the Fraud

Deterrence Strategy. The following anti-corruption campaigns and the Ethics and Integrity initiatives were implemented under the auspices of the Ethics Committee:

- i. Awareness sessions focusing on:
  - Fraud prevention and Anti-Corruption
  - Whistleblowing
  - Code of Ethical and Professional Conduct
  - Conflict of Interest
  - Gifts, Donations and Sponsorships
  - Financial Disclosure
  - Remunerative Work Outside the Public Service
  - Doing Business with the State
  - Lifestyle Audit
- ii. Issuing of circulars and articles on the Ethics and Integrity Management.
- iii. Strengthening of mechanisms to report unethical behavior as well as incidents of fraud and corruption.
- iv. OCJ employees signing an Ethics Pledge.
- v. Court Order integrity mechanisms.

### 3.2 FRAUD DETECTION

In the context of fraud detection, the OCJ has implemented a comprehensive Whistleblowing Policy, which establishes clear and detailed procedures for reporting allegations of fraud and corruption. This policy provides a secure and confidential mechanism for individuals to report such concerns, either anonymously within the Department or through the National Anti-Corruption Hotline. The OCJ ensures that the identities of whistleblowers, who choose to remain anonymous, are protected – safeguarding their confidentiality throughout the reporting process. Additionally, the Department has continued to enhance its complaints reporting mechanism. A dedicated complaints register is maintained to track and monitor reported fraud allegations, ensuring that each case is promptly addressed.

This register facilitates the timely disposition of reported incidents, which may involve providing service delivery feedback to the complainant, referring cases for further investigation by Forensic Auditors, or initiating disciplinary action against any implicated OCJ officials.

Furthermore, incidents identified as risks during regular audits conducted by the Auditor-General South Africa (AGSA) and the Internal Auditors are promptly reported for further investigation. This proactive approach supports the OCJ's commitment to maintaining the integrity of its operations and ensuring that all fraud and corruption concerns are thoroughly investigated and appropriately addressed.

### 3.3 FRAUD INVESTIGATION

All reported incidents of alleged fraud and corruption were thoroughly investigated, with appropriate consequence management measures implemented where necessary. During the 2024/25 FY, 35 fraud and corruption cases were reported. Of these, 33 cases were investigated and successfully concluded. Out of the finalised

cases, 30 were completed within the prescribed timeline of 60 working days, in accordance with the relevant policy requirements. By the end of the 2024/25 FY, all reported cases had been investigated, with the exception of three cases that were deferred for investigation in the subsequent financial year.

### 3.4 FRAUD RESOLUTION

Fraud resolution is the fourth and final measure implemented as consequence management in combating and fighting the prevalence of fraud and corruption in the OCJ. During 2024/25 FY, the Department finalised two fraud and corruption cases with the recommendation for departmental loss recovery and the institution of disciplinary

processes. A further five cases were referred to law enforcement agencies and other relevant regulatory bodies for further investigation. Monthly and quarterly reports were submitted to the Accounting Officer, the Audit and Risk Committee (ARC) and the Public Service Commission (PSC) for their monitoring and oversight role.

## MINIMISING CONFLICT OF INTEREST

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The Department implemented National Treasury Regulations 16A8, 2005, which provide directives on how to manage conflict of interest and ensure accurate declarations are made by all SCM practitioners as well as by other role-players involved in procurement processes.

The Department has implemented measures to ensure that all employees who intend to perform remunerative work outside the Public Service obtain prior approval, in accordance with the Public Service Regulations (PSR), 2016 and the Directive on Other Remunerative Work Outside Public Service. In addition, the OCJ continues to enforce its policy on non-acceptance of gifts by employees.

Financial disclosures within the Department continued to be managed in accordance with the

PSR. All SMS members complied by submitting their financial disclosures by 30 April 2024. Other designated categories of employees, namely, Deputy Directors on levels 11 and 12, SCM/ Finance officials also complied with submitting their financial disclosures within the prescribed deadline of 31 July 2024.

Furthermore, SCM practitioners disclosed their business interests as at 31 July 2023. They were also required to sign the Code of Conduct in accordance with the National Treasury (NT) Practice Note 4, section 2 of 2003 and 7, section 16A8 of 2009/10 of the NT Regulations. The Bid Committee members disclosed their business interests and signed the Code of Conduct in accordance with the NT Practice Note 4, section 6 of 2003 and Practice Note 7, section 3.3 of 2009/10.

## CODE OF CONDUCT

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The OCJ continued implementing the Code of Ethical and Professional Conduct in line with the PSR. The Human Resource Management and Development (HRM&D) Unit conducted awareness workshops at various Superior Courts on the Code of Ethical and Professional Conduct. The Code of Ethical and Professional Conduct is accessible to all the employees on the Department's Intranet. Any breaches of the Code were dealt with in terms of the guidelines on labour relations and disciplinary procedures. The reported cases were investigated, and a register of misconduct was maintained to track the resolution of the cases,

report to the Executive Management and ARC for their monitoring and oversight role.

During the 2024/2025 FY, the OCJ continued to ensure that newly appointed employees attend the Compulsory Induction Programme (CIP) and 162 employees completed the CIP. The CIP offers a full module on the Code of Ethics and Professional Conduct. Over and above the CIP, 80 newly-appointed employees attended internal induction organised by the HRM&D, which focused on the OCJ's values and ethical conduct.

Disciplinary action was taken against 12 employees which resulted in four dismissals, two not-guilty/resignations pending misconduct proceedings, five written warnings, and one disciplinary action was pending as at the end of 2024/2025 FY. Ten

awareness sessions were conducted for OCJ officials, and the sessions were attended by 413 delegates to ensure the understanding of disciplinary and grievance management.

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## HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

In managing the risks associated with occupational health and wellness within the organisation, the OCJ conducted 14 training sessions in the area of Occupational Health, Safety and Environment (OHS&E) for its officials. The training programmes provided to the OCJ Occupational Health and Safety (OHS) representatives included comprehensive modules on Firefighting, Health and Safety Representation, Emergency Evacuation

Procedures, and First Aid. Eighty staff members were trained. These were further supplemented by sessions on hazard identification and risk assessment, incident reporting, and workplace safety regulations, which were designed to prepare representatives with the essential knowledge and skills to effectively promote a safe and compliant working environment.

Nature and Description of the OHS&E Challenges	Impact on the OCJ Operations/ Services Delivery	Measures Put in Place to Address Challenges
<p>Inadequate internal capacity to guide and coordinate the OHS&amp;E programmes within OCJ.</p>	<ul style="list-style-type: none"> <li>OHS programmes not implemented at Service Centres as per the prescripts.</li> </ul>	<ul style="list-style-type: none"> <li>In response to the capacity challenges related to OHS within the OCJ, the OCJ continues to utilize Assistant Directors: Security Services in the provinces as Risk Champions. These officials have also been tasked overseeing compliance with OHS regulations and legislation.</li> </ul>
<p>Expired OHS-related certificates and the departure of officials from the OCJ are affecting the compliance status of the Courts.</p>	<ul style="list-style-type: none"> <li>Lack of training and resignation of trained representatives limits the capacity of the OHS Representatives at the Courts to perform their duties effectively which affects the overall efficiency and safety of the OCJ operations.</li> </ul>	<ul style="list-style-type: none"> <li>Health and Safety Committees were established and are functional across the OCJ.</li> <li>Monthly OHS inspections are conducted in line with Section 18(g) of the Occupational Health and Safety Act, 1993.</li> <li>Training needs for the Courts are continuously attended to, to ensure capacity of the OHS representatives to effectively perform their functions.</li> </ul>

Nature and Description of the OHS&E Challenges	Impact on the OCJ Operations/ Services Delivery	Measures Put in Place to Address Challenges
<p>Non-compliance to OHS prescripts attributed to the reliance on an external Department (DPW&amp;I) and stakeholders (Landlord) to intervene on structural and maintenance issues.</p>	<ul style="list-style-type: none"> <li>Slow turnaround times in resolving maintenance and structural defects compromise the safety and well-being of employees and court users.</li> </ul>	<ul style="list-style-type: none"> <li>Established a reporting structure for escalation by the Facilities Unit to the DPW&amp;I and landlords to prioritise urgent occupational health and safety concerns.</li> <li>Periodic OHS inspections are being conducted to proactively identify and report issues.</li> </ul>
<p>Absence of approved and endorsed Disaster Management Plans (DMPs) in some OCJ offices.</p>	<ul style="list-style-type: none"> <li>Without formally endorsed DMPs, offices lack clear, standardised procedures for responding to emergencies such as fires, natural disasters, or security threats - placing staff, clients, and infrastructure at risk and undermining compliance with OHS legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>The OCJ continuously conduct emergency drills and sessions on the DMPs albeit not endorsed to prepare for any disasters while stakeholders such as DPW&amp;I and Landlords are engaged to address the defects leading to non-endorsement of DMPs.</li> </ul>

## PORTFOLIO COMMITTEES



The Portfolio Committee on Justice and Constitutional Development has an oversight responsibility over the performance of the OCJ. The Department remains grateful to the

Committee for the continuous support, valuable advice, and recommendations received. The following engagements were held with the Committee during the 2024/25 financial year:

Date	Committee	Item for Discussion	Leader of the Delegation
09 July 2024	Portfolio Committee on Justice and Constitutional Development	OCJ 2024/25 Annual Performance Plan (APP) and Budget	Secretary General: Office of the Chief Justice (OCJ)
22 October 2024	Portfolio Committee on Justice and Constitutional Development	OCJ Annual Report for the 2023/24 FY and Quarter 1 Performance Report	Secretary General: Office of the Chief Justice (OCJ)

## PORTFOLIO COMMITTEE: 09 JULY 2024 ON OCJ 2024/25 APP AND BUDGET:

Matters Raised in the Portfolio Committee	How the Department Addressed These Matters
<b>1. Fleet Management</b>	
<p><b>Motor Vehicle Policy for Judges</b></p> <ul style="list-style-type: none"> <li>• What is it about the new policy that would create such a big impact on the operational budget of the OCJ?</li> <li>• What would be the costs of this change?</li> <li>• What is the threshold for vehicles procured for Judges? What is the upper limit?</li> </ul>	<p>It is legislated that whenever a Judge is appointed, a vehicle has to be procured for them. National Treasury (NT) had reduced the budget, and the vehicle costs did not fall under direct charges. If National Treasury did not assist OCJ, the Department would likely engage with the Standing Committee on Public Accounts (SCOPA). The OCJ is engaging NT on the matter.</p> <p>The threshold is R2 million for a Mercedes Benz and the price of the vehicle determined the amount.</p>
<b>2. Budget</b>	
<p><b>Budget Cuts</b></p> <ul style="list-style-type: none"> <li>• Was there any particular criteria or level of involvement from OCJ when the National Treasury made the budget cuts?</li> <li>• What mitigating factors were being put in place to ensure that the budget cuts did not render the Department ineffective? When engaging with Treasury what was being put in place to ensure that OCJ would continue to fulfil its core mandate?</li> </ul>	<p>The recommendation from the OCJ was that the Minister of Justice and Constitutional Development (DoJ&amp;CD) engage the Minister of Finance on the matter.</p> <p>The nature of the OCJ does not permit for funding from just anywhere else. Donor funds were not permitted. The OCJ is attempting to use internal staff where possible.</p>
<b>3. High Vacancy Rate</b>	
<p><b>High Vacancy Rate</b></p> <ul style="list-style-type: none"> <li>• The OCJ currently has six (06) Senior Management Service (SMS) vacancies, what measures were in place to ensure that OCJ could still perform at the committed level?</li> <li>• There were funded positions that were vacant. What is the cost of delay in filling the vacancies?</li> </ul>	<p>The OCJ could not fill positions as they became vacant due to austerity measures that were put in place by the National Treasury (NT), and the Department of Public Service and Administration (DPSA).</p> <p>The Minister had to approach both DPSA and NT, who will assess and determine the availability of funds. This is a very tedious process.</p>

Matters Raised in the Portfolio Committee	How the Department Addressed These Matters
	<p>The OCJ could not advertise posts as they became vacant due to this process. It did not matter if the posts were funded or not as that meant, it could not be filled until authorised. Judges were extremely unhappy about the process; as it was difficult for them to have Secretaries or Researchers leave and be unable to fill the positions.</p> <p>Many officials were appointed in an acting capacity. The OCJ is engaging with NT as the budget would significantly limit OCJ.</p> <p>The vacancies at Senior Management level would not allow for the successful running of the OCJ. DPSA had not authorised these positions to be filled despite it being critical posts and the increasing workload put unnecessary pressure on staff.</p>

#### 4. Integrated Justice System (IJS)

<p><b>IJS</b></p> <ul style="list-style-type: none"> <li>• How would OCJ ensure that the IJS works to the benefit of the Department?</li> </ul>	<p>The SG participates in the IJS Board of DGs which is led by the DoJ&amp;CD DG. Court Online is managed through IJS funding. The challenge is that there is a need for additional funds within the institution to rollout the project. SITA procurement issues created challenges. The delays in SITA and the costs were too much.</p>
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## PORTFOLIO COMMITTEE: 22 OCTOBER 2024 ON OCJ ANNUAL REPORT FOR THE 2023/24 FY & QUARTER 1 PERFORMANCE REPORT:

Matters Raised in the Portfolio Committee	How the Department Addressed These Matters
<b>5. Fleet Management</b>	
<p><b>Judges' Vehicles</b></p> <ul style="list-style-type: none"> <li>How often were Judges' vehicles purchased for permanent Judges and whether this was for a fixed term for each Judge?</li> </ul>	<p>These are part of the Judges' conditions of service and a legislated service benefit. Administrators do not have authority to alter these arrangements, as they are governed by law.</p> <p>Judges that are newly appointed are afforded the opportunity to participate in the motor scheme and a vehicle is procured/leased.</p> <p>The allocation of the vehicle is for a fixed term and only changed once the vehicle reaches the four years of age or 160 000 kilometres (whichever comes first), or if a vehicle has been written off for any reason.</p>
<b>6. Acting Positions</b>	
<p><b>Acting Positions</b></p> <ul style="list-style-type: none"> <li>Why were positions not filled?</li> </ul>	<p>Due to austerity measures affecting the Compensation of Employees (CoE) across the public service, certain positions remained vacant. Priority was given to vacancies within the Courts to ensure minimal negative impact on the provision of services by the Judiciary.</p>
<b>7. High Vacancy Rate</b>	
<p><b>High Vacancy Rate</b></p> <ul style="list-style-type: none"> <li>The committee observed with concerns that there was a high rate of vacancies.</li> </ul>	<p>The OCJ approached the DPSA and NT to assist with filling all the vacant posts and this request was declined for the 2023/24 FY.</p> <p>The OCJ forwarded another request for 164 posts to the DoJ&amp;CD Minister, which was approved. However, the DPSA and NT only approved 30% of the posts for the 2024/25 FY.</p>

Matters Raised in the Portfolio Committee	How the Department Addressed These Matters
<b>8. Road Accident Fund Matters</b>	
<p><b>Road Accident Fund Matters</b></p> <ul style="list-style-type: none"><li>• There are concerns about inconsistencies in court directives issued by different courts in South Africa, specifically between the Pietermaritzburg High Court and Umthatha High Court regarding Road Accident Fund (RAF) matters.</li><li>• Is there a rationale behind these discrepancies, and whether the Judge Presidents consulted with the relevant authorities on these directives?</li></ul>	<p>This matter falls within the purview of the Judiciary as it relates to Court Performance; and it would be better placed to respond to it.</p>

## SCOPA RESOLUTIONS



There were no resolutions taken by the Standing Committee on Public Accounts (SCOPA) regarding the Department during the period under review.

## PRIOR MODIFICATIONS TO AUDIT REPORTS



There were no prior modifications to the audit reports.

## INTERNAL CONTROL

During the 2024/25 FY the OCJ had a dedicated Internal Control Unit to perform routine internal control assessments. The Internal Control Unit has implemented additional internal controls through **preventative, detective, and corrective measures** to ensure full compliance with legislative prescripts and departmental policies.

- **Preventative Measure:**

Pre-checking of all financial documents **before** funds are committed to ensure accuracy, compliance, and the prevention of irregular expenditure.

- **Detective Measure:**

Post-checking of all financial payments **after** disbursement (Quality Assurance) to detect any errors or irregularities that may have occurred during the payment process.

- **Corrective Measure:**

Conducting awareness sessions and training for all departmental officials on internal controls, departmental policies, and statutory prescripts to ensure understanding, adherence, and continuous improvement.

In pursuance of a clean audit outcome, the OCJ Audit Facilitation Committee (AFC) and the Provincial Audit Facilitation Committees (PAFC) continued to coordinate and monitor the implementation of corrective action plans to address findings raised by the AGSA and Internal Audit Services.

The Finance Unit maintains the Unauthorised, Irregular, Fruitless & Wasteful (UIFW) register, Deviation registers, as well as the monthly 30 days' payment analysis report. Any cases of UIFW expenditure, deviations, and payments over 30 days are investigated to determine the root causes and to implement corrective measures to deter recurrence. Monthly and quarterly reports were submitted to the Accounting Officer for monitoring and to the ARC for oversight.

Furthermore, the Internal Audit Services Unit (IAS) provided assurance and advisory to Management on the adequacy and effectiveness of internal controls by conducting risk-based audits in respect of their 2024/25 Internal Audit Annual Plan.

# INTERNAL AUDIT AND AUDIT COMMITTEE

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## 11.1 INTERNAL AUDIT

During the year under review, the Internal Audit Services (IAS) unit operated under the control and direction of the Audit and Risk Committee (ARC), ensuring full compliance with the regulations and instructions stipulated in Sections 76 and 77 of the Public Finance Management Act (PFMA). The IAS provided independent and objective assurance and advisory services to management, aimed at adding value and driving continuous improvements across the operations of the OCJ. Utilising a risk-based audit approach, the IAS conducted a series of audit reviews in line with the approved Internal Audit Services Charter and the established Internal Audit Methodology.

Among the key audits conducted were comprehensive reviews of the quarterly Interim Financial Statements and Performance Information, Acquisition and Contract Management, Facilities Management, and Human Resource Administration Services. Additionally, audits on core business deliverables, including Default Judgment, Taxation, and Judicial Annual Performance Verification, were completed. In the ICT domain, significant audits covered areas such as Firewall Management, Patch Management, and Anti-virus protocols.

Throughout the year, the IAS successfully completed 22 audit projects as outlined in the annual internal audit plan. These audits included follow-up assessments aimed at monitoring the implementation of corrective actions by management to address audit findings identified by both the Auditor-General South Africa (AGSA) and the Internal Audit team.

During the year under review, the IAS unit operated under the oversight and direction of the Audit and Risk Committee, ensuring full compliance with the regulations and directives outlined in Sections 76 and 77 of the Public Finance Management Act (PFMA). The IAS serves as an independent

and objective assurance and advisory function, providing management with critical insights aimed at adding value and fostering continuous improvement across the operations of the OCJ. By employing a risk-based audit approach, the IAS conducted comprehensive audit reviews, in line with the approved Internal Audit Services Charter and the established Internal Audit Methodology. These efforts were designed to enhance operational efficiency and effectiveness while ensuring alignment with regulatory requirements and best practices.

In the course of conducting its audits, the Internal Audit Services (IAS) evaluated the adequacy and effectiveness of the controls in place to address the risks associated with the OCJ's governance, operational processes, and information systems. This evaluation focused on the following areas:

- i. Achievement of the OCJ's strategic outcomes.
- ii. Reliability and integrity of financial and operational information.
- iii. Effectiveness and efficiency of operations and programmes.
- iv. Safeguarding of assets.
- v. Compliance with the laws, regulations, policies, procedures and contracts.

To enhance the proficiency of the internal audit staff, the OCJ facilitated continuous professional development through training programmes provided by reputable organisations such as the Institute of Internal Auditors (IIA) of South Africa, the Information Systems Audit and Control Association (ISACA), and various accredited tertiary institutions.

Furthermore, the OCJ's IAS remains committed to ensuring operational efficiency and effectiveness in the execution of its Charter, consistently striving to meet the expectations and requirements of its stakeholders.

## 11.2 AUDIT AND RISK COMMITTEE

The ARC maintained its role in providing robust oversight over the governance framework, risk management processes, and internal control systems within the OCJ. The primary responsibility of the ARC is to offer guidance and advice to the Accounting Officer and the Department, ensuring the continued maintenance of effective, efficient, and transparent systems for financial management, risk management, governance, and internal controls.

The ARC is composed of four independent members, each of whom is suitably qualified and possesses the necessary experience to effectively carry out their oversight responsibilities. In accordance with the Charter, the ARC convenes at least four times annually to fulfil its mandate.

The table below discloses relevant information on the ARC Members.

**TABLE 2:**

Name and Designation	Qualifications	Internal or external	If internal, position held in	Date appointment	End of Term	Ordinary meetings attended	Special meetings attended
<b>Ms Zanele Nkosi (ARC Member)</b>	CA (SA), BCom Accounting, CTA, Member: SAICA	External	N/A	01 Dec 2018 (1st Term)	30 Nov 2021	4/4	4/4
				01 Dec 2021 (2nd Term)	30 Nov 2024		
<b>Ms Zelda Tshabalala (ARC Member)</b>	BCom, Diploma: Business Administration, CCSA, Certificate: Corporate Governance, Certificate: Finance Management for Municipal Executives, MBA, Member: IIASA, IoDSA	External	N/A	01 Nov 2020 (1st Term)	31 Oct 2023	3/4	3/4
				01 Nov 2023 (2nd Term)	31 Oct 2026		

Name and Designation	Qualifications	Internal or external	If internal, position held in	Date appointment	End of Term	Ordinary meetings attended	Special meetings attended
<b>Dr Mariaan Roos (ARC Member)</b>	BCom, BCom Honours, Certificate: Theory of Accountancy, CA (SA), Higher Diploma: Company Law, Qualified Public Sector Chief Financial Manager, Master of Commerce: Auditing, PhD: Public Development and Planning	External	N/A	01 Nov 2023 (1st Term)	31 Oct 2026	4/4	4/4
<b>Ms Mmantsha Monwa (ARC Member)</b>	BSc Degree: Computer science, Honours: Information systems, Master of Business Leadership (MBL)	External	N/A	01 Nov 2023 (1st Term)	31 Oct 2026	4/4	4/4

# AUDIT COMMITTEE REPORT

We are pleased to present our report for the year ended 31 March 2025:

## 12.1 COMMITTEE RESPONSIBILITY

The Audit and Risk Committee (ARC) reports that it has fulfilled its responsibilities in accordance with Section 38(a)(ii) of the PFMA and National Treasury Regulation 3.1. Furthermore, the Committee affirms that it operates under an approved Charter,

which serves as its terms of reference and is reviewed annually. The Committee has conducted its affairs in compliance with this Charter and has duly discharged all responsibilities as stipulated therein.

## 12.2 THE EFFECTIVENESS OF INTERNAL CONTROL

The systems of internal control are designed to provide cost-effective assurance towards the achievement of the organisational objectives by ensuring that assets are safeguarded, operations are conducted efficiently and effectively, financial and performance information is reliable, and compliance with applicable laws and regulations is maintained.

In accordance with the PFMA and the National Treasury Regulations, the Committee exercised oversight over the operations and business activities of the OCJ. This oversight was conducted through quarterly management reporting processes, internal audit reviews prioritised in the Risk-Based Annual Audit Operational Plan approved by the Committee, and reports issued by the AGSA. The Committee is of the opinion that, although the systems of internal control within the OCJ were largely adequate and effective during the reporting period, there remain areas requiring further improvement.

The following concerns were identified by both the OCJ's Internal Audit function and the Auditor-General of South Africa (AGSA):

- i. A vacancy rate of 30.6% at the senior management level;
- ii. The use of an Excel-based asset register and instances of inaccurate recording and reporting of assets attributable to the outdated JYP asset management system; and
- iii. Delays in finalising the E-Judiciary system intended to modernise and enhance operational efficiency relating to judges' remuneration and conditions of service.

The Committee has noted the corrective measures instituted by the Accounting Officer of the OCJ to address the aforementioned issues and recommends that these measures be implemented promptly to further strengthen the internal control environment.

## 12.3 INTERNAL AUDIT

The Committee reviewed and approved the Internal Audit's risk-based three-year rolling plan, as well as its operational plan for the 2024/25 financial year. Furthermore, the Committee monitored the performance of the Internal Audit

function against the approved operational plan on a quarterly basis.

The Committee is satisfied with the activities undertaken by the Internal Audit function,

including the execution of its annual work programme, coordination with the external auditors, provision of forensic investigation services, and follow-up on the implementation of management's corrective action plans. Overall, the work performed by the Internal Audit function has enabled the Committee to discharge its

oversight responsibilities effectively during the year under review. The Committee has, however, noted capacity constraints within the function and has recommended that these be addressed promptly to ensure the continued effectiveness of the Internal Audit function.

## 12.4 SUMMARY OF SOME OF THE MAIN ACTIVITIES UNDERTAKEN BY THE COMMITTEE DURING THE FINANCIAL YEAR UNDER REVIEW

The Committee reviewed and/or performed oversight on:

- i. All the quarterly Financial Statements and unaudited Annual Financial Statements before submission to the AGSA on 31 May 2025;
- ii. Monitoring and implementation of corrective action plans to address AGSA and internal audit findings;
- iii. The appropriateness of the accounting policies, practices and potential changes;
- iv. The effectiveness of the system of risk management including fraud prevention and anti-corruption strategies;
- v. The process to ensure compliance with relevant laws and regulations;
- vi. In-year monitoring reports on all the OCJ's operations including the systems of ICT and HRM&D governance;
- vii. The Quarterly Performance Information Reports and the Annual Report prior to submission to the AGSA and final publication; and
- viii. The plans, work and reports of the Internal Audit function and the AGSA.

## 12.5 THE QUALITY OF IN-YEAR MONITORING AND QUARTERLY REPORTS SUBMITTED IN TERMS OF LEGISLATION

The Committee has reviewed and is satisfied with the content and quality of the quarterly reports prepared and submitted by the Accounting Officer during the year under review. Notable improvements have been observed in the quality of financial management and performance information reports, as well as in Management's

commitment to implementing corrective action plans to address findings raised by the AGSA and Internal Audit. The Department has continued to submit monthly and quarterly reports to the National Treasury in compliance with the requirements of the PFMA.

## 12.6 RISK MANAGEMENT

The OCJ has an established Risk Management function in compliance with the National Treasury Regulations, the King IV Report on Corporate Governance, and the Public Sector Risk Management Framework. This framework provides for the development and implementation of the Risk Management Policy, Strategy and Implementation Plan, as well as the Fraud Prevention and Anti-Corruption Framework.

All designated Risk Owners attend ARC meetings and actively participate in the management and oversight of the OCJ's risk management processes.

During the year under review, a comprehensive risk assessment was conducted across the OCJ's operations, resulting in the review and update of both the strategic and operational risk

registers. Risks were prioritised based on their likelihood and potential impact, and additional mitigation measures were implemented to reduce risks to acceptable levels. Management provided quarterly reports to the Committee on the progress of risk mitigation action items. The

continuous monitoring and reporting of planned mitigation activities have yielded significant positive outcomes, including the achievement of key performance indicators and targets set out in both the Annual Performance Plan and the Operational Plans.

## 12.7 FRAUD AND CORRUPTION

The OCJ developed and implemented a Fraud Prevention Policy, Strategy, and Plan. The implementation of this Plan was monitored through quarterly reports presented at Committee meetings. The Committee exercised oversight over

the reported allegations of fraud, corruption, and financial misconduct within the Department and is satisfied with the outcomes of the investigations conducted and the consequence management measures implemented.

## 12.8 EVALUATION OF THE FINANCIAL STATEMENTS

The Committee has:

- i. Reviewed and discussed the draft AFS and performance information report to be included in the Annual Report;
- ii. Reviewed any changes in accounting policies and practices;
- iii. Reviewed departmental compliance with applicable regulatory provisions; and
- iv. Reviewed the AGSA's Management Reports and the Management responses thereto.

## 12.9 AUDITOR-GENERAL'S REPORT

The Committee reviewed the Department's implementation of the audit findings raised in the AGSA Management Report of the previous year and is satisfied that the findings were adequately addressed.

The Committee concurs and accepts the conclusions of the AGSA on the AFS, Performance Information and Compliance review, and is of the opinion that the audited AFS be accepted and read together with the audit report of the AGSA.

## 12.10 CONCLUSION

The Committee wishes to thank the Accounting Officer, Executive Management, Senior Management and all relevant staff for their continued support during the year.



**Ms Zanele Nkosi**

Chairperson of the ARC Office of the Chief Justice

Date: 31 July 2025

## B-BBEE COMPLIANCE PERFORMANCE INFORMATION

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The Department is committed to complying with the prescribed B-BBEE requirements as set out in the B-BBEE Act, 2003 (Act 53 of 2003) and as determined by the Department of Trade, Industry and Competition (**the dtic**). During the reporting

period, and in maintaining the highest standards of governance, the OCJ implemented the Preferential Procurement Policy Framework Act (PPPFA) and its regulations.

Has the Department applied relevant Code of Good Practice (B-BBEE Certificate Levels 1 - 8) with regards to the following:		
Criteria	Response Yes/No	Discussion
Determining qualification criteria for the issuing of licences, concessions, or other authorisations in respect of economic activity in terms of any law?	No	Not applicable to the OCJ.
Developing and implementing a preferential procurement policy?	Yes	The OCJ's SCM policy is fully aligned with the Preferential Procurement Policy Framework Act, 2022 and its regulations. To that end, it developed its SCM and Preferential Procurement Policy, effective from January 2023. This policy advocates specific goals to empower women, youth, and people with disabilities in accordance with the B- BBEE Act and its code of good practice.
Determining qualification criteria for the sale of state-owned enterprises?	No	Not applicable to the OCJ.
Developing criteria for entering into partnerships with the private sector?	No	Not applicable to the OCJ.
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment?	No	Not applicable to the OCJ.



PART

D

## HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

# INTRODUCTION

The HRM&D Chief Directorate comprises three directorates, namely, Human Resource Practices and Administration; Capacity and Organisational Development; as well as Employee Relations. These components enable the Unit to provide much-needed resources to support the OCJ's pursuit of its strategic outcomes.

The focus of the HRM&D Unit for the 2024/2025 FY continued to be driven by the following priorities:

- Enabling the Department to achieve its outputs through its human resources.

- Ensuring the correct placement of people with appropriate competencies.
- Deploying and utilising human resources optimally.

HRM&D ensured the provision and capacitation of the right talent through recruitment and selection, training and development as well as organisational development. The support provided by Employee Relations and Employee Health & Wellness ensures continuous sound employer-employee relations and employee well-being, respectively.

# OVERVIEW OF HUMAN RESOURCES

## 2.1. THE IMPACT OF HUMAN RESOURCE PRIORITIES FOR THE YEAR UNDER REVIEW

During the 2024/25 FY, the HRM&D Chief Directorate focused on the following main areas:

### 2.1.1. Vacancy Management

The Department recorded an increased vacancy rate of 12.34% during 2024/25 FY, which is above the set target of 10% or lower, as compared to 10.9% in 2023/2024 FY. The increased vacancy rate is attributed to the implementation of Circular 49 of 2023 issued by the Department of Public Service and Administration (DPSA) on 17 October 2023 and amended through Circular 20 of 2024, extended to 31 March 2025. The Department made progress in retaining talented employees despite the CoE Budget constraints it faced during the FY.

The OCJ by its nature supports the courts and operates within two dispensations, namely, appointment of contract and permanent employees. The turnover rate stood at 11.57% at the end of the reporting period as compared to 16.5% in the 2023/2024 FY. This denotes an improvement of 4.93%, year-on-year. This is an indication that the implementation of the Retention Strategy had a positive impact on employee retention. During the period under review, 30.6% of key management positions at SMS were vacant within the OCJ. This resulted in increased workload for managers who took up acting roles in the vacant positions.

### 2.1.2. Providing Employee Health and Wellness Programmes (EHWP)

- a) The OCJ's EHW programmes were implemented in line with the following four Pillars of the Department of Public Service Administration's (DPSA) EHW Strategic Framework for the Public Service:
- Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS), Sexually Transmitted Infections (STI) and Tuberculosis (TB) management.
  - Health and Productivity Management.
  - Wellness Management.
  - Safety, Health, Environment, Risk, and Quality (SHERQ) Management.
- b) In line with the four Pillars of the DPSA's EHW Strategic Framework for the Public Service, the following were implemented:
- Sixteen EHW programmes were conducted against a target of 16, covering 62 EHW

sessions, benefiting 1 651 employees across the OCJ.

- Launched the Lactation Room for breastfeeding mothers in line with the Health and Productivity Management Pillar.
- Fourteen emergency evacuation drills were conducted to test the Department's readiness for emergencies. The OCJ continues to experience OHS challenges with the Department of Public Works and Infrastructure (DPWI), as building maintenance for compliance is dependent on them. The lack of sufficient specialised OHS practitioners also impacts the slow implementation of OHS services in the Courts due to sufficient skills to carry out the duties.
- In the 2024/25 FY, the OCJ continued providing holistic EHW services in line with the DPSA's EHW Strategic Framework for the Public Service.

## 2.2. WORKFORCE PLANNING FRAMEWORK AND KEY STRATEGIES TO ATTRACT AND RECRUIT A SKILLED AND CAPABLE WORKFORCE

### 2.2.1 HUMAN RESOURCES PLAN

- a) Workforce planning is guided by the Department's Strategic Plan, Employment Equity Act, the Public Service Act, and the Public Service Regulation, 2016. Workforce planning is about having the right people with the right skills in the right jobs at the right time, and at a reasonable cost. It identifies the gap between current workforce capabilities and the future workforce capabilities required to achieve the Department's strategic outcomes in an ever-changing and operational environment. This is what the Department strived to achieve during the year under review.
- b) During the year under review, the implementation of the Human Resource Plan 2022-2025 was in line with the new Medium-Term Expenditure Framework (MTEF) implementation to guide the process of attracting, recruiting, and developing a skilled and capable workforce. This has been achieved

and is exemplified by the quality and number of employees that have been attracted into the organisation.

- c) Obtained authorisation to review the Organisational Structure.
- d) There is a significant improvement in the review and development of Job Descriptions in line with the new approved Job Descriptions template. Out of 239 jobs, 221 jobs have job descriptions in line with the approved organisational structure.
- e) The OCJ amended the Occupational Classification Codes on PERSAL in line with the DPSA Circular 39 of 2023.

### 2.2.2 EFFECTIVE RECRUITMENT

At the beginning of the 2024/25 FY (01 April 2024), there were 2 191 posts on the establishment. This number increased to 2,204 by March 31, 2025, the end of the financial year. Of the 2 204 approved posts, 1 932 permanent posts were filled. The staff

turnover rate for this reporting period was 11.57%, a decrease from 16.5% in the 2023/2024 FY.

### 2.2.3 EMPLOYMENT EQUITY

#### 2.2.3.1 Women at Senior Management Services (SMS) Level

The implementation of Circular 49 of 2023 had an adverse impact on the achievement of the prescribed 50% employment of women at SMS level. The OCJ achieved 47% (16 of 34) women representation at SMS level as compared to 53% (23 of 43) in the 2023/2024 FY. This indicates that there was a 6% decrease of representation of women at SMS level.

#### 2.2.3.2 Youth

As at the end of March 2025, there were

530 youth employees (aged 21-35) in the OCJ's establishment, translating to 26.4% against a national target of 30%. The Department will continue to support youth employment initiatives through targeted recruitment and selection processes to achieve the required representation of youth in the organisation.

#### 2.2.3.3 Persons with Disabilities

As at 31 March 2025, the end of the 2024/25 FY, the OCJ employed 44 officials categorized as Persons with Disability (PWD). With a total staff complement of 2 005, this figure indicates that the OCJ maintained the prescribed 2% national target, an increase from the 43 PWDs employed in the previous financial year.

## 2.3. PROVIDING EMPLOYEES WITH SKILLS AND COMPETENCIES THROUGH SKILLS DEVELOPMENT PROGRAMMES

To empower staff and enhance their skills and knowledge, the Department continued to provide study assistance. During the reporting period, 117 employees were enrolled in and supported through the OCJ Study Assistance Programme. As part of its youth development initiatives, the OCJ

implemented Internship, Workplace Integrated Learning (WIL), and TVET Learnership programmes. This resulted in 108 young people benefiting from these developmental programmes. Furthermore, 1 128 employees received training to capacitate them with various skills.

## 2.4 EMPLOYEE PERFORMANCE MANAGEMENT

The Department has fostered a high-performance culture by aligning individual and organisational performance to its strategic objectives,

thereby promoting excellence and continuous improvement in service delivery.

## 2.5 HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

### 2.5.1 ACHIEVEMENTS

- The EHW programme successfully conducted 16 initiatives, meeting its target. These initiatives comprised 62 EHW sessions, benefiting 1 651 employees across the OCJ. Topics covered included Occupational Stress and Mental

Health related issues, Work-life Balance and Self-care; Gender-Based Violence, Financial Wellness Sessions, and Critical Incident Stress Debriefings, among others. A significant increase in the utilisation of the programme was observed.

- The OCJ implemented the e-Recruitment System for internal applications only.
- The OCJ developed the Special Leave and PERSAL Policies during the period under review.
- There were 40 grievances that were attended to in the 2024/25 FY. Of those, 32 were resolved and only 8 remained pending as at the end of the FY. The significant reduction of the reported grievances and misconduct cases is attributed to the previously conducted awareness sessions.
- The OCJ realised an improved organisational culture and team performance through employee participation in organisational annual calendar events.
  - HRM&D continued to conduct several workshops and awareness sessions across the Department on critical areas including:
    - » Leave Management
    - » Conflict Management
    - » Emotional Intelligence
    - » Discipline Management
    - » Gender-Based Violence
    - » Prevention and Management of Harassment in the Workplace

## 2.5.2 CHALLENGES

- The implementation of Circular 49 of 2023, as amended by Circular 20 of 2024, had a negative impact on the achievement of key Annual Performance Plan (APP) targets. These include the 10% vacancy rate, the 50% employment target for women at SMS level, and the 30% youth employment target. The aforementioned circulars contributed to an increased vacancy rate.
- The attraction and retention of critical Occupation Specific Dispensation (OSD) employees, such as Chief Registrars and Registrars, remains a challenge, as these positions are directly linked to court operations.
- The finalisation of disputes continues to be a challenge. During the reporting period, 39 dispute cases were dealt with, but only 23 were finalised, with eight remaining pending (including Labour Court matters).
- Occupational Health and Safety (OHS) compliance remains a challenge within OCJ due to its reliance on other departments, specifically the Department of Justice and Constitutional Development (DoJ&CD) and the Department of Public Works and Infrastructure (DPWI).

## 2.6 FUTURE HUMAN RESOURCE PLANS/GOALS

- The OCJ will continue to prioritise engagements with relevant stakeholders to ensure that salaries for critical positions are reviewed and aligned with industry benchmarks.
- The OCJ will be developing a Non-Financial Rewards Policy which aims to recognise and reward high performers, long serving, and innovative employees who improve operations of the OCJ in line with the Public Service Regulations, 2016, as amended.
- The OCJ will continue to implement youth development programmes aimed at providing unemployed graduates with opportunities for work-integrated learning.
- The Department will ensure that vacant posts at the courts are filled within the stipulated timeframes to strengthen court capacity.
- The Human Resource Management and Development unit is working on developing the HR Strategy that will drive all people management practices, methods and processes in support of the Departmental goals, values, and objectives.
- The automation of HR processes, including the implementation of an electronic leave management system, will be initiated and implemented in phases, aligned with the departmental ICT and Change Management strategies.

# HUMAN RESOURCES OVERSIGHT STATISTICS

3

## 3.1 PERSONNEL-RELATED EXPENDITURE

The HR oversight expenditure statistical information (personnel related expenditure) presented below contains information from the OCJ Administration and the Judiciary.

**Table 3.1.1 Personnel expenditure by programme for the period 01 April 2024 to 31 March 2025.**

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services (R'000)	Personnel Expenditure as a % of Total Expenditure	Average CoE Cost per Employee or Judge (R'000)
<b>OCJ: Administration</b>	319 960	125 304	5 712	0	39.2	707
<b>OCJ: Superior Court Services</b>	1 125 844	771 493	3 504	0	68.5	448
<b>OCJ: Judicial Education &amp; Support</b>	66 776	26 434	316	0	39.6	677
<b>SUB-TOTAL (Voted Funds)</b>	1 512 580	923 231	9 532	0	61.0	787
<b>SUB-TOTAL (Direct Charge Against the NRF)</b>	1 323 867	1 226 695	0	0	92.7	2086
<b>GRAND TOTAL (Voted Funds and Direct Charge Against the NRF)</b>	<b>2 836 447</b>	<b>2 149 926</b>	<b>9 532</b>	<b>0</b>	<b>75.8</b>	<b>829</b>

**Table 3.1.2 Personnel costs by salary band for the period 01 April 2024 to 31 March 2025  
(including the Judges)**

Salary Band	Personnel Expenditure (R'000)	% of Total Personnel Cost	Number of Employees (including Judges on the direct charge)	Average Compensation Cost per Employee (R'000)
<b>Lower Skilled</b> (Levels 1-2)	6 669	0.72	54	124
<b>Skilled</b> (Levels 3-5)	318 564	34.5	943	338
<b>Highly Skilled Production</b> (Levels 6-8)	321 315	34.8	667	482
<b>Highly skilled Supervision</b> (Levels 9-12)	220 540	23.9	307	718
<b>Senior Management</b> (Levels 13-16)	56 143	26 434	316	677
<b>SUB-TOTAL</b> (Voted Funds)	923 231	43	2005	460
<b>SUB-TOTAL</b> (Direct Charge Against the NRF)	1 226 695	57	588	2 086
<b>GRAND TOTAL</b> (Voted Funds and Direct Charge Against the NRF)	<b>2 149 926</b>	<b>57</b>	<b>2 593</b>	<b>829</b>

**Table 3.1.3 Salaries, Overtime, Homeowners Allowance, and Medical Aid by programme for the period 01 April 2024 to 31 March 2025.**

Programme	Salaries		Overtime		Homeowners Allowance (HOA)		Medical Aid	
	Amount (R'000)	Salaries as % of Personnel Costs	Amount (R'000)	Overtime as % of Personnel Costs	Amount (R'000)	HOA as % of Personnel Costs	Amount (R'000)	Medical Aid as % of Personnel Costs
<b>OCJ: Administration</b>	85 247	5.5	4 101	0.26	2 891	0.18	5 393	0.35
<b>OCJ: Superior Court Services</b>	539 372	35.2	3 874	0.25	31 360	2.04	64 483	4.20
<b>OCJ: Judicial Education &amp; Support</b>	18 373	1.2	497	0.03	658	0.04	1 194	0.07
<b>SUB-TOTAL</b> (Voted Funds)	642 992	41.9	8 472	0.55	34 909	2.27	71 070	4.6
<b>SUB-TOTAL</b> (Direct Charge Against the NRF)	890 974	58.1	0	0	0	0	8 075	0.52
<b>GRAND TOTAL</b> (Voted Funds & Direct Charge Against the NRF)	<b>1 533 966</b>	<b>100</b>	<b>8 472</b>	<b>100</b>	<b>34 909</b>	<b>100</b>	<b>79 145</b>	<b>100</b>

**Table 3.1.4 Salaries, Overtime, Homeowners Allowance and Medical Aid by salary band for the period 01 April 2024 to 31 March 2025.**

Salary band	Salaries		Overtime		Homeowners Allowance (HOA)		Medical Aid	
	Amount	Salaries as % of Personnel Costs	Amount	Overtime as % of Personnel Costs	Amount	HOA as % of Personnel Costs	Amount	Medical Aid as % of Personnel Costs
	(R'000)		(R'000)		(R'000)		(R'000)	
<b>Lower Skilled</b> (Levels 1-2)	6 551	0.81	119	0	0	0	0	0
<b>Skilled</b> (Levels 3-5)	255 228	31.7	2 160	0.3	21 362	2.7	39 694	5
<b>Highly Skilled Production</b> (Levels 6-8)	283 274	35.1	2 434	0.3	12 018	1.5	23 586	3
<b>Highly skilled Supervision</b> (Levels 9-12)	205 431	25.5	2 621	0.3	4 990	0.6	7 407	1
<b>Senior Management</b> (Levels 13-16)	55 181	7	0	0	439	0	523	0.1
<b>SUB-TOTAL</b> (Voted Funds)	805 665	100	62 515	7.8	38 809	5	71 210	9
<b>SUB-TOTAL</b> (Direct Charge Against the NRF)	1 28 620	0	0	0	0	0	8 075	0
<b>GRAND TOTAL</b> (Voted Funds & Direct Charge Against the NRF)	2 024 285	0	62 615	0	38 809	0	79 285	0

### 3.2 EMPLOYMENT AND VACANCIES

The tables in this section summarise the OCJ's position in regards to employment and vacancies. The vacancy rate reflects the percentage of funded posts that were not filled. This table excludes information on the Judiciary.

**Table 3.2.1 Employment and vacancies by programme as at 31 March 2025.**

Programme	Number of Posts Approved on the Establishment	Number of Posts Filled	Vacancy Rate %	Number of Employees Additional to the Establishment
OCJ: Administration	220	177	19.54	15
OCJ: Superior Court Services	1 945	1 721	11.51	58
OCJ: Judicial Education & Support	39	34	12.82	0
<b>Total</b>	<b>2 204</b>	<b>1 932</b>	<b>12.34</b>	<b>73</b>

**Table 3.2.2 Employment and vacancies by salary band as at 31 March 2025.**

Salary Band	Number of Posts Approved on the Establishment	Number of Posts Filled	Vacancy Rate %	Number of Employees Additional to the Establishment
<b>Lower Skilled</b> (Levels 1-2)	0	0	-	54
<b>Skilled</b> (Levels 3-5)	1 092	961	11.91	3
<b>Highly Skilled Production</b> (Levels 6-8)	703	626	10.95	5
<b>Highly Skilled Supervision</b> (Levels 9-12)	360	311	13.61	11
<b>Senior Management</b> (Levels 13-16)	49	34	30.6	0
<b>Total</b>	<b>2 204</b>	<b>1 932</b>	<b>12.34</b>	<b>73</b>

**Table 3.2.3 Employment and vacancies by critical occupations as at 31 March 2025.**

Critical Occupation	Number of Posts Approved on the Establishment	Number of Posts Filled	Vacancy Rate % (Includes Frozen Posts)	Number of Employees Additional to the Establishment
Chief Registrar	13	10	23.07	0
Registrar	107	95	11.21	1
Specialist Litigation (State Law Advisor)	3	3	0	0
Legal Admin Officer	1	0	0	0
Senior Statistician	4	4	0	0
Statistician	9	9	0	0
Forensic Investigation	3	3	0	0
Information Technology Security Officer	2	1	50	0
Web Developer	0	0	0	0
System/Business Analyst	1	1	0	0
Business Process Engineer	0	0	0	0
<b>Total</b>	<b>143</b>	<b>126</b>	<b>11.88</b>	<b>1</b>

### 3.3 FILLING OF SMS POSTS

**Table 3.3.1 SMS post information as at 31 March 2025.**

SMS Level	Total Number of Funded SMS Posts	Total Number of SMS Posts Filled	% of SMS Posts Filled	Total Number of SMS Posts Vacant	% of SMS Posts Vacant
Secretary-General	1	0	0	1	100
Salary level 16	0	0	0	0	0
Salary level 15	3	3	100	0	0
Salary level 14	9	5	55.55	4	44.44
Salary level 13	36	26	72	10	27.7
<b>Total</b>	<b>49</b>	<b>34</b>	<b>69.3</b>	<b>15</b>	<b>30.61</b>

**Table 3.3.2 SMS post information as at 30 September 2024.**

SMS Level	Total Number of Funded SMS Posts	Total Number of SMS Posts Filled	% of SMS Posts Filled	Total Number of SMS Posts Vacant	% of SMS Posts Vacant
Secretary-General	1	1	100	0	0
Salary level 16	0	0	0	0	0
Salary level 15	3	3	100	0	0
Salary level 14	9	6	55.55	3	44.44
Salary level 13	36	28	77.77	8	22.22
<b>Total</b>	<b>49</b>	<b>38</b>	<b>73.46</b>	<b>11</b>	<b>22.45</b>

**Table 3.3.3 Advertising and filling of SMS posts for the period 01 April 2024 to 31 March 2025.**

SMS Level	Advertising	Filling of Posts	
	Number of vacancies per level advertised in 6 months of becoming vacant	Number of vacancies per level filled in 6 months of becoming vacant	Number of vacancies per level not filled in 6 months of becoming vacant but filled in 12 months
Secretary-General	1	0	0
Salary level 16	0	0	0
Salary level 15	0	0	0
Salary level 14	0	0	0
Salary level 13	0	1	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>

**Table 3.3.4 Reasons for not having complied with the filling of funded vacant SMS posts - Advertised within 6 months and filled within 12 months after becoming vacant for the period 01 April 2024 to 31 March 2025.**

Reasons for vacancies not advertised within 6 months	Reasons for vacancies not filled within 12 months
Due to compulsory budget constraints on the compensation of employees, and the impact of Circular 49 of 2023, as amended by Circular 20 of 2024, the OCJ was not able to advertise 8 SMS posts within 6 months and fill within 12 months (90%).	Due to compulsory budget constraints on the compensation of employees, and the impact of Circular 49 of 2023, as amended by Circular 20 of 2024, the OCJ was not able to advertise 3 SMS posts within 6 months and fill within 12 months (90%).

**Table 3.3.5 Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts within 12 months for the period 01 April 2024 to 31 March 2025.**

Reasons for vacancies not advertised within 6 months	Reasons for vacancies not filled within 12 months
No disciplinary action was taken for not advertising vacancies within 6 months. Due to compulsory budget cuts on compensation and the DPSA Circular 49 of 2023 on cost cutting measures, posts could not be advertised within the prescribed timeframes.	No disciplinary action was taken for not advertising vacancies within six months. Due to compulsory budget cuts on compensation and the DPSA Circular 49 of 2023 on cost cutting measures, posts could not be advertised within the prescribed timeframes.

### 3.4 JOB EVALUATION

**Table 3.4.1 Job Evaluation by salary band for the period 01 April 2024 to 31 March 2025.**

Salary band	Number of Posts Approved on the Establishment	Number of Jobs Evaluated	% of Posts Evaluated	Number of Posts Upgraded		Number of Posts Downgraded	
				Number	% of Upgraded Posts	Number	% of Downgraded Posts
<b>Lower Skilled</b> (Levels 1-2)	0	0	0	0	0	0	0
<b>Skilled</b> (Levels 3-5)	1 092	0	0	0	0	0	0
<b>Highly Skilled Production</b> (Levels 6-8)	703	0	0	0	0	0	0
<b>Highly skilled Supervision</b> (Levels 9-12)	360	2	0.6	0	0	0	0
<b>SMS Band A(SL13)</b>	36	0	0	0	0	0	0
<b>SMS Band B(SL14)</b>	9	0	0	0	0	0	0
<b>SMS Band C(SL15)</b>	3	0	0	0	0	0	0
<b>SMS Band D(SL16)</b>	1	0	0	0	0	0	0
<b>Total</b>	<b>2 204</b>	<b>2</b>	<b>0.1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The information on the number of posts on the establishment excludes the Judiciary as their posts are not subject to evaluation.

**Table 3.4.2 Profile of employees in upgraded positions for the period 01 April 2024 to 31 March 2025.**

Gender	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employees with Disability	0	0	0	0	0

**Table 3.4.3 Employees by occupation with salary levels exceeding job evaluation determinations for the period 01 April 2024 to 31 March 2025.**

Occupation	Number of Employees	Job Evaluation Level	Remuneration Level	Reasons for Deviation
Senior Managers	0	0	0	N/A
Total number of employees whose salaries exceeded the level determined by job evaluation				0
Percentage of total employed				0

**Table 3.4.4 Profile of employees with salary levels higher than job evaluation determinations for the period 01 April 2024 to 31 March 2025.**

Gender	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employees with Disability	0	0	0	0	0
Total number of employees whose salaries exceeded the grades determined by evaluation.					0

### 3.5 EMPLOYMENT CHANGES

This section provides information on changes in employment over the 2024/25 FY. It reflects the number of appointments versus terminations. It further translates terminations into the turnover rate.

**Table 3.5.1 Annual turnover rates by salary band for the period 01 April 2024 to 31 March 2025.**

Salary band	Number of Employees at Beginning of Period (April 2024)	Appointments and Transfers into the Department	Terminations and Transfers Out of the Department	Turnover Rate
Lower Skilled (Levels 1-2)	0	0	0	0
Skilled Permanent (Levels 3-5)	961	37	45	4.68
Highly Skilled Production (Levels 6-8)	568	39	36	6.33
Highly skilled Supervision (Levels 9-12)	262	44	22	8.39
SMS Band A (13)	30	1	4	16.66
SMS Band B (14)	6	0	2	25
SMS Band C (15)	2	0	0	0
SMS Band D (16)	0	0	1	100
Contracts	152	81	122	80.26
<b>Total</b>	<b>1 981</b>	<b>202</b>	<b>232</b>	<b>11.71</b>

**Table 3.5.2 Annual turnover rates by critical occupation for the period 1 April 2024 to 31 March 2025.**

Salary band	Number of Employees at Beginning of Period (April 2024)	Appointments and Transfers into the Department	Terminations and Transfers Out of the Department	Turnover Rate
Chief Registrar	13	0	3	23.07
Registrar	89	11	7	8.7
Specialist Litigation (State Law Advisor)	2	0	0	0
Legal Admin Officer	2	0	0	0
Senior/Statistician	12	6	0	0
Information Technology Security Officer	0	1	0	0
Web Developer	0	0	0	0
System/Business Analyst	0	1	0	0
Business Process Engineer	0	0	0	0
Forensic Investigator	3	0	0	0
Research and Policy Developer	0	0	0	0
<b>Total</b>	<b>121</b>	<b>19</b>	<b>10</b>	<b>8.26</b>

Table 3.5.3 Reasons why staff left the Department for the period 01 April 2024 to 31 March 2025.

Termination Type	Number	% of Total Resignations
Death	7	3
Resignation	89	38.3
Expiry of a Contract	93	40.1
Dismissal - Operational Changes	0	0
Dismissal - Misconduct and Abscondment	4	1.72
Dismissal - Inefficiency	0	0
Discharged Due to Ill Health	4	1.72
Retirement	21	9.05
Transfer to Other Public Service Departments	14	6.03
<b>TOTAL</b>	<b>232</b>	
Total number of employees who left as a % of total employment		11.57%

Table 3.5.4 Promotions by critical occupation for the period 1 April 2024 to 31 March 2025.

Occupation	Number of Employees at Beginning of Period (April 2024)	Promotions to Another Salary Level	Salary Level Promotions as a % of Employees by Occupation	Progressions to Another Notch Within a Salary Level	Notch Progression as a % of Employees by Occupation
Chief Registrar	10	1	10	8	80
Registrar	95	1	1.05	40	42.1
Specialist Litigation (State Law Advisor)	3	0	0	1	33.33
Legal Admin Officer	0	0	0	0	0
Senior Statistician	4	0	0	1	25
Statistician	9	0	0	5	55.55
Information Technology Security Officer	1	0	0	0	0
Web Developer	0	0	0	0	0
System/Business Analyst	1	0	0	0	0
Business Process Engineer	0	0	0	0	0
Forensic Investigators	3	0	0	0	0
<b>Total</b>	<b>126</b>	<b>2</b>	<b>1.58</b>	<b>55</b>	<b>43.65</b>

Table 3.5.5 Promotions by salary band for the period 01 April 2024 to 31 March 2025.

Salary Band	Number of Employees at Beginning of Period (April 2024)	Promotions to Another Salary Level	Salary Level Promotions as a % of Employees by Occupation	Progressions to Another Notch Within a Salary Level	Notch Progression as a % of Employees by Occupation
<b>Lower Skilled</b> (Levels 1-2)	0	0	0	0	0
<b>Skilled</b> (Levels 3-5)	964	6	0.62	705	73.13
<b>Highly Skilled Production</b> (Levels 6-8)	679	22	4.09	375	55.22
<b>Highly Skilled Supervision</b> (Levels 9-12)	296	19	7.25	142	47.97
<b>Senior Management</b> (Levels 13-16)	42	1	2.38	20	47.61
<b>Total</b>	<b>1 981</b>	<b>48</b>	<b>2.42</b>	<b>1 242</b>	<b>62.69</b>

### 3.6 EMPLOYMENT EQUITY

Table 3.6.1 Total number of employees (including employees with disability) in each of the following occupational categories as at 31 March 2025.

Occupational Category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
<b>Legislators, Senior Officials and Managers</b>	53	5	1	1	41	5	3	6	115
<b>Professionals</b>	174	6	1	3	217	14	15	15	445
<b>Technicians and Associate Professionals</b>	22	1	0	0	30	0	2	3	58
<b>Clerks</b>	249	34	10	12	524	73	19	76	997
<b>Service and Sales Workers</b>	0	0	0	0	0	0	0	0	0
<b>Labourers and Related Workers</b>	0	0	0	0	0	0	0	0	0
<b>Plant &amp; Machine Operators and Assemblers</b>	6	1	0	0	0	0	0	0	7
<b>Elementary Occupations</b>	72	13	1	9	66	7	2	3	173
<b>Contract</b>	54	0	1	7	127	6	5	10	210
<b>Total</b>	<b>630</b>	<b>60</b>	<b>14</b>	<b>32</b>	<b>1 005</b>	<b>105</b>	<b>46</b>	<b>113</b>	<b>2 005</b>
<b>Employees with Disabilities</b>	19	4	2	1	12	2	1	3	44

Table 3.6.2 Total number of employees (including employees with disabilities) in each of the following occupational bands as at 31 March 2025.

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	1	0	0	0	0	0	0	1	2
Senior Management	12	3	1	0	10	1	1	2	30
Professionally Qualified and Experienced Specialists and Mid-Management	52	4	0	4	45	5	7	9	126
Skilled Technical and Academically Qualified Workers, Junior Management, Supervisors, Foremen	207	14	1	7	338	48	22	60	697
Semi-skilled and Discretionary Decision-making	302	39	11	14	485	48	11	30	940
Unskilled and Defined Decision-making	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>574</b>	<b>60</b>	<b>13</b>	<b>25</b>	<b>878</b>	<b>102</b>	<b>41</b>	<b>102</b>	<b>1 795</b>
<b>Non-Permanent</b>	<b>54</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>127</b>	<b>6</b>	<b>5</b>	<b>10</b>	<b>210</b>
<b>Total</b>	<b>628</b>	<b>60</b>	<b>14</b>	<b>32</b>	<b>1 005</b>	<b>108</b>	<b>46</b>	<b>112</b>	<b>2 005</b>

Table 3.6.3 Recruitment for the period 01 April 2024 to 31 March 2025.

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (15-16)	0	0	0	0	0	0	0	0	0
Senior Management (13-14)	1	0	0	1	0	0	0	0	2
Professionally Qualified and Experienced Specialists and Mid-management (9-12)	21	0	0	4	18	3	3	7	56
Skilled Technical and Academically Qualified Workers, Junior Management, Supervisors, Foremen (6-8)	20	0	0	0	37	3	0	2	62
Semi-skilled and Discretionary Decision-making (3-5)	12	1	0	0	18	1	0	0	32
Unskilled and Defined Decision-making (1-2)	0	0	0	0	1	0	0	0	1
<b>Total</b>	<b>54</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>74</b>	<b>7</b>	<b>3</b>	<b>9</b>	<b>153</b>
Employees with Disabilities	1	0	0	0	0	0	0	0	1

Table 3.6.4 Promotions for the period 01 April 2024 to 31 March 2025.

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	1	0	0	0	0	0	0	0	1
Professionally Qualified and Experienced Specialists and Mid-Management	7	2	0	1	7	0	1	1	19
Skilled Technical and Academically Qualified Workers, Junior Management, Supervisors, Foremen	7	2	0	0	11	1	1	0	22
Semi-skilled and Discretionary Decision-making	2	0	0	0	4	0	0	0	6
Unskilled and Defined Decision-making	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>17</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>22</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>48</b>
Employees with Disabilities	1	0	0	0	0	0	1	0	2

Table 3.6.5 Terminations for the period 1 April 2024 to 31 March 2025

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	1	0	0	0	1
Senior Management	1	0	0	0	1	0	1	3	6
Professionally Qualified and Experienced Specialists and Mid-Management	11	0	0	0	6	2	0	3	22
Skilled Technical and Academically Qualified Workers, Junior Management, Supervisors, Foremen	13	5	0	1	16	0	1	0	36
Semi-skilled and Discretionary Decision-making	15	5	0	1	23	0	1	0	45
Unskilled and Defined Decision-making	0	0	0	0	0	0	0	0	0
Contract	41	5	0	2	64	2	0	8	122
<b>Total</b>	<b>81</b>	<b>15</b>	<b>0</b>	<b>4</b>	<b>111</b>	<b>4</b>	<b>3</b>	<b>14</b>	<b>232</b>
Employees with Disabilities	2	0	0	0	1	0	0	0	3

Table 3.6.6 Disciplinary action for the period 01 April 2024 to 31 March 2025.

Disciplinary Action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Written Warnings	0	0	0	0	0	0	0	0	0
Final Written Warning	4	0	0	0	0	0	1	0	5
Final Written Warning & 1-month Suspension Without Pay	0	0	0	0	0	0	0	0	0
Final Written Warning & 2 Months Suspension Without Pay	0	0	0	0	0	0	0	0	0
Final Written Warning & 3 Months Suspension Without Pay	0	0	0	0	0	0	0	0	0
Dismissal	3	0	0	0	1	0	0	0	4
Others (Not Guilty/Resigned)	0	0	0	1	1	0	0	0	2
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>11</b>

Table 3.6.7 Skills development for the period 1 April 2024 to 31 March 2025.

Occupational Category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, Senior Officials and Managers	38	3	1	0	18	1	2	2	65
Professionals	83	15	0	1	169	24	8	21	321
Technicians and Associate Professionals	57	9	0	1	83	9	3	11	173
Clerks	123	18	7	2	217	42	34	9	452
Labourers and Related Workers	19	13	0	0	16	7	0	0	55
Service and Sales Workers	11	3	2	0	26	1	0	0	43
Plant and Machine Operators	13	0	2	0	0	0	0	0	15
Elementary Occupations	4	0	0	0	0	0	0	0	4
<b>Total</b>	<b>348</b>	<b>61</b>	<b>12</b>	<b>4</b>	<b>529</b>	<b>84</b>	<b>47</b>	<b>43</b>	<b>1 128</b>

### 3.7 SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS

Table 3.7.1. Signing of performance agreements by SMS members as at 31 May 2024.

SMS Level	Total Number of Funded SMS Posts	Total Number of SMS Members	Total Number of Signed Performance Agreements	Signed Performance Agreements as % of Total SMS Members
SG/Head of Department	1	1	1	100
Salary Level 16	0	0	0	0
Salary Level 15	3	3	3	100
Salary Level 14	9	7	7	100
Salary Level 13	36	29	29	100
<b>Total</b>	<b>49</b>	<b>40</b>	<b>40</b>	<b>100</b>

**Table 3.7.2 Reasons for not having concluded Performance Agreements for all SMS members as at 31 March 2025.**

Reason
Not Applicable.

**Table 3.7.3 Disciplinary steps taken against SMS members for not having concluded Performance Agreements as at 31 March 2025.**

Action Taken
Not Applicable.

### 3.8 PERFORMANCE REWARDS

**Table 3.8.1 Performance rewards by race, gender, and disability for the period 01 April 2024 to 31 March 2025.**

Race and Gender	Beneficiary Profile			Cost	
	Number of Beneficiaries	Number of employees	% of Total Within Group	Total Cost ('000)	Average Cost Per Employee
<b>African</b>					
Male	0	606	0	0	0
Female	0	959	0	0	0
<b>Asian</b>					
Male	0	14	0	0	0
Female	0	45	0	0	0
<b>Coloured</b>					
Male	0	60	0	0	0
Female	0	108	0	0	0
<b>White</b>					
Male	0	30	0	0	0
Female	0	110	0	0	0
Employees with Disability	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1 932</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 3.8.2 Performance rewards by salary band for personnel below SMS for the period 01 April 2024 to 31 March 2025.

Salary Band	Beneficiary Profile			Cost		Total Cost as a % of the Total Personnel Expenditure
	Number of Beneficiaries	Number of employees	% of Total Within Group	Total Cost ('000)	Average Cost Per Employee	
Lower Skilled (Level 1-2)	0	1	0	0	0	0
Skilled (Levels 3-5)	0	960	0	0	0	0
Highly Skilled Production (Levels 6-8)	0	626	0	0	0	0
Highly Skilled Supervision (Levels 9-12)	0	311	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1 898</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 3.8.3 Performance rewards by critical occupation for the period 01 April 2024 to 31 March 2025.

Race and Gender	Beneficiary Profile			Cost	
	Number of Beneficiaries	Number of employees	% of Total Within Group	Total Cost ('000)	Average Cost Per Employee
Chief Registrar	0	10	0	0	0
Registrar	0	95	0	0	0
Specialist Litigation (State Law Advisor)	0	3	0	0	0
Legal Admin Officer	0	0	0	0	0
Senior Statistician	0	4	0	0	0
Statistician	0	9	0	0	0
Information Technology Security Officer	0	1	0	0	0
Web Developer	0	0	0	0	0
System/Business Analyst	0	1	0	0	0
Business Process Engineer	0	0	0	0	0
Forensic Investigation	0	3	0	0	0
<b>Total</b>	<b>0</b>	<b>126</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 3.8.4 Performance-related rewards (cash bonuses) by salary band for SMS for the period 01 April 2024 to 31 March 2025.

Salary Band	Beneficiary Profile			Cost		Total Cost as a % of the Total Personnel Expenditure
	Number of Beneficiaries	Number of employees	% of Total Within Group	Total Cost ('000)	Average Cost Per Employee	
Band A	0	26	0	0	0	0
Band B	0	5	0	0	0	0
Band C	0	3	0	0	0	0
Band D	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.9 FOREIGN WORKERS

Table 3.9.1 Foreign workers by salary band for the period 01 April 2024 to 31 March 2025.

Salary band	1 April 2024		31 March 2025		Change	
	Number	% of Total	Number	% of Total	Number	% of Change
Lower Skilled (Levels 3-5)	1	100	1	100	0	0
Highly Skilled Production (Levels 6-8)	0	0	0	0	0	0
Highly skilled Supervision (Levels 9-12)	0	0	0	0	0	0
Contract (Levels 9-12)	0	0	0	0	0	0
Senior Management (Levels 13-16)	0	0	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>100</b>	<b>1</b>	<b>100</b>	<b>0</b>	<b>0</b>

Table 3.9.2 Foreign workers by major occupation for the period 01 April 2024 to 31 March 2025.

Salary band	1 April 2024		31 March 2025		Change	
	Number	% of Total	Number	% of Total	Number	% of Change
Administrative Office Workers	1	100	1	100	0	0
Professionals and Managers	0	0	0	0	0	0
Senior Manager	0	0	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>100</b>	<b>1</b>	<b>100</b>	<b>0</b>	<b>0</b>

### 3.10 LEAVE UTILISATION

Table 3.10.1 Sick leave for the period 01 January 2024 to 31 December 2024.

Salary band	Total Days	% of Days with Medical Certification	Number of Employees Using Sick Leave	% of Total Employees Using Sick Leave	Average Days Per Employee	Estimated Cost (R'000)
<b>Lower Skilled</b> (Levels 1-2)	231	60.17	63	3.7	3	110
<b>Skilled</b> (Levels 3-5)	3 091	33.90	796	46.5	9	8 412
<b>Highly Skilled Production</b> (Levels 6-8)	1 880	40.58	563	3.3	8	7 746
<b>Highly skilled Supervision</b> (Levels 9-12)	845	38.81	255	14.9	7	4 867
<b>Top and Senior Management</b> (Levels 13-16)	93	24.73	34	1.98	7	1 355
<b>TOTAL</b>	<b>6 140</b>	<b>37.47</b>	<b>1711</b>	<b>70.38</b>	<b>8</b>	<b>22 491</b>

Table 3.10.2 Disability leave (temporary and permanent) for the period 01 January 2024 to 31 December 2024.

Salary band	Total Days	% of Days with Medical Certification	Number of Employees Using Disability Leave	% of Total Employees Using Disability Leave	Average Days Per Employee	Estimated Cost (R'000)
<b>Lower Skilled</b> (Levels 1-2)	0	0	0	0	0	0
<b>Skilled</b> (Levels 3-5)	1 870	100	73	55,30	26	2 107,00
<b>Highly Skilled Production</b> (Levels 6-8)	1 094	99,50	40	30,30	27,00	1 098,00
<b>Highly skilled Supervision</b> (Levels 9-12)	175	100	15	11,40	12	540,00
<b>Top and Senior Management</b> (Levels 13-16)	55	100	3	2,30	18	263,00
<b>TOTAL</b>	<b>3 194</b>	<b>99,80</b>	<b>131</b>	<b>100</b>	<b>24</b>	<b>4 891,00</b>

Table 3.10.3 Annual leave for the period 01 January 2024 to 31 December 2024.

Salary Band	Total Days Taken	Number of Employees Using Annual Leave	Average Per Employee
<b>Lower Skilled</b> (Levels 1-2)	0	0	0
<b>Skilled</b> (Levels 3-5)	24 797,01	989	25
<b>Highly Skilled Production</b> (Levels 6-8)	15 102,25	593	25
<b>Highly skilled Supervision</b> (Levels 9-12)	6 881,84	283	24
<b>Top and Senior Management</b> (Levels 13-16)	929	39	24
<b>Total</b>	<b>47 710.10</b>	<b>1 904</b>	<b>98</b>

Table 3.10.4 Capped leave for the period 01 January 2024 to 31 December 2024.

Salary band	Total Days of Capped Leave Taken	Number of Employees Using Capped Leave	Average Number of Days Taken Per Employee	Average Capped Leave Per Employee as on 31 December 2024
<b>Lower Skilled</b> (Levels 1-2)	0	0	0	0
<b>Skilled</b> (Levels 3-5)	2	1	2	19
<b>Highly Skilled Production</b> (Levels 6-8)	59	6	10	32
<b>Highly skilled Supervision</b> (Levels 9-12)	5	2	3	28
<b>Top and Senior Management</b> (Levels 13-16)	0	0	0	0
<b>TOTAL</b>	<b>66</b>	<b>09</b>	<b>21</b>	<b>104</b>

**Table 3.10.5 Leave pay-outs for the period 01 April 2024 and 31 March 2025.**

Reason	Total Amount (R'000)	Number of Employees	Average Per Employee (R)
Leave pay-outs for 2024/25 due to non-utilisation of leave for the previous cycle	77	1	77
Capped leave pay-outs on gratuity: death/retirement/medical retirement	1 830	15	122
Current leave pay-outs on termination of service for 2024/25	210 114	286	734
<b>Total</b>	<b>212 021</b>	<b>302</b>	<b>702</b>

### 3.11 HIV/AIDS & HEALTH PROMOTION PROGRAMMES

**Table 3.11.1 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
The nature of the OCJ's administrative working environment means officials are not typically exposed to HIV or other related risks, thus the risk is considered low.	Awareness Sessions Health Screenings During Wellness Days Desk Drops on HIV/AIDS Provision of Male and Female Condoms in the Bathrooms

**Table 3.11.2 Details of Health Promotion and HIV/AIDS Programmes.**

Question	Yes	No	Details, if yes
1. The Department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the PSR, 2001 If so, provide her/his name and position.	Yes		Mr Sam Phaladi, Director: Human Resource Utilisation and Development (HRU&D)
2. Does the Department have a dedicated unit or have you 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.	Yes		There are two dedicated posts of which one is filled. Two staff members were appointed and one resigned in February 2025.  A budget of R1 588 005.72 was allocated for 2024/25 FY to implement EHW programmes.

Question	Yes	No	Details, if yes
3. Has the Department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of the programme.	Yes		<ul style="list-style-type: none"> <li>• 24-hour Telephone Counselling Services</li> <li>• Face-to-Face Counselling Services</li> <li>• Financial Management Services</li> <li>• Lifestyle Management Services</li> <li>• Trauma Services</li> <li>• Wellness Events with Health Screenings</li> <li>• Organisational Wellness Services</li> </ul>
4. Has the Department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the PSR, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.		No	The EHW Designated and the appointed EHW Champions (based in some of the Service Centres) are responsible for the overall EHW programme and assist in the promotion of HIV/AIDS education.
5. Has the Department reviewed the employment policies and practices of your Department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.		No	The Department has developed its Employment Equity Policy, which is currently in the process of approval. Furthermore, the OCJ is actively functioning with its HIV/AIDS, STI & TB Management Policy and has a dedicated Policy on Reasonable Accommodation for Employees with Special Needs in place.
6. Has the Department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	Yes		<ul style="list-style-type: none"> <li>• The Policy on HIV/AIDS, STI, and TB Management was approved and shared with OCJ officials.</li> <li>• The Policy on Reasonable Accommodation for Employees with Special Needs was approved and shared with OCJ officials.</li> <li>• These policies are designed to ensure that officials are not stigmatised based on their health status and to provide the organisation with effective ways of reasonably accommodating those officials.</li> </ul>
7. Does the Department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	Yes		<ul style="list-style-type: none"> <li>• Three Health Risk Assessments were conducted in the 2024/25 FY.</li> <li>• The OCJ commemorated Worlds AIDS Day by conducting Health Screenings, HIV Testing, and Counselling (HCT).</li> </ul>
8. Has the Department developed measures/indicators to monitor & evaluate the impact of your health promotion programme? If so, list these measures/indicators.	Yes		The Department monitors and evaluates the impact of its health promotion programmes using the service provider's utilisation of service report.

### 3.12. LABOUR RELATIONS

Table 3.12.1 Collective agreements for the period 01 April 2024 and 31 March 2025.

Total number of collective agreements	None
---------------------------------------	------

Table 3.12.2 Misconduct and disciplinary hearings finalised for the period 01 April 2024 to 31 March 2025.

Outcome of Disciplinary Hearings	Number	% of Total
Final written warning	5	45.45
Final written warning and one-month suspension without pay	0	0
Final written warning and 2 months suspension without pay	0	0
Final written warning and 3 months suspension without pay	0	0
Dismissal	4	36.63
Others (Resigned/Not guilty)	2	18.18
<b>Total number of disciplinary hearings finalised</b>	<b>11</b>	<b>100</b>

Table 3.12.3 Types of misconduct addressed at disciplinary hearings for the period 01 April 2024 to 31 March 2025

Type of Misconduct	Number	% of Total
Insubordination	2	16.6
Theft and Dishonesty	2	16.6
Gross Dishonesty and Fraud	1	8.33
Negligence and Gross Negligence	3	25
Misrepresentation	1	8.33
Doing Business with the State	1	8.33
Dishonesty	1	8.33
Gross Dishonesty	1	8.33
<b>Total</b>	<b>12</b>	<b>100</b>

Table 3.12.4 Grievances lodged for the period 01 April 2024 and 31 March 2025.

Grievances	Number	% of Total
Number of grievances resolved	32	80
Number of grievances not resolved	8	20
<b>Total number of grievances lodged</b>	<b>40</b>	<b>100</b>

Table 3.12.5 Disputes lodged with Councils for the period 1 April 2024 and 31 March 2025.

Disputes	Number	% of Total
Number of disputes at Conciliation	9	23.07
Number of disputes at Arbitration	30	76.92
Total number of disputes lodged	39	100

Table 3.12.6 Strike actions for the period 01 April 2024 and 31 March 2025.

Total number of hours lost	0
Total costs working days lost	R0
Amount recovered as a result of no work no pay	R0

Table 3.12.7 Precautionary suspensions for the period 01 April 2024 and 31 March 2025.

Precautionary suspension for 01 Apr 2024 to 31 March 2025	Number
Number of people suspended	3
Number of people whose suspension exceeded 30 days	3
Precautionary transfer	1
Average number of days suspended	573
Cost of suspension	R510 860.00

### 3.13. SKILLS DEVELOPMENT

Table 3.13.1 Training needs identified for the period 01 April 2024 to 31 March 2025.

Occupational category	Gender	Number of employees as at 1 April 2024	Training needs identified at the start of the reporting period			
			Learner ships	Skills programmes and other short courses	Other forms of training	Total
Legislators, senior officials and managers	Male	20	N/A	<ul style="list-style-type: none"> <li>• Pillar</li> <li>• Ethics &amp; governance</li> <li>• Executive induction programme</li> <li>• Strategic Leadership</li> <li>• Project Management</li> <li>• People Management</li> </ul>	N/A	85
	Female	21		<ul style="list-style-type: none"> <li>• Financial Management</li> <li>• SCM</li> <li>• Managing Performance in the Public Service</li> </ul>		

Occupational category	Gender	Number of employees as at 1 April 2024	Training needs identified at the start of the reporting period			
			Learner ships	Skills programmes and other short courses	Other forms of training	Total
Professionals	Male	183	N/A	<ul style="list-style-type: none"> <li>• Legal Interpreting, Sign Languages</li> <li>• Expect Evidence</li> </ul>	N/A	9
	Female	251				
Technicians and Associate Professionals	Male	108	N/A	<ul style="list-style-type: none"> <li>• Project Management, Supervisory Skills</li> <li>• Legal Research Courses</li> <li>• SCM</li> <li>• Taxation, Default Judgment</li> <li>• Equality Court</li> <li>• Records Management</li> <li>• Change Management, Public Relations</li> <li>• CIP</li> <li>• Emotional Intelligence, Stress Management</li> <li>• Diversity Management</li> <li>• Change Management</li> <li>• Computer/IT</li> <li>• OHS</li> <li>• Advanced Developmental Programmes</li> </ul>	N/A	656
	Female	73				
Clerks	Male	347	N/A	<ul style="list-style-type: none"> <li>• OHS</li> <li>• Computer Programmes</li> <li>• CIP</li> <li>• Customer Service and</li> <li>• SCM/ JYP/ PERSAL</li> <li>• Labour Relations</li> <li>• Diversity Management</li> </ul>	N/A	397
	Female	736				
Service and Sales Workers	Male	52	N/A	N/A	N/A	0
	Female	34				
Plant and Machine Operators and Assemblers	Male	4	N/A	N/A	N/A	0
	Female	0				

Occupational category	Gender	Number of employees as at 1 April 2024	Training needs identified at the start of the reporting period			
			Learner ships	Skills programmes and other short courses	Other forms of training	Total
Labourers and Related Trade Workers	Male	57	N/A	• CIP	N/A	19
	Female	58				
Contract	Male	39	N/A	• Minutes Taking and Report Writing • MicrosoftExcel (intermediate)	N/A	70
	Female	58				
Subtotal	Male	810	N/A	N/A	N/A	1 236
	Female	1 230				

Table 3.13.2 Training provided for the period 1 April 2024 to 31 March 2025.

Occupational category	Gender	Number of employees as at 1 April 2024	Training Provided Within the Reporting Period			
			Learner ships	Skills programmes and other short courses	Other forms of training	Total
Legislators, senior officials and managers	Male	20	N/A	Pillar	Short Course	37
				Ethics and Governance	Learning Programme	10
				Executive Induction Programme	Short Course	3
	Female	21		Organisational Design and Development Conference	Learning Programme	2
				Train-the-Trainer: POPIA and PAIA Compliance	Learning Programme	2
				CORBIT 2019	Learning Programme	2
				ORGPLUS Basic and Advanced Training	Learning Programme	2

Occupational category	Gender	Number of employees as at 1 April 2024	Training Provided Within the Reporting Period			
			Learner ships	Skills programmes and other short courses	Other forms of training	Total
Professionals Permanent	Male	182	N/A	Emotional Intelligence	Learning Programme	61
				CIP 6-12	Learning Programme	74
				Supervisory Skills	Learning Programme	58
				Labour Relations	Learning Programme	20
				Default Judgement	Learning Programme	38
	Female	251		Leadership for Men	Short Course	7
				CORBIT 2019	Short Course	3
				Equality Court Training	Skills Programme	20
				Organisational Design and Development Conference	Conference	1
				Dispute Resolution	Short Course	3
				Managing Performance in the Workplace	Learning Programme	15
Technicians and Associate Professionals	Male	108	N/A	SCM Training	Learning Programme	20
				Managing Performance in the Workplace	Learning Programme	28
				Advanced Excel	Learning Programme	10
				Excellent Customer Service	Short Course	20
				On-line PILLIR	Learning Programme	18
				Professional Skills for Secretaries and Administrators	Short Course	15
	Female	73		ORGPLUS Basic and Advanced Training	Learning Programme	4
				Occupational Health and Safety Training	Skills Programme	20
				POCA Act	Short course	14
				Introduction to Project Management	Short course	1
				Operations Management	Short course	2
				Anti-Discrimination Course	Short course	3

Occupational category	Gender	Number of employees as at 1 April 2024	Training Provided Within the Reporting Period			
			Learner ships	Skills programmes and other short courses	Other forms of training	Total
Clerks	Male	347		CIP 4-5	Short Course	91
				Conflict Management	Skills Programme	13
				Archives and Records Management	Skills Programme	52
				Report Writing and Minutes Taking	Short Course	20
				Project Management	Skills Programme	29
				Microsoft Intermediate Excel	Skills Programme	27
				Positive Mindset and Positive Thinking	Short Course	10
				Excellent Customer Service	Short Course	40
				Advanced Excel Training	Skills Programme	30
				Minutes Taking	Short Course	33
	Female	736		Report Writing	Short Course	35
				MS Word	Short Course	15
			N/A	PERSAL Training	Skills Programme	17
				Customised Professional	Short Course	19
				On-line PILLIR	Skills Programme	15
				Introduction to Strategic Human Resource Management	Short Course	1
				Introduction to Policy Formulation	Short Course	1
				BAS Training	Skills Programme	5
				Smart Vetting	Skills Programme	7
				CRT Training	Skills Programme	5
				Assets Management	Short Course	20
				Excellent Customer Service	Short Course	20
				Fire Fighter	Skills Programme	15
	First Aid Course Level 2	Short Course	13			

Occupational category	Gender	Number of employees as at 1 April 2024	Training Provided Within the Reporting Period			
			Learner ships	Skills programmes and other short courses	Other forms of training	Total
				MS Excel	Short Course	7
				PRECA ACT Training	Short Course	8
				Records Management	Short Course	2
Service and Sales Workers	Male	52	N/A	N/A	N/A	0
	Female	34				
Labourers and Related Trade Workers	Male	57	N/A	CIP 1-3	Short Course	23
				Fire Fighter Course	Skills Programme	16
	Female	58		First Aid Course Level 2	Short Course	18
				End-User Computer Training	Skills Programme	8
Contract	Male	39	N/A	N/A	N/A	0
	Female	58				
Subtotal	Male	810	N/A	N/A	N/A	1 128
	Female	1 230				

### 3.14 INJURY ON DUTY

Table 3.14.1 Injury on duty for the period 01 April 2024 to 31 March 2025.

Nature of Injury on Duty	Number	% of Total
Required basic medical attention only	4	100
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
Total	4	100

### 3.15 UTILISATION OF CONSULTANTS

**Table 3.15.1 Report on consultant appointments using appropriated funds for the period 01 April 2024 to 31 March 2025.**

Project Title	Total Number of Consultants Per Project	Duration (Work Days)	Total Contract Value in Rand
OCJ2021/13 Appointment of service a provider to provide the following services: Travel, accommodation, and conference facilities to the OCJ for the period of thirty-six (36) months.	14	262	Tariff structure and incident-base
OCJ2020/12 ICT professional support and maintenance services for a period of 36 months.	40	244	R99,250,148.39
OCJ2020/06: Appointment of service a provider to provide comprehensive employee health and wellness service services for a period of thirty-six (36) months.	5	306	Tariff structure and incident-base

**Table 3.15.2 Analysis of consultant appointments using appropriated funds in terms of Historically Disadvantaged Individuals (HDI) for the period 01 April 2024 to 31 March 2025.**

Project Title	Percentage Ownership by HDI Groups	Percentage Management by HDI Groups	Number of Consultants from HDI Groups that worked on the project
OCJ2021/13 Appointment of a service provider to provide the following services: Travel, accommodation, and conference facilities to the OCJ for the period of thirty-six (36) months	100	100	14
OCJ2020/12 ICT professional support and maintenance services for a period of thirty-six (36) months.	100	100	40
Appointment of a service provider to provide comprehensive employee health and wellness services for a period of thirty-six (36) months.	100	100	5

**Table 3.15.3 Report on consultant appointments using donor funds for the period 01 April 2024 to 31 March 2025.**

Project Title	Total Number of Consultants Per Project	Duration (Work Days)	Total Contract Value in Rand
N/A	N/A	N/A	N/A

Total Number of Projects	Total Number of Consultants Per Project	Duration (Work Days)	Total Contract Value in Rand
N/A	N/A	N/A	N/A

**Table 3.15.4 Analysis of consultant appointments using donor funds in terms of HDI for the period 01 April 2024 to 31 March 2025.**

Project Title	Percentage Ownership by HDI Groups	Percentage Management by HDI groups	Number of Consultants from HDI Groups Per Project
N/A	N/A	N/A	N/A

### 3.16 SEVERANCE PACKAGES

**Table 3.16.1 Granting of employee-initiated severance packages for the period 01 April 2024 to 31 March 2025.**

No severance packages were initiated or granted for the period under review.



PART

**E**

## PFMA COMPLIANCE REPORT

# IRREGULAR, FRUITLESS AND WASTEFUL, UNAUTHORISED EXPENDITURE AND MATERIAL LOSSES

1

## 1.1. IRREGULAR EXPENDITURE

### a) Reconciliation of irregular expenditure

Description	2024/2025	2023/2024
	R'000	R'000
Opening balance	40 721	121 705
Adjustment to opening balance	-	40 719
Opening balance as restated	-	(76)
Add: Irregular expenditure confirmed	46 411	(121 627)
Less: Irregular expenditure condoned	-	-
Less: Irregular expenditure not condoned and removed	(40 721)	-
Less: Irregular expenditure recoverable	-	-
Less: Irregular expenditure not recoverable and written off	-	-
<b>Closing balance</b>	<b>46 411</b>	<b>40 721</b>

*Irregular expenditure due to non-compliance with SCM and SITA prescripts during 2021/2022 FY.*

### Reconciling notes

Description	2024/2025	2023/2024
	R'000	R'000
Irregular expenditure that was under assessment	-	-
Irregular expenditure that relates to the prior year and identified in the current year	-	-
Irregular expenditure for the current year	46 411	40 719
<b>Total</b>	<b>46 411</b>	<b>40 719</b>

**b) Details of irregular expenditure (under assessment, determination, and investigation)**

Description <sup>1</sup>	2024/2025	2023/2024
	R'000	R'000
Irregular expenditure under assessment	3 711	-
Irregular expenditure under determination	-	-
Irregular expenditure under investigation	-	-
<b>Total</b>	<b>3 711</b>	<b>-</b>

*The irregular expenditure relating to the prior year as a result of non-compliance with Public Service Regulation (PSR) 67(1) and contravention of section 17(3)(a)(i) of the Public Service Act.*

**c) Details of irregular expenditure condoned**

Description	2024/2025	2023/2024
	R'000	R'000
Irregular expenditure condoned	-	76
<b>Total</b>	<b>-</b>	<b>76</b>

**d) Details of irregular expenditure removed - (not condoned)**

Description	2024/2025	2023/2024
	R'000	R'000
Irregular expenditure NOT condoned and removed	40 721	121 627
<b>Total</b>	<b>40 721</b>	<b>121 627</b>

*The irregular expenditure relating to the prior year was removed by the relevant authorities*

**e) Details of irregular expenditure recoverable**

Description	2024/2025	2023/2024
	R'000	R'000
Irregular expenditure recoverable	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

*Include discussion here where deemed relevant.*

<sup>1</sup> Group similar items

**f) Details of irregular expenditure written off (irrecoverable)**

Description	2024/2025	2023/2024
	R'000	R'000
Irregular expenditure written off	-	-
<b>Total</b>	-	-

*Include discussion here were deemed relevant.*

**Additional disclosure relating to Inter-Institutional Arrangements****g) Details of non-compliance cases where an institution is involved in an inter-institutional arrangement (where such institution is not responsible for the non-compliance)**

Description
<b>Total</b>

*OCJ is not involved in an inter-institutional arrangement.*

**h) Details of irregular expenditure cases where an institution is involved in an inter-institutional arrangement (where such institution is responsible for the non-compliance)**

Description	2024/2025	2023/2024
	R'000	R'000
	-	-
<b>Total</b>	-	-

*Include discussion here where deemed relevant.*

**i) Details of disciplinary or criminal steps taken as a result of irregular expenditure**

Disciplinary steps taken
Investigation was conducted and no action possible: transgressing employee has left the employer of the OCJ.
<i>Transgression of SCM prescripts non-compliance to SITA Act. Value for money obtained.</i>

## 1.2. FRUITLESS AND WASTEFUL EXPENDITURE

### a) Reconciliation of fruitless and wasteful expenditure

Description	2024/2025	2023/2024
	R'000	R'000
Opening balance	57	-
Adjustment to opening balance	-	-
Opening balance as restated	-	-
Add: Fruitless and wasteful expenditure confirmed	3	57
Less: Fruitless and wasteful expenditure recoverable	(15)	-
Less: Fruitless and wasteful expenditure not recoverable and written off	(37)	-
<b>Closing balance</b>	<b>8</b>	<b>57</b>

*Fruitless and Wasteful expenditure for no show's determination was done by Loss control functionary.*

### Reconciling notes

Description	2024/2025	2023/2024
	R'000	R'000
Fruitless and wasteful expenditure that was under assessment	-	-
Fruitless and wasteful expenditure that relates to the prior year and identified in the current year	-	-
Fruitless and wasteful expenditure for the current year	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

### b) Details of fruitless and wasteful expenditure (under assessment, determination, and investigation)

Description	2024/2025	2023/2024
	R'000	R'000
Fruitless and wasteful expenditure under assessment	-	-
Fruitless and wasteful expenditure under determination	-	-
Fruitless and wasteful expenditure under investigation	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

*Include discussion here where deemed relevant.*

**c) Details of fruitless and wasteful expenditure recoverable**

Description	2024/2025	2023/2024
	R'000	R'000
Fruitless and wasteful expenditure recoverable	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

*Include discussion here where deemed relevant.*

**d) Details of fruitless and wasteful expenditure not recoverable and written off**

Description	2024/2025	2023/2024
	R'000	R'000
Fruitless and wasteful expenditure written off	37	-
<b>Total</b>	<b>37</b>	<b>-</b>

*Prior year fruitless expenditure written off.*

**e) Details of disciplinary or criminal steps taken as a result of fruitless and wasteful expenditure**

Disciplinary steps taken

*Include discussion here where deemed relevant.*

### 1.3. UNAUTHORISED EXPENDITURE

#### a) Reconciliation of unauthorised expenditure

Description	2024/2025	2023/2024
	R'000	R'000
Opening balance	-	-
Adjustment to opening balance	-	-
Opening balance as restated	-	-
Add: unauthorised expenditure confirmed	238 792	-
Less: unauthorised expenditure approved with funding	-	-
Less: unauthorised expenditure approved without funding	-	-
Less: unauthorised expenditure recoverable	-	-
Less: unauthorised not recoverable and written off	-	-
<b>Closing balance</b>	<b>238 792</b>	<b>-</b>

*Unauthorised expenditure relating to overspending of the main division within the vote*

#### Reconciling notes

Description	2024/2025	2023/2024
	R'000	R'000
Unauthorised expenditure that was under assessment	-	-
Unauthorised expenditure that relates to the prior year and identified in the current year	-	-
Unauthorised expenditure for the current year	238 792	-
<b>Total</b>	<b>238 792</b>	<b>-</b>

#### b) Details of unauthorised expenditure (under assessment, determination, and investigation)

Description	2024/2025	2023/2024
	R'000	R'000
Unauthorised expenditure under assessment	-	-
Unauthorised expenditure under determination	-	-
Unauthorised expenditure under investigation	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

*Include discussion here where deemed relevant.*

### 1.4. ADDITIONAL DISCLOSURE RELATING TO MATERIAL LOSSES IN TERMS OF PFMA SECTION 40(3)(B)(I) &(III)

**a) Details of material losses through criminal conduct**

Description	2024/2025	2023/2024
	R'000	R'000
Theft	-	-
Other material losses	-	-
Less: Recoverable	-	-
Less: Not recoverable and written off	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

*OCJ did not have any material losses during this period.*

**b) Other material losses recoverable**

Nature of losses	2024/2025	2023/2024
	R'000	R'000
	-	-
	-	-
	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

*OCJ did not have any material losses during this period.*

**c) Other material losses not recoverable and written off**

Nature of losses	2024/2025	2023/2024
	R'000	R'000
	-	-
	-	-
	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

2

## LATE AND/OR NON-PAYMENT OF SUPPLIERS

Description	2024/2025	2023/2024
	R'000	R'000
Valid invoices received	26 185	754 020
Invoices paid <b>within</b> 30 days or agreed period	25 629	731 689
Invoices paid <b>after</b> 30 days or agreed period	556	22 331
Invoices older than 30 days or agreed period <b>(unpaid and without dispute)</b>	-	-
Invoices older than 30 days or agreed period <b>(unpaid and in dispute)</b>	-	-

*Late payment of Invoices after 30 days was due to disputes and network challenges due to down times.*

3

## SUPPLY CHAIN MANAGEMENT

### 3.1. PROCUREMENT BY OTHER MEANS

Project description	Name of supplier	Type of procurement by other means	Contract number	Value of contract
Thomson and Reuters	Thomson and Reuters	Sole provider	POS00000WG	19 423
Microsoft Licenses	Microsoft Ireland	-	POR00001RS	108 288
<b>TOTAL</b>				<b>127 711</b>

### 3.2. CONTRACT VARIATIONS AND EXPANSIONS

Project description	Name of supplier	Contract modification type (Expansion or Variation)	Contract number	Original contract value	Value of previous contract expansion/s or variation/s (if applicable)	Value of current contract expansion or variation
				R'000	R'000	R'000
ICT Professional Support and Maintenance Contract for the period of thirty-six (36) months for special service.	Matupunuka PKC	Variation		99 250	14 847	14 331
Comprehensive Employee Health and Wellness Services for the period of 36 Months	Proactive Health Solutions (PHS)	Variation		2 005	-	301
Travel, accommodation and conference facilities to the Office of the Chief Justice (OCJ) for a period of thirty-six (36) months	Indaba Global Travel Pty Ltd	Variation		285 030	-	23 752
Video, photography and production service	NSS Crew	Variation		254	-	30
<b>TOTAL</b>				<b>386 539</b>	<b>14 847</b>	<b>38 414</b>

*OCJ had variations or expansions on contracts above the thresholds prescribed in terms of the instructions on Enhancing Compliance, Transparency and Accountability in Supply Chain Management.*



PART

**F**

## FINANCIAL INFORMATION

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# REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT

ON VOTE NO. 27: OFFICE OF THE CHIEF JUSTICE

1

## Report on the audit of the financial statements

### Opinion

1. I have audited the financial statements of the Office of the Chief Justice set out on pages 132 to 180, which comprise the appropriation statement, statement of financial position as at 31 March 2025, statement of financial performance, statement of changes in net assets, and cash flow Statement for the year then ended, as well as notes to the financial statements, including a summary of significant accounting policies.
2. In my opinion, financial statements present fairly, in all material respects, the financial position of the Office of Chief Justice as at 31 March 2025 and its financial performance and cash flows for the year then ended in accordance with the Modified Cash Standards (MCS) and the requirements of the Public Finance Management Act 1 of 1999 (PFMA).

### Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the responsibilities of the auditor-general for the audit of the financial statements section of my report.
4. I am independent of the department in accordance with the International Ethics Standards Board for Accountants' *International Code of Ethics for Professional Accountants (including International Independence Standards)* (IESBA code) as well as other ethical requirements that are

relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.

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

### Emphasis of matters

6. I draw attention to the matters below. My opinion is not modified in respect of these matters.

### Unauthorised and irregular expenditure

7. As disclosed in note 24 to the financial statements, unauthorised expenditure of R238 792 000 was incurred due to overspending of the main division within the vote.
8. As disclosed in note 24 to the financial statements, irregular expenditure of R46 411 000 was incurred, as the proper tender process was not followed.

### Other matter

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

### Unaudited Supplementary Schedules

10. The supplementary information set out on pages 181 to 190 does not form part of the financial statements and is presented as additional information. I have not audited this/these schedules and, accordingly, I do not express an opinion on it/them.

### Responsibilities of the accounting officer for the financial statements

11. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the MCS prescribed by National Treasury and the requirements of the PFMA and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
12. In preparing the financial statements, the accounting officer is responsible for assessing the department's ability to continue as a going concern; disclosing, as applicable, matters relating to going concern; and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the department or to cease operations, or has no realistic alternative but to do so.

### Responsibilities of the auditor-general for the audit of the financial statements

13. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.
14. A further description of my responsibilities for the audit of the financial statements is

included in the annexure to this auditor's report. This description, which is located on page 130, forms part of my auditor's report.

### Report on the annual performance report

15. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof; I must audit and report on the usefulness and reliability of the reported performance information against predetermined objectives for the selected material performance indicators presented in the annual performance report. The accounting officer is responsible for the preparation of the annual performance report.
16. I selected the following material performance indicators related to Programme 2: Superior court services presented in the annual performance report for the year ended 31 March 2025. I selected those indicators that measure the department's performance on its primary mandated functions and that are of significant national, community or public interest.
  - Percentage of default judgments finalised by registrars within 14 days from date of receipt of application.
  - Percentage of taxations of bills of costs finalised within 60 days from date of set down
  - Percentage of warrants of release (J1) delivered within one day of the released issued
  - Number of monitoring reports on law reporting project produced
  - Number of judicial case flow management performance reports produced
  - Number of reports on enhancement of court order integrity produced
17. I evaluated the reported performance information for the selected material performance indicators against the criteria developed from the performance

management and reporting framework, as defined in the general notice. When an annual performance report is prepared using these criteria, it provides useful and reliable information and insights to users on the department's planning and delivery on its mandate and objectives.

18. I performed procedures to test whether:
- the indicators used for planning and reporting on performance can be linked directly to the department's mandate and the achievement of its planned objectives
  - all the indicators relevant for measuring the department's performance against its primary mandated and prioritised functions and planned objectives are included
  - the indicators are well defined to ensure that they are easy to understand and can be applied consistently, as well as verifiable so that I can confirm the methods and processes to be used for measuring achievements
  - the targets can be linked directly to the achievement of the indicators and are specific, time bound and measurable to ensure that it is easy to understand what should be delivered and by when, the required level of performance as well as how performance will be evaluated
  - the indicators and targets reported on in the annual performance report are the same as those committed to in the approved initial or revised planning documents
  - the reported performance information is presented in the annual performance report in the prescribed manner
  - there is adequate supporting evidence for the achievements reported and for the reasons provided for any overachievement of targets taken to improve performance.

19. I performed the procedures to report material findings only; and not to express an assurance opinion or conclusion.

20. I did not identify any material findings on the reported performance information for the selected indicators.

#### **Other matter**

21. I draw attention to the matter below.

#### **Achievement of planned targets**

22. The annual performance report includes information on reported achievements against planned targets and provides explanations for overachievements.

#### **Report on compliance with legislation**

23. In accordance with the PAA and the general notice issued in terms thereof, I must audit and report on compliance with applicable legislation relating to financial matters, financial management and other related matters. The accounting officer is responsible for the department's compliance with legislation.

24. I performed procedures to test compliance with selected requirements in key legislation in accordance with the findings engagement methodology of the Auditor-General of South Africa (AGSA). This engagement is not an assurance engagement. Accordingly, I do not express an assurance opinion or conclusion.

25. Through an established AGSA process, I selected requirements in key legislation for compliance testing that are relevant to the financial and performance management of the department, clear to allow consistent measurement and evaluation, while also sufficiently detailed and readily available

to report in an understandable manner. The selected legislative requirements are included in the annexure to this auditor's report.

26. I did not identify any material non-compliance with the selected legislative requirements.

### Other information in the annual report

27. The accounting officer is responsible for the other information included in the annual report. Which includes the general information, governance report and human resource management report. The other information referred to does not include the financial statements, the auditor's report and those selected material indicators in the scoped-in programme presented in the annual performance report that have been specifically reported on in this auditor's report.

28. My opinion on the financial statements and my reports on the audit of the annual performance report and compliance with legislation do not cover the other information included in the annual report and I do not express an audit opinion or any form of assurance conclusion on it.

29. My responsibility is to read this other information and, in doing so, consider whether it is materially inconsistent with the financial statements and the selected material indicators in the scoped-in programme presented in the annual performance report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

30. I did not receive the other information prior to the date of this auditor's report. When I do receive and read this information, if I conclude that there is a material misstatement therein, I am required to communicate the matter to those charged

with governance and request that the other information be corrected. If the other information is not corrected, I may have to retract this auditor's report and re-issue an amended report as appropriate. However, if it is corrected this will not be necessary.

### Internal control deficiencies

31. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with applicable legislation; however, my objective was not to express any form of assurance on it.
32. I did not identify any significant deficiencies in internal control.

Auditor General

Pretoria

30 July 2025



AUDITOR - GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*

## ANNEXURE TO THE AUDITOR'S REPORT

The annexure includes the following:

- The auditor-general's responsibility for the audit
- The selected legislative requirements for compliance testing

### Auditor-general's responsibility for the audit

#### Professional judgement and professional scepticism

As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements and the procedures performed on reported performance information for selected material performance indicators and on the department's compliance with selected requirements in key legislation.

#### Financial statements

In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the department's internal control

- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made
- conclude on the appropriateness of the use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists relating to events or conditions that may cast significant doubt on the ability of the department to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a department to cease operating as a going concern
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

#### Communication with those charged with governance

I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide the accounting officer with a statement that I have complied with relevant ethical requirements regarding independence and communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, actions taken to eliminate threats or safeguards applied.

## COMPLIANCE FINDINGS ENGAGEMENT: FIRM LEVEL COMPLIANCE REQUIREMENTS FOR REPORTING - PFMA 2024-25

Type of auditee: National department

Legislation	Section, regulation or paragraph
Public Finance Management Act 1 of 1999	Section 1; 38(1)(b); 38(1)(c)(i); 38(1)(c)(ii); 38(1)(d); 38(1)(f); 38(1)(h)(iii); 39(1)(a); 39(2)(a); 40(1)(a); 40(1)(b); 40(1)(c)(i); 43(1); 43(4); 44; 45(b)
Treasury Regulations, 2005	Regulation 4.1.1; 4.1.3; 5.1.1; 5.2.1; 5.2.3(a); 5.2.3(d); 5.3.1; 6.3.1(a); 6.3.1(b); 6.3.1(c); 6.3.1(d); 6.4.1(b); 7.2.1; 8.1.1; 8.2.1; 8.2.2; 8.2.3; 8.4.1; 9.1.1; 9.1.4; 10.1.1(a); 10.1.2; 11.4.1; 11.4.2; 11.5.1; 12.5.1; 15.10.1.2(c); 16A3.2; 16A3.2(a); 16A6.1; 16A6.2(a); 16A6.2(b); 16A6.3(a); 16A6.3(b); 16A6.3(e); 16A6.4; 16A6.5; 16A6.6; 16A7.1; 16A7.3; 16A7.6; 16A8.3; 16A8.4; 16A9.1(b)(ii); 16A9.1(d); 16A9.1(e); 16A9.1(f); 16A9.2; 16A9.2(a)(ii); 17.1.1; 18.2; 19.8.4
Construction Industry Development Board Act 38 of 2000	Section 18(1)
Construction Industry Development Board Regulations, 2004	Regulation 17; 25(7A)
Division of Revenue Act 24 of 2024	Section 11(6)(a); 12(5); 16(1); 16(3)(a)(i); 16(3)(a)(ii)
National Health Act 61 of 2003	Section 13
National Treasury Instruction No. 5 of 2020/21	Paragraph 4.8; 4.9; 5.3
Second amendment National Treasury Instruction No. 5 of 2020/21	Paragraph 1
Erratum National Treasury Instruction No. 5 of 2020/21	Paragraph 2
National Treasury Instruction No. 1 of 2021/22	Paragraph 4
National Treasury Instruction No. 4 of 2015/16	Paragraph 3.4
National Treasury SCM Instruction No. 4A of 2016/17	Paragraph 6
National Treasury Instruction No. 7 of 2017/18	Paragraph 4.3
PFMA National Treasury SCM Instruction No. 03 of 2021/22	Paragraph 4.1; 4.2 (b); 4.3; 4.4(a); 4.17; 7.2; 7.6
National Treasury SCM Instruction No. 11 of 2020/21	Paragraph 3.4(a); 3.4(b); 3.9
National Treasury SCM Instruction No. 2 of 2021/22	Paragraph 3.2.1; 3.2.4; 3.2.4(a); 3.3.1
National Treasury Practice Note 5 of 2009/10	Paragraph 3.3
National Treasury Practice Note 7 of 2009/10	Paragraph 4.1.2
Preferential Procurement Policy Framework Act 5 of 2000	Section 1; 2.1(a); 2.1(f)
Preferential Procurement Regulations, 2022	Regulation 4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 5.4
Preferential Procurement Regulations, 2017	Regulation 4.1; 4.2; 5.1; 5.3; 5.6; 5.7; 6.1; 6.2; 6.3; 6.6; 6.8; 7.1; 7.2; 7.3; 7.6; 7.8; 8.2; 8.5; 9.1; 10.1; 10.2; 11.1; 11.2
Prevention and Combating of Corrupt Activities Act 12 of 2004	Section 34(1)
Public Service Regulations, 2016	Regulation 18(1); 18(2); 25(1)(e)(i); 25(1)(e)(iii)
State Information Technology Agency Act 88 of 1998	Section 7(3)

# APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

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APPROPRIATION PER PROGRAMME										
	2024/25						2023/24			
	Approved Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
<b>Programme</b>										
1. Administration	279 962	-	(19 288)	260 674	319 960	(59 286)	122.7%	253 633	253 618	
2. Superior Court Services	943 804	-	20 142	963 946	1 125 844	(161 898)	116.8%	1 029 696	1 029 696	
3. Judicial Education and Support	50 022	-	(854)	49 168	66 776	(17 608)	135.8%	56 201	56 118	
<b>Subtotal</b>	<b>1 273 788</b>	<b>-</b>	<b>-</b>	<b>1 273 788</b>	<b>1 512 580</b>	<b>(238 792)</b>	<b>118.7%</b>	<b>1 339 530</b>	<b>1 339 432</b>	
<b>Statutory Appropriation</b>	<b>1 333 214</b>	<b>-</b>	<b>-</b>	<b>1 333 214</b>	<b>1 323 867</b>	<b>9 347</b>	<b>99.3%</b>	<b>1 238 704</b>	<b>1 218 754</b>	
Judges' salaries	1 333 214	-	-	1 333 214	1 323 867	9 347	99.3%	1 238 704	1 218 754	
<b>TOTAL</b>	<b>2 607 002</b>	<b>-</b>	<b>-</b>	<b>2 607 002</b>	<b>2 836 447</b>	<b>(229 445)</b>	<b>108.8%</b>	<b>2 578 234</b>	<b>2 558 186</b>	

# APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

	2024/25		2023/24	
	Final Budget	Actual Expenditure	Final Budget	Actual Expenditure
	R'000	R'000	R'000	R'000
<b>TOTAL (brought forward)</b>				
<b>Reconciliation with statement of financial performance</b>				
<b>ADD</b>				
Departmental receipts	2 290		2 174	
NRF Receipts	-		-	
<b>Actual amounts per statement of financial performance (Total revenue)</b>	<b>2 609 292</b>		<b>2 580 948</b>	
<b>ADD</b>				
Aid assistance				
Prior year unauthorised expenditure approved without funding				
<b>Actual amounts per statement of financial performance (Total expenditure)</b>		<b>2 836 447</b>		<b>2 558 186</b>

# APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

	APPROPRIATION PER ECONOMIC CLASSIFICATION									
	2024/25					2023/24				
	Approved Budget R'000	Shifting of Funds R'000	Virement R'000	Final Budget R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final budget %	Final Budget R'000	Actual Expenditure R'000	
<b>Economic classification</b>										
<b>Current payments</b>	<b>2 406 999</b>	<b>34 407</b>	-	<b>2 441 406</b>	<b>2 602 971</b>	<b>(161 565)</b>	<b>106.6%</b>	<b>2 385 949</b>	<b>2 385 842</b>	
Compensation of employees	2 111 701	34 407	-	2 146 108	2 149 924	(3 816)	100.2%	2 011 704	2 011 612	
Goods and services	295 298	-	-	295 298	453 047	(157 749)	153.4%	374 245	374 230	
Interest and rent on land	-	-	-	-	-	-	-	-	-	
<b>Transfers and subsidies</b>	<b>143 120</b>	<b>(34 407)</b>	-	<b>108 713</b>	<b>103 101</b>	<b>5 612</b>	<b>94.8%</b>	<b>103 085</b>	<b>83 135</b>	
Provinces and municipalities	44	8	-	52	61	(9)	117.3%	57	57	
Departmental agencies and accounts	9	(8)	-	1	1	-	100.0%	-	-	
Households	143 607	(34 407)	-	108 660	103 039	5 621	94.8%	103 028	83 078	
<b>Payments for capital assets</b>	<b>56 883</b>	-	-	<b>56 883</b>	<b>130 338</b>	<b>(73 455)</b>	<b>229.1%</b>	<b>89 200</b>	<b>89 200</b>	
Buildings and other fixed structures	-	-	-	-	-	-	-	98	98	
Machinery and equipment	56 883	(40)	-	56 843	130 298	(73 455)	229.2%	88 761	88 761	
Intangible assets	-	40	-	40	40	-	100.0%	341	341	
<b>Payments for financial assets</b>	-	-	-	-	<b>37</b>	<b>(37)</b>	-	-	<b>9</b>	
<b>TOTAL</b>	<b>2 607 002</b>	-	-	<b>2 607 002</b>	<b>2 836 447</b>	<b>(229 445)</b>	<b>108.8%</b>	<b>2 578 234</b>	<b>2 558 186</b>	

# APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

PROGRAMME 1: ADMINISTRATION									
2024/25									
	Approved Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Sub programme</b>									
1. Management	39 325	824	(334)	39 815	43 050	(3 235)	108.1%	39 344	39 344
2. Corporate Services	176 542	-	(14 170)	162 372	214 464	(52 092)	132.1%	154 877	154 862
3. Financial Administration	38 417	1 358	-	39 775	40 195	(420)	101.1%	36 386	36 386
4. Internal Audit	25 678	(2 182)	(4 784)	18 712	22 251	(3 539)	118.9%	23 026	23 026
<b>Total for sub programmes</b>	<b>279 962</b>	<b>-</b>	<b>(19 288)</b>	<b>260 674</b>	<b>319 960</b>	<b>(59 286)</b>	<b>122.7%</b>	<b>253 633</b>	<b>253 618</b>
<b>Economic classification</b>									
<b>Current payments</b>	<b>263 114</b>	<b>-</b>	<b>(18 620)</b>	<b>244 494</b>	<b>302 353</b>	<b>(57 859)</b>	<b>123.7%</b>	<b>239 692</b>	<b>239 677</b>
Compensation of employees	143 924	-	(18 620)	125 304	125 304	-	100.0%	121 877	121 877
Goods and services	119 190	-	-	119 190	177 049	(57 859)	148.5%	117 815	117 800
Interest and rent on land	-	-	-	-	-	-	-	-	-
<b>Transfers and subsidies</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>80</b>	<b>1 487</b>	<b>(1 407)</b>	<b>1 858.8%</b>	<b>743</b>	<b>743</b>
Provinces and municipalities	-	-	-	-	7	(7)	-	1	1
Households	80	-	-	80	1 480	(1 400)	1 850%	742	742

PROGRAMME 1: ADMINISTRATION										
2024/25										2023/24
	Approved Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
<b>Payments for capital assets</b>	<b>16 768</b>	-	<b>(668)</b>	<b>16 100</b>	<b>16 100</b>	-	<b>100.0%</b>	<b>13 198</b>	<b>13 198</b>	<b>13 198</b>
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-	-
Machinery and equipment	16 768	(40)	(668)	16 060	16 060	-	100.0%	12 857	12 857	12 857
Intangible assets	-	40	-	40	40	-	100.0%	341	341	341
<b>Payments for financial assets</b>	-	-	-	-	<b>20</b>	<b>(20)</b>	-	-	-	-
<b>TOTAL</b>	<b>279 962</b>	-	<b>(19 288)</b>	<b>260 674</b>	<b>319 960</b>	<b>(59 286)</b>	<b>122.7%</b>	<b>253 633</b>	<b>253 618</b>	<b>253 618</b>
PROGRAMME 2: SUPERIOR COURT SERVICES										
2024/25										2023/24
	Approved Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
<b>Sub programme</b>										
1. Administration Of Superior Courts	18 903	(2 811)	-	16 092	16 127	(35)	100.2%	13 929	13 929	13 929
2. Constitutional Court	77 440	(13 753)	443	64 130	72 505	(8 375)	113.1%	77 920	77 920	77 920
3. Supreme Court Of Appeal	40 203	779	250	41 232	58 082	(16 850)	140.9%	49 732	49 732	49 732
4. High Courts	742 491	12 670	19 174	774 335	902 777	(128 442)	116.6%	815 235	815 235	815 235
5. Specialised Courts	64 767	3 115	275	68 157	76 353	(8 196)	112.0%	72 880	72 880	72 880
<b>Total for sub programmes</b>	<b>943 804</b>	-	<b>20 142</b>	<b>963 946</b>	<b>1 125 844</b>	<b>(161 898)</b>	<b>116.8%</b>	<b>1 029 696</b>	<b>1 029 696</b>	<b>1 029 696</b>

PROGRAMME 2: SUPERIOR COURT SERVICES										
2024/25										2023/24
	Approved Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
<b>Economic classification</b>										
<b>Current payments</b>	<b>902 346</b>	-	<b>19 174</b>	<b>921 520</b>	<b>1 007 791</b>	<b>(86 271)</b>	<b>109.4%</b>	<b>950 182</b>	<b>950 173</b>	
Compensation of employees	746 574	-	19 174	765 748	771 491	(5 743)	100.7%	721 497	721 488	
Goods and services	155 772	-	-	155 772	236 300	(80 528)	151.7%	228 685	228 685	
Interest and rent on land	-	-	-	-	-	-	-	-	-	
<b>Transfers and subsidies</b>	<b>2 114</b>	-	-	<b>2 114</b>	<b>4 175</b>	<b>(2 061)</b>	<b>197.5%</b>	<b>4 699</b>	<b>4 699</b>	
Provinces and municipalities	44	8	-	52	54	(2)	103.8%	56	56	
Departmental agencies and accounts	9	(8)	-	1	1	-	100.0%	-	-	
Households	2 061	-	-	2 061	4 120	(2 059)	199.9%	4 643	4 643	
<b>Payments for capital assets</b>	<b>39 344</b>	-	<b>968</b>	<b>40 312</b>	<b>113 861</b>	<b>(73 549)</b>	<b>282.4%</b>	<b>74 815</b>	<b>74 815</b>	
Buildings and other fixed structures	-	-	-	-	-	-	-	98	98	
Machinery and equipment	39 344	-	968	40 312	113 861	(73 549)	282.4%	74 717	74 717	
<b>Payments for financial assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17</b>	<b>(17)</b>	<b>-</b>	<b>-</b>	<b>9</b>	
<b>TOTAL</b>	<b>943 804</b>	<b>-</b>	<b>20 142</b>	<b>963 946</b>	<b>1 125 844</b>	<b>(161 898)</b>	<b>116.8%</b>	<b>1 029 696</b>	<b>1 029 696</b>	

PROGRAMME 3: JUDICIAL EDUCATION AND SUPPORT										
2024/25										2023/24
	Approved Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
<b>Sub programme</b>										
1. South African Judicial Education Institute	24 209	-	-	24 209	31 744	(7 535)	131.1%	29 756	29 763	
2. Judicial Policy, Research and Support	14 165	(24)	(854)	13 287	18 069	(4 782)	136.0%	14 806	14 806	
3. Judicial Service Commission	11 648	24	-	11 672	16 963	(5 291)	145.3%	11 639	11 639	
<b>Total for sub programmes</b>	<b>50 022</b>	<b>-</b>	<b>(854)</b>	<b>49 168</b>	<b>66 776</b>	<b>(17 608)</b>	<b>135.8%</b>	<b>56 201</b>	<b>56 118</b>	
<b>Economic classification</b>										
<b>Current payments</b>	<b>49 251</b>	<b>-</b>	<b>(554)</b>	<b>48 697</b>	<b>66 312</b>	<b>(17 435)</b>	<b>135.8%</b>	<b>54 864</b>	<b>54 781</b>	
Compensation of employees	28 915	-	(554)	28 361	26 434	1 927	93.2%	27 119	27 036	
Goods and services	20 336	-	-	20 336	39 698	(19 362)	195.2%	27 745	27 745	
Interest and rent on land	-	-	-	-	-	-	-	-	-	
<b>Transfers and subsidies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>267</b>	<b>(267)</b>	<b>-</b>	<b>150</b>	<b>150</b>	
Provinces and municipalities	-	-	-	-	-	-	-	-	-	
Households	-	-	-	-	267	(267)	-	150	150	
<b>Payments for capital assets</b>	<b>771</b>	<b>-</b>	<b>(300)</b>	<b>471</b>	<b>377</b>	<b>94</b>	<b>80.0%</b>	<b>1 187</b>	<b>1 187</b>	
Machinery and equipment	771	-	(300)	471	377	94	80.0%	1 187	1 187	
<b>Payments for financial assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL</b>	<b>50 022</b>	<b>-</b>	<b>(854)</b>	<b>49 168</b>	<b>66 776</b>	<b>(17 608)</b>	<b>135.8%</b>	<b>56 201</b>	<b>56 118</b>	

DIRECT CHARGE										
2024/25										2023/24
	Approved Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
<b>Sub programme</b>										
1. Judge's Salaries	1 333 214	-	-	1 333 214	1 323 867	9 347	99.3%	1 238 704	1 218 754	
<b>Total for sub programmes</b>	<b>1 333 214</b>	<b>-</b>	<b>-</b>	<b>1 333 214</b>	<b>1 323 867</b>	<b>9 347</b>	<b>99.3%</b>	<b>1 238 704</b>	<b>1 218 754</b>	
<b>Economic classification</b>										
<b>Current payments</b>	<b>1 192 288</b>	<b>34 407</b>	<b>-</b>	<b>1 226 695</b>	<b>1 226 695</b>	<b>-</b>	<b>100.0%</b>	<b>1 141 211</b>	<b>1 141 211</b>	
Compensation of employees	1 192 288	34 407	-	1 226 695	1 226 695	-	100.0%	1 141 211	1 141 211	
Goods and services	-	-	-	-	-	-	-	-	-	
Interest and rent on land	-	-	-	-	-	-	-	-	-	
<b>Transfers and subsidies</b>	<b>140 926</b>	<b>(34 407)</b>	<b>-</b>	<b>106 519</b>	<b>97 172</b>	<b>9 347</b>	<b>91.2%</b>	<b>97 493</b>	<b>77 543</b>	
Households	140 926	(34 407)	-	106 519	97 172	9 347	91.2%	97 493	77 543	
<b>Payments for financial assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL</b>	<b>1 333 214</b>	<b>-</b>	<b>-</b>	<b>1 333 214</b>	<b>1 323 867</b>	<b>9 347</b>	<b>99.3%</b>	<b>1 238 704</b>	<b>1 218 754</b>	

# NOTES TO THE APPROPRIATION STATEMENT

## FOR THE YEAR ENDED 31 MARCH 2025

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

Detail of these transactions can be viewed in the note on Transfers and Subsidies, and Annexure 1A-H of the Annual Financial Statements.

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

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

### 3. Detail on payments for financial assets

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

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

#### 4.1 Per programme

Programme	Final Budget	Actual Expenditure	Variance	Variance as a % of Final Budget
	R'000	R'000	R'000	%
Administration	119 270	178 529	(59 259)	(50%)
Superior Court Services	963 893	1 125 778	(161 885)	(16.8%)
Judicial Education and Support	49 168	66 776	(17 608)	(35.8%)
<b>Total</b>	<b>1 132 331</b>	<b>1 371 083</b>	<b>(238 752)</b>	<b>(21.08%)</b>

#### **Programme 1**

The overspending relates to budget cuts which resulted in a shortfall on the network bandwidth for the Court Online system. It also relates to the payment of invoices which could not be paid in 2023/24, recorded as accruals which were subsequently paid in the 2024/25 financial year. The leave gratuities paid to officials which were not anticipated also contributed to overspending. The saving is due to gratuities paid to Judges` that are lower than projected.

#### **Programme 2**

The overspending relates to shortfall on the additional funds allocated during the budget adjustment process to cater for the salary adjustments. It also relates to the payment of invoices which could not be paid in 2023/24, recorded as accruals which were subsequently paid in the 2024/25 financial year. The leave gratuities paid to officials which were not anticipated also contributed to overspending.

**Programme 3**

The underspending on compensation of employees and capital assets relates to additional allocated funds during the budget adjustments process. The overspending on goods and services; transfers and subsidies relates to budget cuts which resulted in a shortfall on the judicial education; escalated legal costs; and unanticipated leave gratuities paid to officials.

Judges' salaries	Final Budget	Actual Expenditure	Variance	Variance as a % of Final Budget
	R'000	R'000	R'000	%
Households	106 519	97 172	9 347	8.8%
<b>Total</b>	<b>106 519</b>	<b>97 172</b>	<b>9 347</b>	<b>8.8%</b>

The saving on households is due to lower than projected gratuities paid to Judges.

**4.2 Per economic classification**

Programme	Final Budget	Actual Expenditure	Variance	Variance as a % of Final Budget
	R'000	R'000	R'000	%
<b>Current payments</b>				
Compensation of employees	2 146 108	2 149 924	(3 816)	(0.17%)
Goods and services	295 298	453 047	(157 749)	(53.4%)
Interest and rent on land	-	-	-	-
<b>Transfers and subsidies</b>				
Provinces and municipalities	52	61	(9)	(17.3%)
Departmental agencies and accounts	1	1	-	-
Households	108 660	103 039	5 621	5.17%
<b>Payments for capital assets</b>				
Buildings and other fixed structures	56 843	130 298	(73 455)	(129.2%)
Intangible assets	40	40	-	-
<b>Payments for financial assets</b>	-	37	(37)	-
<b>Total</b>	<b>2 607 002</b>	<b>2 836 447</b>	<b>(229 445)</b>	<b>(8.8%)</b>

The overspending on compensation of employees relates to shortfall on the additional funds allocated during the budget adjustment process. The overspending on goods and services relates to budget cuts which resulted in a shortfall on the network bandwidth for the Court Online system. It also relates to the payment of invoices which could not be paid in 2023/24, recorded as accruals which were subsequently paid in the 2024/25 financial year, and escalated legal costs. The leave gratuities paid to officials which were not anticipated also contributed to overspending. The underspending on households relates lower than projected gratuities paid to Judges. The overspending on purchase of capital assets relates to budget cuts which resulted in a shortfall on the finance lease relating to Judges' vehicles.

# STATEMENT OF FINANCIAL PERFORMANCE

## FOR THE YEAR ENDED 31 MARCH 2025

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	Note(s)	2024/25 R'000	2023/24 R'000
<b>REVENUE</b>			
Annual appropriation	1	1 273 788	1 339 530
Statutory appropriation	2	1 333 214	1 238 704
Departmental revenue	3	2 290	2 714
NRF Receipts		-	-
Aid assistance		-	-
<b>TOTAL REVENUE</b>		<b>2 609 292</b>	<b>2 580 948</b>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	4	2 149 922	2 011 611
Goods and services	5	453 048	374 231
<b>Total current expenditure</b>		<b>2 602 970</b>	<b>2 385 842</b>
<b>Transfers and subsidies</b>			
Transfers and subsidies	7	103 101	83 135
Aid assistance		-	-
<b>Total transfers and subsidies</b>		<b>103 101</b>	<b>83 135</b>
<b>Expenditure for capital assets</b>			
Tangible assets	8	130 299	88 859
Intangible assets	8	40	341
<b>Total expenditure for capital assets</b>		<b>130 339</b>	<b>89 200</b>
<b>Payments for financial assets</b>	6	37	9
<b>TOTAL EXPENDITURE</b>		<b>2 836 447</b>	<b>2 558 186</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>(227 155)</b>	<b>22 762</b>
<b>Reconciliation of Net Surplus/(Deficit) for the year</b>			
Voted funds		(229 445)	20 048
Annual appropriation		(238 792)	98
Statutory appropriation		9 347	19 950
Conditional grants		-	-
Departmental revenue and NRF receipts	14	2 290	2 714
Capitalisation reserve		-	-
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>(227 155)</b>	<b>22 762</b>

# STATEMENT OF FINANCIAL POSITION

## FOR THE YEAR ENDED 31 MARCH 2025

5

	Note(s)	2024/25 R'000	2023/24 R'000
<b>ASSETS</b>			
<b>Current assets</b>			
		<b>23 836</b>	<b>65 480</b>
Cash and cash equivalents	9	373	8 271
Receivables	11	23 463	12 209
Loans		-	-
Voted funds receivable	12	-	45 000
<b>Non-current assets</b>			
		<b>5 573</b>	<b>1 179</b>
Investments		-	-
Prepayments and advances		-	-
Receivables	11	5 573	1 179
<b>TOTAL ASSETS</b>			
		<b>29 409</b>	<b>66 659</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
		<b>267 390</b>	<b>65 795</b>
Voted funds to be surrendered to the Revenue Fund	12	-	98
Statutory Appropriation to be surrendered to the Revenue Fund	13	9 347	19 950
Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund	14	490	347
Bank overdraft	15	255 309	45 061
Payables	16	2 244	339
<b>Non-current liabilities</b>			
Payables		-	-
<b>TOTAL LIABILITIES</b>			
		<b>267 390</b>	<b>65 795</b>
<b>NET ASSETS</b>			
		<b>(237 981)</b>	<b>864</b>
<b>Represented by:</b>			
Capitalisation reserve		-	-
Recoverable revenue		811	864
Unauthorised expenditure		(238 792)	-
<b>TOTAL</b>			
		<b>(237 981)</b>	<b>864</b>

# STATEMENT OF CHANGES IN NET ASSETS

## FOR THE YEAR ENDED 31 MARCH 2025

6

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Recoverable revenue</b>			
Opening balance		864	1 303
Transfers:		(53)	(439)
Recoverable revenue written off		-	-
Debts recovered (included in departmental revenue)		(53)	(439)
Debts raised		-	-
Closing balance		811	864
<b>Unauthorised expenditure</b>			
Opening balance		-	-
Unauthorised expenditure - current year		(238 792)	-
Relating to overspending of the vote or main division within the vote		(238 792)	-
Closing Balance		(238 792)	-
<b>TOTAL</b>		<b>(237 981)</b>	<b>864</b>

# CASH FLOW STATEMENT

## FOR THE YEAR ENDED 31 MARCH 2025

7

	Note(s)	2024/25 R'000	2023/24 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts		2 608 902	2 535 456
Annual appropriation funds received	1.1	1 273 788	1 294 530
Statutory appropriation funds received	2	1 333 214	1 238 704
Departmental revenue received	3	1 900	2 222
Net (increase)/decrease in net working capital		(13 743)	(10 519)
Surrendered to/received from revenue fund		22 805	(164 867)
Surrendered to RDP Fund/Donor		-	-
Current payments		(2 602 970)	(2 385 842)
Payments for financial assets	6	(37)	(9)
Transfers and subsidies paid		(103 101)	(83 135)
<b>Net cash flow available from operating activities</b>	<b>17</b>	<b>(88 144)</b>	<b>(108 916)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Distribution/dividend received		-	-
Payments for capital assets	8	(130 339)	(89 200)
Proceeds from sale of capital assets	3.3	390	492
(Increase)/decrease in non-current receivables	11	-	72
<b>Net cash flow available from investing activities</b>		<b>(129 949)</b>	<b>(88 636)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in net assets		(53)	(439)
Increase/(decrease) in non-current payables		-	-
<b>Net cash flows from financing activities</b>		<b>(53)</b>	<b>(439)</b>
Net increase/(decrease) in cash and cash equivalents		(218 146)	(197 991)
Cash and cash equivalents at beginning of period		(36 790)	161 201
Unrealised gains and losses within cash and cash equivalents		-	-
<b>Cash and cash equivalents at end of period</b>	<b>18</b>	<b>(254 936)</b>	<b>(36 790)</b>

# NOTES TO THE ANNUAL FINANCIAL STATEMENT

## FOR THE YEAR ENDED 31 MARCH 2025

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### PART A: ACCOUNTING POLICIES

#### Summary of significant accounting policies

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. Management has concluded that the financial statements present fairly the department's primary and secondary information.

The historical cost convention has been used, except where otherwise indicated. Management has used assessments and estimates in preparing the annual financial statements. These are based on the best information available at the time of preparation.

Where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act (PFMA), Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the PFMA and the annual Division of Revenue Act.

#### 1. BASIS OF PREPARATION

The financial statements have been prepared in accordance with the Modified Cash Standard.

#### 2. GOING CONCERN

The financial statements have been prepared on a going concern basis.

#### 3. PRESENTATION CURRENCY

Amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the department.

#### 4. ROUNDING

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

#### 5. FOREIGN CURRENCY TRANSLATION

Cash flows arising from foreign currency transactions are translated into South African Rands using the spot exchange rates prevailing at the date of payment / receipt.

#### 6. COMPARATIVE INFORMATION

##### 6.1 Prior period comparative information

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

##### 6.2 Current year comparison with budget

A comparison between the approved, final budget and actual amounts for each programme and economic classification is included in the appropriation statement.

#### 7. REVENUE

##### 7.1 Appropriated funds

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

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

performance on the date the adjustments become effective.

Appropriated funds are measured at the amounts receivable.

The net amount of any appropriated funds due to / from the relevant revenue fund at the reporting date is recognised as a payable / receivable in the statement of financial position.

## 7.2 Departmental revenue

Departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the relevant revenue fund, unless stated otherwise.

Departmental revenue is measured at the cash amount received.

In-kind donations received are recorded in the notes to the financial statements on the date of receipt and are measured at fair value.

Any amount owing to the relevant revenue fund at the reporting date is recognised as a payable in the statement of financial position.

## 7.3 Accrued departmental revenue

Accruals in respect of departmental revenue (excluding tax revenue) are recorded in the notes to the financial statements when:

- it is probable that the economic benefits or service potential associated with the transaction will flow to the department; and
- the amount of revenue can be measured reliably.

The accrued revenue is measured at the fair value of the consideration receivable.

Accrued tax revenue (and related interest and / penalties) is measured at amounts receivable from collecting agents.

Write-offs are made according to the department's debt write-off policy.

## 8. EXPENDITURE

### 8.1 Compensation of employees

#### 8.1.1 Salaries and wages

Salaries and wages are recognised in the statement of financial performance on the date of payment.

#### 8.1.2 Social contributions

Social contributions made by the department in respect of current employees are recognised in the statement of financial performance on the date of payment.

Social contributions made by the department in respect of ex-employees are classified as transfers to households in the statement of financial performance on the date of payment.

### 8.2 Other expenditure

Other expenditure (such as goods and services, transfers and subsidies and payments for capital assets) is recognised in the statement of financial performance on the date of payment. The expense is classified as a capital expense if the total consideration paid is more than the capitalisation threshold.

Donations made in kind are recorded in the notes to the financial statements on the date of transfer and are measured at cost or fair value.

### 8.3 Accruals and payables not recognised

Accruals and payables not recognised are recorded in the notes to the financial statements at cost or fair value at the reporting date.

### 8.4 Leases

#### 8.4.1 Operating leases

Operating lease payments made during the reporting period are recognised as current expenditure in the statement of financial performance on the date of payment. Operating lease payments received are recognised as departmental revenue.

The operating lease commitments are recorded in the notes to the financial statements.

#### 8.4.2 Finance leases

Finance lease payments made during the reporting period are recognised as capital expenditure in the statement of financial performance on the date of payment. Finance lease payments received are recognised as departmental revenue.

The finance lease commitments are recorded in the notes to the financial statements and are not apportioned between the capital and interest portions.

At commencement of the finance lease term, finance lease assets acquired are recorded and measured at:

- the fair value of the leased asset; or if lower,
- the present value of the minimum lease payments.

Finance lease assets acquired prior to 1 April 2024, are recorded and measured at the present value of the minimum lease payments.

### 9. AID ASSISTANCE

#### 9.1 Aid assistance received

Aid assistance received in cash is recognised in the statement of financial performance when received. In-kind aid assistance is recorded in the notes to the financial statements on the date of receipt and is measured at fair value.

CARA Funds are recognised when receivable and measured at the amounts receivable.

Aid assistance not spent for the intended purpose and any unutilised funds from aid assistance that are required to be refunded to the donor are recognised as a payable in the statement of financial position.

#### 9.2 Aid assistance paid

Aid assistance paid is recognised in the statement of financial performance on the date of payment. Aid assistance payments made prior to the receipt of funds are recognised as a receivable in the statement of financial position.

### 10. CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown separately on the face of the statement of financial position as a current liability.

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

### 11. PREPAYMENTS AND ADVANCES

Prepayments and advances are recognised in the statement of financial position when the department receives or disburses the cash.

Prepayments and advances are initially and subsequently measured at cost.

Prepayments and advances expensed before 1 April 2024 are recorded until the goods, services, or capital assets are received, or the funds are utilised in accordance with the contractual agreement.

### 12. LOANS AND RECEIVABLES

Loans and receivables are recognised in the statement of financial position at cost plus accrued interest, where interest is charged, less amounts already settled or written-off. Write-offs are made according to the department's write-off policy.

### 13. INVESTMENTS

Investments are recognised in the statement of financial position at cost.

## 14. FINANCIAL ASSETS

### 14.1 Financial assets (not covered elsewhere)

A financial asset is recognised initially at its cost plus transaction costs that are directly attributable to the acquisition or issue of the financial asset.

At the reporting date, a department shall measure its financial assets at cost, less amounts already settled or written-off, except for recognised loans and receivables, which are measured at cost plus accrued interest, where interest is charged, less amounts already settled or written-off.

### 14.2 Impairment of financial assets

Where there is an indication of impairment of a financial asset, an estimation of the reduction in the recorded carrying value, to reflect the best estimate of the amount of the future economic benefits expected to be received from that asset, is recorded in the notes to the financial statements.

## 15. PAYABLES

Payables recognised in the statement of financial position are recognised at cost.

## 16. CAPITAL ASSETS

### 16.1 Immovable capital assets

Immovable assets reflected in the asset register of the department are recorded in the notes to the financial statements at cost or fair value where the cost cannot be determined reliably. Immovable assets acquired in a non-exchange transaction are recorded at fair value at the date of acquisition. Immovable assets are subsequently carried in the asset register at cost and are not currently subject to depreciation or impairment.

Subsequent expenditure of a capital nature forms part of the cost of the existing asset when ready for use.

Additional information on immovable assets not reflected in the assets register is provided in the notes to financial statements.

### 16.2 Movable capital assets

Movable capital assets are initially recorded in the notes to the financial statements at cost. Movable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition.

Where the cost of movable capital assets cannot be determined reliably, the movable capital assets are measured at fair value and where fair value cannot be determined; the movable assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) may be recorded at R1.

Movable capital assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure that is of a capital nature forms part of the cost of the existing asset when ready for use.

### 16.3 Intangible capital assets

Intangible assets are initially recorded in the notes to the financial statements at cost. Intangible assets acquired through a non-exchange transaction are measured at fair value as at the date of acquisition.

Internally generated intangible assets are recorded in the notes to the financial statements when the department commences the development phase of the project.

Where the cost of intangible assets cannot be determined reliably, the intangible capital assets are measured at fair value and where fair value cannot be determined; the intangible assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) may be recorded at R1.

Intangible assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure of a capital nature forms part of the cost of the existing asset when ready for use.

#### 16.4 Project costs: Work-in-progress

Expenditure of a capital nature is initially recognised in the statement of financial performance at cost when paid.

Amounts paid towards capital projects are separated from the amounts recognised and accumulated in work-in-progress until the underlying asset is ready for use. Once ready for use, the total accumulated payments are recorded in an asset register. Subsequent payments to complete the project are added to the capital asset in the asset register.

Where the department is not the custodian of the completed project asset, the asset is transferred to the custodian subsequent to completion.

### 17. PROVISIONS AND CONTINGENTS

#### 17.1 Provisions

Provisions are recorded in the notes to the financial statements when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate of the obligation can be made. The provision is measured as the best estimate of the funds required to settle the present obligation at the reporting date.

#### 17.2 Contingent liabilities

Contingent liabilities are recorded in the notes to the financial statements when there 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 within the control of the department or when there is a present obligation that is not recognised because it is not probable that an outflow of resources will be required to settle the obligation or the amount of the obligation cannot be measured reliably.

#### 17.3 Contingent assets

Contingent assets are recorded in the notes to the financial statements when a possible asset arises from past events, and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department.

#### 17.4 Capital commitments

Capital commitments are recorded at cost in the notes to the financial statements.

### 18. UNAUTHORISED EXPENDITURE

Unauthorised expenditure is measured at the amount of the confirmed unauthorised expenditure.

Unauthorised expenditure is recognised in the statement of changes in net assets until such time as the expenditure is either:

- approved by Parliament or the Provincial Legislature with funding and the related funds are received; or
- approved by Parliament or the Provincial Legislature without funding and is written off against the appropriation in the statement of financial performance; or
- transferred to receivables for recovery.

Unauthorised expenditure recorded in the notes to the financial statements comprise of

- unauthorised expenditure that was under assessment in the previous financial year;
- unauthorised expenditure relating to previous financial year and identified in the current year; and
- Unauthorised expenditure incurred in the current year.

### 19. FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure receivables are recognised in the statement of financial position when recoverable. The receivable is measured at the amount that is expected to be recovered and is de-recognised when settled or subsequently written-off as irrecoverable.

Fruitless and wasteful expenditure is recorded in the notes to the financial statements when and at amounts confirmed, and comprises of:

- fruitless and wasteful expenditure that was under assessment in the previous financial year;
- fruitless and wasteful expenditure relating to previous financial year and identified in the current year; and
- fruitless and wasteful expenditure incurred in the current year.

## 20. IRREGULAR EXPENDITURE

Losses emanating from irregular expenditure are recognised as a receivable in the statement of financial position when recoverable. The receivable is measured at the amount that is expected to be recovered and is de-recognised when settled or subsequently written-off as irrecoverable.

Irregular expenditure is recorded in the notes to the financial statements when and at amounts confirmed and comprises of:

- irregular expenditure that was under assessment in the previous financial year;
- irregular expenditure relating to previous financial year and identified in the current year; and
- irregular expenditure incurred in the current year.

## 21. CHANGES IN ACCOUNTING POLICIES, ESTIMATES AND ERRORS

Changes in accounting policies are applied in accordance with MCS requirements.

Changes in accounting estimates are applied prospectively in accordance with MCS requirements.

Correction of errors is applied retrospectively in the period in which the error has occurred in accordance with MCS requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the department shall restate the opening balances of

assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

## 22. EVENTS AFTER THE REPORTING DATE

Events after the reporting date that are classified as adjusting events have been accounted for in the financial statements. The events after the reporting date that are classified as non-adjusting events after the reporting date have been disclosed in the notes to the financial statements.

## 23. PRINCIPAL-AGENT ARRANGEMENTS

The department is not party to a principal-agent arrangement.

## 24. DEPARTURES FROM THE MCS REQUIREMENTS

Management has concluded that the financial statements present fairly the department's primary and secondary information; that the department complied with the Standard.

## 25. CAPITALISATION RESERVE

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

## 26. RECOVERABLE REVENUE

Amounts are recognised as recoverable revenue when a payment made in a previous financial year becomes recoverable from a debtor in the current financial year. Amounts are either transferred to the National Revenue Fund when recovered or are transferred to the statement of financial performance when written-off.

**27. RELATED PARTY TRANSACTIONS**

Related party transactions within the Minister's portfolio are recorded in the notes to the financial statements when the transaction is not at arm's length.

The full compensation of key management personnel is recorded in the notes to the financial statements.

**28. INVENTORIES**

At the date of acquisition, inventories are recognised at cost in the statement of financial performance.

Where inventories are acquired as part of a non-exchange transaction, the inventories are measured at fair value as at the date of acquisition.

Inventories are subsequently measured at the lower of cost and net realisable value or where intended for distribution (or consumed in the production of goods for distribution) at no or a nominal charge, the lower of cost and current replacement value.

The cost of inventories is assigned by using the weighted average cost basis.

**29. PUBLIC-PRIVATE PARTNERSHIPS**

The OCJ doesn't participate in the Public-Private Partnership.

**30. EMPLOYEE BENEFITS**

The value of each major class of employee benefit obligation (accruals, payables not recognised and provisions) is recorded in the Employee benefits note.

Accruals and payables not recognised for employee benefits are measured at cost or fair value at the reporting date.

The provision for employee benefits is measured as the best estimate of the funds required to settle the present obligation at the reporting date.

**31. TRANSFER OF FUNCTIONS**

Transfer of functions are accounted for by the acquirer by recognising or recording assets acquired and liabilities assumed at their carrying amounts at the date of transfer.

Transfer of functions are accounted for by the transferor by derecognising or removing assets and liabilities at their carrying amounts at the date of transfer.

**32. MERGERS**

Not applicable to the Office of the Chief Justice in this current financial year.

## PART B: EXPLANATORY NOTES

### 1. ANNUAL APPROPRIATION

#### 1.1. Annual Appropriation

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

PROGRAMMES	2024/25 FY			2023/24 FY		
	Final Budget	Actual Funds Received	Funds not requested/ not received	Final Budget	Actual Funds Received	Funds not requested/ not received
	R'000	R'000	R'000	R'000	R'000	R'000
Administration	279 962	279 962	-	253 632	261 442	(7 810)
Superior Court Services	943 804	943 804	-	1 029 697	979 782	49 915
Judicial Education Institute	50 022	50 022	-	56 201	53 306	2 895
<b>TOTAL</b>	<b>1 273 788</b>	<b>1 273 788</b>	<b>-</b>	<b>1 339 530</b>	<b>1 294 530</b>	<b>45 000</b>

*The actual funds received reflect the actual cash flow received for the 2024/25 financial year.*

### 2. STATUTORY APPROPRIATION

Note(s)	2024/25 R'000	2023/24 R'000
Judges salaries	1 333 214	1 238 704
<b>Total</b>	<b>1 333 214</b>	<b>1 238 704</b>
Actual Statutory Appropriation received	1 333 214	1 238 704
Statutory Appropriation not requested / not received	-	-

### 3. DEPARTMENTAL REVENUE

	Note(s)	2024/25 R'000	2023/24 R'000
Sales of goods and services other than capital assets	3.1	650	636
Fines, penalties and forfeits	3.2	270	189
Sales of capital assets	3.3	390	492
Transactions in financial assets and liabilities	3.4	980	1 397
Transfers received	3.5	-	-
<b>Total revenue collected</b>		<b>2 290</b>	<b>2 714</b>
Less: Own revenue included in appropriation	14	-	-
<b>Total</b>		<b>2 290</b>	<b>2 714</b>

#### 3.1. Sales of goods and services other than capital assets

	Note(s)	2024/25 R'000	2023/24 R'000
Sales of goods and services produced by the department		645	633
Sales by market establishment		39	38
Administrative fees		-	-
Other sales		606	595
Sales of scrap, waste and other used current goods		5	3
<b>Total</b>	3	<b>650</b>	<b>636</b>

#### 3.2. Fines, penalties and forfeits

	Note(s)	2024/25 R'000	2023/24 R'000
Fines		100	110
Penalties		-	-
Forfeits		170	79
<b>Total</b>	3	<b>270</b>	<b>189</b>

*Revenue on Fines is for contempt of the Court*

### 3.3. Sales of capital assets

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Tangible capital assets</b>		<b>390</b>	<b>492</b>
Buildings and other fixed structures		-	-
Machinery and equipment		390	492
<b>Total</b>	<b>3</b>	<b>390</b>	<b>492</b>

*The figure above is for sale of capital assets disposed through cash sales*

### 3.4. Transactions in financial assets and liabilities

	Note(s)	2024/25 R'000	2023/24 R'000
Receivables		980	1 397
<b>Total</b>	<b>3</b>	<b>980</b>	<b>1 397</b>

### 3.5. Transfers received

#### 3.5.1. Gifts, donations and sponsorships received in-kind (not included in the main note or sub note)

	Note(s)	2024/25 R'000	2023/24 R'000
Gifts	Annex 1H	200	576
Donations		118	-
Sponsorships		-	-
<b>Total gifts, donations and sponsorships received in kind</b>		<b>318</b>	<b>576</b>

*Donations of law books and accommodation and flight tickets for business purposes received in-kind as per Treasury Regulations 21.2.4 and had no effect on expenditure*

## 4. COMPENSATION OF EMPLOYEES

### 4.1. Analysis of balance

Note(s)	2024/25 R'000	2023/24 R'000
Basic salary	1 533 965	1 439 557
Performance award	348	643
Service based	824	975
Compensative/circumstantial	11 134	4 236
Periodic payments	898	703
Other non-pensionable allowances	447 463	423 139
<b>Total</b>	<b>1 994 632</b>	<b>1 869 253</b>

### 4.2. Social contributions

Note(s)	2024/25 R'000	2023/24 R'000
<b>Employer contributions</b>		
Pension	75 891	71 348
Medical	79 145	70 761
UIF	-	-
Bargaining council	254	249
Official unions and associations	-	-
Insurance	-	-
<b>Total</b>	<b>155 290</b>	<b>142 358</b>
<b>Total compensation of employees</b>	<b>2 149 922</b>	<b>2 011 611</b>
Average number of employees	2 005	2 049

*The expenditure under Direct Charge relating to Judges' salaries is included in the figure above. The average number of employees however excludes Judges'*

## 5. GOODS AND SERVICES

	Note(s)	2024/25 R'000	2023/24 R'000
Administrative fees		3 866	3 880
Advertising		1 827	1 266
Minor assets	5.1	6 029	4 909
Bursaries (employees)		2 145	1 373
Catering		6 830	4 749
Communication		11 890	11 803
Computer services	5.2	130 274	82 594
Consultants: Business and advisory services		11 881	10 442
Infrastructure and planning services		-	-
Laboratory services		-	-
Scientific and technological services		-	-
Legal services		9 665	4 210
Contractors		6 709	4 886
Agency and support / outsourced services		1 177	1 067
Entertainment		56	60
Audit cost - external	5.3	10 023	6 995
Fleet services		31 887	27 733
Consumables	5.4	19 086	18 825
Housing		-	-
Operating leases		19 160	20 899
Property payments	5.5	7 121	6 987
Rental and hiring		9	26
Transport provided as part of the departmental activities		-	-
Travel and subsistence	5.6	144 623	139 772
Venues and facilities		10 889	9 781
Training and development		9 533	4 282
Other operating expenditure	5.7	8 368	7 692
<b>Total</b>		<b>453 048</b>	<b>374 231</b>

*Expenditure on the following item: Computer Services increased due to payment for maintenance support services for Court on Line*

### 5.1. Minor assets

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Tangible capital assets</b>		6 029	4 909
Machinery and equipment		6 029	4 909
<b>Total</b>	5	<b>6 029</b>	<b>4 909</b>

## 5.2. Computer services

	Note(s)	2024/25 R'000	2023/24 R'000
SITA computer services		44 721	13 444
External computer service providers		85 553	69 150
<b>Total</b>	5	<b>130 274</b>	<b>82 594</b>

*External computer services increased due to maintenance and support services for Court Online*

## 5.3. Audit cost - external

	Note(s)	2024/25 R'000	2023/24 R'000
Regularity audits		10 023	6 995
<b>Total</b>	5	<b>10 023</b>	<b>6 995</b>

*The audit fees during the 2024/25 financial year it has increased primarily due to timing, and as a result, some of the audit fees budgeted for the period were not paid within the same financial year*

## 5.4. Consumables

	Note(s)	2024/25 R'000	2023/24 R'000
Consumable supplies		5 172	6 914
Uniform and clothing		662	246
Household supplies		2 081	1 403
Building material and supplies		27	280
Communication accessories		16	1
IT consumables		576	1 035
Other consumables		1 810	3 949
Stationery, printing and office supplies		13 914	11 911
<b>Total</b>	5	<b>19 086</b>	<b>18 825</b>

## 5.5. Property payments

	Note(s)	2024/25 R'000	2023/24 R'000
Other		7 121	6 987
<b>Total</b>	5	<b>7 121</b>	<b>6 987</b>

**5.6. Travel and subsistence**

	Note(s)	2024/25 R'000	2023/24 R'000
Local		141 126	137 059
Foreign		3 497	2 713
<b>Total</b>	5	<b>144 623</b>	<b>139 772</b>

**5.7. Other operating expenditure**

	Note(s)	2024/25 R'000	2023/24 R'000
Professional bodies, membership and subscription fees		349	331
Resettlement costs		125	322
Other		7 894	7 039
<b>Total</b>	5	<b>8 368</b>	<b>7 692</b>

**5.8. Remuneration of members of a commission or committee of inquiry  
(Included in Consultants: Business and advisory services)**

	Note(s)	2024/25 R'000	2023/24 R'000
Audit Committee Members		924	514
<b>Total</b>	5	<b>924</b>	<b>514</b>

*Payments for Audit and Risk Committee members*

**6. PAYMENTS FOR FINANCIAL ASSETS**

	Note(s)	2024/25 R'000	2023/24 R'000
Material losses through criminal conduct		37	-
Theft		-	-
Other material losses	6.1	37	-
Purchase of equity		-	-
Debts written off	6.2	-	9
<b>Total</b>		<b>37</b>	<b>9</b>

*Write-off of Fruitless and Wasteful expenditure*

**6.1. Other material losses**

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Nature of other material losses</b>			
<i>Group major categories, but list material items</i>			
No-shows write-off		37	-
<b>Total</b>	6	<b>37</b>	<b>-</b>

*Write-off of Fruitless and Wasteful expenditure*

*Information on any criminal or disciplinary steps taken as a result of such losses is included in the annual report under the PFMA Compliance Report.*

**6.2. Debts written off**

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Nature of debts written off</b>			
Recoverable revenue written off		-	-
Write-off for Car Accident damages		-	-
<b>Total</b>		<b>-</b>	<b>9</b>
<b>Total debt written off</b>	6	<b>-</b>	<b>9</b>

**7. TRANSFERS AND SUBSIDIES**

	Note(s)	2024/25 R'000	2023/24 R'000
Provinces and municipalities	Ann 1A	62	57
Households	Annex 1G	103 039	83 078
<b>Total</b>		<b>103 101</b>	<b>83 135</b>

*Amount on provinces and municipalities reflects payments made for motor vehicles licences for state vehicles. Households reflects Judges` gratuities paid as per legislated benefits*

## 8. EXPENDITURE FOR CAPITAL ASSETS

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Tangible capital assets</b>		<b>130 299</b>	<b>88 859</b>
Buildings and other fixed structures		-	98
Machinery and equipment		130 299	88 761
<b>Intangible capital assets</b>		<b>40</b>	<b>341</b>
Software		40	341
<b>Total</b>		<b>130 339</b>	<b>89 200</b>

*Assets increased due to capitalisation of Finance lease as per Modified Cash standards*

### 8.1. Analysis of funds utilised to acquire capital assets - Current year

NAME OF ENTITY	2024/25		
	Voted funds	Aid assistance	Total
	R'000	R'000	R'000
<b>Tangible capital assets</b>	<b>130 299</b>	-	<b>130 299</b>
Machinery and equipment	130 299	-	130 299
<b>Intangible capital assets</b>	<b>40</b>	-	<b>40</b>
Software	40	-	40
<b>Total</b>	<b>130 339</b>		<b>130 339</b>

### 8.2. Analysis of funds utilised to acquire capital assets - Prior year

NAME OF ENTITY	2023/24		
	Voted funds	Aid assistance	Total
	R'000	R'000	R'000
<b>Tangible capital assets</b>	<b>88 859</b>	-	<b>88 859</b>
Buildings and other fixed structures	98	-	98
Machinery and equipment	88 761	-	88 761
<b>Intangible capital assets</b>	<b>341</b>	-	<b>341</b>
Software	341	-	341
<b>Total</b>	<b>89 200</b>		<b>89 200</b>

**8.3. Finance lease expenditure included in Expenditure for capital assets**

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Tangible capital assets</b>		<b>109 847</b>	<b>71 391</b>
Machinery and equipment		109 847	71 391
<b>Total</b>		<b>109 847</b>	<b>71 391</b>

**9. CASH AND CASH EQUIVALENTS**

	Note(s)	2024/25 R'000	2023/24 R'000
Consolidated Paymaster General Account		-	-
Cash on hand		343	328
Investments (Domestic)		30	7 943
<b>Total</b>		<b>373</b>	<b>8 271</b>

*Commercial bank balances reflect payment not swept to PMG account as at 31 March 2025.*

**10. PREPAYMENTS AND ADVANCES****10.1. Prepayments (Expensed)** (*“prepayments expensed” not permitted from 1 April 2024*)

	2024/25			
	Amount as at 1 April 2024	Less: Received in the current year	Less: Other	Amount as at 31 March 2025
	R'000	R'000	R'000	R'000
Goods and services	2 468	(2 333)	-	135
<b>Total</b>	<b>2 468</b>	<b>(2 333)</b>	<b>-</b>	<b>135</b>

*Prepayments are the amounts prepaid for various goods and services covering more than one financial year.*

	2023/24				
	Amount as at 1 April 2023	Less: Received in the current year	Add/Less: Other	Add: Current year prepay-ments	Amount as at 31 March 2024
	R'000	R'000	R'000	R'000	R'000
Goods and services	4 434	(4 216)	(126)	2 376	2 468
<b>Total</b>	<b>4 434</b>	<b>(4 216)</b>	<b>(126)</b>	<b>2 376</b>	<b>2 468</b>

Prepayments are the amounts prepaid for various goods and services covering more than one financial year.

## 11. RECEIVABLES

	Note(s)	2024/25 FY			2023/24 FY		
		Current	Non-current	Total	Current	Non-current	Total
		R'000	R'000	R'000	R'000	R'000	R'000
Claims recoverable	11.1	20 695	-	20 695	6 984	-	6 984
Recoverable expenditure	11.2	1 232	-	1 232	535	-	535
Staff debt	11.3	1 217	5 573	6 790	4 514	1 179	5 693
Other receivables	11.4	319	-	319	176	-	176
<b>Total</b>		<b>23 463</b>	<b>5 573</b>	<b>29 036</b>	<b>12 209</b>	<b>1 179</b>	<b>13 388</b>

### 11.1. Claims recoverable

	Note(s)	2024/25 R'000	2023/24 R'000
National departments		20 695	6 984
<b>Total</b>	11	<b>20 695</b>	<b>6 984</b>

### 11.2. Recoverable expenditure

	Note(s)	2024/25 R'000	2023/24 R'000
<i>Group major categories, but list material items</i>			
Disallowance accounts		1 232	535
<b>Total</b>	11	<b>1 232</b>	<b>535</b>

**11.3. Staff debt**

	Note(s)	2024/25 R'000	2023/24 R'000
<i>Group major categories, but list material items</i>			
Staff Debts		6 790	5 693
<b>Total</b>	11	<b>6 790</b>	<b>5 693</b>

**11.4. Other receivables**

	Note(s)	2024/25 R'000	2023/24 R'000
<i>Group major categories, but list material items</i>			
Staff Tax debts		101	81
Judges Tax debts		218	95
<b>Total</b>	11	<b>319</b>	<b>176</b>

**12. VOTED FUNDS TO BE SURRENDERED TO THE REVENUE FUND**

	Note(s)	2024/25 R'000	2023/24 R'000
Opening balance		(44 902)	160 551
Prior period error		-	-
As restated		(44 902)	160 551
Transferred from statement of financial performance (as restated)		(238 792)	98
Add: Unauthorised expenditure for the current year		238 792	-
Voted funds not requested/not received	1.1	-	(45 000)
Transferred to retained revenue to defray excess expenditure (Parliament/Legislatures)	12.1	-	-
Received during the year		44 902	(160 551)
<b>Closing balance</b>		<b>-</b>	<b>(44 902)</b>

**13. STATUTORY APPROPRIATION TO BE SURRENDERED TO THE REVENUE FUND**

	Note(s)	2024/25 R'000	2023/24 R'000
Opening balance		19 950	-
Prior period error	13.1	-	-
As restated		19 950	-
Transferred from statement of financial performance (as restated)		9 347	19 950
Statutory appropriation not requested/not received	2	-	-
Paid during the year		(19 950)	-
<b>Closing balance</b>		<b>9 347</b>	<b>19 950</b>

**14. DEPARTMENTAL REVENUE AND NRF RECEIPTS TO BE SURRENDERED TO THE REVENUE FUND**

	Note(s)	2024/25 R'000	2023/24 R'000
Opening balance		347	1 949
Prior period error	14.1	-	-
As restated		347	1 949
Transferred from statement of financial performance (as restated)		2 290	2 714
Paid during the year		(2 147)	(4 316)
<b>Closing balance</b>		<b>490</b>	<b>347</b>

**15. BANK OVERDRAFT**

	Note(s)	2024/25 R'000	2023/24 R'000
Consolidated Paymaster General account		255 309	45 061
<b>Total</b>		<b>255 309</b>	<b>45 061</b>

*Overdraft is due to overspending as result of budget cuts.*

**16. PAYABLES - CURRENT**

	Note(s)	2024/25 R'000	2023/24 R'000
Clearing accounts	16.1	2 244	339
<b>Total</b>		<b>2 244</b>	<b>339</b>

**16.1. Clearing accounts**

Description	Note(s)	2024/25 R'000	2023/24 R'000
Identify major categories, but list material items			
Payables		2 244	339
<b>Total</b>	16	<b>2 244</b>	<b>339</b>

**17. NET CASH FLOW AVAILABLE FROM OPERATING ACTIVITIES**

	Note(s)	2024/25 R'000	2023/24 R'000
Net surplus/(deficit) as per Statement of Financial Performance		(227 155)	22 762
Add back non-cash/cash movements not deemed operating activities		139 011	(131 678)
(Increase)/decrease in receivables		(15 648)	(10 582)
(Increase)/decrease in prepayments and advances		-	-
(Increase)/decrease in other current assets		-	-
Increase/(decrease) in payables - current		1 905	63
Proceeds from sale of capital assets		(390)	(492)
Proceeds from sale of investments		-	-
(Increase)/decrease in other financial assets		-	-
Expenditure on capital assets		130 339	89 200
Surrenders to Revenue Fund		22 805	(164 867)
Surrenders to RDP Fund/Donors		-	-
Voted funds not requested/not received		-	(45 000)
<b>Net cash flow generated by operating activities</b>		<b>(88 144)</b>	<b>(108 916)</b>

**18. RECONCILIATION OF CASH AND CASH EQUIVALENTS FOR CASH FLOW PURPOSES**

	Note(s)	2024/25 R'000	2023/24 R'000
Consolidated Paymaster General account		(255 309)	(45 061)
Cash with commercial banks (Local)		343	328
Cash with commercial banks (Foreign)		30	7 943
<b>Total</b>		<b>(254 936)</b>	<b>(36 790)</b>

**19. CONTINGENT LIABILITIES AND CONTINGENT ASSETS****19.1. Contingent liabilities**

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Liable to Nature</b>			
Claims against the department	Annex 3B	25 478	14 256
<b>Total</b>		<b>25 478</b>	<b>14 256</b>

Cases against Judiciary and OCJ where the department will be expected to carry the costs of litigation. The OCJ has provided bond of securities to the Labour Court for review applications lodged by the OCJ against orders of the Bargaining Council. The amount and timing of the possible obligation is currently uncertain as the Court will determine fair and equitable order.

## 20. CAPITAL COMMITMENTS

	Note(s)	2024/25 R'000	2023/24 R'000
Machinery and equipment		-	1 213
Intangible assets		-	2 234
<b>Total</b>		-	<b>3 447</b>

*No Commitments at the end of this financial year.*

## 21. ACCRUALS AND PAYABLES NOT RECOGNISED

### 21.1. Accruals

		2024/25			2023/24
		30 Days	30+ Days	Total	Total
Listed by economic classification	Note(s)	R'000	R'000	R'000	R'000
Goods and services		13 542	5 125	18 667	27 390
Capital assets		11 811	2 790	14 061	11 921
<b>Total</b>		<b>25 353</b>	<b>7 915</b>	<b>33 268</b>	<b>39 311</b>

	Note(s)	2024/25 R'000	2023/24 R'000
<b>Listed by programme level</b>			
Administration		3 592	26 108
Superior Court Services		27 926	11 021
Judicial Education and Support		1 750	2 182
<b>Total</b>		<b>33 268</b>	<b>39 311</b>

### 21.2. Payables not recognised

		2024/25			2023/24
		30 Days	30+ Days	Total	Total
Listed by economic classification	Note(s)	R'000	R'000	R'000	R'000
Goods and services		11 466	3 382	14 848	18 810
Capital assets		79	2 303	2 382	10 482
Other		-	-	-	-
<b>Total</b>		<b>11 545</b>	<b>5 685</b>	<b>17 230</b>	<b>29 292</b>

Listed by programme level	Note(s)	2024/25	2023/24
		R'000	R'000
Administration		9 109	13 295
Superior Court Services		6 315	12 975
Judicial Education and Support		1 806	3 022
<b>Total</b>		<b>17 230</b>	<b>29 292</b>

*Material accruals are for leasing of vehicles and travel invoices*

## 22. EMPLOYEE BENEFITS

	Note(s)	2024/25	2023/24
		R'000	R'000
Leave entitlement		35 971	30 253
Service bonus		23 691	22 402
Performance awards		-	-
Capped leave		6 129	8 047
Other		87	1 099
<b>Total</b>		<b>65 878</b>	<b>61 801</b>

*Included in the leave entitlement is an amount of R1 139 469 representing negative leave which is due to the over-grant of leave commitments as employees are given full leave credits in January of each year while the information in the Financial Statement is based on the leave accruals as at March 2025, and Vacation leave captured after effective date for backdated period. Judges' social benefits for leave are excluded from the amount above as they are on a different leave dispensation and are not entitled to accumulate leave. The performance award scheme is no longer applicable from the 2021/22 financial year and therefore there is a zero provision.*

## 23. LEASE COMMITMENTS

### 23.1. Operating leases

	2024/25				
	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	1 890	1 890
Later than 1 year and not later than 5 years	-	-	-	-	-
<b>Total lease commitments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1 890</b>	<b>1 890</b>

	2023/24				
	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	2 121	2 121
Later than 1 year and not later than 5 years	-	-	-	-	-
<b>Total lease commitments</b>	-	-	-	<b>2 121</b>	<b>2 121</b>

*The operating leases are for Judges` vehicles leased on a month-to-month basis.*

## 23.2. Finance leases

	2024/25				
	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	93 863	93 863
Later than 1 year and not later than 5 years	-	-	-	129 840	129 840
Later than 5 years	-	-	-	-	-
<b>Total lease commitments</b>	-	-	-	<b>223 703</b>	<b>223 703</b>

	2023/24				
	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	85 637	85 637
Later than 1 year and not later than 5 years	-	-	-	127 344	127 344
Later than 5 years	-	-	-	-	-
<b>Total lease commitments</b>	-	-	-	<b>212 981</b>	<b>212 981</b>

*The main portion of the finance lease amount relates to the leasing of Judges` vehicles in terms of their legislated benefits.*

**24. UNAUTHORISED, IRREGULAR AND FRUITLESS AND WASTEFUL EXPENDITURE**

Note(s)	2024/25 R'000	2023/24 R'000
Unauthorised expenditure - current year	238 792	-
Irregular expenditure - current year	46 411	40 719
Fruitless and wasteful expenditure - current year	-	57
<b>Total</b>	<b>285 203</b>	<b>40 776</b>

*Information on any criminal or disciplinary steps taken as a result of unauthorised expenditure, irregular expenditure and fruitless and wasteful expenditure is included in the annual report under the PFMA Compliance Report.*

**25. RELATED PARTY TRANSACTIONS**

Note(s)	2024/25 R'000	2023/24 R'000
<b>In-kind goods and services (provided)/received</b>		
<i>List in-kind goods and services between the department and related party</i>		
The cost for the OCJ National Office lease was carried by the DOJ&CD	15 222	12 632
<b>Total</b>	<b>15 222</b>	<b>12 632</b>

*The Department has a related party relationship with all the public sector entities falling within the portfolio of the Minister of Justice and Correctional Services, which includes the following: Department of Justice and Constitutional Development, Department of Correctional Services, Guardian's Fund, Legal Aid SA, President's Fund, Special Investigation Unit, Third Party Fund, The Human Rights Commission, Criminal Asset Recovery Account, The Public Protector, The Information Regulator and The Solicitor General.*

**26. KEY MANAGEMENT PERSONNEL**

Note(s)	2024/25 R'000	2023/24 R'000
Political office bearers (provide detail below)		
Officials:		
Level 15 to 16	8 602	8 006
Level 14 (incl. CFO if at a lower level)	11 439	11 802
<b>Total</b>	<b>20 041</b>	<b>19 808</b>

*The Department of Justice and Constitutional Development carries the cost for the two political bearers: Minister and Deputy Minister*

## 27. PROVISIONS

Note(s)	2024/25 R'000	2023/24 R'000
<i>Please specify</i>		
Litigation fees for Judicial Conduct Commission and Official's related expenditure	13 150	10 944
<b>Total</b>	<b>13 150</b>	<b>10 944</b>

### 27.1. Reconciliation of movement in provisions - Current year

	2024/25			
	Provision 1	Provision 2	Provision 3	Total provisions
	R'000	R'000	R'000	R'000
Opening balance	5 944	2 200	2 800	10 944
Increase in provision	3 650	5 000	-	8 650
Settlement of provision	(1 472)	(2 172)	(2 800)	(6 444)
<b>Closing balance</b>	<b>8 122</b>	<b>5 028</b>	<b>-</b>	<b>13 150</b>

### 27.2 Reconciliation of movement in provisions - Prior year

	2023/24			
	Provision 1	Provision 2	Provision 3	Total provisions
	R'000	R'000	R'000	R'000
Opening balance	2 000	2 300	2 800	7 100
Increase in provision	4 200	1 400	-	5 600
Settlement of provision	(256)	(500)	-	(756)
Unused amount reversed	-	-	-	-
Reimbursement expected from third party	-	(1 000)	-	(1 000)
Change in provision due to change in estimation of inputs	-	-	-	-
<b>Closing balance</b>	<b>5 944</b>	<b>2 200</b>	<b>2 800</b>	<b>10 944</b>

*Provision relates to legal fees expected to be paid to legal practitioners of the OCJ involves:*

- a. Cases instituted against the OCJ at the Bargaining Council related to labour disputes.*
- b. Cases instituted against the OCJ at the Labour Court concerning labour-related disputes.*
- c. Review cases by the OCJ against orders of the Bargaining Council.*
- d. Cases instituted against the OCJ on general legal matters.*

**28. MOVABLE TANGIBLE CAPITAL ASSETS****Movement in movable tangible capital assets per asset register for the year ended 31 March 2025**

	2024/25				
	Opening balance	Value adjustments	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
<b>Heritage assets</b>	-	-	-	-	-
Heritage assets	-	-	-	-	-
<b>Machinery and equipment</b>	332 286	-	12 340	12 590	332 036
Transport assets	22 082	-	-	752	21 330
Computer equipment	169 225	-	7 429	8 497	168 157
Furniture and office equipment	51 679	-	2 119	971	52 827
Other machinery and equipment	89 300	-	2 792	2 370	89 722
<b>Finance lease assets</b>	258 088	-	64 217	17 971	304 334
Finance lease assets	258 088	-	64 217	17 971	304 334
<b>Total movable tangible Capital assets</b>	<b>590 374</b>	<b>-</b>	<b>76 557</b>	<b>30 561</b>	<b>636 370</b>

**Movable Tangible Capital Assets under investigation**

	Note(s)	Number	Value R'000
<b>Included in the above total of the movable tangible capital assets per the asset register that are under investigation:</b>			
Machinery and equipment		125	2 719
<b>Total</b>		<b>125</b>	<b>2 719</b>

*Assets whose existence could not be confirmed at year-end, the investigation is expected completed in line with circular 16 of 2025*

**28.1. Movement in movable tangible capital assets per asset register for the year ended 31 March 2024**

	2023/24				
	Opening balance	Prior period error	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
<b>Machinery and equipment</b>	314 675	(2 278)	28 472	(8 583)	332 286
Transport assets	15 405	-	9 120	(2 443)	22 082
Computer equipment	161 605	(44)	12 019	(4 355)	169 225
Furniture and office equipment	48 612	191	3 435	(559)	51 679
Other machinery and equipment	89 053	(2 425)	3 898	(1 226)	89 300
<b>Finance lease assets</b>	184 629	(197)	73 656	-	258 088
Finance lease assets	184 629	(197)	73 656	-	258 088
<b>Total movable tangible Capital assets</b>	<b>499 304</b>	<b>(2 475)</b>	<b>102 128</b>	<b>(8 583)</b>	<b>590 374</b>

**28.1.1. Prior period error**

Nature of prior period error	Note(s)	2024/25	2023/24
		R'000	R'000
Relating to 2023/24 <i>[affecting the opening balance]</i>		-	(2 475)
Derecognition of assets from Audited opening balance as they were disposed in prior year		-	(671)
Removal of duplicated Assets (Recorded twice)		-	768
Derecognition of items erroneously classified as Assets & removal of duplicated assets		-	(2 572)
<b>Total prior period errors</b>		-	<b>(2 475)</b>

*Derecognition of assets from Audited opening balance as they were disposed in prior year and removal of duplicated Assets (Recorded twice)*

## 28.2. Minor assets

### Movement in minor capital assets per the asset register for the year ended 31 March 2025

	2024/25						
	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Bio-logical assets	Finance lease assets	Total
	R'000	R'000			R'000	R'000	R'000
Opening balance	-	46	300	149 742	-	214	150 302
Value adjustments	-	-	-	-	-	-	-
Additions	-	-	-	4 510	-	6	4 516
Disposals	-	(29)	-	(6 433)	-	-	(6 462)
<b>Total Minor assets</b>	<b>-</b>	<b>17</b>	<b>300</b>	<b>147 819</b>	<b>-</b>	<b>220</b>	<b>148 356</b>

	2024/25						
	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Bio-logical assets	Finance lease assets	Total
	R'000	R'000			R'000	R'000	R'000
Number of R1 minor assets	-	-	4 821	265 827	-	-	270 648
Number of minor assets at cost	-	5	449	172 430	-	67	172 951
<b>Total number of minor assets</b>	<b>-</b>	<b>5</b>	<b>5 270</b>	<b>438 257</b>	<b>-</b>	<b>67</b>	<b>443 599</b>

### Minor capital assets under investigation

	Note(s)	Number	Value R'000
<b>Included in the above total of the minor capital assets per the asset register that are under investigation:</b>			
Heritage assets		77	-
Machinery and equipment		1 403	844
<b>Total</b>		<b>1 480</b>	<b>844</b>

*Assets whose existence could not be confirmed at year end, the investigation is expected completed in line with circular 16 of 2025*

**Movement in minor capital assets per the asset register for the year ended 31 March 2024**

	2023/24						
	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Bio-logical assets	Finance lease assets	Total
	R'000	R'000			R'000	R'000	R'000
Opening balance	-	41	320	150 386	-	-	150 747
Value adjustments	-	-	(20)	(6 138)	-	-	(6 158)
Additions	-	5	-	7 373	-	214	7 592
Disposals	-	-	-	1 879	-	-	1 879
<b>Total Minor assets</b>	<b>-</b>	<b>46</b>	<b>300</b>	<b>149 742</b>	<b>-</b>	<b>214</b>	<b>150 302</b>

	2023/24						
	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Bio-logical assets	Finance lease assets	Total
	R'000	R'000			R'000	R'000	R'000
Number of R1 minor assets	-	-	4 890	298 598	-	-	303 488
Number of minor assets at cost	-	11	483	184 206	-	63	184 763
<b>Total number of minor assets</b>	<b>-</b>	<b>11</b>	<b>5 373</b>	<b>482 804</b>	<b>-</b>	<b>63</b>	<b>488 251</b>

**28.2.1. Prior period error**

Nature of prior period error	Note(s)	2024/25	2023/24
		R'000	R'000
Relating to 2023/24 <i>[affecting the opening balance]</i>			
Derecognition of assets from Audited opening balance as they were disposed in prior years		-	(6 157)
Recognition of assets acquired in prior period, previously omitted in error		-	(508)
Derecognition of items erroneously classified as Assets & removal of duplicated assets		-	1 192
		-	(6 841)
<b>Total prior period errors</b>		<b>-</b>	<b>(6 157)</b>

*Derecognition of assets from Audited opening balance as they were disposed in prior year and removal of duplicated Assets (Recorded twice)*

### 28.3. Movable tangible capital assets: Capital Work-in-progress

#### Capital work-in-progress for the year ended 31 March 2025

	2024/25			
	Opening balance 1 April 2024	Current Year WIP	Ready for use (Assets to the AR)/ Contracts terminated	Closing balance 31 March 2025
	R'000	R'000	R'000	R'000
Machinery and equipment	85	-	-	85
<b>Total</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>85</b>

*Relates to incomplete WIFI solution*

#### Capital work-in-progress for the year ended 31 March 2024

	2023/24			
	Opening balance 1 April 2024	Current Year WIP	Ready for use (Assets to the AR)/ Contracts terminated	Closing balance 31 March 2025
	R'000	R'000	R'000	R'000
Machinery and equipment	85	-	-	85
<b>Total</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>85</b>

## 29. INTANGIBLE CAPITAL ASSETS

#### Movement in intangible capital assets per asset register for the year ended 31 March 2025

	2024/25			
	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
Software	26 107	40	3 354	22 793
<b>Total intangible capital assets</b>	<b>26 107</b>	<b>40</b>	<b>3 354</b>	<b>22 793</b>

*The disposal of intangible assets relates to the derecognition of software whose licence terms have expired*

**29.1. Movement in intangible capital assets per asset register for the year ended 31 March 2024**

	2023/24				
	Opening balance	Prior period error	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
Software	46 707	(364)	13 816	34 052	26 107
<b>Total intangible capital assets</b>	<b>46 707</b>	<b>(364)</b>	<b>13 816</b>	<b>34 052</b>	<b>26 107</b>

**29.1.1. Prior period error**

Nature of prior period error	Note(s)	2024/25	2023/24
		R'000	R'000
Relating to 2023/24 <i>[affecting the opening balance]</i>		-	(364)
Derecognition of items erroneously classified as Assets		-	(364)
<b>Total prior period errors</b>		-	<b>(364)</b>

*Derecognition of assets from Audited opening balance as they were disposed in prior year and removal of duplicated Assets (Recorded twice).*

**29.2. Intangible capital assets: Capital Work-in-progress****Capital work-in-progress for the year ended 31 March 2025**

	Note(s)	2024/25			
		Opening balance 1 April 2024	Current Year WIP	Ready for use (Assets to the AR)/ Contracts terminated	Closing balance 31 March 2025
		R'000	R'000	R'000	R'000
Intangible assets	Annex 7	65 325	-	-	65 325
<b>Total</b>		<b>65 325</b>	<b>-</b>	<b>-</b>	<b>65 325</b>

*Capital work-in-progress on Software relates to the Court Online Pilot project and planning*

## Capital work-in-progress for the year ended 31 March 2024

	2023/24				
	Opening balance 1 April 2023	Prior period error	Current Year WIP	Ready for use (Assets to the AR)/ Contracts terminated	Closing balance 31 March 2024
	R'000	R'000	R'000	R'000	R'000
Intangible assets	65 325	-	-	-	65 325
<b>Total</b>	<b>65 325</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>65 325</b>

## 30. IMMOVABLE TANGIBLE CAPITAL ASSETS

## Movement in immovable tangible capital assets per asset register for the year ended 31 March 2025

	2024/25			
	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
<b>Buildings and other fixed structures</b>	203	-	(9)	194
Dwellings	-	-	-	-
Non-residential buildings	-	-	-	-
Other fixed structures	203	-	(9)	194
<b>Total immovable tangible capital assets</b>	<b>203</b>	<b>-</b>	<b>(9)</b>	<b>194</b>

*The amount relates to Guard houses and Carport at the Courts*

## 30.1. Movement in immovable tangible capital assets per asset register for the year ended 31 March 2024

	2023/24				
	Opening balance	Prior period error	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
<b>Buildings and other fixed structures</b>	105	-	98	-	203
Other fixed structures	105	-	98	-	203
<b>Total movable tangible Capital assets</b>	<b>105</b>	<b>-</b>	<b>98</b>	<b>-</b>	<b>203</b>

### 31. PRIOR PERIOD ERRORS

#### 31.1. Correction of prior period errors

	2023/24		
	Amount bef error correction	Prior period error	Restated
	R'000	R'000	R'000
<b>Expenditure:</b> (E.g. Compensation of employees, Goods and services, Tangible capital assets, etc.)			
<b>Goods and Services (minor assets)</b>			
Machinery and Equipment	156 094	(6 138)	149 956
<b>Net effect</b>	<b>156 094</b>	<b>(6 138)</b>	<b>149 956</b>

*Derecognition of assets from Audited opening balance as they were disposed in prior year and removal of duplicated Assets (Recorded twice).*

	2023/24		
	Amount bef error correction	Prior period error	Restated
	R'000	R'000	R'000
<b>Assets:</b> (E.g. Receivables, Investments, Accrued departmental revenue, Movable tangible capital assets, etc.)			
Machinery and Equipment	314 675	(2 278)	312 397
Finance Lease	184 629	(197)	184 432
<b>Net effect</b>	<b>499 304</b>	<b>(2 475)</b>	<b>496 829</b>

*Derecognition of assets from Audited opening balance as they were disposed in prior year and removal of duplicated Assets (Recorded twice)*

## 32. BROAD BASED BLACK ECONOMIC EMPOWERMENT PERFORMANCE

Information on compliance with the B-BBEE Act is included in the annual report under the section titled B-BBEE Compliance Performance Information.

### BROAD-BASED BLACK ECONOMIC EMPOWERMENT COMMISSION

#### FORM: B-BBEE 1A

Compliance report by sphere of government, public entity or organ of state (in terms of Section 13G (1) of the Act)	
<b>Name of Sphere of Government / Public Entity / Organ of State:</b>	OFFICE OF THE CHIEF JUSTICE
<b>Registration Number (If Applicable):</b>	N/A
<b>Physical Address:</b>	188, 14th Road, Noordwyk, Midrand
<b>Type of Sphere of Government / Public Entity / Organ of State:</b>	National Department
<b>Organisation Industry / Sector</b>	Justice

The following table must be completed in full by the Sphere of Government / Public Entity / Organ of State:

Has the Sphere of Government / Public Entity / Organ of State applied any relevant Code of Good Practice (B-BBEE Certificate Levels 1 – 8) with regards to the following:		
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law	No: Not applicable to the OCJ	N/A
Developing and implementing a preferential procurement policy	No	OCJ SCM policy is fully aligned with Preferential Procurement Policy Framework Act and its Regulations, 2022. To that effect, it has since developed its SCM and Preferential Procurement Policy, effective from January 2023. Such policy advocates specific goals to empower women, youth, and people with disabilities in accordance with B-BBEE Act and its code of good practice.
Determining qualification criteria for the sale of state-owned enterprises	No: Not applicable to the OCJ	N/A
Developing criteria for entering into partnerships with the private sector	No: Not applicable to the OCJ	N/A
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment	No: Not applicable to the OCJ	N/A

# ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

## ANNEXURE 1A

### STATEMENT OF CONDITIONAL GRANTS AND OTHER TRANSFERS PAID TO MUNICIPALITIES

Name of Municipality	2024/25				2023/24								
	GRANT ALLOCATION		TRANSFER		SPENT								
	DoRA and Other transfers	Roll overs	Adjustments	Total Available	Actual transfer	Funds withheld	Re-allocations by National Treasury or National department	Amount received by municipality	Amount spent by municipality	Unspent funds	% of available funds spent by municipality	DORA and other transfers	Actual transfers
R'000	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000	%	R'000	R'000
City of Johannesburg	62	-	-	62	62	-	-	62	62	62	100%	57	57
<b>TOTAL</b>	<b>62</b>	<b>-</b>	<b>-</b>	<b>62</b>	<b>62</b>	<b>-</b>	<b>-</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>100%</b>	<b>57</b>	<b>57</b>

Amount paid for the renewals of licence disc



## ANNEXURE 1H

## STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED

Name of organisation	Nature of gift, donation or sponsorship	2024/25	2023/24 R'000
<b>RECEIVED IN KIND</b>			
<b>Gifts</b>			
Publishers, Bar Council and Universities	Books and Law Journals	200	229
National Council for Disability	T-Shirts	-	1
<b>Total gifts</b>		<b>200</b>	<b>230</b>
<b>Donations</b>			
UNODC	Donations for Accommodation and conferencing for SAJEI	23	183
Education Labour Relations Council	Donations for Accommodation, flights and conferencing for SAJEI	26	-
International Org for Judicial Training	Donations for Accommodation and conferencing for SAJEI	52	-
Commonwealth	Donations for Accommodation and conferencing for SAJEI	17	-
Spar Group	Reimbursement for Court room	-	163
<b>Total donations</b>		<b>118</b>	<b>346</b>
Subtotal – received in kind			
		318	576
<b>TOTAL GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED</b>		<b>318</b>	<b>576</b>

*Donations of Law books and Accommodation & Flight Tickets for trip to for business purposes received in kind as per Treasury Regulations 21.2.4 and had no effect on the expenditure*

## ANNEXURE 1I

## STATEMENT OF AID ASSISTANCE RECEIVED

Name of donor	Purpose	Opening balance R'000	Revenue R'000	Expenditure R'000	Paid back on/ by 31 March R'000	Closing balance R'000
<b>Aid assistance received in kind</b>						
German Development Corporation	Developing administrative capacity for the Office of the Chief Justice	652	-	-	-	652
Subtotal		652	-	-	-	652
<b>TOTAL</b>		<b>652</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>652</b>

The Donor funding by the German Development Corporation is for a project on business process re-engineering in the High Courts. No funds were transferred to the OCJ as the project was managed and paid for by the GIZ.

## ANNEXURE 3B

## STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2025

Nature of liability	Opening balance 1 April 2024	Liabilities incurred during the year	Liabilities paid / cancelled / reduced during the year	Liabilities recoverable (Provide details hereunder)	Closing balance 31 March 2025
	R'000	R'000	R'000	R'000	R'000
<b>Claims against the department</b>					
Cases against Judiciary and OCJ where the department will be expected to carry litigations.	12 421	10 698	116	-	23 003
The OCJ has provided bond of securities to the Labour Court for review applications lodged by the OCJ against orders of the Bargaining Council. The amount and timing of the possible obligation is currently uncertain as the Court will determine fair and equitable order.	1 835	800	160	-	2 475
Subtotal	14 256	11 498	276	-	25 478
<b>TOTAL</b>	<b>14 256</b>	<b>11 498</b>	<b>276</b>	<b>-</b>	<b>25 478</b>

The OCJ has provided bond of securities to the Labour Court for review applications lodged by the OCJ against orders of the Bargaining Council. The amount and timing of the possible obligation is currently uncertain as the Court will determine fair and equitable order.

## ANNEXURE 4

## CLAIMS RECOVERABLE

	Confirmed balance outstanding		Unconfirmed balance outstanding		Total		Cash-in-transit at year end 2024/25 *	
	31/03/2025	31/03/2024	31/03/2025	31/03/2024	31/03/2025	31/03/2024	Receipt date up to six (6) working days after year end	Amount
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
<b>Government entity</b>								
<b>Department</b>								
Department of Justice and Constitutional Development	20 695	6 954	-	-	20 695	6 954	01/04/2025	5 031
Department of Human Settlement	-	10	-	-	-	10		
Department of Sports, Arts and Culture	-	20	-	-	-	20		
Subtotal	20 695	6 984	-	-	20 695	6 984		5 031
<b>TOTAL</b>	<b>20 695</b>	<b>6 984</b>	<b>-</b>	<b>-</b>	<b>20 695</b>	<b>6 984</b>		<b>5 031</b>

**ANNEXURE 7****MOVEMENT IN CAPITAL WORK IN PROGRESS**

Movement in capital work in progress for the year ended 31 March 2025

	Opening balance	Current year CWIP	Ready for use (Asset Register) / Contract terminated	Closing balance
	R'000	R'000	R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>				
Other machinery and equipment	85	-	-	85
	85	-	-	85
<b>SOFTWARE</b>				
Software	65 325	-	-	65 325
Software	65 325	-	-	65 325
<b>TOTAL</b>	<b>65 410</b>	<b>-</b>	<b>-</b>	<b>65 410</b>

*Capital work-in-progress on Software relates to the Court Online Pilot project and planning*

## Movement in capital work in progress for the year ended 31 March 2024

	Opening balance	Prior period error	Current year CWIP	Ready for use (Asset Register) / Contract terminated	Closing balance
	R'000	R'000		R'000	R'000
<b>MACHINERY AND EQUIPMENT</b>					
Other machinery and equipment	85	-		-	85
	85	-		-	85
<b>SOFTWARE</b>					
Software	65 325	-		-	65 325
	65 325	-		-	65 325
<b>TOTAL</b>	<b>65 410</b>	<b>-</b>		<b>-</b>	<b>65 410</b>

*Capital work-in-progress on Software relates to the Court Online Pilot project and planning*

## ANNEXURE 12

## ANALYSIS OF PREPAYMENTS AND ADVANCES (NOTES 10.1)

Name of Entity	Sector of the entity	Description of the item paid for	Classification category	Total Contract Value	Balance outstanding as at 31 March 2024	Total amount prepaid / advanced in the current year	Less: goods, services or capital assets received in the current year	Add/ Less: Other	Balance outstanding as at 31 March 2025
				R'000	R'000	R'000	R'000	R'000	R'000
<b>Prepayments</b>									
DIGITECH EXPRESS	Inform & Communication	Zoom meeting-Pro licence	Goods and services	24	12	-	(12)	-	-
LEISHAN IT CONSULTANCY	Manufacturing	Adobe Acrobat Professional licence	Goods and services	24	10	-	(10)	-	-
WOLTERS KLUWER	Inform & Communication	Teammate licence renewal	Goods and services	71	47	-	(47)	-	-
KHUSELA SOLUTIONS	Inform & Communication	Sonic wall comprehensive gateway	Goods and services	10	3	-	(3)	-	-
EZEVEE COMPUTER	Inform & Communication	Adobe Acrobat Professional licence	Goods and services	109	64	-	(64)	-	-
CHM VUWANI COMP	Inform & Communication	Zoom meeting-Pro licence	Goods and services	195	162	-	(162)	-	-
KHUSELA SOLUTIONS	Wholesale and retails	SSL certificate renewal	Goods and services	59	20	-	(20)	-	-
SITA SOC	Inform & Communication	Terminal Emulator software licence	Goods and services	516	452	-	(323)	-	130
EIFFEL CORP	Inform & Communication	Software	Goods and services	173	130	-	(130)	-	-
TITUS CORPORATION CC	Inform & Communication	Aspose licence renewal	Goods and services	186	31	-	(31)	-	-

Name of Entity	Sector of the entity	Description of the item paid for	Classification category	Total Contract Value	Balance outstanding as at 31 March 2024	Total amount prepaid / advanced in the current year	Less: goods, services or capital assets received in the current year	Add/ Less: Other	Balance outstanding as at 31 March 2025
				R'000	R'000	R'000	R'000	R'000	R'000
CURA RISK MANAGEMENT	Inform & Communication	Annual maintenance & support	Goods and services	109	9	-	(9)	-	-
ESIZWE GROUP	Repair of Computers	Dragon text dictation software	Goods and services	436	36	-	(36)	-	-
ESIZWE GROUP	Repair of Computers	Dragon text dictation software	Goods and services	41	22	-	(17)	-	5
PARLIAMENTARY MONITORING	Inform & Communication	Annual Software subscrip renewal	Goods and services	7	1	-	(1)	-	-
UNIVERSAL KNOWLEDGE	Inform & Communication	Library Management Software Licen	Goods and services	496	207	-	(207)	-	-
GALIX NETWORK PTY LTD	Inform & Communication	Nessus professional subscription	Goods and services	67	28	-	(28)	-	-
MATLALA GROUP (PTY) LTD	Inform & Communication	Solarwind Tool licence	Goods and services	258	161	-	(161)	-	-
DATACENTRIX	Inform & Communication	Vmare licencing	Goods and services	1 961	981	-	(981)	-	-
LILINAR T/A IT RELATED	Education	K2 software maintenance	Goods and services	110	24	-	(24)	-	-
LRMG	Inform & Communication	Org plus maintenance and support	Goods and services	95	12	-	(12)	-	-
BLAX INTERFACE	Construction	Licence Software	Goods and services	114	57	-	(57)	-	-
<b>TOTAL PREPAYMENTS AND ADVANCES</b>					<b>2 469</b>	<b>-</b>	<b>(2 334)</b>	<b>-</b>	<b>135</b>







OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

## CONTACT US

### Office of the Chief Justice

188, 14th Road, Noordwyk, Midrand, 1685

Private Bag X10, Marshalltown, 2107

Tel: +27 10 493 2500 (Switchboard)

[www.judiciary.org.za](http://www.judiciary.org.za)

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