



DEPARTMENT OF
**Correctional
Services**

Annual Report
for the 2003/04 Financial Year

ANNUAL REPORT 1 APRIL 2003 TO 31 MARCH 2004

OUR VISION

To be one of the best in the world in delivering correctional services with integrity and commitment to excellence.

OUR MISSION

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

- The integrated application and direction of all departmental resources to focus on the correction of offending behaviour, the promotion of social responsibility and the overall development of the person under correction;
- The cost effective provision of correctional facilities that will promote efficient security, correction, care and development services within an enabling human rights environment;
- Progressive and ethical management and staff practices within which every correctional official performs an effective correcting and encouraging role.



DEPARTMENT OF
**Correctional
Services**



Annual Report for 1 April 2003 to 31 March 2004.

Annual Report on the functioning of the Department of Correctional Services of the Republic of South Africa for the period 1 April 2003 to 31 March 2004.

This Annual Report is presented to the Minister of Correctional Services, Mr Ngconde Balfour MP, by the Commissioner of Correctional Services, Mr Linda Mti, in accordance with the stipulations of section 40 of the Public Finance Management Act, (Act 1 of 1999 as amended by Act 29 of 1999).



| Index | Page No |
|---|---------|
| Part 1: General information | |
| 1.1 Foreword by the Minister of Correctional Services | 5 |
| 1.2 Introduction by the Commissioner of Correctional Services | 7 |
| 1.3 Information on the Ministry | 9 |
| 1.4 Mission statement | 11 |
| 1.5 Legislative Mandate | 11 |
| Part 2: Programme performance | |
| 2.1 Aim of the Vote | 13 |
| 2.2 Overview of the organizational and service delivery environment for 2003/04 | 13 |
| 2.3 Strategic overview and key policy developments for the 2003/04 financial year | 14 |
| 2.4 Departmental receipts | 16 |
| 2.5 Departmental payments..... | 16 |
| 2.6 Programme performance | 17 |
| 2.6.1 Administration | 17 |
| 2.6.2 Incarceration | 21 |
| 2.6.3 Rehabilitation | 28 |
| 2.6.4 Community Corrections | 35 |
| 2.6.5 Facility Management and Capital Works..... | 36 |
| Part 3: Report of the Audit Committee | |
| 3.1 Report of the Audit Committee | 40 |
| Part 4: Annual Financial Statements | |
| 4.1 Report by the Accounting Officer | 43 |
| 4.2 Report of the Auditor-General..... | 50 |
| Part 5: Human Resource Management | |
| Service delivery | 97 |
| Expenditure | 103 |
| Employment and vacancies | 105 |
| Job evaluation | 107 |
| Employment changes | 108 |
| Employment equity | 114 |
| Performance rewards | 118 |
| Foreign workers | 120 |
| Leave utilisation | 121 |
| HIV/AIDS and health promotion programmes | 122 |
| Labour relations | 124 |
| Skills development | 125 |
| Injury on duty | 126 |
| Utilisation of consultants | 127 |

A painting depicting a man in a white short-sleeved shirt with 'PRISONER' patches on the collar and sleeves, sitting on a wooden chair with orange cushions. He is looking down at a book or document in his lap. The background shows a prison hallway with other people in the distance. The overall style is expressive and somewhat somber.

Care Rehabilitation Training

Part 1: General information

- 1.1 Foreword by the Minister of Correctional Services
- 1.2 Introduction by the Commissioner of Correctional Services
- 1.3 Information on the Ministry
- 1.4 Mission Statement
- 1.5 Legislative Mandate

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

In accordance with Section 65 of the Public Finance Management Act, Act No. 1 of 1999, I have a statutory obligation to present a report to Parliament and to the people of the Republic of South Africa on how the Department expended its allocated budget during the 2003/04 financial year.

I wish to acknowledge the sterling work of my predecessor, Mr Ben Skosana. His was one of the most honourable, yet difficult tasks as he had to set the standard and the pace in the mammoth task entrusted to this Department. I want to convey my gratitude to him for his efforts in correctly positioning DCS on the marathon track of our endeavours.



A sound basis has been established to correct offending behaviour and to establish a policy framework which recognises our duty to respect the human dignity of offenders and to rehabilitate them, whilst ensuring the security of the public through giving effect to court rulings relating to the incarceration of individuals whose conduct constituted offending and illegal behaviour.

At the start of the new financial year, the Department set itself new and a higher level of objectives that have brought DCS closer to the ultimate goal of being one of the best correctional services in the world by delivering correctional services with pride and humility. We did so, confident in the knowledge that we are endeavouring to lay the best possible foundation for future undertakings.

Aspects that the Department mainly focused on during the financial year include:

- Continuing endeavours to prevent and uproot corruption within our ranks through the identification of mismanagement and poor discipline, top level investigation of criminal behaviour and the imposition of appropriate sanctions against guilty parties;
- Continuing efforts to reduce the ever-increasing challenge of overcrowding which, like corruption, constitutes a serious stumbling block to successful realisation of the objective of rehabilitation;
- The successful placement of the mandate of the Department firmly on the government's agenda; especially in relation to issues of policy and overcrowding;
- The successful placement of rehabilitation at the centre of our activities by defining, for the first time in the history of the Department, rehabilitation within the context of corrections; and
- The development of a national policy framework in the form of a White Paper and the realignment of departmental structures and systems aimed at realising the objective of rehabilitation.

These are, by any measure, significant advances by the Department in its endeavour to contribute meaningfully to crime prevention and to the improvement of working conditions for employees.

The finalisation of the White Paper and the submission thereof to Parliament will set the process in motion to effect the necessary amendments to the

Correctional Services Act, Act 111 of 1998, as well as the promulgation of the revised regulations.

Throughout its policy review and restructuring process undertaken during the year, the Department recognised the importance of the family and communities as the primary and secondary levels of behaviour moulding and correction, respectively, and that these ties are crucial to human development.

Consequently, numerous efforts were undertaken to sustain ties between offenders and their families and to link offenders with their communities to enable them to come to terms with the consequences of their actions. There can be no substitute for human interface with offenders as the ultimate remedy for the prevention of crime. Hence the efforts undertaken during the year under review and beyond to provide training to our staff and build solid relationships with communities and other stakeholder organisations to ensure understanding of the challenges of

the rehabilitation of offenders and the need for ongoing endeavours to combat crime within our communities.

In presenting this report to you, I call on you as public representatives and the public in general, to join hands with the Department and to work tirelessly to prevent recidivism. I urge society to accept the challenge of promoting good citizenship by ensuring that children learn about values and morality early in life and grow up to be well-adjusted, honest and responsible citizens of South Africa.

Correction is and will ultimately remain a societal responsibility.

BMN Balfour, MP
Minister of Correctional Services

1.2 Introduction by the Commissioner of Correctional Services, Mr Linda Mti

It is an honour for me to present the report on the performance of the Department of Correctional Services for the period 1 April 2003 to 31 March 2004 in fulfilment of the requirements of the Public Finance Management Act, Act No. 1 of 1999.

During the year under review, the Department of Correctional Services made groundbreaking changes on policy and organisational level. The national policy framework is currently being revised to ensure alignment with the Draft South African White Paper on Corrections.

As a Department, we continue to face major challenges that impede our capacity to deliver at the desired level. In order to address these challenges we identified fourteen priorities for the year 2003/2004. Of these, the following five were critical

intervention areas necessary to position the Department for effective implementation of its constitutional mandate:

- Transformation and restructuring
- Human resource development
- Framework against corruption
- Compliance with existing policies
- Green Paper and Policy Development.

While these were by no means the only priorities for the Department, they were, however, regarded as the sine qua non priorities and the basis on which others would be pursued.

The Strategic Plan for the 2003/04 financial year contained a number of strategic focus areas, or service delivery areas that we, as a Department, believe are crucial to the realisation of our main objectives. These focus areas define the concept of rehabilitation for the Department and introduced key intervention strategies that were translated into new budget programmes against which the future performance of the Department is to be measured. These service delivery areas included Corrections, Care, Security, Development, Facilities and After Care. The implementation of the strategic plan to develop and align our policies with the draft White Paper on Corrections was put into operation without compromising work continuity and the effective rendering of services.

The Department committed itself to improving the levels of compliance with existing policies. As the 1994 White Paper which regulated the activities of the Department proved to be not only inadequate but also outdated, the Strategic Plan focussed on policy review and alignment. New policies were developed and updated where existing policies were inadequate and required alignment or adjustment. Ongoing work on formulating the White Paper informed the parallel processes of adjustment and the Department developed implementation plans for new policies with built-in mechanisms for monitoring and evaluation.

Most importantly in terms of delivery on rehabilitation and the White Paper, the Department through adopting the slogan "every official becoming a rehabilitator" initiated a process of engaging with the mindset shift that is required by the vast staff of DCS in order to be implementers of the new paradigm embodied in the Draft White Paper on Corrections.

I am gratified to report that substantial progress was



PART 1: GENERAL INFO

PART 1: GENERAL INFORMATION

made as the Department, together with its social partners, did remarkably well against the targets it set for itself in both the Strategic Plan and the Estimates of the National Expenditure (ENE). The challenges ahead remain interlinked with the implementation of the new policy framework which itself will require a paradigm shift on the part of our personnel from guardians to correctional agents and on the part of society from distancing itself from offenders to accepting the challenge of correction as its own.

I further wish to thank all local governments, NGO's, CBO's, and tertiary institutions that continued to provide relentless support to ensure that a significant number of rehabilitated offenders walked out of

the gates of our prison facilities accepted for once, as having atoned for their wrongdoings and with the knowledge that they could now look forward to being productive citizens of our nation.

The long and challenging path of rehabilitation through correction lies ahead of us and we have committed ourselves to joining hands with all role-players and stakeholders to serve this noble cause with humility and pride.

L M Mti
Commissioner of Correctional Services

1.3 Information on the Ministry of Correctional Services

1.3.1 Policy Formulation

The Minister led a process of policy review to align the work of the Department with the new requirements of the Constitution of the Republic of South Africa as the previous White Paper of the Department was not in line with the 1996 Constitution or post 1994 statutory developments. In October 2003, the Cabinet endorsed the Draft South African White Paper on Corrections in principle. The draft White Paper embodies the strategic direction of the Department which places rehabilitation at the core of all its activities and thus provides a policy framework that will regulate conditions of persons in detention ensuring that not only are they detained under secure conditions consistent with human dignity but that they are given every opportunity for rehabilitation.

During the year the Minister hosted a ground-breaking two-day conference in Johannesburg attended by twelve Southern African Ministers of Corrections in the SADC region to devise an international strategy to position corrections to fight crime and criminality in the region. The theme of the conference was "Developing African solutions to challenges of corrections in Africa". The Johannesburg Declaration was adopted during this conference and

acknowledged that the main objectives of correctional services are to fight crime, reduce recidivism and build a safer society. All the Ministers present committed their countries to pioneering new strategic thinking in the management of correctional centres as centres of new beginnings for the offender population in their regions.

The following were identified as critical areas for future cooperation in the region:

- Technical co-operation
- Human resource development
- Penal reform
- Exchange of security information
- Implementing of Minimum Standards in line with applicable African Union declarations.

The conference agreed on the creation of a common philosophy on corrections, rehabilitation and the reintegration of offenders. Future endeavours are to be implemented to establish a Corrections and Justice Platform within the SADC Organ on Politics, Security and Defence.

During the period under review the Department registered a marked decrease in the number of escapes from within its Correctional Centres. This can be ascribed to renewed efforts to improve security within the facilities and the implementation of measures aimed at ensuring that the sentences of the courts are enforced.

A number of mechanisms were put in place to deal with the problem of overcrowding in our Correctional Centres. As part of these measures, Cabinet took a decision to advance parole dates of petty offenders by ten months to alleviate the negative impact of overcrowding and the subsequent strain on the Department's budget. Consequently, a substantial number of these offenders were released during the year under review. The



Former Minister Ben Skosana and some SADC counterparts at a dinner during the meeting of Ministers of Correctional and Prison Services held at the Sandton Convention Centre during July 2003.

Department played a leading role in the IJS downward management of levels of overcrowding that led in particular to lower levels of Awaiting-trial Detainees (ATD's) in incarceration.

The restructuring of the Department was completed within the time-frames of Resolution 7 and 8 of the PSCBC of 2002. The restructuring process resulted in streamlining and re-organising structures from Correctional Centre level right up to National Office level. The Department is now divided into six regions as opposed to nine provinces and this has improved management capacity and brought the Department into closer alignment with new municipal boundaries.

During the period under review Cabinet approved the Department's Fraud and Anti-Corruption Strategy. The Strategy is based on three solid pillars, namely Prevention, Investigation and Sanctioning. Other policies that focused on improving the management of inmates included the introduction of a cashless system for inmates and the implementation of the policy on HIV/Aids.

To consolidate the restructuring process, a new strategic plan for 2003/4-2005/6 was adopted under the motto: "From every official becoming a rehabilitator to every prison becoming a correctional centre - a place of new beginnings - to every offender becoming a nation-server through correction." This motto not only serves as a rallying call to action for the staff, but also seeks to inculcate a culture of social responsibility among the offenders.

1.3.2 Jali Commission

The Jali Commission continued its inquiry into allegations of corruption in the Department as part of

the Department's overall anti-corruption strategy.

The Commission assisted in revealing and exposing the following transgressions by staff members:

- Pecuniary dealings with prisoners
- Gross negligence
- Accepting bribes
- Receiving money for delivering goods
- Unsatisfactory work
- Misuse of their position for personal gain
- Assault
- Assistance with escapes
- Unlawful release of prisoners
- Allowing prisoners to do nursing duties.

These actions had the following results:

- Disciplinary hearings were finalised on the fraudulent matriculation certificates in KwaZulu-Natal resulting in the dismissal of 15 officials.
- At the Grootvlei Correctional Centre disciplinary steps were recommended against 26 officials, 22 of whom were dismissed as a result of the hearings, 1 passed away, 2 resigned, 1 was dismissed due to a previous transgression and 1 was issued with a final warning.
- One dismissal in the Eastern Cape.

Most of the recommendations made by the Commission in its interim report were accepted and implemented by the Department.

Over and above the work of the Jali Commission, the Management of the Department worked closely with the Special Investigation Unit on the proclamation that empowers the SIU to investigate corruption, fraud and serious maladministration in the DCS.

1.3.3 International visits

The Minister attended the following international conferences during the period under review:

The American Correctional Association's (ACA) summer conference in Nashville, Tennessee from 9-14 August 2003 where the Minister also acted as the moderator for the International Relations Committee.

The 29th Canadian Congress on Criminal Justice in Vancouver, Canada from 5-8 November 2003 where the Minister presented an address entitled: Drugs and Crime: a South African Perspective.

The 2004 Winter Conference of the American Correctional Association (ACA) held in New Orleans, Louisiana from 10-12 January 2004. Thereafter, the Minister proceeded to Howard University in Washington DC where he addressed a meeting organized by the Howard University on the South Africa Project and the Centre for Drug Abuse Research on 15 January 2004.

The Minister also attended a Seminar on the Celebrations to mark the 10th Anniversary of South African Democracy in Jackson, Mississippi, in the United States from 8-12 March 2004. The Minister addressed students and personnel at the Jackson University as part of these celebrations.

1.3.4 Work of Statutory Bodies

National Council for Correctional Services

The term of office of the National Council was extended for a further year until 30 September 2004.

The Council had two meetings during the period under review and advised the Minister on:

- Policy for the implementation of the new Correctional Supervision and Parole Boards;
- Advancement of approved parole dates of sentenced offenders;
- Awaiting-trial detainees with the option of bail; and
- Consideration of placement on parole of prisoners sentenced to life imprisonment.

A delegation of the Council had a meeting with Regional Court Presidents and Senior Magistrates regarding matters relating to Correctional Services and Justice with the focus on awaiting-trial detainees.

Inspecting Judge

The Minister and the Inspecting Judge met on several occasions. The main subject remained overcrowding in the correctional centres. The Inspecting Judge emphasised the existing appalling conditions in some of the centres resulting in particular from overcrowding, and suggested some measures to alleviate this problem within the existing legal frame-

work. Consequently, the Minister approved the earlier release on parole of certain prisoners.

Besides numerous reports on prison inspections by the Inspecting Judge and Independent Prison Visitors, the Minister received a detailed Annual Report from the Inspecting Judge. The report was tabled in Parliament and made available to the public.

1.4 Mission statement

Placing rehabilitation at the centre of all departmental activities in partnership with external stakeholders, through:

- The integrated application and direction of all departmental resources to focus on the correction of offending behaviour, the promotion of social responsibility and the overall development of the person under correction;
- The cost-effective provision of correctional facilities that will promote efficient security, correction, care and development services within an enabling human rights environment;
- Progressive and ethical management and staff practices where every correctional official performs an effective rehabilitative role.

1.5 Legislative mandate

The legislative mandate that governs the Department and its operations is contained in the:

Constitution of the Republic of South Africa, 1996
 Correctional Services Act, 1959 (Act No. 8 of 1959)
 Correctional Services Act, 1998 (Act No. 111 of 1998)
 Public Finance Management Act, 1999 (Act No. 1 of 1999)
 Public Service Act, 1994 (Proclamation 103 of 3 June 1994)
 Public Service Regulations, 2001
 South African Qualifications Authority Act, 1995, (Act No. 58 of 1995)
 Skills Development Act, 1998, (Act No. 97 of 1998)
 National Education Act.

Part 2: Programme performance

- 2.1 Aim of the Vote
- 2.2 Overview of the organisational and Service Delivery Environment for 2003/04
- 2.3 Strategic Overview and Key Policy Developments for the 2003/04 Financial Year
- 2.4 Departmental Receipts
- 2.5 Departmental Payments
- 2.6 Programme Performance
 - 2.6.1 Administration
 - 2.6.2 Incarceration
 - 2.6.3 Rehabilitation
 - 2.6.4 Community Corrections
 - 2.6.5 Facility Management and Capital Works

PERFORMANCE PERFORMANCE

Voted Funds

| Appropriation | Main appropriation | Adjusted appropriation | Actual amount spent | Under expenditure |
|----------------------|-------------------------------------|------------------------|---------------------|-------------------|
| R 7 677 021 000 | R 7 677 021 000 | R 7 520 423 000 | R 7 387 110 000 | R 133 313 000 |
| Responsible Minister | Minister of Correctional Services | | | |
| Administering Dept | Department of Correctional Services | | | |
| Accounting Officer | Commissioner Correctional Services | | | |

2.1 Aim of the Vote

The aim of the Department of Correctional Services is to contribute towards the maintenance and protection of a just, peaceful and safe society, by enforcing court-imposed sentences, detaining offenders in safe custody under humane conditions and promoting the social responsibility and development of all offenders and persons subject to community corrections.

Summary of programmes

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

- Programme 1: Administration
- Programme 2: Incarceration
- Programme 3: Rehabilitation
- Programme 4: Community Corrections
- Programme 5: Facility Management and Capital Works

2.2 Overview of the organisational and service delivery environment for 2003/04

The period under review marked the continuation of a rigorous process of aligning the Department with its constitutional mandate and the accompanying paradigm shift from a prison environment focused on incarceration to correctional centres intent on providing secure detention under conditions consistent with human dignity. This overall policy shift has meant that the Department manipulated its own budget programmes in order to meet both legal and constitutional prescripts. This process culminated in a Draft South African White Paper on Corrections as adopted by Cabinet in October 2003. The draft laid a solid foundation for the review of existing operational policies and procedures to ensure promotion of effective delivery of rehabilitation through the cor-

rection of offending behaviour.

Efforts were therefore necessary to ensure that ongoing strategic and policy shifts were within the requirements of the budget and achieved the targets as set out in the ENE for the year under review. The total expenditure for the year increased from **R7 068 475 000 to R7 387 110 000** compared with the previous year. Save for personnel costs, a substantial part of the budget focused on implementation of the Rehabilitation programme. Training, development, care and counselling support to inmates remained vital focus areas. The Department was able to improve its record of reducing escapes and tracking down more than 54% of absconders from its parolee and probationer population. Several NGO's continued to play a special role by providing support to the Department and extending very valuable services to the inmate populations in many of our centres. This included donor funding that was used to research health challenges facing the Department.

Towards the end of the year when the Department had taken stock of its strategic and personnel requirements, a process was embarked upon to recruit personnel in order to reduce the number of vacancies. Given the fact that many vacancies that existed were for professional staff and middle and senior management, the process was time-consuming, but extensive ground was nevertheless covered. More than 1000 entry-level posts were also advertised and in excess of 1,5 million applications were received and processed.

Since the Department operates a seven-day, twenty-four-hour service with a five-day establishment, the provision of services over weekends continued to be problematic due to the high costs in respect of the payment of overtime. Towards the end of the financial year, services were rationalised to provide for budget constraints.

The handicap in respect of performance during the

year was the process of restructuring as prescribed by the PSCBC resolution that consumed both the time and energy of staff and management.

The Rehabilitation Programme depended largely on services of professional staff like nurses, social workers, psychologists, medical doctors, pharmacists and teachers. This category of employees continued to leave the Department due to many factors and one peculiar to the DCS being the absence of incentives commensurate with its own unique challenges.

Drought affected the management of many of our facilities throughout the country and added to a sometimes negative perception of our correctional facilities being unhygienic and overcrowded. The larger part of the KwaZulu-Natal, Mpumalanga and Free State experienced an acute drought that resulted in loss of livestock, reduction in production on our agricultural farms, temporary closure of some facilities and relocation of inmates and staff to other centres.

Notwithstanding these setbacks, the Department was never deterred in its endeavour to ensure improved service delivery to the public, other government departments and the offender population. This report attests to a significant improvement in service delivery.

2.3 Strategic overview and key policy developments for the 2003/04 financial year

2.3.1 White Paper on Corrections

During 2003, Cabinet approved the White Paper on Corrections in South Africa as a draft with the instruction that a costed implementation plan be developed. The Department thus developed a consultation plan to engage all stakeholders (labour unions included). As required by Cabinet, the implementation plan of the Draft White Paper is in its final stages and the National Treasury has been engaged to assist with the estimates in respect of suggested plans, in order to ensure proper costing of such plans.

The Department has also gone through an extensive restructuring and re-gearing process over the past two years to realign itself with the White Paper. The current re-defined mission and identified services reflect the commitment of the Department to focus on rehabilitation. Roll out of the Draft White Paper,

which in the main creates awareness amongst correctional officials and regional stakeholders in the six regions is continuing in earnest and is continuously monitored by the National Office.

2.3.2 Correctional Supervision and Parole Boards

The Correctional Services Amendment Act (Act 32 of 2001), which makes provision for the establishment of community-based Correctional Supervision and Parole Boards, was promulgated on 7 December 2002. The boards will make decisions about the conditional and unconditional release of offenders. These boards will also make the following provision for participation: community representatives will be involved in board sessions; victims or their next-of-kin will be able to make representations; and other criminal justice system departments will be represented on the boards. The Department will advertise the positions in mid-2004 and the process will be finalized soon to comply with this provision of the Act. The intended date for implementation of this section of the Act is 1 October 2004.

2.3.3 Overcrowding

As at 31 March 2004, the total population of offenders in the Department's facilities was 189 748. Against the actual accommodation capacity, this figure represents an overpopulation percentage of 63%. This should be reworked to include two figures - the level of ATDs contrasted to the 25 000 target benchmark that the JCPS Directors-General debated in October 2003, and the level of sentenced inmates contrasted to the bed capacity - 25 000. This is a critical conceptual distinction. The Department implemented the following strategies to address the challenge of overcrowding:

- The DCS is co-operating with other departments in the Integrated Justice System (IJS), notably the Department of Justice and Constitutional Development, on a range of projects to reduce the number of awaiting-trial detainees. The DCS convened and led the IJS Overcrowding Task Team initially tasked to effect the Cabinet decision that the IJS should collectively manage the levels of overcrowding to achieve a downward trend.
- The DCS is also promoting awareness in the IJS of alternative sentencing options and diversion programmes (from the Criminal Justice System).
- The IJS Development Committee, its substructure

the Case Management Task Team and the Inter-Sectoral Committee on Child Justice have taken over the responsibility from the Justice, Crime Prevention and Security Cluster Task Team on overcrowding that was established at the end of 2002 to monitor the Criminal Justice System in order to identify and eliminate the blockages that result in increased inmate numbers.

- The building and staffing of new Correctional Centres, designed cost-effectively.
- Finalisation of procurement models for Correctional Centres.
- In September 2003, in order to alleviate overcrowding, Cabinet approved the advancement of the parole date of certain categories of sentenced offenders by nine months. This immediately reduced the offender population by approximately 7 000 inmates.

2.3.4 New Correctional Centres

Under the guidance of the National Treasury, the Department decided to appoint a Transaction Advisor who will assist the Department to formulate and negotiate improved value-for-money changes to the contracts with the two private companies providing custodial services at the Mangaung and Kutama-Sinthumule Maximum Security Correctional Centres (the PPP's). The Advisor will also undertake comprehensive studies for the construction and procurement of new Correctional Centres within the approved budget allocation. The Transaction Advisor was appointed during December 2003. This appointment will result in the improvement of efficiency in capital spending with regard to the construction and maintenance of Correctional Centres within the 2004/05 - 2006/07 medium term budget allocation.

The Department has made considerable progress in the planning and design of new Correctional Centre projects. The "Blue Prints" for the "New Generation" Correctional Centres were in the final stage by the end of the 2003/04 financial year and will conform to the new standards of Rehabilitation, Unit Management and direct supervision. The document ("Blue Print") will incorporate standard layouts and also alleviate the extensive use of private consultants in the drawing-up of the necessary documentation. The sites for establishing and positioning of the first four New Generation Correctional Centres (Leeuwkop, Klerksdorp, Kimberley and Nigel) have already been handed over to consultants. The ten-

dering process for the first four Correctional Centres is envisaged to commence in October 2004 and close in January 2005.

2.3.5 Development of offenders

Considerable progress has been made with the provision of development programmes to offenders that offer them the chance to become self-supporting, responsible members of the broader community. These programmes and the level of offender participation also improved during the same period which resulted in an increase in expenditure for the purchasing of educational and training material and equipment such as computers, tools and industrial machines for the training and development of offenders in lecture rooms and production workshops in Correctional Centres. The number of offenders involved in educational programmes for the year 2003 were 37 977. The Department further addressed the development needs of offenders by ensuring that illiterate offenders received training in basic literacy and numeric skills. Policies on Formal Education, Skills Development, Offender Sport, Recreation, Arts and Culture, Production Workshops and Agriculture, have been endorsed as working documents in the Department. These policies will form the foundation for the alignment of existing policy guidelines and procedure manuals.

The Department commenced the process of reviewing the policies in respect of intervention programmes that will have fiscal implications for the Programmes Corrections, Care and Development. The intention is that certain programmes for correction and human development should not be voluntary, especially for young offenders and juveniles, but should be compulsory to all offenders under certain conditions subject to various considerations, including budgetary implications. In the short to medium term, this shift in the strategic direction of the Department could become part of the implementation framework in the Centres of Excellence that were identified. The Department will in future focus more intensively on the needs of the youth that will not only have fiscal implications for the Department but also for the Department of Social Development. This includes alternative facilities for awaiting-trial children, the development of the youth and in particular young first offenders. The impact of rehabilitation programmes is well-illustrated by the 97 young offenders from the Western Cape, Northern Cape, Free State and Gauteng who were honoured at the Gold Award Ceremony of the President's Award for Youth Empowerment in Grahamstown and Johannesburg.

2.3.6 HIV/AIDS policies

The Department has commenced with the implementation of its HIV/AIDS policies to ensure prevention, care and support amongst offenders. The draft Prison Based Care policy and the Post Exposure Prophylaxis Protocol were developed and distributed for consultation purposes.

2.3.7 Policies and Procedures Manuals

During the year under review, in compliance with the Strategic Plan, policies on Formal Education, Skills Development, Offender Sport, Recreation, Arts and Culture, Spiritual Care, Production Workshops and Agriculture, were finalized and approved as working documents. These policies will form the foundation for the development of new or the alignment of existing policy guidelines and procedural manuals.

A process was initiated in 2003/04 to ensure the review of the B-order (departmental procedures for the implementation of policy) in line with the new strategic direction of the Department and the White Paper on Corrections in South Africa.

2.4 Departmental receipts

For the period under review the Department envisaged revenue of about R80 167 000, however the revenue was approximately R80 675 000. The performance is in line with what was envisaged and revenue was largely generated from the sale of products from production workshops, the hiring out of offender labour, and the letting of official personnel accommodation. Part of the income generated through offender labour is paid to offenders as a gratuity.

Table 1: Departmental receipts 2000/01 to 2003/04

| | 2000/01 Actual R '000 | 2001/02 Actual R '000 | 2002/03 Actual R '000 | 2003/04 Target R '000 | 2003/04 Actual R '000 | % Deviation from target |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|
| Tax revenue | - | - | - | - | - | - |
| Non-tax revenue | 70 547 | 75 408 | 71 580 | 75 732 | 77 697 | 2,6 % |
| Sales of capital assets (Capital Revenue) | 1 | 164 | 4 | 4 | 142 | |
| Financial transactions (Recovery of loans and advances) | 1 718 | 925 | 4 189 | 4 431 | 2 836 | (36%) |
| Total departmental receipts | 72 266 | 76 497 | 75 773 | 80 167 | 80 675 | (0,8%) |

2.5 Departmental payments

Table 2: Departmental payments

| Programmes | Voted for 2003/04 R '000 | Virement R '000 | Total voted R '000 | Actual Expenditure R '000 | Variance R '000 |
|--|--------------------------------|--------------------|-----------------------|---------------------------------|--------------------|
| 1. Administration | 2 446 581 | (13 060) | 2 433 521 | 2 433 521 | |
| 2. Incarceration | 3 613 883 | 137 923 | 3 751 806 | 3 751 806 | |
| 3. Rehabilitation | 430 807 | (33 502) | 397 305 | 387 281 | 10 024 |
| 4. Community Corrections | 262 759 | 16 078 | 278 837 | 276 996 | 1 841 |
| 5. Facility Management and Capital Works | 1 362 782 | (92 422) | 1 270 360 | 1 134 133 | 136 227 |
| Internal Charges | (596 389) | (15 017) | (611 406) | (596 627) | (14 779) |
| Total | 7 520 423 | - | 7 520 423 | 7 387 110 | 133 313 |

2.6 Programme Performance

2.6.1 PROGRAMME 1: ADMINISTRATION

A. Purpose:

To render administrative support to the Department, including the Ministry and senior management of the Department.

B. Service delivery objectives and indicators:

(a) Human resource management and development

During the first two quarters of 2003/04, the Department was involved in a major restructuring exercise as required by the Framework Agreement of Resolution 7/2002 of the Public Service Co-ordinating Council (PSCBC) on Transformation and Restructuring of the Public Service. The restructuring was also informed by the Department's intention to review its capacity to implement its mandate efficiently. Accordingly, a project aimed at auditing current personnel capacity culminated in the development of a Human Resource Planning Framework.

Training requirements were established and the re-orientation of personnel was introduced to ensure alignment with the Draft South African White Paper on Corrections. The orientation took the form of policy-oriented workshops.

Internal audits and frequent inspections were conducted to ensure that whilst policies were being updated, currently existing policies were still complied with. These processes revealed that the Department still has an enormous task of capacity building to ensure maximum compliance with policies, especially at the correctional centre levels. The enormous need for capacity building can be ascribed to uncertainties arising from transformation and the continuous mobility of personnel from one post to the next.

Various new posts were created as a result of restructuring and certain posts had to be job evaluated before they could be filled. As none of the employees of the Department were redundant, various posts remained vacant. A rigorous process of recruitment took place to fill the majority of the vacant posts. This process will continue into the 2004/05 financial year.

The restructuring process revealed a serious shortage in respect of all professional posts required to ensure effective rehabilitation of offenders. On average, the Department showed a turnover of approximately 150 staff members per month. This trend continues due to numerous factors such as dismissals, resignations, medical boarding, non-comparable salary levels for professional staff and the poaching of nurses, psychologists, pharmacists, auditors, social workers and teachers.

The Department submitted applications for permits for nurses qualified in Primary Health Care (PHC) to the National Department of Health. The granting of permits for the nurses qualified in PHC will most definitely improve the quality of health care services provided to the offenders serving sentences within correctional centres. Similarly, both psychologists and social workers were assisted to register with their professional bodies.

A review of the 38 Unit Standards developed by the SGB (as per the last year's report) revealed that most of them, especially those developed for the provision of training for correctional officers, were inadequate. Prior to their registration, the Department requested an extension but due to capacity problems, not enough work could be done to improve its content. Accordingly, no formal entry-level training took place during the year under review, except for the reorientation of the professional staff.

During November 2003, a national tender to the amount of R1,3 million was awarded to the Independent Examination Board (IEB) Asset for the training of educators as assessors. This project was an outflow of the notice issued by the South African Qualifications Authority (SAQA) in the Policy Document: '*Criteria and Guidelines for the registration of Assessors*'. A total number of 302 educators were trained in the Generic Assessor Standards and portfolios have been submitted for final assessment. Assessor qualifications will enable the staff to improve the quality of training provided to the offenders within the DCS environment.

The expenditure of the *Administration* programme accounted for about 32,9% of the total expenditure

of the Department in 2003/04. In earlier years this programme comprised a larger proportion of the departmental budget. The budget for *Administration* increased mainly because the Department focused on increasing its anti-corruption capacity and on investment in human resource development.

In 2003/04 the Corporate Services subprogramme consumed 92,6% of the programmes' expenditure. Included in this subprogramme were the provisions for medical aid benefits for members of the Correctional Services Medical Scheme (Medcor). The Department continued providing extra financial support to ensure the viability of and compliance with the closed Medical Scheme to which the majority of its staff belong. The Department also managed to purchase bulk stores via this sub-programme. Inventories were issued to other programmes by means of internal charges. Inventories increased by 4,8% in 2003/04, which was due to increased provisions for Correctional Centre supplies under bulk stores.

(b) Financial Management

In accordance with the Strategic Plan targets, continuous efforts were made to ensure a high level of compliance with all existing departmental policies, government policies and guidelines on financial and supply chain management. There is a remarkable record of improvement in financial management that demonstrates some successes for Operation Vukuza.

Various projects were launched to evaluate, update and refine the contents of the Financial Administration Procedure Manual and the Provisioning Administration System Manual with the new trends in the DCS and the Government.

The Department's financial policies and manuals were updated in line with the requirements of the Strategic Plan. Due to the fact that the Department changed over to a new financial system (Basic Accounting System) adjustments are underway and came into effect on 1 April 2004.

(c) Asset Management and Control

The following measures were taken to ensure that the Department's asset register remained up-to-date during the period under review:

Since December the 1st, 2003, a process was commenced to capture all fixed moveable assets (machinery and equipment) of the DCS on the Web

Asset Tool. These assets were previously administered on the PAS 2.6 at an average unit price. Capturing of assets on the Web Asset Tool is done at an actual invoice price and up to the 31st March 2004, this Department had managed to capture 21.5% of all fixed moveable assets in accordance with the Asset Management Guideline. This is a continuous and ongoing process for as long as assets are procured by, donated to and transferred to this Department.

Currently the Departments stock is in good condition. The Provisioning Administration Systems Manual (PASM) prohibits the Department from retaining stock that is in a poor condition.

The Repair and Maintenance Project included major repairs in respect of 33 prisons and follow-up contracts were entered into in order to allow for upgrading. In respect of further prisons only legislative requirements pertaining to mechanical, electrical and sewerage systems are being addressed. The Department spent R258 million on these projects in the 2003/04 financial year.

The total asset holding of the Department did not change significantly as only minor alterations and additions were undertaken during the year under review. The only significant changes were the additions at the Klerksdorp and Wolmaranstad prisons.

Table 3: Projects that will be carried over to the next financial year.

| Project | Budget R |
|------------|-----------|
| Glencoe | 705,037 |
| Heidelberg | 1,511,125 |
| Kranskop | 976,321 |
| Benoni | 2,917,907 |
| Greytown | 3,497,161 |

Table 4: New projects that will commence in the forthcoming financial year

| | |
|-----------|---|
| Melmoth | Upgrading with additional accommodation |
| Bergville | Upgrading with additional accommodation |
| Mapumulo | Upgrading with additional accommodation |
| Nkandla | Upgrading with additional accommodation |
| Matatiele | Upgrading with additional accommodation |
| Estcourt | Upgrading with additional accommodation |

The tendering processes for capital works are done by the Department of Public Works through the State Tender Board. Expenditures that are involved are consultants' fees, construction fees and the cost to purchase land.

PERFORMANCE PERFORMANCE

No funds will be rolled over from the existing budget to the next financial year. The Department has made provision in future budgets to maintain the infrastructure created by the capital investment. Details as to how asset holdings have changed over the period under review include information on disposals, scrapping and loss due to theft.

None of these asset holdings have changed over

the period under review.

The information below is in respect of losses due to theft:

Table 5: Losses through criminal conduct

| Capital | Current | Total |
|--------------|------------|-------------|
| R 197 850-62 | R27 071-49 | R224 922-11 |

Table 6: Inventories on hand at year-end

| Current | |
|------------------------------------|-------------------------|
| Categories: | Value |
| Stationery | R 27 471 490.97 |
| Medical supplies and related items | R 7 050 232.05 |
| Maintenance material | R 13 911 697.64 |
| Uniform/clothing | R 183 107 968.46 |
| Bedding/linen | R 9 572 559.15 |
| Cleaning material | R 11 692 616.46 |
| Provisions | R 65 423 884.86 |
| Raw material | R 95 856 438.19 |
| Livestock | R 28 003 841.00 |
| Total | R 442 090 728.78 |
| Capital | |
| Categories: | Value |
| Furniture/Equipment | R 24 772 795.94 |
| Firearms/Ammunition | R 5 936 308.16 |
| Total | R 30 709 104.10 |
| Grand total | R 472 799 832.88 |

(d) Service Evaluation and Internal Audit

In terms of the provisions of the Correctional Services Act, 111 of 1998 the Department must conduct an internal service evaluation by means of

internal audits and inspections in order to assess and determine the level of compliance with legislation and policies. During the period under review internal audits and inspections were conducted in respect of the following critical performance areas:

Table 7: Inspections and Internal Audits

| Inspections | Internal Audits |
|----------------------------------|---|
| Security | Claims and Losses |
| Occupational Health and Safety | Prison Labour and Income |
| Loss Control | Communication |
| Nutritional and Medical Services | Homeowner Allowances |
| Government Transport | Standby allowances, salaries and merit awards |
| Community Corrections | Government Transport |
| Departmental Colleges | Stock Control |
| Apops Prisons | Budget Expenditure / Control |
| | Leave Control |
| | Subsidized Vehicles |

Reports were also received from the consultants with regard to internal audit functions that were outsourced during the previous financial year

(2002/03). The findings in these reports are almost similar to the findings of the inspectors and internal audit staff. The general findings on inspections /

internal audits conducted, inter alia, include the following:

- Compliance with policies and legislation in most prisons has not yet reached the required standard.
- Lack of strong and efficient management to ensure the effectiveness of internal controls.
- Lack of proper training and development for certain post incumbents.
- Lack of adequate resources to ensure efficient service delivery.
- Some prisons / areas show an improvement in the implementation and compliance with policies and legislation.
- The Apops Prisons are meeting their contractual obligations to a large extent.

(e) Communication

Communication featured prominently in the Department's strategic plan with the key strategy to update departmental policy on communications in line with rehabilitation objectives and to develop a policy implementation plan.

A comprehensive communication operational plan was developed towards the end of the 2003/04 financial year that will be implemented during the next financial year.

It was, however, possible to render a reasonably effective communication service during the year. The Department has once again featured prominently in the media with the continuing investigations by the Jali Commission into alleged incidents of corruption, maladministration, violence and intimidation in the Department as matters of public interest. Other issues that featured prominently in the media were:

- The chronic overcrowding of correctional facilities and the IJS initiatives to address it
- The impact of HIV/AIDS in correctional centres
- The Department's strategic focus on rehabilitation as the central theme of its core business - various rehabilitation activities and programmes featured in the media
- The honouring of top performers amongst correctional officers at several provincial awards ceremonies held during the year
- The national choir competition for offenders with the emphasis on the therapeutic value it has in the rehabilitation process.

During the year under review the Department's

media liaison component issued 642 media releases and dealt with 1 488 enquiries by the media.

In an attempt to further enhance good relations with the media, the Department rendered support services for the National Press Club's Newsmaker of the Year function.

The Department maintained its Internet website, www.dcs.gov.za, throughout the year. Information published on the website is regularly updated for the convenience of the stakeholders, the general public as well as the international community. An Intranet Website is also being maintained to bolster internal communication.

In pursuing the Department's aim to keep stakeholders and the public informed of correctional matters, various other means of communication were also utilised during the period under review. These included the displaying of a total number of 160 exhibitions across the country. Some of the most prominent exhibitions during the year included an exhibition in the foyer of the old National Assembly to coincide with the Department's Budget Vote, an exhibition at the Royal Pietermaritzburg Show and one at the Pretoria International Show.

The Department generates its own corporate literature and promotional print media. The Government Printing Works and its network of contracted service providers do all printing work that cannot be done with own resources.

Some of the more prominent printed materials compiled and distributed during the year include:

- 365 800 brochures and pamphlets on nineteen different topics
- 2 500 annual reports
- 4 000 booklets
- 51 505 posters
- 17 000 cards inclusive of business cards and corporate greeting cards
- 10 000 corporate folders
- 13 000 corporate calendars
- A variety of exhibition panels and banners

Publication of the Department's partially state-funded corporate magazine, Nexus, which was no longer financially viable, was discontinued. This was mainly due to greatly declining subscriber numbers. However, to bolster internal communication, a monthly newsletter will be published and provided to all personnel. The first edition of this publication is expected early in the new financial year.

The Department's National Correctional Services Museum, which is situated on the premises of the Pretoria Prison complex, continued to be a popular attraction with a total of 2 483 persons having visited the museum during the year.

(f) Information Management and Information Systems

The DCS's applications environment is mainly heterogeneous. This is demonstrated in a variety of products, with disparate systems. The main problems associated with this heterogeneity are systems integration, contract management, licenses and maintenance, which translate into costs. The Department has committed itself to move towards an environment that does not allow heterogeneity and subscribes to the notion of the IT house of value, which is free from duplication and segregation and in which information systems are determined by information needs.

A process is underway to develop an IT strategy which will be based on the premise that the provision of IT as a business support mechanism should be informed by an organisation's core business objectives and information needs. This will involve the following:

- a rationalised operating system
- a rationalised database environment and
- a rationalised development environment.

These three key values will assist the Department in reducing the IT Total Cost of Ownership. The current updated Master Systems Plan encourages and allows the Department to have different operating systems, databases and applications. The Department has started reviewing existing contracts with a view to ensuring standardization of the entire IT environment. The standards will be reviewed on a

continuous basis, as technology matures and the other strategic processes of the DCS take form.

Migrating from a heterogeneous environment to a homogeneous environment will have cost implications. Over the MTEF period the Department aims to start implementing the process to establish the new environment. It will be necessary for the two environments to run parallel for a specified period. The final change over from the old to the new environment will only take place once the new environment has stabilized.

(g) Intergovernmental Relations

The Minister of Correctional Services convened the first ever Meeting of Ministers responsible for Correctional and Prison Services in the SADC region during July 2003. The meeting adopted the Johannesburg Declaration in which the Ministers reiterated that correctional services are there to fight crime, reduce recidivism, and to build a safer society. They called on the SADC to pioneer new strategic thinking in the running of correctional centres as centres of new beginnings.

The Ministers also emphasized the importance of full integration of corrections and justice sectors into the SADC Regional Strategic Indicative Programme. They proposed that the most appropriate form of organization of co-operation among the SADC Ministers responsible for correction and justice and their officials would be a Corrections and Justice Sub-Committee under the SADC Organ on Politics, Security, and Defence. The proposal will be taken through individual countries into the SADC Review forums and into the SADC Strategic Indicative Plan for the Organ (SIPO). The SIPO will then set the framework, work programme and operational parameters for the functioning of the subcommittee under the Organ.

2.6.2 PROGRAMME 2: INCARCERATION

A. Purpose

To take responsibility for the detention of inmates and for their health, medical, nutritional and other needs.

B. Measurable objective

To incarcerate inmates under safe, secure and

humane conditions in order to enforce court-imposed sentences appropriately.

C. Service delivery objectives and indicators

Spending on Incarceration constituted approximately 50,8 % of the Vote. This represents an 8,6 % increase compared to the 2002/03 budget. The

increases are linked to the higher operating costs that are due to the appointment of additional personnel following the restructuring process.

(a) Health Care

Expenditure on Health Care Services increased to a lesser extent than expenditure for Offender Control. On average the allocation for Health Care Services increased by 4.8% annually. This was largely due to the proper implementation of Primary Health Care and the increased treatment and hospitalization for HIV/AIDS opportunistic infections (such as tuberculosis, pneumonia and meningitis).

The following health care services were rendered during the year under review:

- Health education, including the promotion of good health and the prevention of illness. This service was rendered on an individualised basis.
- Treatment of acute minor ailments e.g. injuries, endemic diseases, communicable diseases (TB, Sexually Transmitted Infections, cholera and dermatological condition) and chronic diseases.
- Maternal and child health services
- Youth health services
- Pharmaceutical services
- Basic oral / dental health care services
- Basic optometry services
- Mental health services
- Care for the terminally ill
- Provision of medico-legal services (rape, sodomy, suicide and assaults)
- Provision of supplementary health services i.e. laboratory, physiotherapy, radiography, speech, hearing and occupational therapy services.

The management systems and procedures were also improved to enhance service delivery and improved care for offenders. The work done in this regard includes:

- Improved resource generation, allocation and management (nurses, pharmacists, medical practitioners, caterers etc.)
- Strengthened cooperation with internal and external partners (NGOs, CBOs, Private Institutions, etc)
- The development of health monitoring mechanisms/ systems and quality assurance programmes
- The establishment of a referral system within the correctional system and public health sector at local/district, regional and provincial levels.

The Department utilised the services of community service pharmacists in order to improve access to

pharmaceutical services by offenders within correctional services facilities. During 2003/04 ten (10) pharmacists completed their community service in correctional centres.

The Department has commenced implementation of its HIV/AIDS policies to ensure that offenders are educated regarding the prevention of the spread of the disease and receive the necessary care and support whilst in correctional centres. This programme was further amplified by the support granted by the DFID in Durban/ Westville targeting involvement of offenders as peer support initiatives. This work was extended by an invitation of the Ugandan Commissioner of Prisons to a workshop where the skills learned were extended to other centres. The Ford Foundation also funded training of departmental staff through the University of Natal, whilst the Department supported training of its staff through the University of Pretoria.

Extended counselling services are provided to affected offenders by the social workers. In some correctional centres offenders who are trained as lay counsellors also provide counselling to their peers. Support groups operate in various correctional centres to provide extended care services and support to their peers.

Condoms are placed at accessible places to promote safety and awareness of the HIV/AIDS pandemic. Voluntary counselling and testing is also widely promoted and the Department conducts awareness sessions i.e. video sessions, group discussions, etc and also presents lectures on health promotion.

The offenders are further exposed to HIV/AIDS awareness through participation in all special events that are indicated on the HIV/AIDS calendar, i.e. World AIDS Day and International Candle Light Memorial Day. On 1 December 2003, the Minister of Correctional Services attended the Department's World AIDS Day celebrations in Durban.

Offenders are treated for opportunistic infections and sexually transmitted infections. The involvement of the Department in the National Anti-Retroviral Task Team further improved departmental capacity to provide and extend treatment through referrals to the treatment sites as identified by the Department of Health.

The following two examples of best practices within the Department have shown our commitment to forge successful partnerships with external Stakeholders in order to fight the spread of the HIV/AIDS pandemic in Correctional Services facilities.

PERFORMANCE

The Group of Hope in the Brandvlei Correctional Centre in the Western Cape

This group consists of offenders with maximum security classifications who each "adopted" an HIV positive child in the community. The group has a vegetable garden and donates the proceeds to the families of the children and also provides gifts to the children. The Department facilitates regular interaction between the children and the offenders.

Partnership with the Ugandan Ministry of Prisons

This partnership involves joint training of offenders and personnel regarding HIV/AIDS. This resulted in a better understanding between offenders and personnel on all matters relating to HIV/AIDS. The trainees are encouraged to facilitate peer education amongst their colleagues.

Table 8: Key outputs, indicators and targets for the sub-programme health care services

| Sub-programme | Output | Output measure/ indicator | Target | Actual |
|--------------------------------|--|--|--|--|
| Health and Physical Care | Provide a 24-hour health care service to all offenders | Reduction in the number of offenders who receive health care services in private hospitals | Less than 30 per month | 20 |
| | | Number of Correctional Centres that have a comprehensive 24-hour health care service | 120 prisons | 238 prisons |
| Nutrition and Personal Hygiene | Provide offenders with 3 nutritious meals | Average daily nutrition provided to offenders | 2 500 kilo calories for adult women | 2 500 kilo calories for adult women |
| | | | 2 500 kilo calories for adult men (in the process of being amended) | 2500 kilo calories for adult men (in the process of being amended) |
| | | | 2 800 kilo calories for growing children (in the process of being amended) | 2 800 kilo calories for growing children (in the process of being amended) |

The Department participated in the formulation and arrangement of a national contract for the issue of immune boosting food items. The Department, together with the National Department of Health, changed all dietary guidelines from the American guidelines (recommended daily allowance) to the South African Dietary Guidelines (recommended daily intake). New ration scales for juvenile offenders were approved during the 2003/04 financial year

but could not be implemented immediately due to financial constraints. It will be implemented during the next financial year.

Most of the Provincial Departments of Health started withdrawing the provision of health care services to the offenders, forcing the Department to negotiate and procure these services through contractual agreements. Alternatively, the Department contracts

PART 2: PROGRAMME PERFORMANCE

the services of private doctors for the offenders. Discussions with eight Provincial Departments of Health were finalized and Service Level Agreements completed. The only outstanding agreement is with the Provincial government of the Western Cape. In KwaZulu-Natal however, constraints forced the Provincial Department to recommend that the DCS utilise existing agency agreements with individual medical practitioners.

(b) Offender Control

On 31 March 2004 the Department was managing the following 240 correctional facilities countrywide:

- 8 correctional facilities for female prisoners only
- 13 youth correctional facilities
- 140 correctional facilities for male prisoners only
- 72 correctional facilities accommodating both

male and female prisoners

- 5 correctional facilities that are temporarily closed down for renovations
- 2 APOPS correctional facilities for sentenced males only (managed by private consortiums)

The increased crime-combating initiatives of the Department of Safety and Security and the Department of Justice and Constitutional Development's initiative to reduce case backlogs, resulted in an increase in the sentenced offender population from 131 604 on 31 March 2003 to 133,764 on 31 March 2004. Thus, despite the fact that 7 021 offenders were placed into the community corrections system earlier by the advancement of their release/placement dates by a maximum of 9 months during the year under review, the numbers remained excessively higher than the current accommodation capacity.

Table 9: The composition of the correctional facility population as at 31 March 2004

| Category | Adult | | Juvenile (under 21 years old) | | Total |
|-------------------|----------------|--------------|-------------------------------|------------|----------------|
| | Male | Female | Male | Female | |
| Sentenced | 109 769 | 2 833 | 14 935 | 275 | 127 812 |
| APOPS (sentenced) | 5 952 | 0 | 0 | 0 | 5 952 |
| Unsentenced | 39 299 | 960 | 13 365 | 252 | 53 876 |
| Total | 155 020 | 3 793 | 28 300 | 527 | 187 640 |

Table 10: Total daily average correctional facility population for the 1995/96 financial year to the 2003/04 financial year

| Year | Male | Female | Total |
|---------|---------|--------|---------|
| 1995/96 | 107 512 | 2 535 | 110 047 |
| 1996/97 | 118 476 | 2 980 | 121 456 |
| 1997/98 | 134 704 | 3 592 | 138 296 |
| 1998/99 | 139 541 | 3 462 | 143 003 |
| 1999/00 | 154 716 | 3 966 | 158 682 |
| 2000/01 | 162 425 | 4 162 | 166 587 |
| 2001/02 | 168 016 | 4 187 | 172 203 |
| 2002/03 | 177 300 | 4 253 | 181 553 |
| 2003/04 | 180 388 | 4 188 | 184 576 |

The National Task Team on Overcrowding in the Integrated Justice System developed various strategies which lead to the decrease of the unsentenced offender population from 58 144 on 31 March 2003 to 53 876 on 31 March 2004. However, these

actions did not enable the Department as a whole to achieve the 60% target. Against the actual accommodation capacity, the above figures left the facilities overcrowded by 63%.

PERFORMANCE

Table 11: Cell accommodation and utilisation as at 31 March each year

| Date | Correctional Facility population | Available accommodation | Overpopulation |
|---------------|----------------------------------|-------------------------|----------------|
| 31 March 1996 | 118 080 | 94 796 | 23 284 |
| 31 March 1997 | 130 635 | 96 307 | 34 328 |
| 31 March 1998 | 146 435 | 99 407 | 47 028 |
| 31 March 1999 | 154 574 | 98 923 | 55 651 |
| 31 March 2000 | 171 462 | 100 130 | 71 332 |
| 31 March 2001 | 170 959 | 102 048 | 68 911 |
| 31 March 2002 | 178 998 | 109 106 | 69 892 |
| 31 March 2003 | 189 748 | 111 241 | 78 507 |
| 31 March 2004 | 187 640 | 114 787 | 72 853 |

The implementation of the Correctional Services Act, Act 111 of 1998 and the Strategic Plan required the introduction and alignment of new policies and procedures during the course of the 2003/04 financial year. New measures were also introduced to improve compliance with policies in order to improve the security of the public, offenders and the staff.

To prevent the influx of dangerous weapons and drugs into our correctional facilities a new policy aimed at a "bagless" society in correctional centres was approved. The reduction of escapes remained a key strategic priority where a target of 185 was set for the year. However, the overall achievement was a 30% reduction, i.e. from 281 in 2002/03 to 196 in 2003/04. Assaults on both staff and offenders were also drastically reduced during the period under review.

In line with the downward trend indicated above, the number of unnatural deaths amongst offenders also showed a slight decrease from 62 in 2002/03 to 45 in 2003/04.

In order to improve the accuracy of records and to control the movements of unsentenced offenders in correctional centres, the IJS piloted the introduction

of an electronic inmate tracking system. The installation and pilot project has been completed in Durban-Westville and is nearing completion in Johannesburg.

In line with its objective to place rehabilitation at the centre of its activities, the Department has reviewed the current stigmatising logo of "Prisoner" on offender clothing. The logo will be substituted with an alternative "Corrections" that will still make identification possible for security considerations but will no longer undermine the dignity of offenders.

The expenditure in respect of the sub-program Health and Physical Care increased by a total of 4,8%. This was largely due to an increased provision for primary health and dental care to counter the spread of opportunistic infections, including HIV/AIDS, in correctional centres.

An over-expenditure of **R 65 495 000** can be ascribed to an increase in the requirement in respect of internal items for rations, animal feed, medicines, personal hygiene and clothing due to the increase in the offender population and the weekend establishment (overtime).

PART 2: PROGRAMME PERFORMANCE

Table 12: Delivery against targets

| Subprogramme | Output | Measure/Indicator | Target | Actual |
|------------------|---|---|------------------|---------|
| Offender Control | Accommodation for offenders in Correctional Centres | Number of offendes | 209 400 | 187 640 |
| | | Number of offender places (design capacity) | 110 874 | 114 787 |
| | | Percentage overcrowding in Correctional Centres | 60% | 63% |
| | | Number of offender escapes | Fewer than 185 | 196 |
| | Safe and secure offenders and staff | Number of all assaults on offenders and staff in Correctional Centres | Fewer than 2 380 | 2690 |
| | | Number of unnatural offender deaths | Fewer than 50 | 45 |
| | Paroled offenders | Proportion of offenders reviewed/awarded parole | 50% | 55% |

The table below indicates the number of prisoners in custody per age categories as at 31 March 2004.

Table 13: Age categories

| Age categories: Awaiting trial detainees in correctional centres as at 31 March 2004 | | | | | |
|--|-----------|------------------|----------------|------------|--------|
| Gender | <18 Years | 18 to < 21 Years | 21 to 25 Years | > 25 Years | Total |
| Female | 66 | 186 | 277 | 683 | 1 212 |
| Male | 2 166 | 11 199 | 15 178 | 24 121 | 52 664 |
| All Genders | 2 232 | 11 385 | 15 455 | 24 804 | 53 876 |

| Age categories: Sentenced offenders in custody as at 31 March 2004 | | | | | |
|--|-----------|------------------|----------------|------------|---------|
| Gender | <18 Years | 18 to < 21 Years | 21 to 25 Years | > 25 Years | Total |
| Female | 36 | 239 | 523 | 2 310 | 3 108 |
| Male | 1 890 | 13 045 | 32 401 | 83 320 | 130 656 |
| All Genders | 1 926 | 13 284 | 32 924 | 85 630 | 133 764 |

| Age categories: Offenders in custody as at 31 March 2004 | | | | | |
|--|-----------|------------------|----------------|------------|---------|
| Gender | <18 Years | 18 to < 21 Years | 21 to 25 Years | > 25 Years | Total |
| Female | 102 | 425 | 800 | 2 993 | 4 320 |
| Male | 4 056 | 24 244 | 47 579 | 107 441 | 183 320 |
| All Genders | 4 158 | 24 669 | 48 379 | 110 434 | 187 640 |

PERFORMANCE

Table 14: Sentence categories

The table below indicates the number of offenders per sentence group in correctional centres as at 31 March 2004 in relation to the two previous periods under review.

| Sentence Groups | 2004 | 2002 | 2003 |
|--|---------|---------|---------|
| Unsentenced | 53 876 | 55 500 | 58 144 |
| 0-6 Months sentence | 6 398 | 6 335 | 7 276 |
| Sentence of more than 6 months to 12 months | 6 459 | 6 561 | 6 934 |
| Sentence of more than 12 months to less than 24 months | 6 426 | 6 272 | 6 429 |
| Sentence of more than 24 months to 3 Years | 17 579 | 17 102 | 17 590 |
| Sentence of more than 3 years to 5 years | 16 633 | 16 876 | 17 180 |
| Sentence of more than 5 years to 7 years | 12 143 | 12 911 | 12 649 |
| Sentence of more than 7 years to 10 years | 21 326 | 20 889 | 21 325 |
| Sentence of more than 10 years to 15 years | 21 521 | 16 610 | 19 380 |
| Sentence of more than 15 years to 20 years | 9 742 | 7 281 | 8 578 |
| Sentence of more than 20 years to life | 13 794 | 10 388 | 12 242 |
| Other Sentenced | 1 743 | 2 273 | 2 021 |
| Total Sentenced | 133 764 | 123 498 | 131 604 |
| All Sentence Groups | 187 640 | 178 998 | 189 748 |
| % Occupation | 163.47% | 164.06% | 170.57% |

The information contained in the table above indicates that there is an increase in the sentence category of more than 10 years. This can be ascribed to compulsory minimum sentencing.

Over the past three financial years the number of offenders per crime category has escalated. Table 15 indicates that there was a growth in aggressive and sexually related offences. This has a negative impact on the Department's ever-increasing problem of overcrowding as these offences are concomitant with longer periods of incarceration.

Table 15: Number of sentenced offenders per crime category as at 31 March

| Crime categories | 2002 | 2003 | 2004 |
|------------------|---------|---------|---------|
| Economical | 38 499 | 39 795 | 37 712 |
| Aggressive | 58 189 | 63 377 | 67 743 |
| Sexual | 15 086 | 16 608 | 17 556 |
| Narcotics | 3 739 | 3 974 | 3 347 |
| Other | 7 985 | 7 850 | 7 406 |
| Total | 123 498 | 131 604 | 133 764 |

Table 16: Sentence categories of offenders in custody as at 31 March 2004

| Sentence Groups | Female | Male | All Genders |
|------------------------|--------|---------|-------------|
| Unsentenced | 1 212 | 52 664 | 53 876 |
| 0-6 Months | 458 | 5 940 | 6 398 |
| >6-12 Months | 274 | 6 185 | 6 459 |
| >12-<24 Months | 176 | 6 250 | 6 426 |
| 2-3 Years | 507 | 17 072 | 17 579 |
| >3-5 Years | 448 | 16 185 | 16 633 |
| >5-7 Years | 262 | 11 881 | 12 143 |
| >7-10 Years | 402 | 20 924 | 21 326 |
| >10-15 Years | 334 | 21 187 | 21 521 |
| >15-20 Years | 97 | 9 645 | 9 742 |
| >20 Years to Life | 133 | 13 661 | 13 794 |
| Other Sentenced | 17 | 1 726 | 1 743 |
| Total Sentenced | 3 108 | 130 656 | 133 764 |
| Grand Total | 4 320 | 183 320 | 187 640 |
| Approved Accommodation | 4 374 | 110 413 | 114 787 |
| % Occupation | 98.77% | 166.03% | 163.47% |
| Accommodation Need | -54 | 72 907 | 72 853 |

2.6.3 PROGRAMME 3: REHABILITATION

A. Purpose

To provide skills and personal development programmes, as well as processes for re-integrating offenders into the community upon their release.

B. Measurable objective

To provide rehabilitative interventions for sentenced offenders to promote societal reintegration in order to reduce recidivism.

C. Service delivery objectives and indicators

The expenditure in respect of Rehabilitation increased by an average of 9,1 % per annum. The increase was due to administrative expenditure, which increased from R15 098 000 in 2002/03 to R16 756 000 in 2003/04. The increase reflected renewed focus on prioritising the rehabilitation of offenders. This reprioritisation translated into the shifting of funds from all other programmes to the rehabilitation programme in order to promote effective reintegration into the community. Development services for offenders were provided by means of social development, vocational and technical training and increased opportunities for access to formal education.

In compliance with the objective as set out in the Strategic Plan, policies on Formal Education, Skills Development, Offender Sport, Recreation, Arts and Culture and Production Workshops and Agriculture were developed and implemented as working documents pending approval of the draft White Paper. These policy documents will form the foundation for policy guidelines and procedural manuals.

The Department addressed the rehabilitation needs of offenders by providing several education and life skills programmes, with a particular focus on improving literacy and numerical skills. The awarding of a National Tender Contract for ABET learner support and an increase in the annual allocation to this Department from the National Skills Fund will impact favourably on rehabilitation programmes.

With regard to its social development programmes, the Department performed excellently during the year under review. The target of 34 866 social work sessions was drastically exceeded by 68 514 sessions, amounting to a total of 103 380 sessions. The increase in the performance was due to the employment of additional social workers in many of the correctional centres where there were no social workers before. Partnerships with several NGO's also helped to improve performance.

Psychological Services were provided to 9 352 sentenced offenders which did not meet the target of 10 000 sentenced offenders. The impact of the decrease in the number of psychologists from 31 in

PERFORMANCE

the previous financial year to 23 in the financial year under review impacted negatively on these figures.

Spiritual Care services experienced a decline during the year under review. These services take the form of church/spiritual services, group sessions and personal interviews. In 2002/03, 168 009 Spiritual Care sessions were held, in comparison to 156 457 during 2003/04. The decrease was due to budget re-prioritisation that affected allowances paid for travelling expenses.

The Department provides facilities as well as incentives to encourage offenders to do productive work as in this way they simultaneously acquire skills, experience and knowledge. However, the daily average number of work opportunities for offenders decreased marginally from 37 751 in 2002/03 to 37 262 in 2003/04. The decline in work opportunities is directly related to staffing problems and droughts that were experienced in many of the management areas.

Table 17: Service delivery achievements

| Subprogramme | Output | Measure/Indicator | Target | Actual |
|------------------------|--|---|---------|---------|
| Development Programmes | Rehabilitation programmes for sentenced offenders | Number of offenders participating in: | | |
| | | Education programmes | 15 000 | 18 126 |
| | | Training programmes | 10 500 | 19 851 |
| | | Social work sessions | 34 866 | 103 380 |
| | | Psychological sessions | 10 000 | 9 352 |
| | Spiritual care sessions | 150 000 | 156 457 | |
| | Work opportunities for offenders | Daily average number of work opportunities for offenders provided by the Department | 27 065 | 36 698 |
| | Daily average number of work opportunities for offenders provided by outside organisations | 323 | 564 | |

PART 2: PROGRAMME PERFORMANCE

| Subprogramme | Output | Measure/Indicator | Target | Actual |
|--------------|--|--------------------------------------|---|---|
| | A national agricultural production system aimed at increasing self-sufficiency | Agricultural production | Vegetables 13 800 000 kg Fruit 810 000 kg Red meat 550 000 kg Milk 6 600 000 litre Pork 1 950 000 kg Chicken 1 350 000 kg Eggs 1 500 000 doz | 14 167 195 kg 771 401 kg 548 812 kg 6 814 863 l 1 870 718 kg 1 516 783 kg 1 316 737 doz |
| | To increase productivity and expanding capacity of production workshops | Number of workshop products produced | Timber 70 000 units Textile 2 100 000 units Steel 248 000 units | 58 273 units 1 926 305 units 171 332 units |

The milk production (6 814 863 litres) and chicken production (1 516 783kg) were the highest ever attained by this Department. The production of Vegetables (14 167 198kg) and red meat (548 812kg) was slightly lower than that of 2002/03. The pork (1870 718kg), fruit (771 401kg) and egg production (1 316 737 dozen) did not meet the targets due to various obstacles such as the severe drought, problems with the procurement of layers and the poor performance of piggeries.

No additional resources or agricultural infrastructures were acquired during the financial year.

The wood, steel and textile enterprises were not successful in attaining their measurable objectives due to a serious shortage of funds to procure raw materials.

The wooden items manufactured (58 273) are less than the 2002/03 production of 63 391 items. The same trend was also evident in the steel workshops. The steel items manufactured (170 770) are well below the 2002/03 production level of 189 949 items. The production of textile items (1 926 305) increased and are well above the 2002/03 production level of 1 660 907 items.

(a) Psychological Services

To render need-based psychological services to sentenced offenders and/or persons subject to Community Corrections (persons under correctional supervision and parolees) in order to improve their mental health and emotional wellbeing to promote the rehabilitation and re-integration of offenders into the community.

Table 18: Key outputs, indicators and targets: psychological services

| Subprogramme | Output | Output measure/ indicator | Target | Actual |
|------------------------|---|---------------------------------------|--------|--------|
| Development Programmes | Provide psychological services to offenders | Number of individual consultations | 1 000 | 4 559 |
| | | Number of individual therapy sessions | 10 000 | 3 560 |
| | | Number of group therapy sessions | 900 | 403 |
| | | Number of family therapy sessions | 200 | 46 |

Programme Policy Developments

A draft policy on Offender Care and Development has been developed in line with the White Paper and will form the broad framework to inform and guide offender care and development and will

enable the DCS to create a humane environment that promotes healing and reconciliation. A draft policy on Psychological Services has also been reviewed and updated in line with the White Paper to inform and guide psychological services in the DCS.

Table 19: Main target groups and the number of persons seen

| Target group | Persons seen | |
|--|--------------|-----------|
| | 2002/2003 | 2003/2004 |
| Prisoners | 8 438 | 6 260 |
| Persons under Correctional Supervision | 501 | 371 |
| Parolees | 40 | 30 |
| Court referrals | 410 | 304 |
| Suicide risks | 293 | 217 |
| Groups | 2925 | 2 170 |
| Total | 12 607 | 9 352 |

Table 20: The number of persons involved in main therapeutic activities

| Therapeutic activity | 2002/2003 | 2003/2004 |
|----------------------|-----------|-----------|
| Individual therapy | 4 430 | 3 286 |
| Group therapy | 806 | 598 |
| Family therapy | 117 | 86 |
| Total | 5 353 | 3 970 |

The numbers of persons seen is directly linked to the number of psychologists available to render services. The number of psychologists has decreased from 31 in the previous year to 23 in the current year and this has negatively affected service delivery.

(b) Education, Training, Sport and Recreation

Considerable progress was made during the year under review with regard to the provision of Education, Training, Sport and Recreation, Production Workshops and Agricultural Programmes.

Establishment of Partnerships

In its mission statement, the Department not only recognises the need for partnerships but also commits itself to delivery of rehabilitation through partnerships with various external stakeholders. In the field of personal development, various partnership agreements and formal working relationships have been established with external providers to render voluntary services in respect of Formal Education.

- **UNISA/Department for Internal Development**
The partnership with Unisa and DFID dates back many years. The partnership aims at extending ABET education opportunities to both the staff of

the DCS and the offender population. Both offenders and staff are extended the enviable opportunity of enrolling as ABET practitioners to offer ABET training to other offenders. During the year under review, a total number of 347 bursaries were allocated to 329 offenders and 18 DCS officials.

- **Re-educate Trust**

The primary aim of this partner is to improve literacy amongst disadvantaged people. The Trust prides itself on many years of experience in both child and adult education. With the courtesy of the Vodacom Foundation, the Trust has enrolled a total of 77 offenders, 22 of whom learned to be re-educate instructors, 48 were provided with refresher courses and 7 admitted as re-educators.

- **President's Award**

The President's Award Programme is presented to young offenders by correctional officials at 57 Correctional Centres with the aim of promoting the social, psychological and physical well-being of the learners, especially young offenders. During the 2003 academic year, the following number of offenders and officials were involved:

- Offenders: 7 215 AIDS Challenge
- Young Offender Programme: 2 683
- DCS Officials: 315

- **National Skills Fund: Department of Labour**

The Department of Labour (National Skills Fund) allocated an amount of R13,1 million for the training of offenders in basic occupational skills. A total number of 16 833 offenders were trained during the 2003 academic year.

National Prisoner Choir Competition

The 4th National Prisoner Choir Competition was held at the Good Hope Centre in Cape Town on 8 May 2003. Approximately 1 000 offenders from various correctional centres countrywide participated in this national event. The competition created a platform for offenders to express themselves and showcase their musical talents. The choir competition is an important rehabilitative vehicle as it provides an outlet for self-expression and a platform to showcase artistic and musical talent.

Programmes presented

The following tables indicate the nature and extent of the programmes presented during the 2002 and

2003 academic years.

Table 21: Number of offenders involved in Adult Basic Education and Training (ABET) programmes

| Period | 2002 Academic year | 2003 Academic year |
|--------|--------------------|--------------------|
| Total | 11 265 | 8 599 |

Table 22: Number of offenders involved in Mainstream Education

| Period | 2002 Academic year | 2003 Academic year |
|--------|--------------------|--------------------|
| Total | 6 460 | 4 841 |

Table 23: Number of offenders involved in correspondence studies

| Period | 2002 Academic year | 2003 Academic year |
|--------|--------------------|--------------------|
| Total | 2 379 | 4 686 |

Table 24: Number of offenders involved in vocational training programmes

| Period | 2002 Academic year | 2003 Academic year |
|--------|--------------------|--------------------|
| Total | 2 286 | 3 018 |

Table 25: Offenders involved in occupational skills training programmes

| Period | 2002 Academic year | 2003 Academic year |
|--------|--------------------|--------------------|
| Total | 13 795 | 16 833 |

Table 26: Total number of offenders involved in education and training programmes

| Year | 2002 | 2003 |
|---------------------|--------|--------|
| Number of offenders | 37 427 | 37 977 |

Vocational training implies theoretical and practical training in respect of which a prisoner is eligible to be assessed and issued with a qualification by the relevant Sector Education and Training Authority (SETA) or Institute for the National Development Learnership, Employment Skills and Labour Assessment (INDLELA). These include but are not limited to the building, metal and electrical trades.

Production Workshops and Agricultural activities promote the development and rehabilitation of offenders and complement the support programmes that assist them to improve their personal and social functioning by providing them with training and

employment opportunities.

The offenders' employment skills are developed by involving them in a variety of production activities, including farming, that also promotes self-sufficiency at correctional centres. Other production activities offered to offenders include work and skills training in industrial workshops as well as maintenance work on and improvements to correctional centres and farms.

In order to promote productivity, measurable objectives regarding the production of various agricultural and production workshop products were set.

Despite adverse climatic conditions, (drought, especially in the Western Cape and Free State provinces), a decline in prison labour and a shortage of agricultural technical staff, the agricultural section attained all the set measurable objectives except in respect of fruit, pork and eggs. The shortfall in funds budgeted to procure raw materials impacted adversely on the production workshops, especially the wood and steel sections.

The production in respect of the various agricultural and production workshop products against the measurable objectives were as follows:

Table 27: Production in respect of agricultural and production workshops

| Measure / indicators | Product | % Attained |
|--------------------------------------|---------------|------------|
| Agricultural production | Vegetables | 102,7% |
| | Fruit | 95,2% |
| | Red meat | 99,8% |
| | Milk | 103,3% |
| | Pork | 95,9% |
| | Chicken | 112,4% |
| | Eggs | 87,8% |
| Number of workshop products produced | Timber units | 83,2% |
| | Textile units | 91,7% |
| | Steel units | 68,9% |

During the period under review, employment opportunities were provided to 36 898 offenders, whilst 16 833 offenders were involved in training programmes. In production workshops vocational skills training was provided to 3 018 offenders.

(c) Religious or Spiritual Care

Religious or Spiritual Care is a voluntary programme aimed at contributing to the change in the offenders' behaviour, based on the acceptable lifestyle, values and norms of their faith community in order to accomplish societal sanctioned ubuntu, reconciliation, healing and successful reintegration.

The spiritual care of the offender covers the broad spectrum of his/her spiritual needs on a personal and communal level. The following spiritual care programmes are available: large group gatherings, small group sessions and personal interviews.

The communal experience of faith received attention especially in the context of the greater group, and the following constitute the primary objectives of the

provision of spiritual services:

- Fellowship in the greater group
- Expansion of knowledge of the faith
- The communal practice of Spiritual customs and rituals.

Personal spiritual needs received special attention in individual conversations and small group meetings with the chaplain and/or spiritual workers and the following were the intended objectives:

- The offender's experience of his/her punishment, his/her adaptation to life in the correctional facility and the process of leading him/her to a life free from criminality.
- Support in times of crisis and with regard to problems pertaining to his/her faith.
- Recovery and maintenance of his/ her relationship with him/herself, his/her marriage partner, family, extended family and friends, the creator and nature.

- The establishment of a system of values and norms.
- Preparation for reintegration into the community of faith.

The following structured programmes were offered in all correctional facilities:

Alpha

A practical inter-denominational introduction to the Christian faith, designed primarily for non-churchgoers and new Christians.

New Life Behaviour Ministries

A comprehensive inter-denominational programme to assist offenders to improve their own behaviour as well as the behaviour of their family members.

Evangelism Expansion 111 (Ee3)

An inter-denominational programme aimed at equipping Christian offenders to share their faith effectively with other offenders.

Scripture Union Life-skills Education

A programme to help young offenders with fundamental issues such as developing a work ethic, resolving conflict without resorting to violence, controlling anger and resisting the pressure to be part of gangs.

Kairos-Project

An Inter-denominational spiritual care programme aimed at reaching leaders (including gang leaders) within correctional facilities with the gospel and using them to witness to other offenders within the facilities.

Other programmes aimed at establishing the desire to change criminal behaviour and devotion to spiritual practices include the following:

Spiritual Festivals

Provision was made for offenders to observe the main Spiritual festivals and Holy Days such as Ramadan, Eid, Passover, Deepavali, Good Friday and Christmas.

Community involvement

The Department continues with community involve-

ment by encouraging spiritual workers from different faiths; NGO's and CBO's to render spiritual care services to offenders.

Academic institutions which were involved and assisted in the field of research, also presented Bible correspondence courses for offenders and delivered keynote addresses during workshops.

The Bible Society of South Africa donated Bibles to the amount of R250 000 for distribution to offenders.

The Gideon movement was also actively involved in the distribution of Bibles to offenders. Spiritual literature, including the Qur'an was provided to offenders through the spiritual workers.

The local spiritual community took responsibility for the spiritual care of the probationers and parolees who are serving their sentences in the community. The local faith leaders were informed of the said offenders and requested to assist them with their reintegration into the community. This involvement was also aimed at preventing recidivism and ensuring the provision of after-care services.

Restorative Justice Week

The Department holds a Restorative Justice Week every year in November where the focus is on reparation and restoration. To create awareness amongst personnel, offenders, victims, families and the community, DCS personnel and the community commemorated the 2003 Restorative Justice Week in all six regions. Offenders were encouraged and motivated to reach out to their victims to express their remorse and seek their forgiveness. Chaplains, social workers and other personnel worked together to organize restorative justice events and workshops with offenders and the community at various correctional centres.

Service delivery was noticeably increased in respect of the number of spiritual services, group sessions and personal interviews. Service level standards were set for each service rendered. Mechanisms are in place to measure/monitor performance by means of monthly reports from all chaplains and spiritual workers.

PERFORMANCE

Table 28: National totals on spiritual care activities from 1 April 2003 to 31 March 2004

| Norm Standard | Target | Achieved |
|---|--------|----------|
| Number of spiritual services | 36 335 | 45 245 |
| Number of group sessions for followers according to the spiritual practices of the religion | 28 879 | 39 371 |
| Number of individual interviews in respect of spiritual care | 51 520 | 71 841 |

(d) Social Work Services

The number of targeted sessions was 34 866 and the Department managed to hold 103 380 sessions.

The increase in performance was due to the employment of new social workers in the majority of correctional centres that did not have social workers before.

Table 29: Sessions involving offenders

| Programmes | Number of sessions involving offenders |
|--------------------------|--|
| Alcohol dependence | 2 124 |
| Trauma | 1 659 |
| Sexual problems | 1 687 |
| Aggression | 2 477 |
| Drug dependence | 1 659 |
| Life-skills | 8 354 |
| Marriage and family care | 21 766 |
| HIV/AIDS | 2 614 |
| Orientation | 7 017 |
| Placement preparation | 6 203 |
| Supportive services | 31 663 |
| Other | 16 157 |
| Total | 103 380 |

2.6.4 PROGRAMME 4: COMMUNITY CORRECTIONS

A. Purpose:

To administer the supervision of probationers and parolees.

B. Measurable objective

To supervise persons subjected to community corrections, in order to safeguard the community by ensuring that these persons adhere to their probation and parole supervision conditions.

C. Service delivery objectives and indicators

During the year under review, spending on Community Corrections increased by 6,4% . Management of offenders through Community Corrections reduces the per capita costs of offend-

ers for the Department, and if properly managed, it facilitates re-integration. Problems do arise when offenders abscond. However, the extent of absconding has been greatly reduced in recent years. The trend shows that 7 036 and 5 413 offenders absconded in 2000/01 and 2001/02 respectively, compared to a total of 1 507 for the 2003/04 year. .

Tracing of absconders is one of the crucial management responsibilities of the Community Corrections division. Once traced, absconders are either referred back to courts to receive alternative sentences, or sent back to correctional centres to serve the remainder of their sentences. The personnel capacity in this regard remained a serious problem during the 2003/04 financial year.

Table 30 provides community corrections population

PART 2: PROGRAMME

PART 2: PROGRAMME PERF

figures and a breakdown of absconders by gender. It also shows the total number of persons observing

court and parole conditions as opposed to those that abscond.

Table 30: Daily average community corrections population for the period 1 April 2003 to 31 March 2004

| Category | Under Supervision | | Absconders | | Total |
|--------------|-------------------|--------|------------|--------|--------|
| | Male | Female | Male | Female | |
| Probationers | 22 757 | 2 584 | 450 | 30 | 25 821 |
| Parolees | 47 148 | 1 065 | 1 007 | 20 | 49 240 |
| Total | 69 905 | 3 649 | 1 457 | 50 | 75 061 |

Table 31 indicates the average case load per supervising officer. It further demonstrates the remarkable

work done by these officials in tracking and tracing absconders.

Table 31: Average case load per supervising officer

| Subprogramme | Output | Measure/Indicator | Target | Actual |
|-------------------------------------|--|---|--|--|
| Correctional and Parole Supervision | Supervision of probationers and parolees | Number of probationers and parolees per supervisory officer | 35 probationers and parolees per officer | 43 probationers and parolees per officer |
| | | Percentage of total absconders traced | 54% | 58% |

2.6.5 PROGRAMME 5 : FACILITY MANAGEMENT AND CAPITAL WORKS

A. Purpose

To provide for the construction, maintenance and upgrading of new and existing correctional centres as well as for expenses in respect of the two public-private partnership correctional centres.

B. Measurable objective

To establish and maintain correctional centre facilities which are compatible with the accommodation needs of offenders and meet the requirements for effective supervision.

C. Service delivery objectives and indicators

Expenditure on this programme decreased by 8,7 % relative to the 2002/03 financial year.

Delays were experienced during the planning stages of capital projects that led to a decline in capital expenditure. The result was an underspending of **R136 227 000** on infrastructure mainly due to the unforeseen requirement by the Treasury to follow the process as outlined in the PPP Regulations. A request has been made that this amount be rolled over to the next financial year.

(a) Service delivery achievements:

Table 32: Service delivery indicators

| Sub-programme | Output | Measure/Indicator | Target | Actual |
|------------------------|------------------------|--|------------------------------------|---|
| Capital Works Projects | Offender accommodation | Number of additional offender places | 12 000 by the end of 2005/06 | Delayed (see comment on page 36) |
| | | Number of Correctional Centres being renovated | 33 Correctional Centres in 2003/04 | 33 Correctional Centres have been renovated |

During the last quarter of the year the correctional centres at Klerksdorp, Glencoe, Umzimkulu, Cofimvaba and Benoni were under renovation and work is expected to be completed during 2004/05. There may be a slight delay in respect of the Klerksdorp Correctional Centre due to the unavailability of space in other facilities for the relocation of inmates in order to enable the contractor do the work. The current modus operandi is to give the contractor a section at a time and to move inmates into the completed section to make the next section available.

No plans have been made to close facilities down, however provision has been made for the temporary closure of facilities for purposes of repair or upgrading.

The huge maintenance backlog can be ascribed to the vast number of correctional centres and the overcrowding and malicious damage caused by inmates that puts great strain on the infrastructure as well as on the available resources. Cuts in the budget allocation due to other higher priorities places further strain on the maintenance programme.

(b) Capital investment, maintenance and asset management plan

Capital Investment

The following information reflects the Department's performance in respect of its Capital Investment, Maintenance and Asset Management Plan.

Table 33: Building projects that were in progress on 31 March 2003 and the expected dates of completion

| Prison | Project description | Expected dates of completion |
|------------|---|------------------------------|
| Klerksdorp | Upgrading and additions | 2004/05 |
| Glencoe | Repair and renovations to correctional facilities | 2004/05 |
| Umzimkulu | Repair and renovations to correctional facilities | 2004/05 |
| Cofinvaba | Repair and renovations to correctional facilities | 2004/05 |
| Benoni | Additional housing for personnel | 2004/05 |
| Klerksdorp | New generation correctional facility | 2005/06 |

The maintenance backlog at 31 March 2003 amounted to R 2 823 million and the Department plans to attend to the backlog over the MTEF period as indicated in the table below.

Table 34: The Department's plans to deal with the maintenance backlog over the MTEF period

| Financial year | Amount |
|----------------|---------------|
| 2004/05 | 750 million |
| 2005/06 | 1 107 million |
| 2006/07 | 966 million |
| Total | 2 823 million |

The developments mentioned above will have no negative impact on the Department's current expenditure as the bulk of the budget will be used for the construction of new facilities and existing repair and maintenance projects (RAMP).

Asset Management

The following measures were taken to ensure that the Department's asset register remained up-to-date during the period under review:

Since 1 December 2003, a process was com-

menced to capture all the fixed moveable assets (machinery and equipment) of the DCS on the Web Asset Tool. These assets were previously administered on the PAS 2.6 at an average unit price. Capturing of assets on the Web Asset Tool is done at an actual invoice price and until the 31st March 2004, this Department had managed to capture 21.5% of all fixed moveable assets in accordance with the Asset Management Guideline. This is a continuous and ongoing process for as long as assets are procured by, donated to and transferred to this Department.

The current state of the Department's capital stock is good. According to the Provisioning Administration Service Manual of this Department regarding the disposal of stock, it is prohibited to keep items in stock that are in a bad condition.

The major maintenance projects undertaken during the financial year were the Repair and Maintenance Projects (RAMP). Follow-up contracts were entered into in respect of 33 correctional centres in order to address issues that could not be addressed in the initial contracts. The initial contracts did not allow for upgrading which is now included in follow-up contracts. In respect of 146 correctional centres, only legislative requirements pertaining to mechanical, electrical and sewerage systems will be attended to.

The Department spent R258 million on these projects during the 2003/04 financial year.

The total asset holding of the Department did not change significantly due to minor alterations and additions that took place during the year under review. The only significant changes were the additions at the Klerksdorp and Wolmaranstad facilities.

Table 35: Projects that will be carried over to the next financial year

| Project | Budget R |
|------------|-----------|
| Glencoe | 705 037 |
| Heidelberg | 1 511 125 |
| Kranskop | 976 321 |
| Benoni | 2 917 907 |
| Greytown | 3 497 161 |

The tendering processes for capital works are done by the Department of Public Works through the State Tender Board. Expenditures involved are consultants' fees, construction fees and the cost to purchase land.

No funds will be rolled over from the existing budget to the next financial year. The Department has made provision in future budgets to maintain the infrastructure created by the capital investment.

PERFORMANCE PERFORMANCE

Part 3: Report of the Audit Committee

3.1 Report of the Audit Committee



3.1 Report of the Audit Committee

3.1.1 Members of the Audit Committee and Attendance

The Audit Committee consists of the members listed hereunder and meets at least four times per annum as per its approved terms of reference. During the year 4 (four) meetings were held.

| Member's name | Number of meetings attended |
|--|-----------------------------|
| M.E. Magondo (Chairperson) resigned in 02/2004 | 4 |
| D.P. van der Nest | 4 |
| S.L. Machaba | 3 |
| S. Moodley | 3 |
| N.W. Tshivhase | 4 |

Mr M R Sloane has been appointed as chairperson of the audit committee after year end.

3.1.2 Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section (1) (a) of the PFMA and Treasury Regulations 3.1.13, and has followed and complied with its adopted charter and has discharged all its responsibilities as contained therein.

3.1.3 The Effectiveness of Internal Control

During the year under review internal and external auditors reported some instances of non-compliance, the majority of which were recurring items, which indicated that there was a lack of enforce-

ment of approved internal controls. Whilst it was recognised that some matters re-reported are of a nature requiring protracted consultations with related parties, the audit committee nonetheless communicated to management the disturbing factor that in almost all reported instances of non-compliance, the weakness confirmed a lack of supervisory commitment on the part of management.

3.1.4 The Quality of in-year Management and Monthly/Quarterly Reports Submitted in Terms of the Act and the Division of Revenue Act

The Committee is satisfied with the content and quality of monthly and quarterly reports prepared and issued by the Accounting Officer and the Department during the year under review.

3.1.5 The Audit Committee has:

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

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

Part 4: Financial Statements

- 4.1 Report by the Accounting Officer to the Executive Authority and Parliament of the Republic of South Africa
- 4.2 Report of the Auditor-General to Parliament on the financial statements of vote 21 - Correctional Services for the year ended 31 March 2004

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

4.1.1 General review of the state of financial affairs

Important policy decision and strategic issue facing the Department:

Long-term strategic policy

The draft White Paper on Corrections embodies the Department of Correctional Services' (DCS) long-term strategic policy and operational framework that recognises corrections as a societal responsibility and puts rehabilitation at the centre of all the department's activities. The department is required to deliver focused quality services to all persons under its care, create a working environment for officials that is conducive to their role as rehabilitators and substantially improve its management of relations with accredited external stakeholders and oversight authorities. The Department recognises the enormous challenge it faces to change the profile of the correctional official from that of a prison warder, perceived to be prone to corrupt influences, to that of a role model and rehabilitator. Developing the final White Paper and delivering services according to its principles will be a key priority over the next three years.

The Department has gone through an extensive restructuring exercise in the last two years, in order to realign itself with the (draft) White Paper. Although the new programme structure more accurately reflects the department's position, the transformation is not complete and the composition of subprogrammes is subject to change.

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

Gearing the Department of Correctional Services (DCS) for Rehabilitation

Strategies have been adopted to balance the need for security with the need for conditions that are conducive to rehabilitation. The "Gearing the DCS for Rehabilitation" project was introduced in 2002/03, which involved a substantial review of rehabilitation, organization and identified key service

delivery areas such as corrections, development, security, care, facilities and after-care. This comprehensive approach as continued during the 2003/04 financial year entails all aspects of the Department's core business, and requires developing new policy regarding the types of correctional programmes offered and the recruitment and training of Correctional Services personnel.

To accommodate the required changes, the department has adopted a unit management approach in Correctional Centres. Correctional Centres are divided into smaller, more manageable units, which encourage the management of the offender, as opposed to the management of the prison.

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

Societal responsibility

The Department is positioning itself at a tertiary level of intervention (the primary level being the family, and the secondary level the community) aiming at encouraging families and communities to recognise their strategic roles in nation-building in general and in corrections in particular. One of the main challenges is restoring cohesion at family and community levels. The Department continues to promote and strengthen partnerships with communities through imbizos. These allow communities to raise their concerns and take note of departmental activities.

Remission and Parole Boards

The Correctional Services Amendment Act (Act 32 of 2001), which makes provision for the establishment of community-based Correctional Supervision and Parole Boards, was promulgated on 7 December 2002. The boards will make decisions about the conditional and unconditional release of offenders. These boards will also make provision for stakeholders' participation as community representatives will be involved in board sessions, victims or their next-of-kin will be able to make representations and other criminal justice system departments will be represented on the boards.

Good governance

To promote good governance, the President appointed the Jali Commission and a team of experts from the Department of Justice and Constitutional Development's Special Investigating Unit to investigate corruption, maladministration, violence and intimidation in prisons. In addition to the ongoing work of the commission and the team, during 2003/04 the department established its own Investigation Unit and Code Enforcement directorates. The work of these investigation-focused initiatives is complemented by management's responsibilities in respect of the prevention of corruption.

Spending trends

Parliament has voted an amount of **R7,677,021 million** on the budget Vote of the Department for the 2003/04 financial year. This allocation was reduced by **R156,598 million** during the 2003/04 financial year through the Adjusted Estimate of National Expenditure, as a nett result of an amount of **R200,105 million** that was surrendered back to the National Treasury, due to delays experienced during the planning stages of Capital projects and an additional allocation of **R43,507 million** consisting of **R15,734 million** for personnel related inflation adjustment, **R26,8 million** for inmate related expenditure, **R833 thousand** for inmate gratuities and **R140 thousand** for donations received. This brought the total budget allocation for this Department to **R7,520,423 million** compared to **R7,026,833 million** in the 2002/03 financial year.

The Department's final state of expenditure for the 2003/04 financial year was **R7,387,110 million**, an increase of 4,5 percent as compared to the expenditure of **R7,068,475 million** for the 2002/03 financial year.

The National Treasury has been requested to roll over a saving to the amount of **R133,313 million** for the 2003/04 financial year (There was no roll-over application for the 2002/03 financial year due to overspending of **R41,642 million**).

Personnel expenditure increased by an average of 6 percent, from **R4,728 million** in 2002/03 to **R5,031 million** in the 2003/04 financial year, which was due to the annual salary adjustment of 8,5 percent and pay progression/notch increase of 1 percent on basic salaries during the 2003/04 financial year.

Over the medium-term this category of expenditure will continue to dominate (65%) the total vote due to the personnel-intensive nature of the Department.

With regard to rehabilitation, the expenditure in respect of offenders has increased from **R352,218 million** in the 2002/03 financial year to **R387,281 million** in the 2003/04 financial year. Expenditure on key departmental priorities like rehabilitation and physical care of offenders is being hampered by the capacity to recruit suitable personnel like psychologists, social workers and nurses.

The main reasons for over and under spending on programmes and standard items are due to:

- The impact of price increases.
- The higher cost associated with data processing and repair and maintenance of Information Technology infrastructures.
- No agreement reached with labour with regard to the down-management of overtime payment.
- Backdated billing of GG Transport in the Western Cape from the Provincial Department of Transport as far back as the 1998/99 financial year.
- Delayed tenders and contracts with regard to equipment (Inmate Tracking and Information Technology, etc).
- Re-prioritisation and down-management of expenditure.
- Under spending of capital due to delays experienced during the planning stages of Capital projects.

4.1.2 Services rendered by the Department

List of services

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

- Providing safe and healthy conditions consistent with human dignity for all persons incarcerated, and thereby providing security for both personnel and the public.
- Providing needs-based correctional sentence plans for all persons who have been sentenced to

community correctional supervision or incarceration in a Correctional Centre and paroled offenders, based on the assessed security risk and criminal profile of individuals, focusing on the individual's specific offence, and targeting all elements associated with the offending behaviour/s.

- Maintaining the well-being of incarcerated persons by providing for physical fitness, nutrition, and social links with family and society, spiritual and moral well-being, psychological well-being and health care, based on their needs.
- Providing opportunities for social development including vocational and technical training, recreation, sports and education opportunities as well as the development of a social conscience, to promote the development of personal and social competencies that will enable incarcerated offenders to reintegrate into communities as productive citizens.
- Providing services to persons completing their sentences, to facilitate their effective reintegration into their communities and to promote general social acceptance of offenders.
- Providing, maintaining and upgrading the physical infrastructure required by both offenders and staff; aiming at ensuring that facilities are available to meet the Department's rehabilitation responsibilities and objectives.
- Providing the administrative, management, financial, ICT (information communication technology), service evaluation, investigative and support functions required for all service delivery by the department and in support of the function of the Ministry.

Tariff policy

All the tariffs are calculated according to the applicable inflation rate for the period under review and in each case various role players are consulted in this regard to give their inputs. This information is then consolidated and if there are any changes to the tariff structure it is submitted to the National Treasury for approval, whereafter the tariffs are implemented. As there were no changes to the tariff structure for the 2003/04 financial year, the current tariffs were revised, the information consolidated and submitted to the Accounting Officer (National Commissioner) for approval.

Free Services

The total expenditure incurred for free services

amounts to **R27,648 million**. This consist of salary compensation of **R27,483 million** to 338 officials working directly with Clubs and Messes and also **R165 thousand** for 1 (one) official in the Head Office Bio Kinetics Centre.

Inventories

Stocktaking took place at all stores within the Department and costing was done according to the weighted average method. The following categories and values reflect the inventories on hand as at 31 March 2004:

| | |
|------------------------------------|----------------|
| CURRENT | |
| Categories: | R'000 |
| Stationery | 27,471 |
| Medical supplies and related items | 7,050 |
| Maintenance material | 13,912 |
| Uniform/clothing | 183,108 |
| Bedding/linen | 9,573 |
| Cleaning material | 11,693 |
| Provisions | 65,424 |
| Raw material | 95,856 |
| Livestock | 28,004 |
| | <hr/> |
| TOTAL | 442,091 |
| | <hr/> |
| CAPITAL | |
| Categories: | |
| Furniture/equipment | 24,773 |
| Firearms/ammunition | 5,936 |
| | <hr/> |
| TOTAL | 30,709 |
| | <hr/> |
| GRAND TOTAL | 472,800 |
| | <hr/> |

4.1.3 Capacity constraints

Overcrowding (Insufficient prisoner accommodation)

The problem of offender overcrowding remains the most important influence on the Department's costs and performance, especially in relation to rehabilitation. At the end of March 2004, overcrowding was at 63,5 per cent – that is a total offender population (sentenced and unsentenced) of approximately 187 640 was being accommodated in a system designed for 114 787 offenders. The daily average

PART 4: FINANCIAL STATEMENT

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

offender population is projected to increase to 188 100 inmates in 2004/05, to 195 300 in 2005/06 and 202 400 in 2006/07.

A notable factor is the awaiting-trial and awaiting-sentence detainee population. Despite decreases in this population in the last three years, at the end of March 2004 there were 53 876 awaiting-trial and awaiting-sentence detainees in DCS Correctional Centres – approximately 28,7 per cent of the total offender population.

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

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

- The building and staffing of new Correctional Centres, designed cost-effectively.
- The finalisation of procurement models for Correctional Centres.
- The DCS is co-operating with other departments in the Integrated Justice System (IJS), notably the Department of Justice and Constitutional Development, on a range of projects to reduce the number of awaiting-trial detainees.
- The DCS is also promoting awareness in the IJS of alternative sentencing options and diversion programmes (from the Criminal Justice System).
- A Justice, Crime Prevention and Security Cluster task team on overcrowding, established at the end of 2002, monitors the Criminal Justice System to identify and eliminate the blockages that result in increased inmate numbers.
- In September 2003, in order to alleviate overcrowding, Cabinet approved the advancement by nine months of the parole date of certain categories of sentenced offenders. This immediately reduced the offender population by approximately 7 000 inmates.

Human Resource Capacity

The transformation of the Department from an institution for the management of incarceration to an institution that is focused on the rehabilitation and development of offenders, made the human resource capacity inadequate, both in terms of training capacity, personnel numbers and funded posts. The total number of posts filled on 31 March 2004

was 35 669 out of an approved establishment of 48 674.

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

- A recruitment and retention strategy.
- Revision and improvement of the recruitment policy and procedure.
- Inception of a seven-day, four-shift-day establishment.
- Establishment of salary parity with the SAPS
- Reviewal of salary and other benefits for entry level and professional staff.
- Development of a Promotion policy.
- Skills development strategy.
- Framework to enhance employee well-being.
- Negotiations with the National Treasury for additional personnel funds.

4.1.4 Utilisation of donor funds

A donation of **R107,625 thousand** was received from the Rollins School of Public Health of the Emory University to do research on a post-apartheid study of prison health issues in South Africa. The purpose of this donation was to make funds available to this Department in order to appoint a consultant on a contract basis to assist with the administration of survey questionnaires. This donation was paid into the relevant revenue fund and was requested during the Adjusted Estimate process during the 2003/04 financial year.

The Foundation for Human Rights made **R161,494 thousand** available to the Department to ensure that inmates are afforded the basic right to lodge complaints with correctional authorities in compliance with the Correctional Services Act and the United Nations Standard Minimum Rules for the Treatment of Offenders and to monitor this process. This donation was made available to this Department during the Adjustment Estimate process for the 2002/03 financial year.

4.1.5. Other organizations to which transfer payments have been made

In accordance with the Skills Development Act (No. 97 of 1998), an amount of **R2,514 million** was trans-

ferred to POSLECSETA during the year under review.

4.1.6. Public/Private Partnerships (PPP)

PPP's the Department has entered into

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

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

Reasons for their existence

APOPS is aimed at providing offender accommodation by means of joint venture prisons. The above-mentioned two contracts jointly provide additional accommodation for 5 952 offenders.

Accountability arrangements

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

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

Effectiveness of the partnership

The APOPS initiative is to provide offender accommodation and services more economically, effectively and efficiently. It alleviates overcrowding in Correctional Centres and improves conditions for rehabilitation. APOPS set out to improve efficiency in service delivery, to transfer risk to the private sector and to utilise persons with appropriate skills from the private sector for the benefit of the Department.

Financial arrangements

A daily contract fee per available inmate place was paid over to the private companies to operate the two Correctional Centres on a monthly basis. Total costs incurred by the Department in respect of the private companies for the 2003/04 financial year amounted to **R491,311 million**.

4.1.7. Corporate governance arrangements

Within the Department, the Directorates Internal Audit and the Inspectorate serve to ensure sound corporate governance.

The Department's Risk Assessment and Fraud Prevention Plan, which was developed through a consultative process, is being implemented. Embedded in each senior manager's performance contract is compliance with existing policies and internal controls. The Internal Audit Directorate developed the risk management evaluation strategy, the implementation of which in the 2003/04 financial year, increased the directorate's efficiency. The Internal Audit approach is risk based and therefore addresses issues that have the potential to destabilize the Department.

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

The Department has an Audit Committee that is one of the governance systems to provide oversight of risk and to control processes administered by the Department.

The Directorates' Investigation Unit, Inspectorate and Code Enforcement Unit also serve as governance structures in that they promote credible and transparent administration, efficient and effective utilization of resources as well as prevent fraud and disclose non-compliance with directives by means of hands-on regularity inspections

Provincial Inspectors are responsible for conducting detailed inspections in Management Areas, while the National Head Office component does the follow-up inspections after finalisation of the detailed inspections.

The Department is engaged in a project with the Special Investigative Unit and the Jali Commission. The Department of Public Service and Administration and the United Nations Office of Drugs and Crime have conducted an audit on the nature and scope of corruption within the Department of Correctional Services. These audits have largely contributed to exposing corrupt activities and penalising guilty parties. The Commissioner has approved a National Anti-Corruption Strategy for the Department.

The Department has an internal unit to investigate cases of fraud and other dishonest practices. As a result of restructuring, this Anti-Corruption Unit has now been incorporated with the Departmental Investigation Unit and also focuses on preventative measures and advises management in this regard. In cases where transgressions constitute a criminal offence, cases are handed over to the South African Police Services (SAPS) for criminal investigation.

4.1.8. New / proposed activities

The Department of Correctional Services has moved from the re-conceptualising of rehabilitation to identifying key service delivery areas to offenders, departmental responsibilities to correctional officials as well as key external relationships necessary for delivery in respect of the Department's mandate.

The budget of the DCS for the 2003/04 financial year was therefore formulated to execute the following key departmental objectives:-

The correction of offenders' behaviour by means of assessing offenders and the development of a correctional service plan for each offender.

The provision of development services to offenders by focussing on their social development and conscience and the provision of vocational and technical training and opportunities for education.

The provision of security services that focus on safe and healthy conditions of detention for all persons under its care and the protection of staff, inmates and the public.

The provision of care services aimed at the maintenance of the well-being of persons under the care of the Department, by means of providing nutrition and health care services and the provision of social, spir-

itual and psychological support programmes to offenders.

The provision of after-care services focussed on the preparation of offenders for their release in order to facilitate their effective reintegration into the community.

The provision of the minimum infrastructure required by the Department to fulfil its rehabilitation objectives.

4.1.9. Progress in respect of the improvement of financial management.

Implementation of the PFMA and relevant financial legislation

The Public Finance Management Act (Act No. 1 of 1999 as amended) has been implemented within the Department. However, the implementation of this Act is an ongoing process because of the personnel turnover and amendments that are made to the Act and / or Treasury Regulations by the National Treasury on a continuous basis.

The Department has phased in requirements as prescribed by the National Treasury for the development of the full accrual basis of accounting and has further amended its procedural framework in accordance with the implementation of the new Basic Accounting System (BAS).

Initiatives for the improvement of Financial Management

During the year under review, the Department's financial administrative support team formed a special forum called the Regional Accountants' Work Session that held several meetings throughout the year with specific focus on the following issues:

- Expenditure Control,
- Budget related matters,
- Cash flow management support, and
- General financial management support controls and good practices.

Barriers / Problem Areas

The following barriers hindered some of the financial improvement initiatives:

- Decentralization of certain financial management

functions and levels of authority that sometimes caused delays in the flow of work.

- A high personnel turnover that necessitated training and re-training of staff, and also resulted in vacancies in financial management and support posts.

4.1.10. Performance information

Refer to Part 2 of the Department's Annual Report for the 2003/04 financial year.

4.1.11 Approval

The annual financial statements set out on pages 52 to 94 have been approved by the Accounting Officer.

**COMMISSIONER: CORRECTIONAL SERVICES
LM MTI**

DATE: 28 May 2004



AUDITOR - GENERAL

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS OF VOTE 21 – CORRECTIONAL SERVICES FOR THE YEAR ENDED 31 MARCH 2004

TABLE OF CONTENTS

| | Page number |
|--|-------------|
| 4.2.1. AUDIT ASSIGNMENT | 52 |
| 4.2.2. NATURE AND SCOPE | 52 |
| 4.2.3. QUALIFICATION | 52 |
| <i>Medical expenditure</i> | 52 |
| 4.2.4. QUALIFIED AUDIT OPINION | 52 |
| 4.2.5. EMPHASIS OF MATTER | 53 |
| <i>Internal control</i> | 53 |
| <i>Judge White Commission</i> | 53 |
| <i>Information Systems Audit (ISA)</i> | 53 |
| <i>Performance audit</i> | 54 |
| <i>Progress with SCOPA Resolution and previously reported matters</i> | 54 |
| 4.2.6. APPRECIATION | 54 |
| ANNEXURE A: PROGRESS MADE WITH PREVIOUSLY REPORTED MATTERS AND SCOPA RESOLUTIONS | 55 |
| STATEMENT OF ACCOUNTING POLICIES AND RELATED MATTERS | 57 |
| INCOME STATEMENT for the year ended 31 March 2004 | 60 |
| BALANCE SHEET at 31 March 2004 | 60 |
| STATEMENT OF CHANGES IN NET ASSETS for the year ended 31 March 2004 | 62 |

STATEMENTS MENTS

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

| | Page number |
|---|-------------|
| CASH FLOW STATEMENT for the year ended 31 March 2004 | 63 |
| NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004 | 64 |
| DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004 .. | 71 |
| ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004 | 76 |
| APPROPRIATION STATEMENT | 80 |
| NOTES TO THE APPROPRIATION STATEMENT | 94 |



AUDITOR - GENERAL

4.2 REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS OF VOTE 21 – CORRECTIONAL SERVICES FOR THE YEAR ENDED 31 MARCH 2004

4.2.1. AUDIT ASSIGNMENT

The financial statements as set out on pages 52 to 94, for the year ended 31 March 2004, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 3 and 5 of the Auditor-General Act, 1995 (Act No. 12 of 1995). These financial statements, the maintenance of effective control measures and compliance with relevant laws and regulations are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

4.2.2. NATURE AND SCOPE

Except as discussed in subparagraph 3.1, the audit was conducted in accordance with the Statements of South African Auditing Standards. Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit includes:

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

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

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

4.2.3 QUALIFICATION

Medical expenditure

With reference to paragraph 3.1 on page 101 of the previous report [RP170/2003], my office could again not perform audit procedures to verify the validity, accuracy and completeness of the total amount of R630 million (2002-03 : R681 million) paid to Medcor, mainly due to the following:

- Invoices were paid on face value against insufficient supporting documentation.
- The department still had no system in place to validate the accuracy of monthly payments to Medcor.
- An agreement between the department and Medcor indicating the financial responsibilities and commitments of each party still did not exist.

In the absence of supporting documentation at the department it was not possible to perform alternative audit procedures.

The forensic investigation under the control of the National Prosecuting Authority with regard to the submission of excessive claims by members and service providers was still in progress. Progress to date are as follows:

- Seven medical practitioners have been arrested.
- Nine medical practitioners were placed under investigation.
- Nine members of the department were also placed under investigation.

4.2.4. QUALIFIED AUDIT OPINION

In my opinion, except for the effect on the financial statements of the matter referred to in subparagraph 3.1, the financial statements fairly present, in all mate-

rial respects, the financial position of correctional services at 31 March 2004 and the results of its operations and cash flows for the year then ended, in accordance with prescribed accounting practice and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) [PFMA].

4.2.5. EMPHASIS OF MATTER

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

Internal control

With reference to paragraph 5.2.2 on page 104 of my previous report [RP170/2003], internal control shortcomings were again revealed. This is a matter that had been reported on for the past 3 years. Although the accounting officer had a documented system of internal control in place, the following deficiencies were revealed:

(a) A lack of independent reviews by management to enforce policies, and inadequate/untimely training, resulted in the following:

- Differences when comparing leave taken according to the attendance register, leave register, leave form and Persal.
- Leave credits on Persal did not always correspond with leave records.
- Leave taken was not always supported by approved leave forms.
- Control accounts (receivables) not followed up on a regular basis.
- Inaccurate/incomplete asset registers.
- Various assets on the asset register not physically verified.
- Various differences were detected between the Provisional Administration System and the actual stock.
- Insufficient control over the access to computer equipment and data backups.

(b) Cases of non-compliance with laws and regulations, e.g.:

- Non-compliance with the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) relating to overtime.
- Insufficient control over the safeguarding and authorised use of vehicles.
- Incomplete bar-coding of assets.

(c) Some inadequacies in the documented policies and procedures.

With reference to paragraph 4 of the Resolutions of the Standing Committee on Public Accounts for 2003, *One-Hundred-and-Twenty-First Report*, internal audit has improved. The vacancy problem was addressed by contracting in staff to obtain sufficient coverage of their audit plan. For the year under review, I have relied on the work of internal audit. As a result, duplication of audit coverage in the regional audits was avoided. Further reliance in other areas will be considered in future audits.

Judge White Commission

With reference to paragraph 5.2.6 on page 111 of the previous report [RP 170/2003], the follow-up audit of the recovery of salaries overpaid to the approximately 901 officials not involved in court cases, still revealed the following:

- Minimal progress with the recovery of debts.
- Uncertainty in the calculation of the amounts overpaid.
- Deductions not yet implemented.
- Incomplete records of letters of debt confirmation.

Insufficient control over the commission's findings, the long period already elapsed and the undue delay in recoveries could lead to financial losses for the department. As a result the recoverable amounts have not been included in staff debtors.

Information Systems Audit (ISA)

A follow-up high-level information systems audit was completed in June 2004. The most serious weaknesses identified during the audit were as follows:

- Orders for network software licences placed via the State Information Technology Agency (SITA) either overlapped or expired at different dates, as a result of which maintenance costs might be duplicated or the department might not always have support for the products.
- The department did not have a service level agreement (SLA) for the maintenance and support of the network software. Services could thus not be measured against defined expectations.
- Although the SLA for hardware maintenance between the department and the supplier was subject to the stipulations in the contract between SITA

and the supplier, the department was not able to obtain a signed copy of the SITA contract and might therefore not be aware of all the stipulations and services to be rendered in terms of the agreement.

- The department should review licensing arrangements with its software suppliers.

With reference to paragraph 5.2.7 on page 111 of the previous report [RP 170/2003], the project undertaken to implement a database together with a new version of an application development tool in Gauteng was stopped before it could be implemented countrywide. This had a severe impact on departmental activities; i.e. two systems needed to be maintained, resulting in:

- the data of Gauteng and the other regions being incompatible,
- support and maintenance fees amounting to R989 928 were paid for countrywide usage although it was only used in Gauteng, and
- the majority of new servers acquired at a total cost of R12 413 955 had not yet been distributed to the regions as the rollout of these servers was planned to coincide with the countrywide implementation of the application development tool.

Performance audit

A performance audit on the supply of uniforms to

members and clothing to prisoners at the Department of Correctional Services was conducted during the year under review. Appropriate reporting will be done in due course.

Progress with SCOPA Resolution and previously reported matters

Further to the matters specifically reported above, my audit findings on the progress made with previously reported matters and the SCOPA Resolutions, *One-Hundred-and-Twenty-First Report, 2003* is attached as annexure A of this report.

4.2.6. APPRECIATION

The assistance rendered by the staff of the department during the audit is sincerely appreciated.

**SA Fakie
Auditor-General**

**Pretoria
29 July 2004**

ANNEXURE A

PROGRESS MADE WITH PREVIOUSLY REPORTED MATTERS AND SCOPA RESOLUTIONS

| Reference to previous audit report and SCOPA resolutions | Subject | Findings on progress |
|---|---|---|
| Audit report: Paragraph 5.1.1 on page 102 | Unauthorised and irregular expenditure, R42 007 000 | No unauthorised expenditure reported for the 2003-04 financial year. Unauthorised expenditure (overspending of budget) for the previous year not yet approved. |
| Audit report: Paragraph 5.2.1 on page 103 | Financial management (Finance) | Vacancies still exist as a result of the restructuring in the Department. Refer to the Management Report : Human Resource Capacity, paragraph 3 on page 46. |
| Audit report: Paragraph 5.2.1 on page 103 | Financial management (Internal audit) | Internal audit has improved during the year under review. Capacity problems were addressed by contracting in staff. |
| Audit report: Paragraph 5.2.3 on page 106 SCOPA: Paragraph 3 and 5 | Personnel expenditure (Leave, vacancies, qualifications) as well as merit awards. | <ul style="list-style-type: none"> • The internal controls in respect of salaries, allowances and deductions have improved and it remains an ongoing matter for improvement. • The control over leave is still inadequate. • The filling of vacancies is not yet resolved. • With regard to the results of the special task team investigating possible fraudulent qualifications, no feedback was received. This was followed up in a letter dated 30 January 2004 to the Department. <p>Feedback from the department indicated that on 10 May 2004 SCOPA was informed on the following progress:</p> <ul style="list-style-type: none"> • The verification of qualifications was taken over by the section Remuneration Control during October 2003 that is currently working on this issue. • Contract workers have been appointed to assist in the handling of this project. • Copies of all qualifications had to be made for referral to the various educational institutions. • A database is also used to determine the progress on each qualification so that record can be kept of the progress on each qualification. • Foreign qualifications need to be referred to South African Qualifications Authority. • The department is in the process with the sorting out of the various qualifications for referral to the various institutions. <p>Progress in respect to the department's report back to SCOPA on the merit awards could not be confirmed at the date of this report.</p> |

ANNEXURE A

PROGRESS MADE WITH PREVIOUSLY REPORTED MATTERS AND SCOPA RESOLUTIONS

| Reference to previous audit report and SCOPA resolutions | Subject | Findings on progress |
|--|--|--|
| Audit report: Paragraph 5.2.4 on page 110 | Prison pharmacies | The internal controls in respect of prison pharmacies are still considered to be inadequate. This has been taken up in my final management letter to the department. |
| Audit report: Paragraph 5.2.5 on page 111 | Asset Procurement and Operating Partnership System (APOPS) | A work study exercise was conducted with regard to the staff establishment. Sufficient staff will be made available to act as controllers. The department is following up on discrepancies with regard to daily reports. See paragraph 4.1.6 of the Management Report, on page 47. |
| SCOPA: Paragraph 1 | Corruption and overcrowding of prisons | With reference to paragraph 4.1.3 on page 45 of the Management Report the overcrowding of prisons is stated to remain at 64%. |
| SCOPA: Paragraph 2 | Medical services - Administrator | Medcor is now functioning as a medical aid scheme and the administrator had been appointed. |

STATEMENT OF ACCOUNTING POLICIES AND RELATED MATTERS for the year ended 31 March 2004

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material respects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), the Treasury Regulations for Departments and Constitutional Institutions issued in terms of the Act.

1. Basis of preparation

The financial statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosures. The reporting entity is in transition from reporting on a cash basis of accounting to reporting on an accrual basis of accounting. Under the cash basis of accounting transactions and other events are recognised when cash is received or paid. Under the accrual basis of accounting transactions and other events are recognised when incurred and not when cash is received or paid.

2. Revenue

Voted funds are the amounts appropriated to a department in accordance with the final budget known as the Adjusted Estimates of National Expenditure. Unexpended voted funds are annually surrendered to the National Revenue Fund.

Interest and dividends received are recognised upon receipt of the funds, and no accrual is made for interest or dividends receivable from the last receipt date to the end of the reporting period. They are recognised as revenue in the financial statements of the department and then transferred annually to the National Revenue Fund.

3. Donor aid

Donor aid is recognised in the income statement in accordance with the cash basis of accounting.

4. Current expenditure

Current expenditure is recognised in the income statement when the payment is made.

5. Unauthorised, irregular and fruitless and wasteful expenditure

Unauthorised expenditure means:

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

Unauthorised expenditure is treated as a current asset in the balance sheet until such expenditure is recovered from a third party or funded from future voted funds.

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

- the Public Finance Management Act,
- the State Tender Board Act, or any regulations made in terms of this act.

Irregular expenditure is treated as expenditure in the income statement.

Fruitless and wasteful expenditure means expenditure that was made in vain and would have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure must be recovered from a responsible official (a debtor account should be raised), or the vote if responsibility cannot be determined. It is treated as a current asset in the balance sheet until such expenditure is recovered from the responsible official or funded from future voted funds.

6. Debts written off

Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of surplus funds available to the department. No provision is made for irrecoverable amounts.

7. Capital expenditure

Expenditure for physical items on hand on 31 March 2004 to be consumed in the following financial year, is written off in full when they are received and are accounted for as expenditure in the income statement.

8. Receivables

Receivables are not normally recognised under the cash basis of accounting. However, receivables included in the balance sheet arise from cash payments that are recoverable from another party.

Receivables for services delivered are not recognised in the balance sheet as a current asset or as income in the income statement, as the financial statements are prepared on a cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the financial statements.

9. Payables

Payables are not normally recognised under the cash basis of accounting. However, payables included in the balance sheet arise from cash receipts that are due to the National Revenue Fund or another party.

10. Provisions

A provision is a liability of uncertain timing or amount. Provisions are not normally recognised under the cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the financial statements.

11. Lease commitments

Lease commitments for the period remaining from the accounting date until the end of the lease contract are disclosed as part of the disclosure notes to the financial statements. These commitments are not recognised in the balance sheet as a liability or as expenditure in the income statement as the financial statements are prepared on the cash basis of accounting.

12. Accruals

This amount represents goods / services that have been delivered, but no invoice has been received from the supplier at year end, OR an invoice has

been received but remains unpaid at year end. These amounts are not recognised in the balance sheet as a liability or as expenditure in the income statement as the financial statements are prepared on a cash basis of accounting, but are however disclosed as part of the disclosure notes.

13. Employee benefits

Short-term employee benefits

The cost of short-term employee benefits is expensed in the income statement in the reporting period when the payment is made. Short-term employee benefits, that give rise to a present legal or constructive obligation, are deferred until they can be reliably measured and then expensed. Details of these benefits and the potential liabilities are disclosed as a disclosure note to the financial statements and are not recognised in the income statement.

Termination benefits

Termination benefits are recognised and expensed only when the payment is made.

Retirement benefits

The department provides retirement benefits for its employees through a defined benefit plan for government employees. These benefits are funded by both employer and employee contributions. Employer contributions to the fund are expensed when money is paid to the fund. No provision is made for retirement benefits in the financial statements of the department. Any potential liabilities are disclosed in the financial statements of the National Revenue Fund and not in the financial statements of the employer department.

Medical benefits

The department provides medical benefits for (certain/all) its employees through defined benefit plans. These benefits are funded by employer and / or employee contributions. Employer contributions to the fund are expensed when money is paid to the fund. No provision is made for medical benefits in the financial statements of the department.

Retirement medical benefits for retired members are expensed when the payment is made to the fund.

14. Recoverable revenue

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

15. Comparative figures

Where necessary, comparative figures have been adjusted to conform to changes in presentation in the current year. The comparative figures shown in these financial statements are limited to the figures shown in the previous year's audited financial statements and such other comparative figures that the department may reasonably have available for reporting.

PART 4: FINANCIAL STATEMENT

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

INCOME STATEMENT (STATEMENT OF FINANCIAL PERFORMANCE) for the year ended 31 March 2004

| | Note | 2003/04 R'000 | 2002/03 R'000 |
|---|-------|------------------|------------------|
| REVENUE | | | |
| Voted funds | | 7,520,423 | 7,073,452 |
| Annual Appropriation | 1 | 7,520,423 | 7,026,833 |
| Appropriation for unauthorised expenditure | | 0 | 46,619 |
| Other revenue to be surrendered to the revenue fund | 2 | 81,355 | 83,438 |
| Local and foreign aid assistance (including RDP funds) | | 0 | 7 |
| TOTAL REVENUE | | 7,601,778 | 7,156,897 |
| EXPENDITURE | | | |
| Current | | | |
| Personnel | 3 | 5,013,477 | 4,714,639 |
| Administrative | | 269,822 | 256,216 |
| Inventories | 4 | 719,525 | 649,200 |
| Land and buildings | 6 | 22 | 96 |
| Professional and special services | 7 | 520,441 | 443,583 |
| Transfer payments | 8 | 16,457 | 14,936 |
| Miscellaneous | 9 | 36 | 41 |
| Special functions: authorised losses | 10 | 3,087 | 4,502 |
| Local and foreign aid assistance (including RDP funds) | | 0 | 7 |
| Unauthorised expenditure approved | 11.1 | 0 | 46,619 |
| TOTAL CURRENT EXPENDITURE | A | 6,542,867 | 6,129,839 |
| Capital | | | |
| Personnel | 3 | 17,945 | 13,985 |
| Administrative | | 546 | 1,036 |
| Inventories | 4 | 6,370 | 4,994 |
| Machinery and equipment | 5 | 130,219 | 116,152 |
| Land and buildings | 6 | 688,634 | 848,461 |
| Professional and special services | 7 | 529 | 634 |
| TOTAL CAPITAL EXPENDITURE | B | 844,243 | 985,262 |
| TOTAL EXPENDITURE | A + B | 7,387,110 | 7,115,101 |
| NET SURPLUS / (DEFICIT) | | 214,668 | 41,796 |
| Add back unauthorised and fruitless and wasteful expenditure disallowed | 11.1 | 0 | 41,642 |
| NET SURPLUS / (DEFICIT) FOR THE YEAR | | 214,668 | 83,438 |
| Reconciliation of Net Surplus / (Deficit) for the year | | | |
| Voted funds to be surrendered to the Revenue fund | 14 | 133,313 | 0 |
| Other revenue to be surrendered to the Revenue fund | 15 | 81,355 | 83,438 |
| NET SURPLUS / (DEFICIT) FOR THE YEAR | | 214,668 | 83,438 |

BALANCE SHEET (STATEMENT OF FINANCIAL POSITION)
at 31 March 2004

| | Note | 2003/04 R'000 | 2002/03 R'000 |
|---|--------------|------------------|------------------|
| ASSETS | | | |
| Current assets | | 149,241 | 125,747 |
| Unauthorised and fruitless and wasteful expenditure | 11 | 72,095 | 72,095 |
| Cash and cash equivalents | 12 | 42,481 | 460 |
| Receivables | 13 | 34,665 | 53,192 |
| TOTAL ASSETS | A | 149,241 | 125,747 |
| LIABILITIES | | | |
| Current liabilities | | 146,751 | 124,290 |
| Voted funds to be surrendered to the revenue fund | 14 | 133,313 | 0 |
| Other revenue funds to be surrendered to the revenue fund | 15 | 1,265 | 2,903 |
| Bank overdraft | 16 | 0 | 103,180 |
| Payables | 17 | 12,173 | 18,207 |
| TOTAL LIABILITIES | B | 146,751 | 124,290 |
| NET ASSETS / LIABILITIES | A - B | 2,490 | 1,457 |
| Represented by: | | 2,490 | 1,457 |
| Recoverable revenue | | 2,490 | 1,457 |
| TOTAL | | 2,490 | 1,457 |

**STATEMENT OF CHANGES IN NET ASSETS
for the year ended 31 March 2004**

| | Note | 2003/04 R'000 | 2002/03 R'000 |
|---|------|---------------------|---------------------|
| Recoverable revenue | | | |
| Opening balance | | 1,457 | 272 |
| Transfer to Revenue fund | 19 | 1,033 | 1,185 |
| Closing balance | | <u>2,490</u> | <u>1,457</u> |
| Local and foreign aid assistance (including RDP funds) remaining | | | |
| Opening balance | | 0 | 7 |
| Transfers | | 0 | (7) |
| Closing balance | | <u>0</u> | <u>0</u> |
| TOTAL | | <u><u>2,490</u></u> | <u><u>1,457</u></u> |

CASH FLOW STATEMENT for the year ended 31 March 2004

| | Note | 2003/04 R'000 | 2002/03 R'000 |
|--|-------|------------------|------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Net cash flow generated by operating activities | 18 | 1,058,315 | 1,026,635 |
| Cash generated / (utilised) to (increase) / decrease working capital | 19 | 13,526 | (18,240) |
| Voted funds and revenue funds surrendered | 20 | (82,993) | (114,556) |
| Unauthorised expenditure approved | 11.1 | 0 | 46,619 |
| Net cash flow available from operating activities | | 988,848 | 940,458 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Capital expenditure | | (844,243) | (985,262) |
| Proceeds from sale of equipment | 2 | 596 | 423 |
| Net cash flows from operating and investing activities | | 145,201 | (44,381) |
| Net increase / (decrease) in cash and cash equivalents | | 145,201 | (44,381) |
| Cash and cash equivalents at beginning of period | | (102,720) | (58,339) |
| Cash and cash equivalents at end of period | 16/12 | 42,481 | (102,720) |

PART 4: FINANCIAL STATEMENT

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

1 Annual Appropriation

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

| Programmes | Total Appropriation 2003/04 R'000 | Actual Funds received R'000 | Variance over/(under) R'000 | Total Appropriation 2002/03 R'000 |
|---------------------------------------|--|-----------------------------------|-----------------------------------|--|
| Administration | 2,446,581 | 2,446,581 | 0 | 2,305,882 |
| Incarceration | 3,613,883 | 3,613,883 | 0 | 3,425,216 |
| Rehabilitation | 430,807 | 430,807 | 0 | 356,442 |
| Community Corrections | 262,759 | 262,759 | 0 | 260,424 |
| Facility Management and Capital Works | 1,362,782 | 1,362,782 | 0 | 1,234,938 |
| Special Functions | 0 | 0 | 0 | 4,503 |
| Sub Total | 8,116,812 | 8,116,812 | 0 | 7,587,405 |
| Internal Charges | (596,389) | (596,389) | 0 | (560,572) |
| TOTAL | 7,520,423 | 7,520,423 | 0 | 7,026,833 |

2 Other revenue to be surrendered to the revenue fund

| Description | Note | 2003/04 R'000 | 2002/03 R'000 |
|--|------|------------------|------------------|
| Material losses recovered | 2.1 | 169 | 44 |
| Gifts, donations and sponsorships received | 2.2 | 269 | 80 |
| Sale of farm products | | 1,922 | 2,248 |
| Cheques written back / stale cheques | | 2,252 | 984 |
| Proceeds from sale of equipment | | 596 | 423 |
| Domestic services | | 17,339 | 16,959 |
| Levies | | 15,918 | 16,232 |
| Recoveries of housing rent | | 20,060 | 19,283 |
| Interest received | | 1,544 | 5,010 |
| Other | | 21,286 | 22,175 |
| | | 81,355 | 83,438 |

2.1 Material losses recovered

Nature of loss recovered

| | | |
|--------------|------------|-----------|
| GG Accidents | 9 | 13 |
| Inventory | 73 | 18 |
| Other | 87 | 13 |
| | 169 | 44 |

2.2 Gifts, donations and sponsorships received by the department

Nature of gift, donation and sponsorship

| | | |
|--|------------|-----------|
| Cash donation - Emory University | 108 | 80 |
| Cash donation - Foundation of Human Rights | 161 | 0 |
| | 269 | 80 |

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

| | 2003/04 R'000 | 2002/03 R'000 |
|--|------------------|------------------|
| 2.3 Gifts, donations and sponsorships received in kind excluding RDP funds by the department (Total not included above) | | |
| Nature of gift, donation and sponsorship | | |
| Equipment | 221 | 412 |
| Livestock | 6 | 9 |
| Books | 5 | 19 |
| Other | 19 | 23 |
| | 251 | 463 |
| 3 Personnel | | |
| 3.1 Current expenditure | | |
| Appropriation to Executive and Legislature (Basic salary) | 771 | 532 |
| Minister | 557 | 532 |
| Deputy Minister | 214 | 0 |
| Basic salary costs | 3,104,594 | 2,880,158 |
| Pension contributions | 395,426 | 363,241 |
| Medical aid contributions | 631,084 | 681,359 |
| Other salary related costs | 881,602 | 789,349 |
| | 5,013,477 | 4,714,639 |
| 3.2 Capital expenditure | | |
| Basic salary costs | 15,698 | 12,157 |
| Pension contributions | 2,103 | 1,544 |
| Other salary related costs | 144 | 284 |
| | 17,945 | 13,985 |
| Total Personnel Costs | 5,031,422 | 4,728,624 |
| Average number of employees | 35,037 | 34,000 |
| 4 Inventories | | |
| 4.1 Current expenditure | | |
| Inventories purchased during the year | | |
| Printing and stationery | 32,171 | 30,814 |
| Building and cleaning material | 127,524 | 138,981 |
| Medical supplies | 26,461 | 44,103 |
| Rations | 341,674 | 278,367 |
| Other | 191,695 | 156,935 |
| | 719,525 | 649,200 |
| 4.2 Capital expenditure | | |
| Inventories purchased during the year | | |
| Printing and stationery | 4 | 3 |
| Building and cleaning material | 6,312 | 4,892 |
| Other | 54 | 99 |
| | 6,370 | 4,994 |
| Total cost of inventories | 725,895 | 654,194 |

PART 4: FINANCIAL STATEMENT

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

| | Note | 2003/04 R'000 | 2002/03 R'000 |
|---|------|------------------|------------------|
| 5 Machinery and equipment | | | |
| Capital | 5.1 | 130,219 | 116,152 |
| Total capital expenditure | | <u>130,219</u> | <u>116,152</u> |
| 5.1 Capital machinery and equipment analysed as follows: | | | |
| Computer equipment | | 53,928 | 28,821 |
| Furniture and office equipment | | 6,855 | 7,704 |
| Other machinery and equipment | | 48,534 | 60,003 |
| Transport | | 20,902 | 19,624 |
| | | <u>130,219</u> | <u>116,152</u> |
| 6 Land and buildings | | | |
| Current expenditure (Net of cash discounts) | | 22 | 96 |
| Total current expenditure | | 22 | 96 |
| Capital expenditure | 6.1 | 688,634 | 848,461 |
| Total current and capital expenditure | | <u>688,656</u> | <u>848,557</u> |
| 6.1 Capital land and building expenditure analysed as follows: | | | |
| Dwellings | | 1,621 | 23,041 |
| Non-residential buildings | | 30,544 | 15,127 |
| Other structures (infrastructure assets) | | 656,469 | 810,293 |
| | | <u>688,634</u> | <u>848,461</u> |
| 7 Professional and special services | | | |
| 7.1 Current expenditure | | | |
| Auditors' remuneration | | 13,032 | 11,323 |
| Regularity | | 11,701 | 10,275 |
| Performance | | 867 | 475 |
| Other audits | | 464 | 573 |
| Contractors | | 44,675 | 49,275 |
| Consultants and advisory services | | 16,758 | 12,593 |
| Commissions and committees | | 7,872 | 7,932 |
| Computer services | | 31,305 | 31,184 |
| Hiring of photocopiers and oxygen cylinders | | 6,084 | 0 |
| Other | | 400,715 | 331,276 |
| | | <u>520,441</u> | <u>443,583</u> |
| 7.2 Capital expenditure | | | |
| Contractors | | 529 | 628 |
| Other | | 0 | 6 |
| | | <u>529</u> | <u>634</u> |
| Total professional and special services | | <u>520,970</u> | <u>444,217</u> |

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

| | Note | 2003/04 R'000 | 2002/03 R'000 |
|--|------------|------------------|------------------|
| 8 | | | |
| Transfer payments | | | |
| Other transfers | Annexure 1 | 16,457 | 14,936 |
| | | <u>16,457</u> | <u>14,936</u> |
| Analysis of transfer payments | | | |
| Current | | 16,457 | 14,936 |
| | | <u>16,457</u> | <u>14,936</u> |
| 9 | | | |
| Miscellaneous | | | |
| 9.1 | | | |
| Current expenditure | | | |
| Remissions, refunds and payments made as an act of grace | 9.2 | 4 | 1 |
| Other | | 32 | 40 |
| Total miscellaneous expenditure | | <u>36</u> | <u>41</u> |
| 9.2 | | | |
| Remissions, refunds and payments made as an act of grace | | | |
| Nature of remissions, refunds and payments | | | |
| Other | | 4 | 1 |
| | | <u>4</u> | <u>1</u> |
| 9.3 | | | |
| Gifts, donations and sponsorships made in kind | | | |
| (items expensed in previous periods - total value not included above) | | | |
| Nature of gifts, donations and sponsorships | | | |
| Current | | | |
| Corporate gifts | | 24 | 17 |
| Poverty alleviation | | 421 | 468 |
| Other | | 10 | 12 |
| | | <u>455</u> | <u>497</u> |
| Capital | | | |
| Equipment and furniture | | 10 | 0 |
| | | <u>10</u> | <u>0</u> |
| Total gifts, donations and sponsorships made in kind | | <u>465</u> | <u>497</u> |
| 10 | | | |
| Special functions: Authorised losses | | | |
| Material losses through criminal conduct | 10.1 | 50 | 103 |
| Other material losses written off in income statement | 10.2 | 1,811 | 1,561 |
| Debts written off | 10.4 | 1,226 | 2,838 |
| | | <u>3,087</u> | <u>4,502</u> |

PART 4: FINANCIAL STATEMENT

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

| | Note | 2003/04 R'000 | 2002/03 R'000 | |
|--|------------------------------|------------------------------|------------------|------------------|
| 10.1 Material losses through criminal conduct | | | | |
| Nature of losses | | | | |
| State vehicles | | 5 | 1 | |
| Cash | | 16 | 59 | |
| Other | | 29 | 43 | |
| | | <u>50</u> | <u>103</u> | |
| 10.2 Other material losses written off in income statement | | | | |
| Nature of losses | | | | |
| State vehicles | | 406 | 367 | |
| Claims | | 1,253 | 1,000 | |
| Other | | 152 | 194 | |
| | | <u>1,811</u> | <u>1,561</u> | |
| 10.3 Other material losses of items expensed in previous periods (Total not included above) | | | | |
| Nature of losses | | | | |
| | Current expenditure R'000 | Capital expenditure R'000 | 2003/04 R'000 | 2002/03 R'000 |
| Logistical losses: | | | | |
| Through criminal conduct | 27 | 198 | 225 | 64 |
| Other losses | 156 | 85 | 241 | 192 |
| | <u>183</u> | <u>283</u> | <u>466</u> | <u>256</u> |
| 10.4 Debts written off | | | | |
| Nature of debts written off | | | | |
| Overpaid salaries | | | 216 | 253 |
| State guarantees | | | 262 | 19 |
| Tax debt | | | 76 | 2,272 |
| Leave without pay | | | 125 | 120 |
| Other | | | 547 | 174 |
| | | | <u>1,226</u> | <u>2,838</u> |
| 10.5 Details of special functions (theft and losses) | | | | |
| Per programme | | | | |
| Special functions: theft and losses | | | 3,087 | 4,502 |
| | | | <u>3,087</u> | <u>4,502</u> |
| 11 Unauthorised and fruitless and wasteful expenditure disallowed | | | | |
| Unauthorised expenditure | 11.1 | | 72,095 | 72,095 |
| | | | <u>72,095</u> | <u>72,095</u> |
| 11.1 Reconciliation of unauthorised expenditure balance | | | | |
| Opening balance | | | 72,095 | 77,072 |
| Unauthorised expenditure current year | | | 0 | 41,642 |
| Approved by Parliament | | | 0 | (46,619) |
| Closing balance | | | <u>72,095</u> | <u>72,095</u> |

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2004**

| | Note | 2003/04 R'000 | 2002/03 R'000 |
|--|--|------------------|------------------|
| 11.2 Unauthorised expenditure | | | |
| Incident | Disciplinary steps taken / criminal proceedings | | |
| Overspending of the budget | Accounting Officer to sensitize various Regional Commissioners and request that Area Commissioners within their Provinces also be sensitized. | 0 | 41,642 |
| | | <u>0</u> | <u>41,642</u> |
| 12 Cash and cash equivalents | | | |
| Paymaster General Account | | 42,006 | 0 |
| Cash on hand | | 475 | 460 |
| | | <u>42,481</u> | <u>460</u> |
| 13 Receivables - current | | | |
| Amounts owing by other departments | Annexure 4 | 3,143 | 5,543 |
| Staff debtors | 13.3 | 16,216 | 12,190 |
| Other debtors | 13.4 | 14,551 | 13,436 |
| Advances | 13.5 | 755 | 22,023 |
| | | <u>34,665</u> | <u>53,192</u> |
| 13.1 | Amounts of R13,996,000 (2003: R12,655,000) included above may not be recoverable, but has not been written off in the income statement. | | |
| 13.2 Age analysis – receivables current | | | |
| Less than one year | | 27,072 | 19,306 |
| One to two years | | 1,946 | 5,058 |
| More than two years | | 4,892 | 6,803 |
| | | <u>33,910</u> | <u>31,167</u> |
| 13.3 Staff debtors | | | |
| Salary overpayments, leave without pay and state guarantees | | 16,216 | 12,190 |
| | | <u>16,216</u> | <u>12,190</u> |
| 13.4 Other debtors | | | |
| Supplier over payments, theft, claims and losses under investigation | | 14,551 | 13,436 |
| | | <u>14,551</u> | <u>13,436</u> |
| 13.5 Advances | | | |
| Nature of advances | | | |
| Advances MX Health | | 0 | 20,867 |
| Subsistence & transport: Standing advances | | 298 | 236 |
| Subsistence & transport: General | | 457 | 920 |
| | | <u>755</u> | <u>22,023</u> |

PART 4: FINANCIAL STATEMENT

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

| | Note | 2003/04 R'000 | 2002/03 R'000 |
|--|------|------------------|------------------|
| 14 Voted funds to be surrendered to the Revenue Fund | | | |
| Opening balance | | 0 | 32,283 |
| Transfer from income statement | | 133,313 | 0 |
| Paid during the year | | 0 | (32,283) |
| Closing balance | | <u>133,313</u> | <u>0</u> |
| 15 Other revenue funds to be surrendered to the Revenue Fund | | | |
| Opening balance | | 2,903 | 1,738 |
| Transfer from income statement for revenue to be surrendered | | 81,355 | 83,438 |
| Paid during the year | | (82,993) | (82,273) |
| Closing balance | | <u>1,265</u> | <u>2,903</u> |
| 16 Bank overdraft | | | |
| Paymaster General Account (Exchequer account) | | <u>0</u> | <u>103,180</u> |
| 17 Payables - current | | | |
| Other payables | 17.1 | <u>12,173</u> | <u>18,207</u> |
| | | <u>12,173</u> | <u>18,207</u> |
| 17.1 Other payables | | | |
| Persal deductions | | 11,918 | 17,966 |
| Electronic funds transfer rejections | | 86 | 133 |
| Deposit and fines | | 169 | 108 |
| | | <u>12,173</u> | <u>18,207</u> |
| 18 Net cash flow generated by operating activities | | | |
| Net surplus as per Income Statement | | 214,668 | 83,438 |
| Adjusted for items separately disclosed | | 843,647 | 984,839 |
| Proceeds from sale of equipment | 2 | (596) | (423) |
| Capital expenditure | | 844,243 | 985,262 |
| Adjusted for non-cash items | | | |
| Unauthorised expenditure current year | | 0 | (41,642) |
| Net cash flow generated by operating activities | | <u>1,058,315</u> | <u>1,026,635</u> |
| 19 Cash generated / (utilised) to (increase) / decrease working capital | | | |
| (Increase) / decrease in receivables – current | | 18,527 | (12,554) |
| Increase / (decrease) in payables – current | | (6,034) | (6,871) |
| Increase / (decrease) in other current liabilities | | 1,033 | 1,185 |
| | | <u>13,526</u> | <u>(18,240)</u> |
| 20 Voted funds and revenue funds surrendered | | | |
| Voted funds surrendered | 14 | 0 | (32,283) |
| Revenue funds surrendered | 15 | (82,993) | (82,273) |
| | | <u>(82,993)</u> | <u>(114,556)</u> |

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

These amounts are not recognised in the financial statements, and are disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), the Treasury Regulations for Departments and Constitutional Institutions issued in terms of the Act and the Division of Revenue Act, Act 7 of 2003.

| 21 | Contingent liabilities | | 2003/04 | 2002/03 | |
|----|--|-----------|------------|----------------|----------------|
| | Liable to | Nature | Note | R'000 | R'000 |
| | Motor vehicle guarantees | Employees | Annexure 2 | 434 | 819 |
| | Housing loan guarantees | Employees | Annexure 2 | 80,598 | 79,133 |
| | Claims | | | 34,185 | 18,290 |
| | | | | 115,217 | 98,242 |
| | Prior year opening balances have been restated to reflect capital amount outstanding at 31/03/2003 | | | | |
| 22 | Commitments | | | | |
| | Current expenditure | | | | |
| | Approved and contracted / ordered | | | 36,426 | 27,818 |
| | Capital expenditure | | | | |
| | Approved and contracted / ordered | | | 7,114 | 0 |
| | Total commitments | | | 43,540 | 27,818 |
| 23 | Accruals | | | | |
| | Listed by standard Item | | | | |
| | Administrative expenditure | | | 4,238 | 1,304 |
| | Inventory | | | 37,486 | 28,764 |
| | Equipment | | | 5,330 | 1,190 |
| | Professional and special services | | | 2,680 | 11,829 |
| | Transfer payments | | | 45 | 37 |
| | | | | 49,779 | 43,124 |
| | Listed by programme level | | | | |
| | Administration | | | 41,861 | 39,451 |
| | Incarceration | | | 982 | 1,632 |
| | Rehabilitation | | | 929 | 702 |
| | Community corrections | | | 262 | 78 |
| | Facilities management | | | 5,745 | 1,261 |
| | | | | 49,779 | 43,124 |
| 24 | Employee benefits | | | | |
| | Leave entitlement | | | 645,537 | 479,676 |
| | Thirteenth cheque | | | 121,638 | 109,151 |
| | Performance bonus | | | 0 | 1,107 |
| | | | | 767,175 | 589,934 |

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

| | | | 2003/04 R'000 | 2002/03 R'000 |
|------|--|------------------|------------------|------------------|
| 25 | Leases | | | |
| 25.1 | Operating leases | Property | Equipment | Total |
| | Not later than 1 year | 194,734 | 4,088 | 198,822 |
| | Later than 1 year and not later than 3 years | 389,469 | 3,724 | 393,193 |
| | Later than 3 years | 1,902,878 | 151 | 1,903,029 |
| | | <u>2,487,081</u> | <u>7,963</u> | <u>2,495,044</u> |

2002/2003 Lease liabilities have been restated to include VAT

26 Irregular expenditure

26.1 Movement schedule of irregular expenditure

| | | | |
|--------------------------------------|------|------------|------------|
| Opening Balance | | 225 | 0 |
| Irregular expenditure current year * | | 427 | 347 |
| Expenditure not condoned | 26.2 | (31) | (122) |
| Expenditure waiting condonement | | <u>621</u> | <u>225</u> |

* Figure has been amended for 2002 / 2003 due to R18,000 not considered irregular expenditure.

Analysis

| | | |
|-------------|------------|------------|
| Current | 427 | 365 |
| Prior years | 194 | 0 |
| | <u>621</u> | <u>365</u> |

26.2 Not condoned expenditure

| Incident | Disciplinary steps taken / criminal proceedings | | |
|--|--|-----------|------------|
| Rendering of sanitary services: Rentokill - logistical procedures not adhered to. | A written warning letter was issued to the official. A general notice was circulated at the Area Commissioner to ensure that all officials are aware of logistical procedures. | 0 | 108 |
| Conversion of store room into a cell without adhering to the logistical procedures. | Disciplinary steps are in progress. | 0 | 14 |
| Utilisation of external accommodation (Rocky Lodge) without adhering to the logistical procedures. | Officials were verbally warned. Officials to undergo training with regard to logistical procedures. | 31 | 0 |
| | | <u>31</u> | <u>122</u> |

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

| | 2003/04 R'000 | 2002/03 R'000 |
|--|------------------|------------------|
| 27 Key management personnel | | |
| 27.1 Remuneration (Basic salary) | | |
| Minister | 557 | 532 |
| Deputy Minister | 214 | 0 |
| Commissioner (DG) | 502 | 434 |
| Chief Deputy Commissioners - including the Chief Financial Officer (CFO) | 3,276 | 1,013 |
| Other | 26,919 | 4,710 |
| | 31,468 | 6,689 |
| 27.2 Other remuneration and compensation provided to key management and close members of the family of key management personnel | | |
| Minister | 231 | 138 |
| Deputy Minister | 80 | 0 |
| Commissioner (DG) | 281 | 653 |
| Chief Deputy Commissioners | 1,617 | 667 |
| Other | 14,894 | 4,490 |
| | 17,103 | 5,948 |
| 28 Gifts, donations and sponsorships received | | |
| Nature of gift, donation or sponsorship | | |
| Cash | 268 | 0 |
| Clothing | 16 | 0 |
| Consumables | 13 | 0 |
| Other | 22 | 0 |
| | 319 | 0 |
| 29 Public / Private Partnerships | | |
| 29.1 Description of Public / Private Partnership arrangement | | |
| To design / finance / contract and manage a maximum security prison for a contract period of 25 years. The contractor "Bloemfontein Correctional Contracts" is currently operating Mangaung Maximum Security prison in the Free State Province and the contractor "South African Custodial Services" is currently operating Kutama-Sinthumule Maximum Security prison in the Limpopo Province. | | |
| 29.2 Significant terms of the arrangement that may affect the amount, timing and certainty of future cash flows | | |
| The cash flow models for the two public private partnerships (PPP) projects were created. The cash flow models enable DCS to determine the estimated costs of the two projects over their 25 year contract period. The contract fee is based on the daily available prisoner places. This fee is split into two components, the fixed component and the indexed component for each year. The indexed component will be escalated on each review date (every six months) as stipulated in Schedule E to the contract. The fixed component will however remain the same for a period of 15 years, whereafter the fixed fee will fall away. | | |

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004

29.3 The nature and extent of:

- Rights to use specified assets.
Assets must be managed and maintained by the contractor for the whole contract period.

Intellectual Property Rights:

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

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

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

Contractor

Construction of the prison.

Maintenance and operation of the prison for the contract period of 25 years.

Keep prisoners in safe custody.

Maintaining order, discipline, control and a safe environment.

Providing decent conditions and meeting prisoners needs.

Providing structured day programmes.

Preparing prisoners for return to the community.

Delivering prison services.

Involvement with the community.

Correctional Services

To ensure that there are always prisoners placed in available prisoner spaces.

To pay the contractor on a monthly basis.

To manage the contract on a monthly basis.

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

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

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2004

| | 2003/04 R'000 | 2002/03 R'000 |
|---|------------------|------------------|
| 30 Biological / Cultivated assets | | |
| Biological / Cultivated assets on hand | | |
| Pigs | 6,671 | 8,175 |
| Sheep | 4,457 | 3,718 |
| Goats | 201 | 351 |
| Chickens | 1,636 | 2,412 |
| Ostriches | 179 | 146 |
| Dogs | 121 | 0 |
| Horses | 120 | 120 |
| Cows | 14,619 | 18,170 |
| | <u>28,004</u> | <u>33,092</u> |

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2004
ANNEXURE 1

STATEMENT OF OTHER TRANSFERS BY DEPARTMENT OF CORRECTIONAL SERVICES AS AT 31 MARCH 2004

| Entity / Institution | GRANT ALLOCATION | | | | EXPENDITURE | | | | |
|----------------------|--------------------|----------------------|------------|-----------------|-----------------|------------------------|----------------------------|---------|---------|
| | Appropriations Act | Adjustments Estimate | Roll Overs | Total Available | Actual Transfer | Amount not Transferred | % of Available Transferred | Capital | Current |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Poslec Seta | 2,685 | 0 | 0 | 2,685 | 2,514 | 171 | 93.6% | 0 | 2,685 |
| Prisoner Gratuity | 14,271 | 584 | 0 | 14,855 | 13,943 | 912 | 93.6% | 0 | 14,855 |
| | 16,956 | 584 | 0 | 17,540 | 16,457 | 1,083 | | 0 | 17,540 |

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2004
ANNEXURE 2

STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2004

DOMESTIC

| Guaranteed institution | Guarantee in respect of | Original Guaranteed capital amount R'000 | Opening Balance 01/04/2003 R'000 | Guarantees issued during the year R'000 | Guarantees released during the year R'000 | Guaranteed interest outstanding as at 31/03/2004 R'000 | Closing Balance 31/03/2004 R'000 | Realised losses i.r.o. claims paid out R'000 |
|---------------------------------|-------------------------|--|----------------------------------|---|---|--|----------------------------------|--|
| Standard Bank | Housing Guarantee | 0 | 11,987 | 886 | 781 | 0 | 12,092 | 0 |
| Nedbank Limited | Housing Guarantee | 0 | 4,208 | 1,457 | 113 | 0 | 5,552 | 0 |
| First Rand Bank | Housing Guarantee | 0 | 7,696 | 1,083 | 307 | 0 | 8,472 | 75 |
| Nedbank LTD INC | Housing Guarantee | 0 | 1,327 | 0 | 5 | 0 | 1,322 | 0 |
| Meeg Bank LTD | Housing Guarantee | 0 | 53 | 91 | 0 | 0 | 144 | 0 |
| ABSA | Housing Guarantee | 0 | 25,881 | 1,872 | 1,483 | 0 | 26,270 | 172 |
| African Bank LTD | Housing Guarantee | 0 | 242 | 0 | 0 | 0 | 242 | 0 |
| Old Mutual Finance LTD | Housing Guarantee | 0 | 820 | 0 | 0 | 0 | 820 | 0 |
| Peoples Bank (Former FBC) | Housing Guarantee | 0 | 1,633 | 0 | 0 | 0 | 1,633 | 0 |
| Peoples Bank LTD INC | Housing Guarantee | 0 | 4,490 | 23 | 231 | 0 | 4,282 | 15 |
| First Rand Bank LTD | Housing Guarantee | 0 | 9,337 | 22 | 904 | 0 | 8,455 | 0 |
| Old Mutual Bank Div. of Nedbank | Housing Guarantee | 0 | 10,241 | 70 | 331 | 0 | 9,980 | 0 |
| GBS Mutual Bank | Housing Guarantee | 0 | 48 | 0 | 0 | 0 | 48 | 0 |
| TNBS Mutual Bank | Housing Guarantee | 0 | 25 | 0 | 0 | 0 | 25 | 0 |
| Hlano Financial Services | Housing Guarantee | 0 | 73 | 0 | 0 | 0 | 73 | 0 |
| Ithala LTD | Housing Guarantee | 0 | 373 | 27 | 0 | 0 | 400 | 0 |
| Free State Development Cor. | Housing Guarantee | 0 | 10 | 0 | 0 | 0 | 10 | 0 |
| VBS Mutual Bank | Housing Guarantee | 0 | 35 | 0 | 22 | 0 | 13 | 0 |
| North West Housing Cor. | Housing Guarantee | 0 | 6 | 0 | 0 | 0 | 6 | 0 |
| Mpumalanga Housing Finance Co. | Housing Guarantee | 0 | 51 | 125 | 0 | 0 | 176 | 0 |
| Provincial Housing Development | Housing Guarantee | 0 | 7 | 0 | 0 | 0 | 7 | 0 |
| Community Bank | Housing Guarantee | 0 | 11 | 0 | 0 | 0 | 11 | 0 |
| BOE Bank LTD | Housing Guarantee | 0 | 381 | 0 | 14 | 0 | 367 | 0 |
| Green Start Home Loans | Housing Guarantee | 0 | 198 | 0 | 0 | 0 | 198 | 0 |
| Total | | 0 | 79,133 | 5,656 | 4,191 | 0 | 80,598 | 262 |
| Stannic Fleet Management | Motor Finance Scheme | 1,021 | 819 | 204 | 589 | 0 | 434 | 0 |
| Total | | 1,021 | 819 | 204 | 589 | 0 | 434 | 0 |

**

** Prior year opening balances have been restated to reflect capital amount outstanding at 31/03/2003

PART 4: FINANCIAL STATEMENT

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2004 ANNEXURE 3 *

PHYSICAL ASSET MOVEMENT SCHEDULE (Not including inventories)

| PHYSICAL ASSETS ACQUIRED DURING FINANCIAL YEAR 2003/04 | Opening Balance R'000 | Additions R'000 | Disposals R'000 | Depreciation R'000 | Transfers In R'000 | Transfers Out R'000 | Closing Balance R'000 |
|--|-----------------------------|--------------------|--------------------|-----------------------|--------------------------|---------------------------|-----------------------------|
| MACHINERY AND EQUIPMENT | 0 | 63,751 | 26 | 6,375 | 5,134 | 0 | 62,484 |
| Transport assets | 0 | 31,677 | 0 | 2,774 | 5,134 | 0 | 34,037 |
| Computer equipment | 0 | 7,449 | 0 | 1,094 | 0 | 0 | 6,355 |
| Furniture and office equipment | 0 | 6,608 | 0 | 742 | 0 | 0 | 5,866 |
| Other machinery and equipment | 0 | 18,017 | 26 | 1,765 | 0 | 0 | 16,226 |
| | 0 | 63,751 | 26 | 6,375 | 5,134 | 0 | 62,484 |

**

* This annexure excludes items of value less than R5,000 and therefore does not agree to Note 5.

** Treasury approval was obtained for the non-disclosure of the opening balances for the current financial year.

| PHYSICAL ASSETS ACQUIRED DURING FINANCIAL YEAR 2002/03*** | Opening Balance R'000 | Additions R'000 | Disposals R'000 | Depreciation R'000 | Transfers In R'000 | Transfers Out R'000 | Closing Balance R'000 |
|---|-----------------------------|--------------------|--------------------|-----------------------|--------------------------|---------------------------|-----------------------------|
| MACHINERY AND EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Furniture and office equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other machinery and equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transport assets | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

*** Information pertaining to previous year cannot be furnished due to capturing of assets not complete at year end.

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2004

ANNEXURE 4

INTER-DEPARTMENTAL RECEIVABLES - CURRENT

| Department | Confirmed balance outstanding | | Unconfirmed balance outstanding | |
|-----------------------------------|-------------------------------|------------|---------------------------------|--------------|
| | 31/03/2004 | 31/03/2003 | 31/03/2004 | 31/03/2003 |
| | R'000 | R'000 | R'000 | R'000 |
| Water Affairs and Forestry | 0 | 0 | 831 | 0 |
| Agriculture | 0 | 0 | 114 | 0 |
| Defence | 0 | 0 | 188 | 0 |
| Public Service and Administration | 0 | 0 | 77 | 0 |
| Education | 0 | 0 | 50 | 0 |
| Northern Cape Province | 0 | 0 | 3 | 0 |
| Environmental Affairs and Tourism | 0 | 0 | 19 | 0 |
| Labour | 0 | 0 | 1 | 0 |
| South African Police Service | 0 | 0 | 873 | 0 |
| Justice | 0 | 0 | (323) | 0 |
| Public Works | 222 | 0 | 418 | 0 |
| Home Affairs | 0 | 0 | 101 | 0 |
| Health | 0 | 0 | (20) | 0 |
| Health - Gauteng | 36 | 0 | 0 | 0 |
| Health - Kwazulu-Natal | 19 | 0 | 0 | 0 |
| Social Development | 0 | 0 | 100 | 0 |
| Private & other institutions | 0 | 0 | 429 | 0 |
| National Treasury | 0 | 0 | 81 | 0 |
| Presidency | 0 | 0 | (63) | 0 |
| Land Affairs | 0 | 0 | (15) | 0 |
| Western Cape Province | 0 | 0 | 2 | 0 |
| | 277 | 0 | 2,866 | 5,543 |

*

*

* Amounts per department for the previous year are not available.

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| | | Programmes | | | | | | | |
|----------|--|---------------------------|----------|-----------------------|-----------------------|------------------------------------|--|-----------------------|-----------------------|
| | | 2003/04 | | | | | | 2002/03 | |
| | | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | | |
| 1 | Administration | 2,446,581 | (13,060) | 2,433,521 | 2,433,521 | - | 100.00% | 2,310,385 | 2,359,827 |
| | Current | 2,357,255 | (12,263) | 2,344,992 | 2,363,825 | (18,833) | 100.80% | 2,222,544 | 2,289,974 |
| | Capital | 89,326 | (797) | 88,529 | 69,696 | 18,833 | 78.73% | 87,841 | 69,853 |
| 2 | Incarceration | 3,613,883 | 137,923 | 3,751,806 | 3,751,806 | - | 100.00% | 3,425,216 | 3,431,875 |
| | Current | 3,586,953 | 59,163 | 3,646,116 | 3,716,408 | (70,292) | 101.93% | 3,398,911 | 3,412,339 |
| | Capital | 26,930 | 78,760 | 105,690 | 35,398 | 70,292 | 33.49% | 26,305 | 19,536 |
| 3 | Rehabilitation | 430,807 | (33,502) | 397,305 | 387,281 | 10,024 | 97.48% | 356,442 | 352,218 |
| | Current | 394,667 | (29,006) | 365,661 | 359,612 | 6,049 | 98.35% | 324,137 | 322,535 |
| | Capital | 36,140 | (4,496) | 31,644 | 27,669 | 3,975 | 87.44% | 32,305 | 29,683 |
| 4 | Community Corrections | 262,759 | 16,078 | 278,837 | 276,996 | 1,841 | 99.34% | 260,424 | 259,345 |
| | Current | 262,024 | 15,882 | 277,906 | 276,455 | 1,451 | 99.48% | 258,099 | 257,596 |
| | Capital | 735 | 196 | 931 | 541 | 390 | 58.11% | 2,325 | 1,749 |
| 5 | Facility Management & Capital Works | 1,362,782 | (92,422) | 1,270,360 | 1,134,133 | 136,227 | 89.28% | 1,234,938 | 1,232,932 |
| | Current | 437,638 | (19,221) | 418,417 | 416,006 | 2,411 | 99.42% | 360,671 | 359,332 |
| | Capital | 925,144 | (73,201) | 851,943 | 718,127 | 133,816 | 84.29% | 874,267 | 873,600 |
| 6 | Internal Charges | (596,389) | (15,017) | (611,406) | (596,627) | (14,779) | 97.58% | (560,572) | (567,722) |
| | Current | (583,257) | (16,223) | (599,480) | (589,410) | (10,070) | 98.32% | (548,417) | (558,518) |
| | Capital | (13,132) | 1,206 | (11,926) | (7,217) | (4,709) | 60.51% | (12,155) | (9,204) |
| | Total | 7,520,423 | - | 7,520,423 | 7,387,110 | 133,313 | 98.23% | 7,026,833 | 7,068,475 |
| | Reconciliation with Income Statement | | | | | | | | |
| | Less: Investments acquired and capitalised during the current financial year – expensed for appropriation purposes | | | | | | | | |
| | Add: Local and foreign aid assistance (incl. RDP funds) | | | | | | | 7 | 7 |
| | Add: Other receipts | | | 81,355 | | | | 130,057 | 46,619 |
| | Less: Unauthorised, Fruitless and wasteful expenditure | | | | | | | | |
| | Actual amounts per Income Statement | | | 7,601,778 | 7,387,110 | | | 7,156,897 | 7,115,101 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Economic classification | 2003/04 | | | | | | 2002/03 | |
|-------------------------------|------------------------|----------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Current | 6,455,280 | (1,836) | 6,453,444 | 6,542,871 | (89,427) | 101.39% | 6,015,944 | 6,083,258 |
| Personnel | 4,960,122 | (7,052) | 4,953,070 | 5,013,476 | (60,406) | 101.22% | 4,714,672 | 4,714,639 |
| Transfer Payments | 17,789 | (249) | 17,540 | 16,457 | 1,083 | 93.83% | 15,068 | 14,936 |
| Other | 1,477,369 | 5,465 | 1,482,834 | 1,512,938 | (30,104) | 102.03% | 1,286,204 | 1,353,683 |
| Capital | 1,065,143 | 1,836 | 1,066,979 | 844,239 | 222,740 | 79.12% | 1,010,889 | 985,217 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Acquisition of Capital Assets | 1,065,143 | 1,836 | 1,066,979 | 844,239 | 222,740 | 79.12% | 1,010,889 | 985,217 |
| Total | 7,520,423 | - | 7,520,423 | 7,387,110 | 133,313 | 98.23% | 7,026,833 | 7,068,475 |

| Standard item classification | 2003/04 | | | | | | 2002/03 | |
|-----------------------------------|------------------------|----------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Inventories | 690,577 | 16,214 | 706,791 | 725,895 | (19,104) | 102.70% | 587,085 | 654,194 |
| Personnel | 4,976,294 | (5,269) | 4,971,025 | 5,031,422 | (60,397) | 101.21% | 4,728,654 | 4,728,624 |
| Administrative | 271,707 | (10,952) | 260,755 | 270,368 | (9,613) | 103.69% | 257,263 | 257,252 |
| Equipment | 144,501 | 74,514 | 219,015 | 130,219 | 88,796 | 59.46% | 141,438 | 116,152 |
| Land and Buildings | 895,829 | (74,629) | 821,200 | 688,656 | 132,544 | 83.86% | 848,557 | 848,557 |
| Professional and Special Services | 523,726 | (2,756) | 520,970 | 520,970 | - | 100.00% | 444,225 | 444,217 |
| Transfer Payments | 17,789 | (249) | 17,540 | 16,457 | 1,083 | 93.83% | 15,068 | 14,936 |
| Miscellaneous | - | 40 | 40 | 36 | 4 | 90.00% | 4,543 | 4,543 |
| Special Functions | - | 3,087 | 3,087 | 3,087 | - | 100.00% | - | - |
| Total | 7,520,423 | - | 7,520,423 | 7,387,110 | 133,313 | 98.23% | 7,026,833 | 7,068,475 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Administration - Programme per subprogramme | 2003/04 | | | | | | 2002/03 | |
|--|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| 1 Minister 1 | 749 | - | 749 | 1,074 | (325) | 143.39% | 691 | 670 |
| Current | 749 | - | 749 | 1,074 | (325) | 143.39% | 691 | 670 |
| Capital | - | - | - | - | - | 0.00% | - | - |
| 1 Management | 205,030 | 8,762 | 213,792 | 174,137 | 39,655 | 81.45% | 161,251 | 161,996 |
| Current | 201,895 | 8,098 | 209,993 | 172,314 | 37,679 | 82.06% | 158,079 | 158,888 |
| Capital | 3,135 | 664 | 3,799 | 1,823 | 1,976 | 47.99% | 3,172 | 3,108 |
| 1 Corporate Services | 2,238,116 | (21,821) | 2,216,295 | 2,252,708 | (36,413) | 101.64% | 2,141,513 | 2,190,232 |
| Current | 2,151,920 | (20,355) | 2,131,565 | 2,184,836 | (53,271) | 102.50% | 2,056,845 | 2,123,486 |
| Capital | 86,196 | (1,466) | 84,730 | 67,872 | 16,858 | 80.10% | 84,668 | 66,746 |
| 1 Sector Education & Training Authority | 2,686 | (1) | 2,685 | 2,515 | 170 | 93.67% | 2,427 | 2,427 |
| Current | 2,686 | (1) | 2,685 | 2,515 | 170 | 93.67% | 2,427 | 2,427 |
| Capital | - | - | - | - | - | 0.00% | - | - |
| 2 Special Functions: Theft & Losses | - | - | - | 3,087 | (3,087) | 0.00% | 4,503 | 4,502 |
| Current | - | - | - | 3,087 | (3,087) | 0.00% | 4,503 | 4,502 |
| Capital | - | - | - | - | - | 0.00% | - | - |
| Total | 2,446,581 | (13,060) | 2,433,521 | 2,433,521 | - | 100.00% | 2,310,385 | 2,359,827 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Economic classification | 2003/04 | | | | | | 2002/03 | |
|-------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Current | 2,357,255 | (12,263) | 2,344,992 | 2,363,825 | (18,833) | 100.80% | 2,222,544 | 2,289,974 |
| Personnel | 1,412,670 | (35,301) | 1,377,369 | 1,374,655 | 2,714 | 99.80% | 1,356,142 | 1,355,450 |
| Transfer Payments | 2,685 | - | 2,685 | 2,514 | 171 | 93.63% | 2,427 | 2,427 |
| Other | 941,900 | 23,038 | 964,938 | 986,656 | (21,718) | 102.25% | 863,975 | 932,097 |
| Capital | 89,326 | (797) | 88,529 | 69,696 | 18,833 | 78.73% | 87,841 | 69,853 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Acquisition of Capital Assets | 89,326 | (797) | 88,529 | 69,696 | 18,833 | 78.73% | 87,841 | 69,853 |
| Total | 2,446,581 | (13,060) | 2,433,521 | 2,433,521 | - | 100.00% | 2,310,385 | 2,359,827 |

| Standard item classification | 2003/04 | | | | | | 2002/03 | |
|-----------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Inventories | 650,947 | 6,681 | 657,628 | 671,660 | (14,032) | 102.13% | 573,107 | 639,639 |
| Personnel | 1,412,670 | (35,301) | 1,377,369 | 1,374,655 | 2,714 | 99.80% | 1,356,142 | 1,355,450 |
| Administrative | 163,826 | (6,478) | 157,348 | 167,132 | (9,784) | 106.22% | 151,070 | 152,169 |
| Equipment | 89,326 | (797) | 88,529 | 69,696 | 18,833 | 78.73% | 87,841 | 69,853 |
| Land and Buildings | 43 | 1 | 44 | 22 | 22 | 50.00% | 96 | 96 |
| Professional and Special Services | 127,084 | 19,708 | 146,792 | 144,735 | 2,057 | 98.60% | 135,160 | 135,652 |
| Transfer Payments | 2,685 | - | 2,685 | 2,514 | 171 | 93.63% | 2,427 | 2,427 |
| Miscellaneous | - | 39 | 39 | 20 | 19 | 51.28% | 4,542 | 4,541 |
| Special Functions | - | 3,087 | 3,087 | 3,087 | - | 100.00% | - | - |
| Total | 2,446,581 | (13,060) | 2,433,521 | 2,433,521 | - | 100.00% | 2,310,385 | 2,359,827 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Incarceration per subprogramme | 2003/04 | | | | | | 2002/03 | |
|-------------------------------------|------------------------|----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| 2 Offender Control | 2,938,781 | 92,674 | 3,031,455 | 3,028,640 | 2,815 | 99.91% | 2,789,412 | 2,781,331 |
| Current | 2,921,207 | 81,609 | 3,002,816 | 3,002,816 | - | 100.00% | 2,775,574 | 2,772,577 |
| Capital | 17,574 | 11,065 | 28,639 | 25,824 | 2,815 | 90.17% | 13,838 | 8,754 |
| 2 Health & Physical Care | 675,102 | 45,249 | 720,351 | 723,166 | (2,815) | 100.39% | 635,804 | 650,544 |
| Current | 665,836 | 41,643 | 707,479 | 713,591 | (6,112) | 100.86% | 623,338 | 639,762 |
| Capital | 9,266 | 3,606 | 12,872 | 9,575 | 3,297 | 74.39% | 12,466 | 10,782 |
| Total | 3,613,883 | 137,923 | 3,751,806 | 3,751,806 | - | 100.00% | 3,425,216 | 3,431,875 |

| Economic classification | 2003/04 | | | | | | 2002/03 | |
|-------------------------------|------------------------|----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Current | 3,586,953 | 59,163 | 3,646,116 | 3,716,408 | (70,292) | 101.93% | 3,398,911 | 3,412,339 |
| Personnel | 2,978,639 | (2,476,564) | 502,075 | 3,074,313 | (2,572,238) | 612.32% | 2,835,155 | 2,835,884 |
| Transfer Payments | 15,104 | (249) | 14,855 | 13,942 | 913 | 93.85% | 12,642 | 12,509 |
| Other | 593,210 | 2,535,976 | 3,129,186 | 628,153 | 2,501,033 | 20.07% | 551,114 | 563,946 |
| Capital | 26,930 | 78,760 | 105,690 | 35,398 | 70,292 | 33.49% | 26,305 | 19,536 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Acquisition of Capital Assets | 26,930 | 78,760 | 105,690 | 35,398 | 70,292 | 33.49% | 26,305 | 19,536 |
| Total | 3,613,883 | 137,923 | 3,751,806 | 3,751,806 | - | 100.00% | 3,425,216 | 3,431,875 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Standard item classification | 2003/04 | | | | | | 2002/03 | |
|-----------------------------------|------------------------|----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Inventories | 463,842 | 38,233 | 502,075 | 506,928 | (4,853) | 100.97% | 438,083 | 451,485 |
| Personnel | 2,978,639 | 31,496 | 3,010,135 | 3,074,313 | (64,178) | 102.13% | 2,835,155 | 2,835,884 |
| Administrative | 60,144 | 1,380 | 61,524 | 61,018 | 506 | 99.18% | 63,793 | 63,447 |
| Equipment | 26,930 | 78,760 | 105,690 | 35,398 | 70,292 | 33.49% | 26,305 | 19,536 |
| Land and Buildings | - | - | - | - | - | 0.00% | - | - |
| Professional and Special Services | 69,224 | (11,697) | 57,527 | 60,196 | (2,669) | 104.64% | 49,237 | 49,014 |
| Transfer Payments | 15,104 | (249) | 14,855 | 13,942 | 913 | 93.85% | 12,642 | 12,509 |
| Miscellaneous | - | - | - | 11 | (11) | 0.00% | 1 | - |
| Special Functions | - | - | - | - | - | 0.00% | - | - |
| Total | 3,613,883 | 137,923 | 3,751,806 | 3,751,806 | - | 100.00% | 3,425,216 | 3,431,875 |

| Rehabilitation per subprogramme | 2003/04 | | | | | | 2002/03 | |
|---------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| 3 Development Programmes | 430,807 | (33,502) | 397,305 | 387,281 | 10,024 | 97.48% | 356,442 | 352,218 |
| Current | 394,667 | (29,006) | 365,661 | 359,612 | 6,049 | 98.35% | 324,137 | 322,535 |
| Capital | 36,140 | (4,496) | 31,644 | 27,669 | 3,975 | 87.44% | 32,305 | 29,683 |
| Total | 430,807 | (33,502) | 397,305 | 387,281 | 10,024 | 97.48% | 356,442 | 352,218 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Economic classification | 2003/04 | | | | | | 2002/03 | |
|-------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Current | 394,667 | (29,006) | 365,661 | 359,612 | 6,049 | 98.35% | 324,137 | 322,535 |
| Personnel | 244,127 | (13,173) | 230,954 | 231,198 | (244) | 100.11% | 209,435 | 209,521 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Other | 150,540 | (15,833) | 134,707 | 128,414 | 6,293 | 95.33% | 114,702 | 113,014 |
| Capital | 36,140 | (4,496) | 31,644 | 27,669 | 3,975 | 87.44% | 32,305 | 29,683 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Acquisition of Capital Assets | 36,140 | (4,496) | 31,644 | 27,669 | 3,975 | 87.44% | 32,305 | 29,683 |
| Total | 430,807 | (33,502) | 397,305 | 387,281 | 10,024 | 97.48% | 356,442 | 352,218 |

| Standard item classification | 2003/04 | | | | | | 2002/03 | |
|-----------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Inventories | 121,378 | (11,101) | 110,277 | 103,523 | 6,754 | 93.88% | 91,989 | 90,820 |
| Personnel | 244,127 | (13,173) | 230,954 | 231,198 | (244) | 100.11% | 209,435 | 209,521 |
| Administrative | 21,569 | (5,175) | 16,394 | 16,756 | (362) | 102.21% | 15,526 | 15,098 |
| Equipment | 36,140 | (4,496) | 31,644 | 27,669 | 3,975 | 87.44% | 32,305 | 29,683 |
| Land and Buildings | - | - | - | - | - | 0.00% | - | - |
| Professional and Special Services | 7,593 | 443 | 8,036 | 8,135 | (99) | 101.23% | 7,187 | 7,096 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Miscellaneous | - | - | - | - | - | 0.00% | - | - |
| Special Functions | - | - | - | - | - | 0.00% | - | - |
| Total | 430,807 | (33,502) | 397,305 | 387,281 | 10,024 | 97.48% | 356,442 | 352,218 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Community Corrections per subprogramme | 2003/04 | | | | | | 2002/03 | |
|--|------------------------|---------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| 4 Correctional and Parole Supervision | 262,759 | 16,078 | 278,837 | 276,996 | 1,841 | 99.34% | 260,424 | 259,345 |
| Current | 262,024 | 15,882 | 277,906 | 276,455 | 1,451 | 99.48% | 258,099 | 257,596 |
| Capital | 735 | 196 | 931 | 541 | 390 | 58.11% | 2,325 | 1,749 |
| Total | 262,759 | 16,078 | 278,837 | 276,996 | 1,841 | 99.34% | 260,424 | 259,345 |

| Economic classification | 2003/04 | | | | | | 2002/03 | |
|-------------------------------|------------------------|---------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Current | 262,024 | 15,882 | 277,906 | 276,455 | 1,451 | 99.48% | 258,099 | 257,596 |
| Personnel | 237,269 | 16,922 | 254,191 | 253,215 | 976 | 99.62% | 234,465 | 234,273 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Other | 24,755 | (1,040) | 23,715 | 23,240 | 475 | 98.00% | 23,634 | 23,323 |
| Capital | 735 | 196 | 931 | 541 | 390 | 58.11% | 2,325 | 1,749 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Acquisition of Capital Assets | 735 | 196 | 931 | 541 | 390 | 58.11% | 2,325 | 1,749 |
| Total | 262,759 | 16,078 | 278,837 | 276,996 | 1,841 | 99.34% | 260,424 | 259,345 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Standard item classification | 2003/04 | | | | | | 2002/03 | |
|-----------------------------------|------------------------|---------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Inventories | 2,185 | (174) | 2,011 | 1,448 | 563 | 72% | 1,500 | 1,356 |
| Personnel | 237,269 | 16,922 | 254,191 | 253,215 | 976 | 100% | 234,465 | 234,273 |
| Administrative | 22,276 | (1,022) | 21,254 | 21,317 | (63) | 100% | 22,040 | 21,886 |
| Equipment | 735 | 196 | 931 | 541 | 390 | 58% | 2,325 | 1,749 |
| Land and Buildings | - | - | - | - | - | 0% | - | - |
| Professional and Special Services | 294 | 156 | 450 | 470 | (20) | 104% | 94 | 77 |
| Transfer Payments | - | - | - | - | - | 0% | - | - |
| Miscellaneous | - | - | - | 5 | (5) | 0% | - | 4 |
| Special Functions | - | - | - | - | - | 0% | - | - |
| Total | 262,759 | 16,078 | 278,837 | 276,996 | 1,841 | 99% | 260,424 | 259,345 |

| Facility Management & Capital Works per subprogramme | 2003/04 | | | | | | 2002/03 | |
|--|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| 5 Capital Works Project | 1,362,782 | (92,422) | 1,270,360 | 1,134,133 | 136,227 | 89.28% | 1,234,938 | 1,232,932 |
| Current | 437,638 | (19,221) | 418,417 | 416,006 | 2,411 | 99.42% | 360,671 | 359,332 |
| Capital | 925,144 | (73,201) | 851,943 | 718,127 | 133,816 | 84.29% | 874,267 | 873,600 |
| Total | 1,362,782 | (92,422) | 1,270,360 | 1,134,133 | 136,227 | 89.28% | 1,234,938 | 1,232,932 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Economic classification | 2003/04 | | | | | | 2002/03 | |
|-------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Current | 437,638 | (19,221) | 418,417 | 416,006 | 2,411 | 99.42% | 360,671 | 359,332 |
| Personnel | 87,417 | (6,995) | 80,422 | 80,094 | 328 | 99.59% | 79,474 | 79,511 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Other | 350,221 | (12,314) | 337,995 | 335,912 | 2,083 | 99.38% | 281,197 | 279,821 |
| Capital | 925,144 | (73,201) | 851,943 | 718,127 | 133,816 | 84.29% | 874,267 | 873,600 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Acquisition of Capital Assets | 925,144 | (81,683) | 851,943 | 718,127 | 133,816 | 84.29% | 874,267 | 873,600 |
| Total | 1,362,782 | (92,422) | 1,270,360 | 1,134,133 | 136,227 | 89.28% | 1,234,938 | 1,232,932 |

| Standard item classification | 2003/04 | | | | | | 2002/03 | |
|-----------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Inventories | 35,517 | (1,202) | 34,315 | 31,777 | 2,538 | 92.60% | 30,873 | 29,454 |
| Personnel | 103,589 | (5,212) | 98,377 | 98,040 | 337 | 99.66% | 93,456 | 93,496 |
| Administrative | 3,891 | 344 | 4,235 | 4,145 | 90 | 97.87% | 4,833 | 4,653 |
| Equipment | 4,470 | (359) | 4,111 | 4,102 | 9 | 99.78% | 4,768 | 4,491 |
| Land and Buildings | 895,786 | (74,630) | 821,156 | 688,634 | 132,522 | 83.86% | 848,461 | 848,461 |
| Professional and Special Services | 319,529 | (11,363) | 308,166 | 307,434 | 732 | 99.76% | 252,547 | 252,379 |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Miscellaneous | - | - | - | 1 | (1) | 0.00% | - | (2) |
| Special Functions | - | - | - | - | - | 0.00% | - | - |
| Total | 1,362,782 | (92,422) | 1,270,360 | 1,134,133 | 136,227 | 89.28% | 1,234,938 | 1,232,932 |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Internal Charges per subprogramme | 2003/04 | | | | | | 2002/03 | |
|-----------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| 6 Internal Charges | (596,389) | (15,017) | (611,406) | (596,627) | (14,779) | 97.58% | (560,572) | (567,722) |
| Current | (583,290) | (16,225) | (599,515) | (589,441) | (10,074) | 98.32% | (548,417) | (558,518) |
| Capital | (13,099) | 1,208 | (11,891) | (7,186) | (4,705) | 60.43% | (12,155) | (9,204) |
| Total | (596,389) | (15,017) | (611,406) | (596,627) | (14,779) | 97.58% | (560,572) | (567,722) |

| Economic classification | 2003/04 | | | | | | 2002/03 | |
|-------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Current | (583,290) | (16,225) | (599,515) | (589,441) | (10,074) | 98.32% | (548,417) | (558,518) |
| Personnel | - | - | - | - | - | 0.00% | - | - |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Other | (583,290) | (16,225) | (599,515) | (589,441) | (10,074) | 98.32% | (548,417) | (558,518) |
| Capital | (13,099) | 1,208 | (11,891) | (7,186) | (4,705) | 60.43% | (12,155) | (9,204) |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Acquisition of Capital Assets | (13,099) | 1,208 | (11,891) | (7,186) | (4,705) | 60.43% | (12,155) | (9,204) |
| Total | (596,389) | (15,017) | (611,406) | (596,627) | (14,779) | 97.58% | (560,572) | (567,722) |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Standard item classification | 2003/04 | | | | | | 2002/03 | |
|-----------------------------------|------------------------|-----------------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Inventories | (583,290) | (16,225) | (599,515) | (589,441) | (10,074) | 98.32% | (548,467) | (558,560) |
| Personnel | - | - | - | - | - | 0.00% | - | - |
| Administrative | - | - | - | - | - | 0.00% | - | - |
| Equipment | (13,099) | 1,208 | (11,891) | (7,186) | (4,705) | 60.43% | (12,105) | (9,162) |
| Land and Buildings | - | - | - | - | - | 0.00% | - | - |
| Professional and Special Services | - | - | - | - | - | 0.00% | - | - |
| Transfer Payments | - | - | - | - | - | 0.00% | - | - |
| Miscellaneous | - | - | - | - | - | 0.00% | - | - |
| Special Functions | - | - | - | - | - | 0.00% | - | - |
| Total | (596,389) | (15,017) | (611,406) | (596,627) | (14,779) | 97.58% | (560,572) | (567,722) |

| Direct charge against the National Revenue Fund | 2003/04 | | | | | | 2002/03 | |
|---|------------------------|----------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| 1 List all direct charges against the National Revenue Fund | - | - | - | - | - | - | - | - |
| Total | - | - | - | - | - | - | - | - |

APPROPRIATION STATEMENT
for the year ended 31 March 2004

| Economic classification | 2003/04 | | | | | | 2002/03 | |
|-------------------------------|------------------------|----------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| Current | - | - | - | - | - | - | - | - |
| Personnel | - | - | - | - | - | - | - | - |
| Transfer payments | - | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - | - |
| Capital | - | - | - | - | - | - | - | - |
| Transfer payments | - | - | - | - | - | - | - | - |
| Acquisition of capital assets | - | - | - | - | - | - | - | - |
| Total 1 | - | - | - | - | - | - | - | - |

**APPROPRIATION STATEMENT
for the year ended 31 March 2004**

| Standard item classification | 2003/04 | | | | | | 2002/03 | |
|--|------------------------|----------|--------------------|--------------------|------------------------------|--|--------------------|--------------------|
| | Adjusted Appropriation | Virement | Revised Allocation | Actual Expenditure | Savings/ Underspend (Excess) | Expenditure as % of revised allocation | Revised Allocation | Actual Expenditure |
| | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 | R'000 |
| DEPARTMENTAL RECEIPTS | - | - | - | - | - | - | - | - |
| Sales of goods and services other than capital assets | - | - | - | - | - | - | - | - |
| Sales of goods and services produced by the department | - | - | - | - | - | - | - | - |
| Sales by market establishment | - | - | - | - | - | - | - | - |
| Administrative fees | - | - | - | - | - | - | - | - |
| Other fees | - | - | - | - | - | - | - | - |
| Sales of scrap, waste, arms and other used goods | - | - | - | - | - | - | - | - |
| Transfers received | - | - | - | - | - | - | - | - |
| Other governmental units | - | - | - | - | - | - | - | - |
| Universities and Technikons | - | - | - | - | - | - | - | - |
| Foreign governments | - | - | - | - | - | - | - | - |
| International organisations | - | - | - | - | - | - | - | - |
| Public corporations and private enterprises | - | - | - | - | - | - | - | - |
| Households and non-profit institutions | - | - | - | - | - | - | - | - |
| Fines, penalties and forfeits | - | - | - | - | - | - | - | - |
| Interest, dividends and rent on land | - | - | - | - | - | - | - | - |
| Interest | - | - | - | - | - | - | - | - |
| Dividends | - | - | - | - | - | - | - | - |
| Rent on land | - | - | - | - | - | - | - | - |
| Sales of capital assets | - | - | - | - | - | - | - | - |
| Land and subsoil assets | - | - | - | - | - | - | - | - |
| Other capital assets | - | - | - | - | - | - | - | - |
| Financial transactions in assets and liabilities | - | - | - | - | - | - | - | - |
| TOTAL DEPARTMENTAL RECEIPTS | - | - | - | - | - | - | - | - |

1. Total must exclude the total for direct charges against the National Revenue Fund
2. Only to be completed for the National/Provincial Revenue Fund

NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2004

1. *Detail of current and capital transfers as per Appropriation Act (after Virement):*

Detail of these transactions can be viewed in note 10 (Transfer payments) and Annexure 1 to the annual financial statements.

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

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

3. *Detail of special functions (theft and losses)*

Detail of these transactions per programme can be viewed in note 12.5 (Details of special functions (theft and losses)) to the annual financial statements.

4. *Explanations of material variances from Amount(s) Voted (after virement):*

4.1 Per programme:

Rehabilitation: The underspending under inventories: internal is due to the non-finalization of Internal Charges transactions and unspent computer external equipment funds

Community Corrections: Underspending is due to delays in obtaining invoices on the Inmate Tracking project totalling R 25,0 million. The amount of R1,8 million has been requested as roll-over.

Facility Management and Capital Works: Underspending on infrastructure is mainly due to delays experienced during planning stages of Capital Projects. The amount has been requested as roll-over.

4.2 Per standard item:

Personnel: The overexpenditure was due to overtime that could not be successfully downmanaged during the year due to no agreement being reached with labour regarding the down-managing of overtime and finding of cheaper compensation options for weekend duty.

Administration: Expenditure to the amount of R 6, 6 million was paid at Head Office and R 3, 0 million at Regional Commissioner Western Cape to Government Garage from previous financial years as far back as 1998 for expenditure such as interfaces that did not match, damages and losses. Western Cape Government Garage changed to a new system which is why there were delays in the amount posted against the Department. These amounts were not budgeted for and were unforeseen as Government Garage only notified the department during the course of the year.

Inventories: The bulk of this over-expenditure occurred under prisoner rations R5,4 million, animal feed R5,2 million and prisoner medicines R1,9million prisoner personal hygiene items R5,2 million and prisoner clothing R1,4 million in the programme: Incarceration - current expenditure.

Equipment: The under-spending is due to unspent equipment funds, as a result of the cancellation of the computer equipment tender by State Information Technology (SITA) and the non-finalisation of a new tender before financial year-end.

Land and Buildings: Under-spending on infrastructure is mainly due to delays experienced during planning stages of Capital Projects.

STATEMENTS

DEPARTMENT OF CORRECTIONAL SERVICES

(VOTE 21)

Part 5: Human resource management (oversight report)

- 
- A photograph of a classroom. A teacher in a white shirt and dark trousers stands at the front, pointing at a chalkboard. Several students in red shirts are seated at desks, facing the teacher. The room has a chalkboard and a whiteboard.
- 5.1 Service Delivery
 - 5.2 Expenditure
 - 5.3 Employment and vacancies
 - 5.4 Job evaluation
 - 5.5 Employment changes
 - 5.6 Employment equity
 - 5.7 Performance rewards
 - 5.8 Foreign workers
 - 5.9 Leave utilisation for the period 1 January 2003 to 31 December 2003
 - 5.10 HIV/AIDS & Health Promotion Programmes
 - 5.11 Labour relations
 - 5.12 Skills development
 - 5.13 Injury on duty
 - 5.14 Utilisation of consultants

RESOURCE MANAGEMENT

The statistics and information published in this part of the annual report are required in terms of Chapter 1, Part III J.3 of the Public Service Regulations, 2001 and have been prescribed by the Minister for the Public Service and Administration for all departments within the Public Service.

The statistical tables provide high-level information on key human resource issues. The information aims to empower legislatures, the media, the public and other key stakeholders to monitor whether departments:

- are exercising the powers granted under Public Service and Public Finance legislation in a responsible manner
- are achieving national transformation priorities

established by the Cabinet, for example, affirmative action.

For a detailed description and explanation of the terminology used in this section of the report, please consult the publication from the DPSA entitled "A guide to understanding the oversight report of departmental annual reports". A copy of the guide is available from all departments or can be accessed from the DPSA website (www.dpsa.gov.za).

5.1 Service delivery

The following tables reflect the components of the SDI plan as well as progress made in the implementation of the plans.

Table 1.1: Main services provided and standards

| Main services | Actual customers | Potential customers | Standard of service | Actual achievement against standards |
|---|---------------------|---------------------|---|--------------------------------------|
| Present rehabilitation programmes | Sentenced offenders | Community | Number of offenders participating with target: | |
| | | | Education programmes 15 000 | 18 126 |
| | | | Training programmes 10 500 | 19 851 |
| | | | Social work sessions 34 866 | 103 380 |
| | | | Psychological sessions 10 000 | 9 352 |
| | | | Spiritual care sessions 150 000 | 156 457 |
| Create work opportunities for offenders | Sentenced offenders | | Daily average number of work opportunities for offenders provided by the Department with a target of 27 065 | 36 698 |
| Create work opportunities for offenders | Sentenced offenders | | Daily average number of work opportunities for offenders provided by outside organisations with a target of 323 | 564 |

PART 5: HUMAN RESOURCE

| Main services | Actual customers | Potential customers | Standard of service | Actual achievement against standards |
|--|--|---------------------|---|---|
| A national agricultural production system aimed at increasing self sufficiency | Department of Correctional Services in terms of self-sufficiency and sentenced offenders in terms of work and training opportunities | Community | Agricultural production: Vegetables 13 800 000 kg Fruit 810 000 kg Red meat 550 000 kg Milk 6 600 000 litre Pork 1 950 000 kg Chicken 1 350 000 kg Eggs 1 500 000 doz | Vegetables 14 167 195 kg Fruit 771 401 kg Red meat 548 812 kg Milk 6 814 863 litre Pork 1 870 718 kg Chicken 1 516 783 kg Eggs 1 316 737 doz |
| To increase productivity and expanding capacity of production workshops | Department of Correctional Services in terms of self sufficiency and sentenced offenders in terms of work and training opportunities | Community | Number of workshop products produced with the following targets: Timber 70 000 units Textile 2 100 000 units Steel 248 000 units | Timber 58 273 units Textile 1 926 305 units Steel 171 332 units |
| Provide psychological services to offenders | Offenders | Community | Number of individual consultations with a target of 1 000 | 4 559 |
| Provide psychological services to offenders | Offenders | Community | Number of individual therapy sessions with a target of 10 000 | 3 560 |
| | Offenders | Community | Number of group therapy sessions with a target of 900 | 403 |
| | Offenders | Community | Number of family therapy sessions with a target of 200 | 46 |
| Correctional and Parole Supervision | Probationers and parolees | Community | Number of probationers and parolees per supervisory officer: target of 35 probationers and parolees per officer | 43 probationers and parolees per officer |
| Correctional and Parole Supervision | Probationers and parolees | Community | Percentage of total absconders traced with a target of 54% | 58% |

RESOURCE MANAGEMENT

MANAGEMENT

| Main services | Actual customers | Potential customers | Standard of service | Actual achievement against standards |
|---|------------------|---------------------|---|--------------------------------------|
| Capital Works Projects to establish offender accommodation | Offenders | | Number of additional offender places with a target of 12 000 by the end of 2005/06 | Delayed |
| Capital Works Projects to improve offender accommodation | Offenders | | Number of correctional centres being renovated: with a target of 33 correctional centres in 2003/04 | 33 correctional centres completed |

Table 1.2: Consultation arrangements with customers

| Type of arrangement | Actual Customers | Potential Customers | Actual achievements |
|--|---------------------|---------------------|--|
| <ul style="list-style-type: none"> • Individual therapy • Group therapy / sessions • Family therapy • Church / Religious services • Personal interviews • Visits • Religious literature • Audio-visual programmes • Radio programmes • Study interviews • Formative Assessment • Summative Assessment • Posters • Brochures • Pamphlets • Tuition • Career guidance • National / International events (Adult Learners' week, International Literacy day, etc.) | Sentenced offenders | Community | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Brochures • Administrative support • Crises intervention • Church / Religious services • Personal interviews • Religious literature | Uncentenced persons | Community | The Department adheres to the listed consultation arrangements |

PART 5: HUMAN RESOURCE

| Type of arrangement | Actual Customers | Potential Customers | Actual achievements |
|--|--|--|--|
| <ul style="list-style-type: none"> • Audio-visual programmes • Radio programme • Posters • Pamphlets | | | |
| <ul style="list-style-type: none"> • Limited interviews and support • Pamphlets | Awaiting trial persons under community corrections | Community | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Limited interviews and support • Pamphlets • Individual therapy • Group therapy/sessions • Family therapy • Liaison with external spiritual / religious leaders from community regarding the reintegration of probationers and parolees | Probationers and parolees | Community | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Tender documentation • Tender bulletin | Community (business community) | Community | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Visiting times • Open / Family days • Family therapy (need based) • Consultations • Interviews • Preparation for reintegration / release • Certificate ceremonies • Written communication • Notice boards | Family of offenders | Community | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Consultations • Briefings • Lobbying • Presentations | Portfolio Committee on Correctional Services | Portfolio Committee on Correctional Services | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Brochures • Pamphlets • Meetings • Workshops • Consultations • Training / courses • Reports • Research • Evaluation of programmes • Symposium | Non-Governmental Organization and Community Based Organization | Non-Governmental Organization and Community Based Organization | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Reports • Presentations | SCOPA | SCOPA | The Department adheres to the listed consultation arrangements |

RESOURCE MANAGEMENT

MANAGEMENT

| Type of arrangement | Actual Customers | Potential Customers | Actual achievements |
|--|--|--|--|
| <ul style="list-style-type: none"> • Inspection reports • Briefings • Presentations • Visits to prisons • Frequent consultations | Inspecting Judge | Inspecting Judge | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Briefings and consultations • Reports on request • Presentations | National council of Correctional Services | National council of Correctional Services | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Training • Research • Programme development / design • Consultation • Workshops / conferences • Symposiums | Learning Institutions | Learning Institutions | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Briefing and consultation • Presentation • Lobby | Portfolio Committee on Justice | Portfolio Committee on Justice | The Department adheres to the listed consultation arrangements |
| <ul style="list-style-type: none"> • Joint projects • Information sharing • Conferences • Joint committees • Training / courses • Meetings • Networking • Lobby • Interdepartmental socializing | State Departments (including JCPS Departments and Social Sector Departments) | State Departments (including JCPS Departments and Social Sector Departments) | The Department adheres to the listed consultation arrangements |

Table 1.3: Service delivery access strategy

| Access Strategy | Actual achievements |
|---|--|
| Development programmes to offenders | Development programmes are voluntary e.g. weekly |
| Development programmes to parolees and probationers | Development programmes are voluntary e.g. weekly |

PART 5: HUMAN RESOURCE

Table 1.4: Service information tool

| Types of information tool | Actual achievements |
|--|--|
| Availability of development programmes | To all offenders, probationers, parolees and ex-offenders as well as external interest groups, other government departments, correctional officials and other relevant stakeholders in English and Afrikaans by means of consultation, brochures, pamphlets and media on daily basis |
| Access to services and information | <ul style="list-style-type: none"> • Intranet • Exhibitions • Pamphlets |
| Visiting hours | <ul style="list-style-type: none"> • To all offenders and families on daily basis by means of notice boards in line with language policy for that province |
| Statistics on offenders, probationers, parolees and awaiting trial person population | <ul style="list-style-type: none"> • All officials who have access to MIS • To Portfolio Committee, Cabinet, Inspecting Judge, interested individuals, National Counsel, NGO's, CBO's by means of reports and presentations (monthly and annually) in English |
| Statistics on the involvement of offenders, probationers and parolees in rehabilitation programmes | <ul style="list-style-type: none"> • To all officials by means of directives, reports and MIS • To Portfolio Committee, Cabinet, Inspecting Judge, interested individuals, National Counsel, NGO's, CBO's, ex-offenders by means of reports consultation and presentations (monthly and annually) in English |
| Privileges | <ul style="list-style-type: none"> • To all officials, offenders, families, interested groups and relevant stakeholders by means of pamphlets, brochures, media, presentations on daily basis in English |
| Policy on admission, detention and release of offenders, probations, parolees and awaiting trial persons | <ul style="list-style-type: none"> • To all officials, offenders, families, interested groups and relevant stakeholders by means of pamphlets, brochures, media, presentations on daily basis in English |
| Conditions to persons subject to community corrections | <ul style="list-style-type: none"> • To all officials, probationers, parolees, awaiting trial persons, families and all relevant stakeholders by means of pamphlets, brochures, media, presentation, verbal communication on a daily basis in English and all official languages |
| Policy on utilization on SMME and HDI's | <ul style="list-style-type: none"> • To the business community whenever need arise by means of bulletin and meetings in English |

Table 1.5: Complaints mechanism

| Complaints Mechanism | Actual achievements |
|--|--|
| Offenders, parolees, probationers and awaiting trial persons | Complaints and requests systems Independent Inspecting Judge Interviews |
| Community | Representations by community Family therapy |
| Business community | Tender complaints can be forwarded to the following: Anti-corruption Unit, Public Protector, Auditor General, State Tender Board and the SAPS |

5.2 Expenditure

Table 2.1: Personnel costs by programme, 2003/04

| Programme | Total Expenditure (R'000) | Personnel Expenditure (R'000) | Administrative Expenditure (R'000) | Professional And Special Services (R'000) | Personnel Costs as a Percent of Total Expenditure | Actual Personnel | Average Personnel Cost per Employee (R'000) |
|---------------------------------------|------------------------------|----------------------------------|---------------------------------------|--|---|------------------|--|
| Administration | 2,433,521 | 1,374,655 | 167,132 | 144,735 | 19% | 5,833 | 236 |
| Incarceration | 3,751,806 | 3,074,313 | 61,018 | 60,196 | 42% | 22,555 | 136 |
| Rehabilitation | 387,281 | 231,198 | 16,756 | 8,135 | 3% | 1,876 | 123 |
| Community Corrections | 276,996 | 253,215 | 21,317 | 470 | 3% | 1,738 | 146 |
| Facility Management and Capital works | 1,134,133 | 98,040 | 4,145 | 307,434 | 1% | 830 | 118 |
| Less Internal Charges | -596,627 | | | | | | |
| Total | 7,387,110 | 5,031,421 | 270,368 | 520,970 | 68% | 32,832 | 153 |

Table 2.2: Personnel costs per salary level, 2003/04

| Salary Level | Total Expenditure (sum of columns 3-5) (R'000) | Personnel Expenditure (R'000) | Administrative Expenditure (R'000) | Professional And Special Services (R'000) | Personnel Costs as a Percent of Total Expenditure | Actual Personnel | Average Personnel Cost per Employee (R'000) |
|-------------------------------------|--|----------------------------------|---------------------------------------|--|---|------------------|--|
| Salary levels 1-2 | 1,555 | 952 | 206 | 397 | 0% | 12 | 79 |
| Salary levels 3-5 | 1,167,919 | 954,828 | 72,805 | 140,287 | 16% | 8,841 | 108 |
| Salary levels 6-8 | 4,267,250 | 3,717,541 | 187,813 | 361,896 | 58% | 22,807 | 163 |
| Salary levels 9-12 | 302,326 | 277,380 | 8,523 | 16,423 | 4% | 1,035 | 268 |
| Salary levels 13-14 (professionals) | 73,049 | 70,060 | 1,021 | 1,968 | 1% | 124 | 565 |
| Senior Management Services | 10,973 | 10,660 | 107 | 206 | 0% | 13 | 820 |
| Total | 5,823,073 | 5,031,421 | 270,368 | 520,971 | 79% | 32,832 | 154 |

Table 2.3 Salaries, Overtime, Home Owners Allowances and Medical assist per programme 2003/04

| Programme | Salaries | | Overtime | | Home Owners Allowance | | Medical Assist | |
|---------------------------------------|-------------------|---------------------------|-------------------|---------------------------|-----------------------|---------------------------|-------------------|---------------------------|
| | Amount (R'000) | % of personnel cost | Amount (R'000) | % of personnel cost | Amount (R'000) | % of personnel cost | Amount (R'000) | % of personnel cost |
| Administration | 554,415 | 8% | 4,688 | 0% | 13,539 | 0,18% | 630,241 | 9% |
| Incarceration | 1,702,094 | 23% | 766,194 | 10% | 49,610 | 0,67% | 0 | 0% |
| Rehabilitation | 172,328 | 2% | 175 | 0% | 4,089 | 0.06% | 0 | 0% |
| Community Corrections | 152,212 | 2% | 48,969 | 1% | 5,215 | 0.07% | 0 | 0% |
| Facility Management and Capital Works | 74,197 | 1% | 263 | 0% | 2,475 | 0.03% | 0 | 0% |
| Total | 2,655,246 | 36% | 820,289 | 11% | 74,928 | 0.01% | 630,241 | 9% |

Table 2.4: Salaries, Overtime, Home Owners Allowance and Medical assist per salary level, 2003/04

| Programme | Salaries | | Overtime | | Home Owners Allowance | | Medical Assist | |
|---------------------------------|-------------------|---------------------------|-------------------|---------------------------|-----------------------|---------------------------|-------------------|---------------------------|
| | Amount (R'000) | % of personnel cost | Amount (R'000) | % of personnel cost | Amount (R'000) | % of personnel cost | Amount (R'000) | % of personnel cost |
| Level 1-2 | 970 | 0% | 301 | 0% | 28 | 0% | 231 | 0% |
| Level 3-5 | 715,005 | 10% | 221,803 | 3% | 20,261 | 0% | 170,422 | 2% |
| Level 6-8 | 1,844,487 | 25% | 572,208 | 8% | 51,952 | 1% | 436,985 | 6% |
| Level 9-12 | 83,704 | 1% | 25,967 | 0% | 2,372 | 0% | 19,951 | 0% |
| Level 13-14 | 10,028 | 0% | | | 284 | 0% | 2,390 | 0% |
| Level 15-16 (Senior Management) | 1,051 | 0% | | | 30 | 0% | 251 | 0% |
| Total | 2,655,246 | 36% | 820,289 | 11% | 74,927 | 1% | 630,231 | 9% |

5.3 Employment and vacancies

TABLE 3.1 - Employment and Vacancies by Programme at end of period

| Programme | Number of Posts | Number of Posts Filled | Vacancy Rate | Number of Posts Filled Additional to the Establishment |
|---|-----------------|------------------------|--------------|--|
| Administration (1/3), Permanent | 6491 | 5842 | 10 | 0 |
| Administration (1/3), Temporary | 5 | 5 | 0 | 0 |
| Community corrections (1/3), Permanent | 1793 | 1754 | 2.2 | 0 |
| Development of offenders (1/3), Permanent | 2422 | 1886 | 22.1 | 0 |
| Development of offenders (1/3), Temporary | 2 | 2 | 0 | 1 |
| Incarceration (1/3), Permanent | 24078 | 22489 | 6.6 | 4 |
| Incarceration (1/3), Temporary | 12 | 12 | 0 | 0 |
| Public private partnership (1/3), Permanent | 870 | 840 | 3.4 | 0 |
| Public private partnership (1/3), Temporary | 1 | 1 | 0 | 0 |
| Deductable salaries, Permanent | 1 | 1 | 0 | 1 |
| TOTAL | 35675 | 32832 | 8 | 6 |

TABLE 3.2 - Employment and Vacancies by Salary Band at end of period

| Programme | Number of Posts | Number of Posts Filled | Vacancy Rate | Number of Posts Filled Additional to the Establishment |
|---|-----------------|------------------------|--------------|--|
| Lower skilled (Levels 1-2), Permanent | 71 | 65 | 8.5 | 0 |
| Lower skilled (Levels 1-2), Temporary | 1 | 1 | 0 | 0 |
| Skilled (Levels 3-5), Permanent | 10162 | 9330 | 8.2 | 3 |
| Skilled (Levels 3-5), Temporary | 3 | 3 | 0 | 0 |
| Highly skilled production (Levels 6-8), Permanent | 23955 | 22333 | 6.8 | 2 |
| Highly skilled production (Levels 6-8), Temporary | 14 | 14 | 0 | 1 |
| Highly skilled supervision (Levels 9-12), Permanent | 1361 | 993 | 27 | 0 |
| Highly skilled supervision (Levels 9-12), Temporary | 2 | 2 | 0 | 0 |
| Senior management (Levels 13-16), Permanent | 106 | 91 | 14.2 | 0 |
| TOTAL | 35675 | 32832 | 8 | 6 |

TABLE 3.3 - Employment and Vacancies by Critical Occupation at end of period

| Programme | Number of Posts | Number of Posts Filled | Vacancy Rate | Number of Posts Filled Additional to the Establishment |
|--|-----------------|------------------------|--------------|--|
| Administrative related, Permanent | 46 | 28 | 39.1 | 0 |
| Cartographic surveying and related technicians, Permanent | 3 | 3 | 0 | 0 |
| Chaplain and related professionals, Permanent | 32 | 25 | 21.9 | 0 |
| Client inform clerks(switchb receipt inform clerks), Permanent | 59 | 55 | 6.8 | 0 |
| Computer programmers., Permanent | 6 | 6 | 0 | 0 |
| Computer system designers and analysts., Permanent | 3 | 3 | 0 | 0 |
| Custodian personnel, Permanent | 1008 | 754 | 25.2 | 0 |
| Custodian personnel:, Permanent | 31297 | 29893 | 4.5 | 5 |
| Custodian personnel:, Temporary | 8 | 8 | 0 | 0 |
| Educationists., Permanent | 489 | 328 | 32.9 | 0 |
| Educationists., Temporary | 1 | 1 | 0 | 0 |
| Engineering sciences related, Permanent | 1 | 1 | 0 | 0 |
| Finance and economics related, Permanent | 62 | 48 | 22.6 | 0 |
| Financial and related professionals, Permanent | 187 | 117 | 37.4 | 0 |
| Financial clerks and credit controllers, Permanent | 4 | 4 | 0 | 0 |
| General legal administration & rel. professionals, Permanent | 21 | 12 | 42.9 | 0 |
| Head of department/chief executive officer, Permanent | 1 | 1 | 0 | 0 |
| Health sciences related, Permanent | 51 | 40 | 21.6 | 0 |
| Human resources & organisat developm & relate prof, Permanent | 5 | 2 | 60 | 0 |
| Human resources related, Permanent | 32 | 21 | 34.4 | 0 |
| Information technology related, Permanent | 1 | 1 | 0 | 0 |
| Legal related, Permanent | 3 | 3 | 0 | 0 |
| Logistical support personnel, Permanent | 149 | 116 | 22.1 | 0 |
| Other information technology personnel., Permanent | 94 | 88 | 6.4 | 0 |
| Other occupations, Permanent | 1 | 1 | 0 | 0 |
| Pharmacists, Permanent | 33 | 15 | 54.5 | 0 |
| Pharmacists, Temporary | 8 | 8 | 0 | 0 |
| Professional nurse, Permanent | 979 | 512 | 47.7 | 0 |
| Professional nurse, Temporary | 1 | 1 | 0 | 0 |
| Psychologists and vocational counsellors, Permanent | 112 | 27 | 75.9 | 0 |

TABLE 3.3 - Employment and Vacancies by Critical Occupation at end of period (continued)

| Programme | Number of Posts | Number of Posts Filled | Vacancy Rate | Number of Posts Filled Additional to the Establishment |
|--|-----------------|------------------------|--------------|--|
| Psychologists and vocational counsellors, Temporary | 1 | 1 | 0 | 1 |
| Rank: Minister, Permanent | 1 | 1 | 0 | 0 |
| Secretaries & other keyboard operating clerks, Permanent | 144 | 139 | 3.5 | 0 |
| Senior managers, Permanent | 182 | 124 | 31.9 | 0 |
| Senior managers, Temporary | 1 | 1 | 0 | 0 |
| Social sciences related, Permanent | 13 | 9 | 30.8 | 0 |
| Social work and related professionals, Permanent | 634 | 434 | 31.5 | 0 |
| Student nurse, Permanent | 2 | 1 | 50 | 0 |
| TOTAL | 35675 | 32832 | 8 | 6 |

5.4 Job evaluation

TABLE 4.1 - Job Evaluation

| Salary Band | Number of Posts | Number of Jobs Evaluated | % of Posts Evaluated | Number of Posts Upgraded | % of Upgraded Posts Evaluated | Number of Posts Downgraded | % of Downgraded Posts Evaluated |
|--|-----------------|--------------------------|----------------------|--------------------------|-------------------------------|----------------------------|---------------------------------|
| Lower skilled (Levels 1-2) | 72 | 0 | 0 | 1 | 0 | 0 | 0 |
| Skilled (Levels 3-5) | 10165 | 0 | 0 | 189 | 0 | 0 | 0 |
| Highly skilled production (Levels 6-8) | 23969 | 0 | 0 | 208 | 0 | 4 | 0 |
| Highly skilled supervision (Levels 9-12) | 1363 | 1 | 0.1 | 16 | 1600 | 2 | 200 |
| Senior Management Service Band A | 78 | 0 | 0 | 1 | 0 | 0 | 0 |
| Senior Management Service Band B | 19 | 0 | 0 | 0 | 0 | 0 | 0 |
| Senior Management Service Band C | 8 | 0 | 0 | 0 | 0 | 0 | 0 |
| Senior Management Service Band D | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 35675 | 1 | 0 | 415 | 41500 | 6 | 600 |

Table 4.2: Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2003 to 31 March 2004

| | |
|---|------|
| The total number of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2003 to 31 March 2004 | None |
|---|------|

Table 4.3: Employees whose salary level exceed the grade determined by job evaluation, 1 April 2003 to 31 March 2004 (in terms of PSR 1.V.C.3)

| | |
|---|------|
| The total number of employees whose salary level exceed the grade determined by job evaluation, 1 April 2003 to 31 March 2004 (in terms of PSR 1.V.C.3) | None |
|---|------|

Table 4.4: Profile of employees whose salary level exceed the grade determined by job evaluation, 1 April 2003 to 31 March 2004 (in terms of PSR 1.V.C.3)

| | |
|---|------|
| The total number of employees whose salary level exceed the grade determined by job evaluation, 1 April 2003 to 31 March 2004 (in terms of PSR 1.V.C.3) | None |
|---|------|

5.5 Employment changes

TABLE 5.1 - Annual Turnover Rates by Salary Band

| Salary Band | Employment at Beginning of Period | Appointments | Terminations | Turnover Rate |
|---|-----------------------------------|--------------|--------------|---------------|
| Lower skilled (Levels 1-2), Permanent | 17 | 1 | 2 | 11.8 |
| Lower skilled (Levels 1-2), Temporary | 1 | 0 | 0 | 0 |
| Skilled (Levels 3-5), Permanent | 9547 | 20 | 170 | 1.8 |
| Skilled (Levels 3-5), Temporary | 5 | 0 | 1 | 20 |
| Highly skilled production (Levels 6-8), Permanent | 22911 | 28 | 713 | 3.1 |
| Highly skilled production (Levels 6-8), Temporary | 6 | 8 | 5 | 83.3 |
| Highly skilled supervision (Levels 9-12), Permanent | 1094 | 0 | 37 | 3.4 |
| Highly skilled supervision (Levels 9-12), Temporary | 2 | 0 | 0 | 0 |
| Senior Management Service Band A, Permanent | 78 | 3 | 2 | 2.6 |
| Senior Management Service Band B, Permanent | 14 | 0 | 0 | 0 |
| Senior Management Service Band C, Permanent | 7 | 0 | 0 | 0 |
| Senior Management Service Band C, Temporary | 1 | 0 | 0 | 0 |
| Senior Management Service Band D, Permanent | 1 | 0 | 0 | 0 |
| TOTAL | 33684 | 60 | 930 | 2.8 |

TABLE 5.2 - Annual Turnover Rates by Critical Occupation

| Salary Band | Employment at Beginning of Period | Appointments | Terminations | Turnover Rate |
|---|-----------------------------------|--------------|--------------|---------------|
| Administrative related, Permanent | 22 | 0 | 1 | 4.5 |
| Agriculture related, Permanent | 2 | 0 | 0 | 0 |
| All artisans in the building metal machinery etc., Permanent | 1 | 0 | 0 | 0 |
| Attorneys, Permanent | 1 | 0 | 0 | 0 |
| Cartographic surveying and related technicians, Permanent | 1 | 0 | 0 | 0 |
| Chaplain and related professionals, Permanent | 25 | 0 | 1 | 4 |
| Client inform clerks(switchb recept inform clerks), Permanent | 61 | 2 | 3 | 4.9 |
| Computer programmers, Permanent | 7 | 0 | 0 | 0 |
| Custodian personnel, Permanent | 1024 | 1 | 32 | 3.1 |
| Custodian personnel, Permanent | 30549 | 34 | 788 | 2.6 |
| Custodian personnel, Temporary | 6 | 1 | 1 | 16.7 |
| Educationists(excluding cs-educators), Permanent | 1 | 0 | 0 | 0 |
| Educationists, Permanent | 310 | 0 | 9 | 2.9 |
| Educationists, Temporary | 1 | 0 | 0 | 0 |
| Electrical and electronics engineering technicians, Permanent | 1 | 0 | 0 | 0 |
| Engineering sciences related, Permanent | 4 | 0 | 1 | 25 |
| Engineers and related professionals, Permanent | 1 | 0 | 0 | 0 |
| Finance and economics related, Permanent | 39 | 0 | 0 | 0 |
| Financial and related professionals, Permanent | 98 | 6 | 2 | 2 |
| Financial clerks and credit controllers, Permanent | 14 | 0 | 2 | 14.3 |
| General legal administration and rel. professionals, Permanent | 16 | 0 | 3 | 18.8 |
| Health sciences related, Permanent | 34 | 0 | 1 | 2.9 |
| Home-based personal care workers, Permanent | 1 | 0 | 0 | 0 |
| Human resources and organisat developm & relate prof, Permanent | 8 | 0 | 0 | 0 |
| Human resources related, Permanent | 15 | 0 | 1 | 6.7 |
| Information technology related, Permanent | 3 | 0 | 0 | 0 |
| Logistical support personnel, Permanent | 83 | 0 | 3 | 3.6 |
| Material-recording and transport clerks, Permanent | 5 | 0 | 0 | 0 |
| Natural sciences related, Permanent | 1 | 0 | 0 | 0 |
| Other administrat & related clerks and organisers, Permanent | 3 | 0 | 0 | 0 |
| Other information technology personnel, Permanent | 82 | 0 | 8 | 9.8 |

TABLE 5.2 - Annual Turnover Rates by Critical Occupation (Continued)

| Salary Band | Employment at Beginning of Period | Appointments | Terminations | Turnover Rate |
|--|-----------------------------------|--------------|--------------|---------------|
| Other occupations, Permanent | 6 | 0 | 0 | 0 |
| Pharmacists, Permanent | 17 | 1 | 5 | 29.4 |
| Pharmacists, Temporary | 6 | 7 | 4 | 66.7 |
| Probation workers, Permanent | 1 | 0 | 0 | 0 |
| Professional nurse, Permanent | 521 | 0 | 38 | 7.3 |
| Psychologists and vocational counsellors, Permanent | 26 | 1 | 7 | 26.9 |
| Rank: Custodian and support personnel sr7, Permanent | 1 | 0 | 0 | 0 |
| Regulatory inspectors, Permanent | 1 | 0 | 0 | 0 |
| Secretaries and other keyboard operating clerks, Permanent | 136 | 2 | 1 | 0.7 |
| Security officers, Permanent | 1 | 0 | 0 | 0 |
| Senior managers, Permanent | 97 | 3 | 1 | 1 |
| Senior managers, Temporary | 2 | 0 | 0 | 0 |
| Social sciences related, Permanent | 12 | 2 | 0 | 0 |
| Social work and related professionals, Permanent | 437 | 0 | 17 | 3.9 |
| Student nurse, Temporary | 0 | 0 | 1 | 0 |
| Translators and air traffic communicators, Permanent | 1 | 0 | 0 | 0 |
| TOTAL | 33684 | 60 | 930 | 2.8 |

TABLE 5.3 - Reasons why staff are leaving the department

| Termination Type | Number | Percentage of Total Resignations | Percentage of Total Employment | Total | Total Employment |
|--|------------|----------------------------------|--------------------------------|------------|------------------|
| Death, Permanent | 257 | 27.6 | 0.8 | 930 | 33684 |
| Resignation, Permanent | 336 | 36.1 | 1 | 930 | 33684 |
| Expiry of contract, Permanent | 2 | 0.2 | 0 | 930 | 33684 |
| Expiry of contract, Temporary | 5 | 0.5 | 0 | 930 | 33684 |
| Dismissal-operational changes, Permanent | 108 | 11.6 | 0.3 | 930 | 33684 |
| Discharged due to ill health, Permanent | 156 | 16.8 | 0.5 | 930 | 33684 |
| Dismissal-misconduct, Permanent | 15 | 1.6 | 0 | 930 | 33684 |
| Retirement, Permanent | 48 | 5.2 | 0.1 | 930 | 33684 |
| Other, Permanent | 2 | 0.2 | 0 | 930 | 33684 |
| Other, Temporary | 1 | 0.1 | 0 | 930 | 33684 |
| TOTAL | 930 | 100 | 2.8 | 930 | 33684 |

Resignations as % of Employment

2.8

TABLE 5.4 - Promotions by Critical Occupation

| Occupation | Employment at Beginning of Period | Promotions to Salary Level | Salary Level Promotions as a % of Employment | Progressions to another Notch within Salary Level | Notch progressions as a % of Employment |
|--|-----------------------------------|----------------------------|--|---|---|
| Administrative related | 22 | 1 | 4.5 | 15 | 68.2 |
| Agriculture related | 2 | 0 | 0 | 2 | 100 |
| All artisans in the building metal machinery etc. | 1 | 0 | 0 | 0 | 0 |
| Attorneys | 1 | 0 | 0 | 1 | 100 |
| Cartographic surveying and related technicians | 1 | 0 | 0 | 1 | 100 |
| Chaplain and related professionals | 25 | 1 | 4 | 15 | 60 |
| Client inform clerks(switchb receipt inform clerks) | 61 | 0 | 0 | 34 | 55.7 |
| Community development workers | 0 | 1 | 0 | 0 | 0 |
| Computer programmers | 7 | 0 | 0 | 5 | 71.4 |
| Custodian personnel | 1024 | 21 | 2.1 | 707 | 69 |
| Custodian personnel | 30555 | 1204 | 3.9 | 18224 | 59.6 |
| Educationists(excluding cs-educators) | 1 | 0 | 0 | 0 | 0 |
| Educationists | 311 | 1 | 0.3 | 202 | 65 |
| Electrical and electronics engineering technicians | 1 | 0 | 0 | 0 | 0 |
| Engineering sciences related | 4 | 0 | 0 | 1 | 25 |
| Engineers and related professionals | 1 | 0 | 0 | 0 | 0 |
| Finance and economics related | 39 | 3 | 7.7 | 21 | 53.8 |
| Financial and related professionals | 98 | 3 | 3.1 | 45 | 45.9 |
| Financial clerks and credit controllers | 14 | 3 | 21.4 | 7 | 50 |
| General legal administration and rel. professionals | 16 | 0 | 0 | 9 | 56.3 |
| Health sciences related | 34 | 1 | 2.9 | 24 | 70.6 |
| Home-based personal care workers | 1 | 0 | 0 | 0 | 0 |
| Human resources and organisat developm & relate prof | 8 | 0 | 0 | 3 | 37.5 |
| Human resources related | 15 | 0 | 0 | 8 | 53.3 |
| Information technology related | 3 | 1 | 33.3 | 0 | 0 |
| Logistical support personnel | 83 | 1 | 1.2 | 45 | 54.2 |
| Material-recording and transport clerks | 5 | 0 | 0 | 0 | 0 |
| Natural sciences related | 1 | 0 | 0 | 1 | 100 |
| Other administrat and related clerks and organisers | 3 | 0 | 0 | 2 | 66.7 |
| Other information technology personnel | 82 | 0 | 0 | 41 | 50 |
| Other occupations | 6 | 2 | 33.3 | 3 | 50 |

TABLE 5.4 - Promotions by Critical Occupation (Continued)

| Occupation | Employment at Beginning of Period | Promotions to Salary Level Level | Salary Level Promotions as a % of Employment | Progressions to another Notch within Salary Level | Notch progressions as a % of Employment |
|---|-----------------------------------|----------------------------------|--|---|---|
| Pharmacists | 23 | 1 | 4.3 | 6 | 26.1 |
| Probation workers | 1 | 0 | 0 | 0 | 0 |
| Professional nurse | 521 | 1 | 0.2 | 303 | 58.2 |
| Psychologists and vocational counsellors | 26 | 0 | 0 | 13 | 50 |
| Rank: Custodian and support personnel sr7 | 1 | 0 | 0 | 0 | 0 |
| Regulatory inspectors | 1 | 0 | 0 | 0 | 0 |
| Secretaries & other keyboard operating clerks | 136 | 0 | 0 | 79 | 58.1 |
| Security officers | 1 | 0 | 0 | 0 | 0 |
| Senior managers | 99 | 17 | 17.2 | 12 | 12.1 |
| Social sciences related | 12 | 0 | 0 | 5 | 41.7 |
| Social work and related professionals | 437 | 2 | 0.5 | 236 | 54 |
| Translators and air traffic communicators | 1 | 0 | 0 | 1 | 100 |
| TOTAL | 33684 | 1264 | 3.8 | 20071 | 59.6 |

TABLE 5.5 - Promotions by Salary Band

| Salary Band | Employment at Beginning of Period | Promotions to Salary Level Level | Salary Level Promotions as a % of Employment | Progressions to another Notch within Salary Level | Notch progressions as a % of Employment |
|---|-----------------------------------|----------------------------------|--|---|---|
| Lower skilled (Levels 1-2), Permanent | 17 | 0 | 0 | 2 | 11.8 |
| Lower skilled (Levels 1-2), Temporary | 1 | 0 | 0 | 0 | 0 |
| Skilled (Levels 3-5), Permanent | 9547 | 1175 | 12.3 | 5122 | 53.7 |
| Skilled (Levels 3-5), Temporary | 5 | 0 | 0 | 0 | 0 |
| Highly skilled production (Levels 6-8), Permanent | 22911 | 45 | 0.2 | 14255 | 62.2 |
| Highly skilled production (Levels 6-8), Temporary | 6 | 0 | 0 | 0 | 0 |
| Highly skilled supervision (Levels 9-12), Permanent | 1094 | 15 | 1.4 | 681 | 62.2 |
| Highly skilled supervision (Levels 9-12), Temporary | 2 | 0 | 0 | 1 | 50 |
| Senior management (Levels 13-16), Permanent | 100 | 29 | 29 | 10 | 10 |
| Senior management (Levels 13-16), Temporary | 1 | 0 | 0 | 0 | 0 |
| TOTAL | 33684 | 1264 | 3.8 | 20071 | 59.6 |

5.6 Employment equity

TABLE 6.1 - Total number of Employees (incl. Employees with disabilities) per Occupational Category (SASCO)

| Occupational Categories | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|---|---------------|----------------|-------------|-------------------|-------------|----------------|-----------------|---------------|---------------------|--------------|--------------|
| Legislators, senior officials and managers, Permanent | 57 | 14 | 0 | 71 | 19 | 22 | 0 | 1 | 23 | 2 | 115 |
| Legislators, senior officials and managers, Temporary | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Professionals, Permanent | 498 | 106 | 9 | 613 | 227 | 534 | 147 | 17 | 698 | 180 | 1718 |
| Professionals, Temporary | 3 | 0 | 1 | 4 | 2 | 0 | 0 | 2 | 2 | 4 | 12 |
| Clerks, Permanent | 14476 | 4010 | 467 | 18953 | 6094 | 3879 | 878 | 103 | 4860 | 1065 | 30972 |
| Clerks, Temporary | 1 | 1 | 0 | 2 | 0 | 4 | 0 | 0 | 4 | 0 | 6 |
| Elementary occupations, Permanent | 2 | 1 | 0 | 3 | 0 | 2 | 0 | 0 | 2 | 1 | 6 |
| Other, Permanent | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Other, Temporary | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | 15040 | 4132 | 477 | 19649 | 6342 | 4441 | 1025 | 123 | 5589 | 1252 | 32832 |

| | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|-----------------------------|---------------|----------------|-------------|-------------------|------------|----------------|-----------------|---------------|---------------------|--------------|-------|
| Employees with disabilities | 58 | 8 | 0 | 66 | 20 | 27 | 5 | 1 | 33 | 6 | 125 |

TABLE 6.2 - Total number of Employees (incl. Employees with disabilities) per Occupational Bands

| Occupational Bands | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|--|---------------|----------------|-------------|-------------------|-------------|----------------|-----------------|---------------|---------------------|--------------|--------------|
| Top Management, Permanent | 7 | 1 | 0 | 8 | 1 | 1 | 0 | 0 | 1 | 1 | 11 |
| Top Management, Temporary | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Senior Management, Permanent | 56 | 16 | 0 | 72 | 19 | 22 | 1 | 1 | 24 | 1 | 116 |
| Professionally qualified and experienced specialists and mid-management, Permanent | 477 | 104 | 18 | 599 | 247 | 127 | 16 | 6 | 149 | 53 | 1048 |
| Professionally qualified and experienced specialists and mid-management, Temporary | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 10294 | 2932 | 320 | 13546 | 5597 | 2208 | 430 | 43 | 2681 | 1004 | 22828 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Temporary | 2 | 0 | 1 | 3 | 2 | 0 | 0 | 2 | 2 | 4 | 11 |
| Semi-skilled and discretionary decision making, Permanent | 4198 | 1078 | 137 | 5413 | 476 | 2070 | 576 | 71 | 2717 | 188 | 8794 |
| Semi-skilled and discretionary decision making, Temporary | 1 | 0 | 0 | 1 | 0 | 4 | 0 | 0 | 4 | 0 | 5 |
| Unskilled and defined decision making, Permanent | 1 | 0 | 1 | 2 | 0 | 9 | 2 | 0 | 11 | 1 | 14 |
| Unskilled and defined decision making, Temporary | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Not Available, Permanent | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | 15040 | 4132 | 477 | 19649 | 6342 | 4441 | 1025 | 123 | 5589 | 1252 | 32832 |

TABLE 6.3 - Recruitment

| Occupational Bands | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|--|---------------|----------------|-------------|-------------------|------------|----------------|-----------------|---------------|---------------------|--------------|-----------|
| Senior Management, Permanent | 2 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 3 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 10 | 1 | 0 | 11 | 2 | 9 | 0 | 0 | 9 | 1 | 23 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Temporary | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 5 | 8 |
| Semi-skilled and discretionary decision making, Permanent | 11 | 2 | 1 | 14 | 0 | 8 | 0 | 0 | 8 | 0 | 22 |
| Unskilled and defined decision making, Permanent | 1 | 0 | 0 | 1 | 0 | 3 | 0 | 0 | 3 | 0 | 4 |
| TOTAL | 25 | 3 | 1 | 29 | 4 | 21 | 0 | 0 | 21 | 6 | 60 |

TABLE 6.4 - Promotions

| Occupational Bands | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|--|---------------|----------------|-------------|-------------------|------------|----------------|-----------------|---------------|---------------------|--------------|-------|
| Top Management, Permanent | 2 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 3 |
| Senior Management, Permanent | 17 | 4 | 0 | 21 | 3 | 9 | 1 | 1 | 11 | 0 | 35 |
| Professionally qualified and experienced specialists and mid-management, Permanent | 330 | 71 | 11 | 412 | 163 | 70 | 11 | 5 | 86 | 29 | 690 |
| Professionally qualified and experienced specialists and mid-management, Temporary | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 6165 | 1970 | 237 | 8372 | 3760 | 1216 | 250 | 22 | 1488 | 690 | 14310 |
| Semi-skilled and discretionary decision making, Permanent | 2985 | 815 | 96 | 3896 | 358 | 1446 | 427 | 49 | 1922 | 140 | 6316 |
| Unskilled and defined decision making, Permanent | 3 | 0 | 1 | 4 | 0 | 3 | 1 | 0 | 4 | 0 | 8 |
| TOTAL | 9503 | 2860 | 345 | 12708 | 4284 | 2745 | 690 | 77 | 3512 | 859 | 21363 |

| | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|-----------------------------|---------------|----------------|-------------|-------------------|------------|----------------|-----------------|---------------|---------------------|--------------|-------|
| Employees with disabilities | 31 | 2 | 0 | 33 | 13 | 16 | 4 | 1 | 21 | 6 | 70 |

TABLE 6.5 - Terminations

| Occupational Bands | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|--|---------------|----------------|-------------|-------------------|------------|----------------|-----------------|---------------|---------------------|--------------|------------|
| Senior Management, Permanent | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Professionally qualified and experienced specialists and mid-management, Permanent | 18 | 1 | 0 | 19 | 10 | 1 | 0 | 0 | 1 | 2 | 32 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 281 | 59 | 6 | 346 | 229 | 52 | 11 | 3 | 66 | 36 | 677 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Temporary | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 2 | 1 | 5 |
| Semi-skilled and discretionary decision making, Permanent | 105 | 26 | 1 | 132 | 27 | 23 | 7 | 1 | 31 | 7 | 197 |
| Semi-skilled and discretionary decision making, Temporary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Unskilled and defined decision making, Permanent | 6 | 1 | 0 | 7 | 2 | 7 | 0 | 0 | 7 | 1 | 17 |
| TOTAL | 411 | 87 | 7 | 505 | 270 | 83 | 18 | 6 | 107 | 48 | 930 |

| | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|-----------------------------|---------------|----------------|-------------|-------------------|------------|----------------|-----------------|---------------|---------------------|--------------|-------|
| Employees with disabilities | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 2 | 0 | 3 |

TABLE 6.6 - Disciplinary Action

| Disciplinary Action | Male, African | Male, Coloured | Male Indian | Male Total Blacks | Male White | Female African | Female Coloured | Female Indian | Female Total Blacks | Female White | Total |
|-------------------------|---------------|----------------|-------------|-------------------|------------|----------------|-----------------|---------------|---------------------|--------------|------------|
| Correctional counseling | 1 | 2 | 0 | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 4 |
| Dismissal | 13 | 3 | 0 | 16 | 8 | 1 | 0 | 0 | 1 | 0 | 25 |
| Final written warning | 39 | 10 | 0 | 49 | 10 | 0 | 1 | 0 | 1 | 0 | 60 |
| No outcome | 20 | 12 | 0 | 32 | 10 | 5 | 0 | 0 | 5 | 0 | 47 |
| Serious written warning | 46 | 10 | 0 | 56 | 9 | 3 | 1 | 1 | 5 | 1 | 71 |
| Verbal warning | 36 | 19 | 3 | 58 | 19 | 4 | 1 | 0 | 5 | 1 | 83 |
| Written warning | 39 | 31 | 2 | 72 | 15 | 6 | 2 | 0 | 8 | 2 | 97 |
| TOTAL | 194 | 87 | 5 | 286 | 71 | 19 | 6 | 1 | 26 | 4 | 387 |

TABLE 6.7 - Skills Development

The information is available on basis of gender but not on race. For further details see Table 12.2.

5.7 Performance Rewards

TABLE 7.1 - Performance Rewards by Race, Gender and Disability

| | Number of Beneficiaries | Total Employment | Percentage of Total Employment | Cost (R'000) | Average Cost per Beneficiary (R) |
|-----------------------------|-------------------------|------------------|--------------------------------|---------------|----------------------------------|
| African, Female | 1219 | 4414 | 27.6 | 5,563 | 4,563 |
| African, Male | 3191 | 14982 | 21.3 | 16,226 | 5,085 |
| Asian, Female | 42 | 122 | 34.4 | 205 | 4,883 |
| Asian, Male | 125 | 477 | 26.2 | 641 | 5,124 |
| Coloured, Female | 295 | 1020 | 28.9 | 1,349 | 4,573 |
| Coloured, Male | 945 | 4124 | 22.9 | 4,911 | 5,197 |
| Total Blacks, Female | 1570 | 5556 | 28.3 | 7,170 | 4,567 |
| Total Blacks, Male | 4275 | 19583 | 21.8 | 21,839 | 5,109 |
| White, Female | 470 | 1246 | 37.7 | 2,592 | 5,515 |
| White, Male | 1468 | 6322 | 23.2 | 8,390 | 5,715 |
| Employees with a disability | 36 | 125 | 28.8 | 157 | 4,367 |
| TOTAL | 7819 | 32832 | 23.8 | 40,148 | 5,135 |

TABLE 7.2 - Performance Rewards by Salary Band for Personnel below Senior Management Service

| Salary Band | Number of Beneficiaries | Total Employment | Percentage of Total Employment | Cost (R'000) | Average Cost per Beneficiary (R) |
|--|-------------------------|------------------|--------------------------------|---------------|----------------------------------|
| Lower skilled (Levels 1-2) | 3 | 15 | 20 | 7 | 2,333 |
| Skilled (Levels 3-5) | 1976 | 8799 | 22.5 | 7,006 | 3,546 |
| Highly skilled production (Levels 6-8) | 5570 | 22839 | 24.4 | 30,353 | 5,449 |
| Highly skilled supervision (Levels 9-12) | 238 | 1050 | 22.7 | 2,573 | 10,811 |
| TOTAL | 7787 | 32703 | 23.8 | 39,939 | 5,129 |

TABLE 7.3 - Performance Rewards by Critical Occupation

| Critical Occupations | Number of Beneficiaries | Total Employment | Percentage of Total Employment | Cost (R'000) | Average Cost per Beneficiary (R) |
|---|-------------------------|------------------|--------------------------------|---------------|----------------------------------|
| Administrative related | 8 | 21 | 38.1 | 103 | 12,875 |
| Cartographic surveying and related technicians | 1 | 1 | 100 | 6 | 6,000 |
| Chaplain and related professionals | 4 | 25 | 16 | 37 | 9,250 |
| Client inform clerks (switchboard reception clerks) | 19 | 58 | 32.8 | 64 | 3,368 |
| Custodian personnel | 228 | 987 | 23.1 | 2,016 | 8,842 |
| Custodian personnel: | 6990 | 29780 | 23.5 | 34,466 | 4,931 |
| Educationists. | 83 | 319 | 26 | 512 | 6,169 |
| Finance and economics related | 11 | 38 | 28.9 | 122 | 11,091 |
| Financial and related professionals | 33 | 106 | 31.1 | 226 | 6,848 |
| Financial clerks and credit controllers | 5 | 12 | 41.7 | 31 | 6,200 |
| General legal administration & rel. professionals | 2 | 13 | 15.4 | 20 | 10,000 |
| Health sciences related | 4 | 32 | 12.5 | 42 | 10,500 |
| Human resources related | 5 | 14 | 35.7 | 57 | 11,400 |
| Logistical support personnel | 26 | 81 | 32.1 | 170 | 6,538 |
| Material-recording and transport clerks | 2 | 4 | 50 | 13 | 6,500 |
| Natural sciences related | 1 | 1 | 100 | 9 | 9,000 |
| Other information technology personnel. | 18 | 74 | 24.3 | 92 | 5,111 |
| Other occupations | 1 | 8 | 12.5 | 5 | 5,000 |
| Probation workers | 1 | 1 | 100 | 7 | 7,000 |
| Professional nurse | 136 | 502 | 27.1 | 802 | 5,897 |
| Psychologists and vocational counsellors | 5 | 21 | 23.8 | 36 | 7,200 |
| Secretaries & other keyboard operating clerks | 56 | 135 | 41.5 | 219 | 3,911 |
| Senior managers | 5 | 115 | 4.3 | 101 | 20,200 |
| Social sciences related | 3 | 13 | 23.1 | 28 | 9,333 |
| Social work and related professionals | 144 | 421 | 34.2 | 851 | 5,910 |
| TOTAL | 7791 | 32782 | 23.8 | 40,035 | 5,139 |

TABLE 7.4 - Performance Related Rewards (Cash Bonus) by Salary Band for Senior Management Service

| SMS Band | Number of Beneficiaries | Total Employment | Percentage of Total Employment | Cost (R'000) | Average Cost per Beneficiary (R) | % of SMS Wage Bill | Personnel Cost SMS (R'000) |
|--------------|-------------------------|------------------|--------------------------------|--------------|----------------------------------|--------------------|----------------------------|
| Band A | 2 | 94 | 2.1 | 28 | 1,400 | 0.1 | 34,762 |
| Band B | 1 | 23 | 4.3 | 28 | 2,800 | 0.3 | 8,287 |
| Band C | 0 | 11 | 0 | 0 | 0 | 0 | 0 |
| Band D | 1 | 1 | 100 | 38 | 3,800 | 4.7 | 811 |
| TOTAL | 4 | 129 | 3.1 | 94 | 2,350 | 0.2 | 43,860 |

5.8 Foreign Workers

TABLE 8.1 - Foreign Workers by Salary Band

| Salary Band | Employment at Beginning Period | Percentage of Total | Employment at End of Period | Percentage of Total | Change in Employment | Percentage of Total | Total Employment at Beginning | Total Employment at End of Period | Total Change Employment Period |
|--|--------------------------------|---------------------|-----------------------------|---------------------|----------------------|---------------------|-------------------------------|-----------------------------------|--------------------------------|
| Lower skilled (Levels 1-2) | 19 | 12.1 | 23 | 14.9 | 4 | -133.3 | 157 | 154 | -3 |
| Skilled (Levels 3-5) | 35 | 22.3 | 17 | 11 | -18 | 600 | 157 | 154 | -3 |
| Highly skilled production (Levels 6-8) | 93 | 59.2 | 106 | 68.8 | 13 | -433.3 | 157 | 154 | -3 |
| Highly skilled supervision (Levels 9-12) | 10 | 6.4 | 8 | 5.2 | -2 | 66.7 | 157 | 154 | -3 |
| TOTAL | 157 | 100 | 154 | 100 | -3 | 100 | 157 | 154 | -3 |

TABLE 8.2 - Foreign Workers by Major Occupation

| Major Occupation | Employment at Beginning Period | Percentage of Total | Employment at End of Period | Percentage of Total | Change in Employment | Percentage of Total | Total Employment at Beginning | Total Employment at End of Period | Total Change Employment Period |
|---|--------------------------------|---------------------|-----------------------------|---------------------|----------------------|---------------------|-------------------------------|-----------------------------------|--------------------------------|
| Administrative office workers | 0 | 0 | 1 | 0 | 1 | 0.6 | 157 | 154 | -3 |
| Information technology personnel | 1 | 0.6 | 0 | 0 | -1 | -0.6 | 157 | 154 | -3 |
| National security and custodian personnel | 147 | 93.6 | 144 | 98 | -3 | -1.9 | 157 | 154 | -3 |
| Other occupations | 2 | 1.3 | 3 | 150 | 1 | 0.6 | 157 | 154 | -3 |
| Professionals and managers | 7 | 4.5 | 5 | 71.4 | -2 | -1.3 | 157 | 154 | -3 |
| Rank: field worker | 0 | 0 | 1 | 0 | 1 | 0.6 | 157 | 154 | -3 |
| TOTAL | 157 | 100 | 154 | 98.1 | -3 | -1.9 | 157 | 154 | -3 |

5.9 Leave Utilisation for the period 1 January 2003 to 31 December 2003

TABLE 9.1 - Sick Leave for Jan 2003 to Dec 2003

| Salary Band | Total Days | % Days with Medical Certification Leave | Number of Employees using Sick | % of Total Employees using Sick Leave | Average Days per Employee | Estimated Cost (R'000) | Total number of employees using Sick Leave certification | Total number of days with medical certification |
|--|---------------|---|--------------------------------|---------------------------------------|---------------------------|------------------------|--|---|
| Lower skilled (Levels 1-2) | 176 | 79.5 | 19 | 0.1 | 9 | 22 | 25117 | 140 |
| Skilled (Levels 3-5) | 65047 | 73.8 | 7166 | 28.5 | 9 | 12,250 | 25117 | 47990 |
| Highly skilled production (Levels 6-8) | 138678 | 73.5 | 17170 | 68.4 | 8 | 43,806 | 25117 | 101869 |
| Highly skilled supervision (Levels 9-12) | 4794 | 74.2 | 703 | 2.8 | 7 | 2,916 | 25117 | 3555 |
| Senior management (Levels 13-16) | 374 | 85 | 59 | 0.2 | 6 | 597 | 25117 | 318 |
| TOTAL | 209069 | 73.6 | 25117 | 100 | 8 | 59,591 | 25117 | 153872 |

TABLE 9.2 - Disability Leave (Temporary and Permanent) for Jan 2003 to Dec 2003

| Salary Band | Total Days | % Days with Medical Certification Leave | Number of Employees using Disability Leave | % of Total Employees using Sick Leave | Average Days per Employee | Estimated Cost (R'000) | Total number of days with medical certification | Total number of Employees using Disability Leave |
|--|--------------|---|--|---------------------------------------|---------------------------|------------------------|---|--|
| Lower skilled (Levels 1-2) | 117 | 100 | 2 | 0.1 | 59 | 16 | 117 | 3,364 |
| Skilled (Levels 3-5) | 10678 | 99.5 | 844 | 25.1 | 13 | 2,162 | 10624 | 3,364 |
| Highly skilled production (Levels 6-8) | 55768 | 99.4 | 2444 | 72.7 | 23 | 17,762 | 55444 | 3,364 |
| Highly skilled supervision (Levels 9-12) | 2924 | 99.9 | 72 | 2.1 | 41 | 1,895 | 2921 | 3,364 |
| Senior management (Levels 13-16) | 43 | 100 | 2 | 0.1 | 22 | 33 | 43 | 3,364 |
| TOTAL | 69530 | 99.5 | 3364 | 100 | 21 | 21868 | 69149 | 3,364 |

TABLE 9.3 - Annual Leave for Jan 2003 to Dec 2003

| Salary Band | Total Days Taken | Average per Employee | Employment |
|--|------------------|----------------------|--------------|
| Lower skilled (Levels 1-2) | 308 | 12 | 26 |
| Skilled (Levels 3-5) | 196812 | 22 | 8933 |
| Highly skilled production (Levels 6-8) | 584216 | 25 | 23298 |
| Highly skilled supervision (Levels 9-12) | 26912 | 25 | 1084 |
| Senior management (Levels 13-16) | 2600 | 22 | 116 |
| TOTAL | 810848 | 24 | 33457 |

TABLE 9.4 - Capped Leave for Jan 2003 to Dec 2003

| SMS Band | Total days of capped leave taken | Average number of days taken per employee | Average capped leave per employee as at 31 December 2003 | Number of Employees | Total number of capped leave available at 31 December 2003 | Number of Employees as at 31 December 2003 |
|--|----------------------------------|---|--|---------------------|--|--|
| Lower skilled (Levels 1-2) | 3 | 0 | 21 | 6,333 | 83 | 4 |
| Skilled (Levels 3-5) | 8758 | 1 | 18 | 6,333 | 114756 | 6512 |
| Highly skilled production (Levels 6-8) | 35297 | 6 | 62 | 6,333 | 1314641 | 21356 |
| Highly skilled supervision (Levels 9-12) | 1432 | 0 | 97 | 6,333 | 100201 | 1032 |
| Senior management (Levels 13-16) | 66 | 0 | 109 | 6,333 | 12251 | 112 |
| TOTAL | 45556 | 7 | 53 | 6,333 | 1541932 | 29016 |

TABLE 9.5 - Leave Payouts

| Reason | Total Amount (R'000) | Number of Employees | Average Payment per Employee (R) |
|---|----------------------|---------------------|----------------------------------|
| Leave payout for 2003/04 due to non-utilisation of leave for the previous cycle | 153 | 28 | 5464 |
| Capped leave payouts on termination of service for 2003/04 | 16,099 | 466 | 34547 |
| Current leave payout on termination of service for 2003/04 | 434 | 164 | 2646 |
| TOTAL | 16,686 | 658 | 25359 |

5.10 HIV/AIDS & Health Promotion Programmes

TABLE 10.1 - Steps taken to reduce the risk of occupational exposure

| Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any) | Key steps taken to reduce the risk |
|--|------------------------------------|
| All staff members | Continuous awareness campaigns |
| All offenders | Continuous awareness campaigns |

TABLE 10.2 - Details of Health Promotion and HIV/Aids Programmes (tick Yes/No and provide required)

| Question | Details, if yes |
|--|--|
| 1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position. | Yes. Mr M M M Ngubo who is the Deputy Commissioner: Supply Chain Management. |
| 2. Does the department have a dedicated unit or have you designated specific staff members to promote 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. The Department has an EAP Unit with 23 personnel members attached to this unit. |
| 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. Staff members are interviewed and in 327 cases the members were referred to a psychologist for further counselling. |
| 4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent. | Yes. There are 25 members serving on the committee. |
| 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. | Yes. The Department's HIV/AIDS Policy was reviewed and amended during the year. |
| 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. Continuous awareness campaigns are held. Literature was distributed, posters displayed, workshops and information sessions arranged, etc. |
| 7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved. | Yes. The results are not available yet. |
| 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 Post Exposure Prophylaxis Protocol was developed and distributed for consultation purposes. |

5.11 Labour Relations

TABLE 11.1 - Collective Agreements

| Subject Matter | Date |
|--|-----------------|
| Terms of Reference for the National Employment Equity Committee. Resolution 1 of 2003 | 29 April 2003 |
| The process to manage the implementation of section 8 (5) of the Correctional Services Act, Act 111 of 1998 i.e. the introduction of the three meal system to offenders. Resolution 2 of 2003. | 24 October 2003 |

TABLE 11.2 - Misconduct and Discipline Hearings Finalised

| Outcomes of disciplinary hearings | Number | Percentage of Total |
|-----------------------------------|--------------|---------------------|
| Correctional counseling | 0 | 0 |
| Verbal warning | 255 | 16.94 |
| Written warning | 403 | 26.78 |
| Final written warning | 198 | 13.16 |
| Suspended without pay | 0 | 0 |
| Fine | 0 | 0 |
| Demotion | 0 | 0 |
| Dismissal | 230 | 15.28 |
| Not guilty | 201 | 13.26 |
| Case withdrawn | 218 | 14.48 |
| TOTAL | 1 505 | 100 |

TABLE 11.3 - Types of Misconduct Addressed and Disciplinary Hearings

| Type of misconduct | Number | % of Total |
|--------------------------------------|--------------|------------|
| Unauthorised absence | 444 | 29.50 |
| Unsatisfactory performance | 393 | 26.16 |
| Insubordination | 136 | 8/70 |
| Dishonesty | 213 | 14.15 |
| Dishonesty/irregular behaviour | 214 | 14.22 |
| Alcohol and drugs related misconduct | 59 | 3.92 |
| Misuse of Government transport | 28 | 1.86 |
| Government property | 18 | 1.19 |
| Total | 1 505 | 100 |

TABLE 12.2 - Training Provided

| Occupational Categories | Gender | Learnerships | Skills | Other forms Programmes & other short courses | Total of training |
|--|--------|--------------|--------|--|-------------------|
| Legislators, senior officials and managers | Female | n/a | 289 | 6 | 295 |
| | Male | n/a | 823 | 28 | 632 |
| Professionals | Female | n/a | 588 | 44 | 741 |
| | Male | n/a | 712 | 29 | 68 |
| Technicians and associate professionals | Female | n/a | 35 | 33 | 148 |
| | Male | n/a | 71 | 77 | 1 160 |
| Clerks | Female | n/a | 1 059 | 101 | 3 311 |
| | Male | n/a | 3 131 | 180 | 4 010 |
| Service and sales workers | Female | n/a | 4 003 | 7 | 12 845 |
| | Male | n/a | 12 824 | 21 | 8 |
| Skilled agriculture and fishery workers | Female | n/a | 3 | 5 | 92 |
| | Male | n/a | 72 | 20 | 27 |
| Craft and related trades workers | Female | n/a | 27 | 0 | 165 |
| | Male | n/a | 165 | 0 | 0 |
| Plant and machine operators and assemblers | Female | n/a | 0 | 0 | 3 |
| | Male | n/a | 3 | 0 | 0 |
| Elementary occupations | Female | n/a | 0 | 0 | 0 |
| | Male | n/a | 0 | 0 | 0 |
| Gender sub totals | Female | n/a | 6 004 | 196 | 3 200 |
| | Male | n/a | 17 861 | 355 | 18 216 |
| Total | | n/a | 23 865 | 551 | 24 416 |

5.13 Injury on duty

TABLE 13.1 - Injury on duty

| Nature of injury on duty | Number | % of Total |
|---|------------|------------|
| Long term injuries | 201 | 23,9 |
| Short term injuries (absent from work less than 3 days) | 598 | 71,2 |
| Assault (offender on staff member) | 35 | 4,2 |
| Members died as a result of occupational injury / disease | 6 | 0,7 |
| Total | 840 | 100 |

5.14 Utilisation of consultants

TABLE 14.1 - Report on consultant appointments using appropriated funds

| Project Title | Total number of consultants that worked on the project | Duration: Work days | Contract value in Rand |
|--|--|----------------------|------------------------|
| Consultant to assist the Directorate APOPS with the evaluation of the options provided by SACS to accept insurance risk for a period of 6 months. | 1 | 15 hours | R17 100 |
| Appointment of a service provider for the provisioning of training to all educators within the Department of Correctional Services as assessors and orientated in the outcomes based education and outcomes based assessment. | 17 | 120 hours | R1 307 580 |
| Appointment of a SAQA-accredited service provider to develop junior and middle managers' leadership development programmes, train managers, train and certify trainers within the Department in the delivery of programmes. | 20 | 2 years and 4 months | R4 471 100 |
| Appointment of a transaction advisor for negotiation with private parties to the two public private partnership (PPP) prisons contracts to improve value-for- money, as well as a feasibility study for the procurement of future new prisons and if required thereafter, possible support to procurement processes. | 15 | 6 months to 2 years | R14 338 122 |
| Appointment of a consultant to assist the Department of Correctional Services with regularity (compliance) audits. | 58 | | R2 511 876 |

| Total number of projects | Total individual consultants | Total duration: Work days | Total contract value in Rand |
|--------------------------|------------------------------|---------------------------|------------------------------|
| 5 | 111 | | R22 645 778 |

TABLE 14.2 - Analysis of consultant appointments using appropriated funds, i.t.o. HDIs

| Project Title | Percentage ownership by HDI groups | Percentage management by HDI groups | Number of consultants from HDI groups that work on project |
|--|------------------------------------|-------------------------------------|--|
| Consultant to assist the Directorate APOPS with the evaluation of the options provided by SACS to accept insurance risk for a period of 6 months. | 0 | 0 | 0 |
| Appointment of a service provider for the provisioning of training to all educators within the Department of Correctional Services as assessors and orientated in the outcomes based education and outcomes based assessment. | 42% | 42% | 9 |
| Appointment of a SAQA-accredited service provider to develop junior and middle managers' leadership development programmes, train managers, train and certify trainers within the Department in the delivery of programmes. | 20% | 20% | 6 |
| Appointment of a transaction advisor for negotiation with private parties to the two public private partnership (PPP) prisons contracts to improve value-for- money, as well as a feasibility study for the procurement of future new prisons and if required thereafter, possible support to procurement processes. | 62,2% | 62,2% | 9 |
| Appointment of a consultant to assist the Department of Correctional Services with regularity (compliance) audits. | 62% | 62% | 18 |

TABLE 14.3 - Report on consultant appointments using Donor funds

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

TABLE 14.4 - Analysis of consultant appointments using Donor funds, i.t.o. HDIs

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

Graphic designer
Nathan van den Bergh

Layout and repro
Seriti Printing (Pty) Ltd 012 333 9757

Printed for the Government Printer by
Formeset Printers (Pty) Ltd
Tel: 021 507 9000

RP 192/2004

ISBN 0-621-35401-5

Compiled and distributed by
Directorate Communication Services
Department of Correctional Services
Private Bag X136
Pretoria
0001

Tel: 012 307 2000
Fax: 012 323 4942
E-mail: communications@dcs.gov.za
www.dcs.gov.za



DEPARTMENT OF
**Correctional
Services**

www.dcs.gov.za