The Honourable Dr Essop Pahad (MP)
Minister in The Presidency
Private Bag X1000
PRETORIA

Dear Minister Pahad

GOVERNMENT COMMUNICATIONS (GCIS) ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2007

It is an honour to present you with the Annual Report of the GCIS for the financial year 1 April 2006 to 31 March 2007.

The Annual Report has been prepared in accordance with the requirements of Section 40(1)(d) of the Public Finance Management Act, 1999 (Act 1 of 1999), and Part III of the Public Service Regulations, 2001.

Themba Maseko
CHIEF EXECUTIVE OFFICER AND ACCOUNTING OFFICER

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INFORMATION ON THE MINISTRY

PART 1: INFORMATION ON THE MINISTRY

1. The work that the Ministry is involved in

In the period under review, the Minister in The Presidency, Dr Essop Pahad, in addition to his delegated responsibilities (see below), served as a member of the Board and Executive Committee of the SA 2010 FIFA World Cup Organising Committee, chairperson of the SA Democracy Education Trust and as chairperson of the SA Mali Timbuktu Trust.

As a member of the Executive, the Minister in The Presidency serves and attends meetings of the Cabinet and the Cabinet committees for the Economic Sector, Social Sector, Governance and Administration, Investment and Employment Sector and International Relations, Peace and Security.

As a member of Parliament, the Minister attended regular plenary sittings of the National Assembly and also responded to both written and oral questions in the National Assembly and National Council of Provinces. The Minister in The Presidency does his constituency work in the Lejweleputswa District in the Free State and in this regard maintains a constituency office in Welkom.

2. Institutions reporting to the Executive Authority

The Minister in The Presidency acts as Executive Authority for:
·   Government Communications
·   the Media Development and Diversity Agency
·   the International Marketing Council (IMC).

3. Bills submitted by the Executive Authority to the legislature during the financial year
  None.

4. The Executive Authority's official visits abroad, indicating the dates and purposes of each visit

Place	Date	Purpose
Germany.	July 2006.	Attended 2006 FIFA World Cup finals as part of the SA 2010 Organisation Committee delegation.
United Kingdom.	September 2006.	Official visit for meetings with selected media correspondents and groupings.
India	November 2006.	Delivered Annual Bhagwat Singh Lecture in Panipat and addressed the Uttar Pradesh State Legislature.
Syria.	December 2006.	Paid an official visit to Syria on invitation of the Syrian Minister of Information to deepen co-operation between South Africa and Syria.
India.	December 2006.	Planning meetings for the launch of the IMC's India Country Office and representative and selected media interactions.
India.	January 2007.	Attended the International Conference on Peace, Non-violence and Empowerment - Ghandhian Philosophy in the 21st Century in Delhi as well as the IMC India launch in Mumbai.

PART 2

INTRODUCTION BY THE CHIEF EXECUTIVE OFFICER AND THE CORPORATE STRATEGY

PART TWO: INTRODUCTION BY THE CHIEF EXECUTIVE OFFICER AND THE CORPORATE STRATEGY

INTRODUCTION BY THE CHIEF EXECUTIVE OFFICER

During the year covered by this report, the mid-point was reached in the term of the Government elected in 2004. The review of our work, prompted by this milestone, showed continuing progress towards government's communication goals. However, equally it is clear that there is still much to do to ensure that all citizens have adequate access to the government information which it is their right to have.

More than ever before, government communication is focused on horizons defined by the medium- to long-term programmes of government, which include, among other things, the mandated targets for 2014, the Accelerated and Shared Growth Initiative for South Africa's (AsgiSA) targets for 2010 and beyond, hosting the 2010 FIFA World Cup and the five-year strategic agenda for local government.

In a period in which a national partnership to build a better life for all is critical to the fulfilment of government's mandate, communication has as a priority the building of a framework of communication partnerships informed by a vision uniting all of society around common development goals.

The success of AsgiSA depends on joint action by key groups, informed by appreciation of the opportunities it brings to both those in the First Economy and the marginalised Second Economy communities. Work with The Presidency and other departments has fostered communication to promote such action.

Work done since 2004 to develop a communication approach to ensure that South Africa makes the most of the national communication opportunity of the 2010 FIFA World Cup, is bearing fruit. Together, the Marketing and Communication Cluster of the 2010 Technical Co-ordination Committee, the 2010 National Communication Partnership of government, private-sector communicators and the Organising Committee are creating the conditions for a national effort to further unite the nation around common development goals and to market our country and continent.

Special attention has been given to rebuilding the Partnership Against AIDS, including establishing a communication partnership to support implementation of the National Strategic Plan for 2007 – 2011.

Since the vulnerability of women and children to abuse also renders them more vulnerable to HIV-infection, linkages have been made between the partnership against AIDS and the partnership of civil society and government which built on the 16 Days of Activism for No Violence Against Women and Children to initiate the 365 Days Programme and National Action Plan during the year under review.

The transformation of the marketing, advertising and communication industry is nearing the formalisation of its charter, creating the conditions for the formation of the Charter Council later this year.

The izimbizo campaign has continued to prove a popular platform for the building of partnerships of government, communities and organised sectors for development. A review of the campaign towards the end of the year will lead to closer alignment of izimbizo with local development.

No less important a priority is that of achieving the widest possible dissemination of information that expands access to the opportunities that democracy has brought, to help overcome the marginalisation of a substantial part of our society. The reach of such information has been extended by a shift towards media with wider reach and by the creation of new platforms and products with wider appeal.

The past year was the first full year of publication of *Vuk'uzenzele* since its launch in late 2005. The magazine has consistently been received with appreciation, each edition eliciting a wave of enquiries for further information to government's Batho Pele Call Centre. Since demand will continue to outstrip the limited print run, attention is being given to promoting greater sharing so that the same number of copies reaches more people.

The three-year old communication campaign in support of government's Second-Economy interventions requires a joint public-private effort to expand it on a scale required by the public's need for information. In November 2006, communicators from government, state-owned enterprises, development-finance institutions and the private sector came together at a conference to launch a national partnership to expand Second-Economy communication.

The programme of rolling out multi-purpose community centres has taken on a new identity – with the new name of Thusong Service Centres – and a new impetus that brought the number of centres in operation to 96 by the end of the financial year. However, still more is needed to bring information closer to where people live. So, where there are no formal centres, GCIS is working with other information-providers, ranging from police stations to council offices, to establish Thusong Information Points. So far, agreement has been reached on over 560 such points.

Critical to achieving all our communication objectives is the continual strengthening of the government-wide communication system. The extension of the system to the municipal sphere is well on its way, and the establishment of the Internal Communicators' Forum has added a new dimension that will enhance the capacity of government communicators to respond to public needs for information.

As the system expands and deepens, the building of capacity and professionalism among communicators remains critical. Internal training programmes and the Academy of Government Communication and Marketing continue to make invaluable contributions to enhancing the quality of communication in its many forms and on its varied platforms, from face-to-face communication to media briefings; from the organisation of major events to the development of content and production of pamphlets, magazines or statements; and from websites to internal communication.

None of this would have been possible without an administration that has ensured that GCIS acts with efficiency and integrity in using public funds and the commitment of our partners into efforts across government and beyond to ensure that communities and the public have the information they need to improve their lives and promote the well-being of the nation.

This Annual Report – including an unqualified report by the Auditor-General – sets out the detail of progress made towards this end.

GCIS CORPORATE STRATEGY APRIL 2007 – MARCH 2010

VISION

Helping to meet the communication and information needs of government and the public, to ensure a better life for all.

MISSION

GCIS' mission is to provide leadership in government communication and ensure that the public is informed of government's implementation of its mandate.

STRATEGIC OBJECTIVE

The overarching strategic objective of Government Communications (GCIS) is to enhance the government communication system and its operations in ways that contribute to the process of further consolidating our democracy and taking the country onto a higher growth and development path.

GCIS APPROACH

This objective will be achieved by having the following elements in our strategic approach:

1. **Providing leadership in government communication and ensuring better performance by the communication system**
   GCIS must take responsibility for ensuring government is communicating interactively with the public and for the communication of government's vision and approaches to broad areas. GCIS needs to be at the forefront of analysis of the communication environment so that it can identify initiatives to be taken in enhancing the work of government and responding effectively when required.

2. **Building a framework of communication partnerships informed by an encompassing vision around common development objectives**
   GCIS must take overall responsibility for promoting partnership among all communicators, inside and outside of government, in articulating a shared vision and value system for a caring society and in broadening access to the means of receiving and imparting information and ideas. This includes improving relations with the media and with communicators in parastatal bodies and the private sector, including in international marketing efforts.

3. **Promoting awareness of the opportunities that democracy has brought and how to access them**
   GCIS will need to intensify the provision of basic information to the public about the rights of citizens and how to take advantage of government's socio-economic programmes as well as about the general process of policy development and implementation. Attention will be needed to improve the quality of information products and the effectiveness of distribution strategies in reaching all citizens, in every sector of society and every part of the country.

4. **Promoting awareness of the institutions and programmes of continental and regional integration and development**

   Given the critical role of the regional environment and the development of our continent, GCIS should encourage and lead campaigns across government and society to enhance public awareness of developments in the region and the continent and promote engagement with regional and continental institutions and programmes. Attention should be paid to profiling the benefits of African development to both our country and continent.

5. **Communication research and information**

   The government communication system as a whole needs to base its work on soundly researched approaches. GCIS will play a key role in identifying areas of communication research as well as receiving relevant research reports from other sectors. Furthermore, intimate knowledge of government's policies, programmes and implementation is essential to further enhance communication. There is therefore a need to package information on government's Programme of Action.

KEY ISSUES

In pursuing the elements of this approach, while giving ongoing attention to a range of actions, GCIS will pay special attention to certain critical communication initiatives which should catalyse a general enhancement of the communication system and its operation.

1. **Providing leadership to government communication and better communication performance by the State**

Special attention to:

- Strengthening and integrating the government communication system. This will take the form of heads of communication (HoCs) being part of the pool of project leaders, taking greater responsibility for transversal campaigns.
- Maintaining a clearly understood cycle beginning with end-of-year evaluations, development of the Government Communication Strategy and Communication Programme and finalisation of departmental and cluster plans/strategies.
- Improving across government the system of monitoring, and responsive and proactive communication around public discourse, along with partnerships of GCIS with others in and outside government in building a value system for social cohesion in a caring society.

Ongoing attention to:

- Better integration across government in communication, budgeting for communication, and in understanding policies and the Programme of Action.
- Developing the capacity of provincial and local government communication.
- More effective internal communication in government, including communication to enhance under-

standing of policies in order to promote more effective implementation of programmes and delivery of services.

- More effective tools of interaction with the public, improving the quality of our products, enhancing existing platforms and introducing new ones and improving relations with the media.
- Ensuring that the Imbizo approach of interactive governance takes root throughout government.
- Better assessment of the impact of our communication, including peer assessment by communicators and the public.
- Sustaining the GCIS Peer Review process to ensure that in the medium term a uniform standard of excellence is achieved among HoCs.
- An active GCIS role in advising communication components on their development requirements and in ensuring that government communication capacity matches the needs.
- Encouraging communicators to acquire the Professional Certificate in Government Communication and Marketing.
- GCIS assistance in content development and branding and quality control over critical information products, including government websites.
- Working with the International Markerting Council (IMC), GCIS must continue to play a greater role in co-ordinating government's efforts and enhancing the communication capacity of critical South African missions and including them in the government communication system.
- Recognising excellence in government communication through the Government Communicators' Awards.
- Ensuring wider use of BuaNews.

2. Building a framework of communication partnerships
Special attention to:

- Working towards an active partnership among the country's communicators.

Ongoing attention to:

- Better interaction with communication practitioners in parastatals and the private sector, and a new mindset and paradigm in government to relate to sectoral partners in both policy and communication processes.
- Articulating and communicating a shared and unifying vision for the decade to 2014, informed by the new five-year mandate of government and with a common understanding of challenges and achievements.
- Consolidating partnerships in Thusong Service Centres, publications, the Media Development and Diversity Agency (MDDA), IMC, training of communicators and other projects.
- Ensuring that all government communicators, across departments and spheres, work in partnership, informed by the common vision.
- Helping transform the media and advertising industry and through the MDDA helping to establish and sustain community and small commercial media.

- Developing closer relations with agenda-setters.
- Building partnership with the media, in particular key partners like the public broadcaster; implementing recommendations of the Cabinet/South African National Editors' Forum Indaba; and sustaining such interaction.
- Encouraging the replication of communication partnerships at provincial and local level.

3. Promoting awareness of the opportunities that democracy has brought and how to access them
Special attention to:

- A sustained government-wide campaign on opportunities that have emerged with democracy (across all clusters, not just economic), building on the campaign on economic opportunities.

Ongoing attention to:

- Ensuring awareness among intended beneficiaries of the opportunities for socio-economic development that government programmes offer and how to access them.
- Effective assessment of the reach of our communication and the quality of products, including attention to accessibility and language.
- Strengthening unmediated communication, including through radio, izimbizo, development communication and *Vuk'uzenzele.*
- Integrated communication through community development workers, Thusong Service Centres and the Internet.
- Better research into public information needs.
- Combining communication in support of Second-Economy interventions with communication to promote job-creating growth of the First Economy.
- Enhancing relations between GCIS and the Policy Co-ordination and Advisory Services unit in The Presidency to achieve better understanding of the implementation and impact of government's Programme of Action, and of information and communication needs, so that GCIS is better able to communicate government's implementation of its mandate.

4. Promoting awareness of the institutions and programmes of continental and regional integration and development
Special attention to:

- Sustained profiling of the benefits of African development to South Africa and the rest of the continent.

Ongoing attention to:

- Promoting better working relations between government communication structures and the New Partnership for Africa's Development (Nepad) Secretariat.
- Mobilising society to become active participants.
- Promoting popular/stakeholder participation in continental/regional institutions.

- Popularising the vision of a shared destiny for the country, region and continent and linking national interest to mutual development.

5. A more effective, efficient and well-informed GCIS
Special attention to:

- Improving application of research in the work of GCIS and government communication as a whole, and continued institutionalisation of project management in GCIS, both in service delivery and in the development of the organisation, through the Enterprise Project Management Initiative, which must help ensure continuous alignment of GCIS to the needs of the people.

Ongoing attention to:

- Various forms of research to identify public communication needs, and the impact of government communication on the public and within the media.
- Ensuring the adoption of standard methodologies across government and improving integration of the research agenda.
- Developing a set of core competencies which its communicators must possess.
- Better and fuller use by GCIS of information and communications technologies, both in the management of the organisation and in communication.
- Using all measures, including development plans and clear target-setting, to enhance staff performance and the attainment of excellence.
- Greater integration of work by the different components.
- Instilling in GCIS the culture of learning from our experiences.

Key campaigns for 2007/08

THEME ONE: Governance and Administration

Focus issues:
- Batho Pele revitalisation
- Anti-corruption campaign
- Strengthening internal communication within the Public Service.

THEME TWO: International Relations, Peace and Security

Focus issues:
- Nepad/African Union/Southern African Development Community
- Focused communication support to international conferences
- African Peer Review Mechanism
- World Trade Organisation and other negotiations.

THEME THREE: Economic, Investment and Employment
Focus issues:

• Accelerated and Shared Growth Initiative for South Africa
• Second-Economy communication, including a mass campaign on economic opportunities
• Broad-Based Black Economic Empowerment
• Taxi recapitalisation and road safety.

THEME FOUR: Justice, Crime Prevention and Security
Focus issues:

• Anti-crime campaign
• 365 Days Programme and National Action Plan Against Gender Violence and 16 Days of Activism
• Civic education and transformation of the judiciary.

THEME FIVE: Social Sector
Focus issues:

• National identity and social cohesion
• National Youth Service Programme
• National commemorative days and anniversaries
• National orders.

THEME SIX: Transversal campaigns

• Imbizo
• Implementation of the National Strategic Plan for HIV and AIDS
• 2010 FIFA World Cup
• State of the Nation Address
• Safer Holidays campaign.

THEME SEVEN: GCIS projects

• Transformation of the marketing, communication and advertising industry.

PART 3

PROGRAMME PERFORMANCE
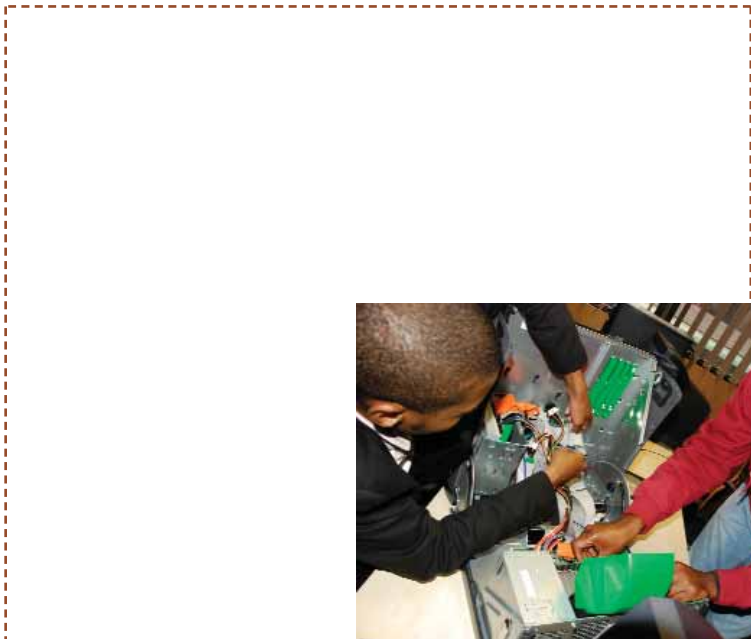
PART THREE: PROGRAMME PERFORMANCE

PROGRAMME 1: ADMINISTRATION

Purpose

Overall management of Government Communications (GCIS).

Aim

Administration is responsible for overall management and provides support services to the entire department.

Subprogrammes and their functions

Its functions cover human resources, training, internal audit, information technology, financial management, procurement, and auxiliary services. Project Desk co-ordinates GCIS-driven projects and those done on behalf of other departments.

Subprogramme: Project Desk

Project Desk is responsible for providing leadership in government communication and ensuring better performance by the government communication system.

The Project Desk is responsible for annually spearheading the development of the Government Communication Programme and monitoring its implementation. The programme outlines in detail government's communication priorities and themes during the financial year. Through transversal campaigns, a more integrated and disciplined approach towards the communication of government's implementation of its mandate is realised. The transversal project teams consist of and are led by the heads of communication (HoCs) and communication cluster members, resulting in synergies and coherence of key messages across all levels of government.

Service-delivery: achievements and factors impacting on it

Deepening the project management culture to better organise GCIS' work towards achieving its mandate

- To strive towards offering professional project management and co-ordination services to all GCIS project teams, supervisors and leaders, Project Desk embarked on a process to assess project management maturity levels across the organisation. This was part of a concerted effort to measure the extent to which GCIS has embraced project management principles and culture since 2003. In addition to the pockets of excellence, the survey also identified areas of weaknesses to be addressed if

project management is to be taken to a new trajectory of development in the organisation. A detailed programme of action arising from the recommendations will be implemented in 2007/08.

- The initiative to scale up appreciation of the project management philosophy and principles in line functions resulted in the development of project plans for various programmes in GCIS, including Internal Audit, Information Technology and Management, Policy and Research and Provincial and Local Liaison.

Co-ordinating interdepartmental government projects

- In 2006/07, Project Desk facilitated the development of more than 112 communication strategies for various campaigns at the request of client departments. In most of these cases, support was also provided with respect to their implementation. During the same period, Project Desk also provided project management, communication consultancy and co-ordination support to a total of 15 Government Communication Programme cross-cutting projects, including the following:

  - 16 Days of Activism
  - 365 Days National Action Plan
  - Anti-corruption programme
  - Imbizo
  - Communication Partnerships for 2010
  - Second Economy Communication Partnership
  - African Peer Review Mechanism
  - 2006 anniversaries
  - National days
  - Identity and social cohesion with a focus on profiling the macro-social report, *A Nation in the Making,* and its findings
  - State of the Nation Address, with a focus on profiling the Government's Programme of Action
  - Community Survey
  - Johannesburg International Airport name change
  - Fourth World Congress on Rural Women
  - HIV and AIDS.

Improving internal communication within the Public Service

- The directorate was also instrumental in setting up the Internal Communicators' Forum under the auspices of the GCIS Government and Administration Supervisor.

Project management and communication capacity-building

- Project Desk conducted in-house project management theory training to 49 staff members mostly participating in Government Communication Programme teams while 32 members received training in MS Project 2002.

- Forty communicators (mostly HoCs, supervisors, leaders and teams) from various government departments were also trained in communication strategy development in 2006/07 to capacitate them to develop and implement communication strategies for their campaigns.

The project management approach used in GCIS in which cross-cutting teams were set up to respond to particular issues in the communication environment has remained a key factor attributing to the achievements above. The sheer volume of cross-cutting work remains a key challenge.

Subprogramme: Human Resources

Human Resources is responsible for managing related issues and promoting effective practices in the organisation.

Service-delivery achievements and factors impacting on it

Recruitment and selection

- Human Resources has played a major role in the restructuring process by assisting in determining the staffing needs of the different sections.
- The section continues to perform well in terms of its recruitment and selection processes.
- Quick turnaround times have been maintained.
- Processes and procedures are now firmly established.
- In over 90% of the time, expectations are exceeded.
- Human Resources met the employment equity targets of 2%. The organisation is currently at 2,1%.
- Human Resources has introduced a tracking board to monitor recruitment and selection processes.
- Additional staff has joined the directorate, assisting in fast-tracking the process.

Leave statistics

- Additional procedures have been implemented to ensure adherence to the leave policy.
- Managers are now made more accountable for the leave taken by staff members.
- Leave statistics are produced monthly for management review and follow up.
- The implementation of the Policy on Incapacity Leave for Ill-Health Retirement in the organisation has had a positive impact on the use and management of incapacity leave.
- The section has a dedicated staff member to ensure adherence to the policy.
- This ensures that all leave taken by staff members is properly recorded and accounted for.
- The eight-week sick leave rule is implemented in the organisation.
- Regular reminders are sent to staff informing them of the status of their leave credits to ensure that they take their leave during the required period.
- A policy for taking leave during the festive period is now implemented.

Maintenance of sound labour relations

- The organisation adheres to all public-sector regulations.
- Organisational policies are updated on an annual basis and communicated to all staff members.
- The Bargaining Council was launched and has been operating effectively in the organisation.
- There is a co-operative working relationship with the unions and they are consulted on organisational matters.
- Information-sharing sessions are conducted to identify problems and address staff matters.
- Policies and procedures are available to all staff members via the intranet.
- A grievance policy is in place for staff to utilise should they have any grievances.
- All disciplinary matters are dealt with in terms of the prescripts.

Performance evaluation of staff

- The Performance Management Development System is fully implemented in the organisation.
- All staff members enter into performance agreements.
- There is close monitoring and tracking of the performance of all staff members on probation.
- All staff members are evaluated bi-annually or quarterly depending on their employment status in the organisation.
- Staff members who perform above expectation receive merits awards while those who perform below expectation are provided with the necessary training and mentoring.
- Roadshows are conduced to ensure that all staff members are well-informed of the organisation's policies.

Providing leadership in internal communication

- The position in the section has now been upgraded from assistant director to deputy director.
- An additional staff member will be joining the section to add to the staff complement.
- Staff orientation is conducted on the first day.
- Relevant information is timeously provided to all staff members.
- The intranet page of the organisation is updated on a regular basis to keep staff abreast of any new developments.
- The continued use of the 'Did You Know' information bulletin has now been aligned to the Government's Communication Programme.
- The co-ordination of information in terms of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), has been done and information is printed in the telephone directories.
- Staff is kept informed of organisational policies and procedures.
- Monthly cake and tea mornings are combined with weekly social club events.

Providing leadership in the Information Centre

The Information Centre is made up of the Information Resource Centre (IRC), the Directories section, the Call Centre and the Library.

Directories

- The directories are updated on a daily basis.
- Good co-operation exists between staff and clients.
- Expanded chapters in the directories will include local government.
- Pictures in the *Government Profiles* are now printed in colour.
- The section is publishing a CD-Rom version of the directories and *Government Profiles.*
- The distribution strategy is well-managed through regular evaluations and updates.
- The post upgrading of communication officer to principal communication officer brought all officers in the section to the same level of functioning.

Call Centre

- Suitably qualified staff members handle all client enquiries.
- There is a rapid response to queries.
- Close working relations exist with service-providers.
- Enquiries are captured on an internal database for strategic analysis.
- Monthly statistics are provided to management.

Library

- Library services are automated for staff convenience.
- The library is well-resourced with the latest books, journals and audiovisual material.
- Services can be accessed from workstations via the intranet.
- The security system is operating well.
- The policy to govern library practice is regularly reviewed and implemented.
- The library is in the process of developing a full intranet page.
- The upgrading of the library assistant post to principal librarian enables the incumbent to handle more responsibilities.

Information Resource Centre

- The staff component was increased from one to two to ensure maximum service delivery.
- The staff is suitably qualified to handle clients' enquiries with competence.
- Two Internet access points provide clients with electronic government information.
- A range of printed government information is freely available to clients.
- The IRC serves as a distribution point for GCIS products.

Subprogramme: Training Services

Training Services is responsible for skills development and the capacity-building of staff, including the health and wellness programme.

Service-delivery: achievements and factors impacting on it

Managing, co-ordinating and monitoring the training of GCIS staff and government communication officers at national and provincial levels

The function is twofold. Firstly, it develops the skills profile of all GCIS staff by organising in-house or external training. In addition, Training Services organises training for government communication officers based at national and provincial levels. Secondly, it manages the general well-being of staff through the Employee Health and Wellness Programme. The subprogramme is also responsible for the management of HIV and AIDS within the organisation.

Conducting a skills audit to determine training needs

The process was initiated through training and a developmental needs audit during the first month of the performance cycle, i.e. April 2006.

During the 2006/07 financial year, staff's performance agreements were analysed and 212 different types of courses were identified to meet the developmental needs.

Liaison with GCIS managers and government departments, training institutions and training-providers on matters pertaining to training

Various service-providers were contacted and engaged to train staff on identified short courses. All sections within the organisation set aside money to send staff on short-course training to enhance their skills and promote better service delivery. The majority of short courses last between one and five days though there are some that last for about four to five weeks.

Most staff members who attended these short courses, evaluated the courses as good, and value for money.

In the year under review, 269 GCIS staff members attended 74 different short courses at a cost of R1 779 196,00.

Developing and updating policies on capacity-building and the Employee Health and Wellness Programme

Training Services is responsible for the development and updating of policies on the following issues:

i.   short courses
ii.   bursaries
iii. Employee Health and Wellness Programme
iv.   bereavement
v.   HIV and AIDS
vi.   interns, experientials and learners.

In 2006/07, all policies were revised and the new Disability Policy developed.

Managing the Induction Programme

All new staff members who join GCIS are taken through the Induction Programme that normally takes two days. GCIS' Induction Programme for 2006/07 was reviewed in line with Cabinet's decision that all public servants be inducted and re-orientated into the Public Service and Government System.

Evaluations done during and after the induction programmes show that the programme assists new staff members in understanding GCIS in general, its strategic objectives, vision and mission, policies and the organisational culture in particular.

During 2006/07, 78 new staff members were inducted at a cost of R73 178.

A significant partner in this process has been the South African Management Development Institute (Samdi):
•   14 GCIS staff members attended Samdi's Management Induction Course
•   118 attended the reorientation course
•   46 attended the Wamkelekile Induction Programme.

Managing the department's bursary budget

Training Services continued to provide bursaries to GCIS staff members to further their studies with different Higher Education institutions like the University of South Africa, Tswane University of Technology, University of the Witwatersrand, University of Pretoria, etc. In the year under review, GCIS had 74 bursary holders at a cost of R428 512.

Managing and co-ordinating Adult Basic Education and Training

In the year under review, two staff members underwent a special advanced driving course, while eight general assistant learners registered with Tshwane North College for dress-making courses. All of them successfully completed their courses with the eight assistants also registering for an advanced course. They have all passed and were awarded competence certificates by Tshwane North College. Some R39 200 was spent.

Managing the internship and experiential training programmes

Training Services continued to accommodate students from different institutions of learning to do practical and on-the-job training. Student interns are given the opportunity to do internship programmes as required by their institutions of learning, in order to qualify and graduate, while experiential interns are exposed to hands-on experience in the working environment at different directorates within GCIS.

Twenty-five interns are accommodated in GCIS at headquarters and regional offices over a six-month period, while receiving a stipend.

During 2006/07, 81 interns were accommodated in GCIS at a cost of R450 000.

Managing and co-ordinating the Learnership Programme

GCIS continues to answer government's call for meeting the targets of the National Skills Development Strategy. During the year under review, a second learnership in the National Certificate for Marketing Communication was again mounted with 10 learners from all over South Africa. The total cost of this under-taking amounted to R903 000.

Co-ordinating and implementing the Employee Health and Wellness Programme

In the year under review, the Employee Health and Wellness Programme was extensively promoted and implemented. The general health screening that included male and female wellness screenings was done at headquarters and regional offices. This included voluntary HIV and AIDS testing and counselling.

Workshops (Bua Fela sessions) addressed, among other things, workplace relationships, relations within marriages, financial management and tuberculosis treatment and management.

A total of 623 staff attended the different programmes within the Employee Health and Wellness Programme at various times.

Subprogramme: Finance, Supply Chain Management and Auxiliary Services

The Finance, Supply Chain Management and Auxiliary Services Subprogramme is responsible for ensuring efficient financial management and supply chain management and providing auxiliary services to the department. Key to its activities are ensuring effective financial control measures and accountability and delivering services to line functions within the stipulated turnaround time.

Service-delivery: achievements and factors impacting on it

Visits were undertaken to regional offices to ensure that control measures are properly adhered to with respect to financial and auxiliary management. The Supply Chain Management unit continued to process procurement requests, monitor the turnaround time for processing requests from the sections and process payments to service-providers. Coupled with this, the chief directorate has monitored all financial control measures on a monthly basis such as the monthly expenditure against the projected budget allocation.

In the past year, the chief directorate has been able to accurately account for all its assets by doing monthly reconciliation of the Asset Register (Logis) and the Financial Report.

The effective financial controls of the department can be attested to by the last Audit Report for the year ending 2005/06 which was unqualified with only one matter of emphasis relating to information technology.

The chief directorate has furthermore ensured in the past year that the department fully complies with the Occupational Health and Safety Act (OHSA), 1993 (Act 85 of 1993). A full OHSA audit was done by an outside company on GCIS' premises. All the issues raised in this audit were addressed.

Significantly, the chief directorate has continued to ensure the department fully complies with the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury regulations, procurement regulations and the departmental financial policies.

Subprogramme: Information Technology and Management

Information Technology and Management is responsible for the establishment and support of information management and technology systems within GCIS. It also aims to support GCIS in the efficient and effective use of information and communications technology.

Information Technology and Management is made of the following:

- Information Technology
- Systems Development
- Electronic Information Resources.

Service delivery: achievements and factors impacting on it

Information Technology

Information Technology is responsible for maintaining, supporting and providing information and communications technology for GCIS.

The data lines of the Parliamentary Office and Head Office were upgraded to improve bandwidth and network performance of the wide area network. The GCIS Internet link to the Internet service-provider was also upgraded from 512 Kb to 1 Mb to improve bandwidth and efficiency of the external communications link.

The server infrastructure was upgraded at five regional offices with improved performance, security and storage capacity. The remaining regional offices will be upgraded in the 2007/08 financial year. Information technology connectivity was provided to all new senior communication officers at Thusong Service Centres.

With regard to e-mail and Internet services, a more sophisticated filter and scanning device were commissioned to improve security and spam management. Vulnerability tests were conducted together with the State Information Technology Agency (Sita) and measures were put in place to further improve possible security weaknesses.

Assistance was provided to the Communication Centre for the installation of the TV recording and editing system to enhance their service.

Systems Development

Systems Development is responsible for GCIS' in-house systems development, maintenance, support and training, and the co-ordination of outsourced information-system development projects.

During the period under review, existing systems were enhanced to meet the new functionality requirements of system users in GCIS. New functionalities such as the information related to distribution activities, the monitoring and evaluation of multi-purpose community centres and Project Exit Reporting were added to the Ward Information Management System.

The *Vuk'uzenzele* Reader Relationship System was implemented to assist in managing and monitoring reader feedback, distribution and subscriptions for the government magazine.

An internal search engine was implemented for improved intranet and group-drive searches. Systems Development enhanced existing systems and the development environment, and initiated new projects based on the needs of sections within GCIS.

An information systems audit was completed to assess the systems within GCIS for relevance and to establish new needs as well as to identify redundant systems.

External-system development projects were undertaken and outsourced to Sita. Enhancements to the existing external systems are in progress. Development of the Corporate Identity Management System has started and is scheduled for completion in the next reporting period.

Electronic Information Resources (Information Management)

This unit is responsible for the development, maintenance and updating of the South African Government Information and South African Government Services, GCIS and related websites.

During the period under review, the unit continued to improve the accessibility and comprehensiveness of government information on the Internet by means of the South Africa Government Information website (*www.info.gov.za*). Approximately 1 640 documents (compared with 2 000 in 2005/06) and 5 634 speeches and statements (compared with 5 038 in 2005/06) were added to the portal, while 1 923 government and national events, special days, press conferences and conferences were announced (compared with 1 290 during 2005/06). Other prominent postings included the Government's Programme of Action and cluster reports, imbizo focus weeks, the State of the Nation Address and parliamentary media briefings, the budget speech and departmental budget votes. Usage statistics for the website increased from 11 254 508 page views in the previous reporting period to 13 478 302 in 2006/07.

During 2006/07, further improvements to the Government Information website were implemented, including the publishing of the Accelerated and Shared Growth Initiative for South Africa (AsgiSA) page, audio files of cabinet briefings, implementing news feeds for speeches and press releases, changing the 'Key Issues' page, improving the comprehensiveness of events announced on the website, and speeches and statements posted on the website and developing an archiving functionality for 'Profiles'. The development of a database and content management system for the 'Documents' category was completed, and the process to migrate existing documents to the new system will be done in the following review period. The 'Events' and 'Contact Information' content-management systems were migrated to an upgraded content-management engine on a new platform. The search functionality on the website was audited and a new version of the software installed. The functionality and front-end were improved.

Electronic Information Resources continued with the improvement of services information on the Batho Pele Gateway Portal (*www.services.gov.za*). Uploading of service information in English and six more languages was completed, while all content on the portal was translated into the remaining four languages (Tshivenda, Xitsonga, isiNdebele and siSwati). At the end of the review period, the portal was available in all 11 official languages. Usage statistics for the portal during the review period totalled 2 678 552.

Other output of the directorate included support on website-related issues to the Department of Agriculture, the Department of Education (Mpumalanga), the Department of Social Development (Mpumalanga) and the Film and Publications Board. Electronic Information Resources performed evaluations of the websites of the departments of health, of education and of correctional services, and reviewed the websites of the Government Information Technology Officers' Council and The Presidency. It was also involved in the development of a government website for the 2010 FIFA World Cup.

During the review period, the directorate's support to GCIS included the improvement of the Government Communicators' Forum's website, assistance and advice with the maintenance of the *Vuk'uzenzele* website, the redevelopment of the website for the Thusong Service Centres and the redevelopment of the BuaNews website, which will be implemented in the next financial year.

Subprogramme: Internal Audit

Internal Audit is an independent assurance and consulting activity designed to add value and improve the department's operations. It helps the organisation to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Service-delivery: achievements and factors impacting on it

Consulting services

As part of its mission to bring about a systematic and disciplined approach to risk management, the unit facilitated the development of the GCIS Enterprise-Wide Risk-Management Strategy by conducting workshops with all GCIS' business units. The process culminated in the Enterprise-Wide Risk-Management Strategy for GCIS and the International Marketing Council (IMC).

The unit is also responsible for co-ordinating audit committee meetings for GCIS and its public entities, the IMC and the Media Development and Diversity Agency (MDDA). To this extent, four audit committee meetings each were held for the GCIS, IMC and MDDA during the year under review. Risk-awareness workshops for staff members were also held in four regional offices and articles for the internal communication platforms were also done.

Assurance services

As part of its mission to bring about a systematic and disciplined approach to evaluating the adequacy and effectiveness of the system of control and governance, the unit updated its three-year strategic plan and developed an annual operational plan for 2006/07 based on the risks identified in the GCIS Enterprise-Wide Risk-Management Strategy. The unit successfully implemented its annual operational plan, with 12 of the 15 planned audit projects conducted and reports presented to senior management and the Audit Committee.

The GCIS Internal Audit Unit has been the official internal audit service-provider of the IMC until the end of 2006/07. To this end, a number of audit projects as per the audit plan were completed and presented to senior management and the Audit Committee of the IMC. The new external service-provider has been appointed to render internal audit services to the IMC with effect from 1 April 2007.

PROGRAMME 2: POLICY AND RESEARCH

Aim

Policy and Research conducts communication research to provide communication advice and monitors the development and implementation of government programmes from a communication perspective.

The Policy and Research Programme does research and provides information and advice on the public's government-related information needs and preferences, and advises other departments on procuring research services. It assesses the alignment of departmental and national communication. It monitors the implementation and impact of government's communication policies, programmes and products and it provides institutional support to the Media Development and Diversity Agency (MDDA).

Subprogrammes and their functions

Apart from the Management subprogramme, there are two subprogrammes:
· *Policy* contributes to analysis and monitoring of media coverage of government policy and programmes and their implementation
· *Research* assesses the information and communication needs of government and the public.

Service-delivery: achievements and factors Impacting on it

Research

The directorate worked on 21 different research projects to support initiatives to enhance effective government communication. It assisted government departments in developing research projects within their mandates.

An ongoing quantitative research project was conducted to assess the communication environment, to ascertain the information needs and communication preferences of the public in its diverse sectors; and to assess the impact of government communication initiatives. Five departments bought into this tracking research to assess understanding and perceptions of communication campaigns and programmes pertaining to their policies. The directorate also assessed the impact of other departmental communication initiatives.

A long-term qualitative research project was conducted to enhance understanding of findings of the quantitative research and to pre- and post-test communication material and initiatives.

Various ad hoc research projects were conducted on behalf of both GCIS and other government departments. Most of them were outsourced to private-sector research companies.

The directorate subscribes to relevant products and services available from private-sector and academic institutions and engages in an ongoing process to identify and obtain relevant research findings that become available. These initiatives also enhance cost-effectiveness.

Specific effort was made during 2006/07 to enhance analysis of data and the sharing of findings with relevant role-players and to use research to improve government communication products and extend the use of platforms to interact with the public.

Policy

The directorate provided reports throughout the year, both continuously and at regular intervals on trends in the media coverage of government, both to assess the communication environment and to inform assessment of the impact of government communication initiatives.

Monitoring the development of government policies and the impact of programmes from a communication perspective enables the directorate to contribute to the development of communication campaigns and products. It also facilitates the initiation and building of communication partnerships, including the following:

- Media Development and Diversity Agency (MDDA): The directorate continued to provide institutional support to the MDDA on behalf of the Minister in The Presidency as the Executing Authority under the MDDA Act, 2002 (Act 14 of 2002).
- Second-Economy communication: The directorate facilitated the convening of a national conference to establish a partnership to expand Second-Economy communication in November 2006 as part of its ongoing Second-Economy communication campaign, with the support of the Forum of South African Directors-General's Economic Cluster.
- 2010 FIFA World Cup: The directorate contributed to the convening of the 2010 National Communication Partnership Conference in August 2006, the first major event of the partnership after the 2006 World Cup Final. It helped co-ordinate the building of 2010 communication co-ordinating structures within government and, through the partnership, between government and civil society. At the end of the financial year, this work shifted to the new GCIS 2010 Project Management Unit.
- Izimbizo: The directorate continues to refine the information management of the imbizo issues and events so as to establish an interactive system on this campaign. Extensive support has been provided to The Presidency's imbizo and communication of this participatory campaign, enabling government to strengthen partnerships with communities and stakeholders for better and accelerated service delivery.
- Transformation of the Marketing, Advertising and Communication Industry: This successful process of transforming this sector will see the completion of a charter specific to it and in line with the country's Broad-Based Black Economic Empowerment codes of good practice.

Measurable objective: Inform government communication strategy, programmes and products by analysing and producing research reports on the public's information needs and communication preferences. Weekly outputs, providing government with analysis of media discourse with respect to its policies and programmes.

Subprogramme	Output	Measure/Indicator	Actual performance against target	
			Target	**Actual**
Policy.	Analysis of policy, its implementation and impact from a communication perspective and coverage in the media.	Effective proactive and reactive communication.	Weekly.	Daily monitoring and quarterly research presentations on media content analysis.
Research.	Research and information gathering to enhance effective government communication.	Research to meet aim and objectives, conducted scientifically, cost-effectively and timeously and to share findings with relevant role-players.	Long-term quantitative and qualitative projects, ad hoc projects on request and access to relevant findings from other sources.	All research projects successfully completed and research findings presented to GCIS management and parts of the communication system, Cabinet, departments, and provincial forums of communicators.

PROGRAMME 3: GOVERNMENT AND MEDIA LIAISON (G&ML)

Aim

G&ML aims to co-ordinate effective, integrated and comprehensive communication and media liaison services across government.

The G&ML Programme promotes co-ordination and integration among government communicators through forums, and ensures that departments develop communication strategies in line with the national communication strategy. It ensures that the domestic and foreign media are kept informed of government's programmes and that the Government has a comprehensive and coherent media and government liaison service.

Subprogrammes and their functions

- *National Liaison* promotes interdepartmental co-ordination on communication matters and assists, where possible, to improve the communication environment in government departments.
- *International and Media Liaison* co-ordinates an international marketing campaign for South Africa in collaboration with stakeholders, and develops and manages an international exchange programme.
- *News Services* provides government- and development-related stories to print and electronic media nationwide, daily.
- *Parliamentary Liaison* co-ordinates parliamentary media briefings and provides an information service to Parliament and the public.

Service-delivery: achievements and factors impacting on it

Co-ordination structures have been functioning effectively. All clusters' communication strategies were completed and approved by Cabinet. Government Communicators' Forum (GCF) meetings are more strategically focused and productive. Communication clusters met regularly and reviewed progress in the implementation of strategies. A new pre-Cabinet system has been introduced following a review of co-ordination structures. GCIS continued making interventions where departments were lacking in communication capacity.

The usage of BuaNews stories by both community and mainstream media continues to increase. BuaNews is establishing itself as a reliable source of information on government policies and programmes. Its reporters have better access to ministers and senior managers.

Regular media briefings on the implementation of the Government's Programme of Action have had a positive impact on the communication environment. Increasingly, media assessment of government work is based on the information that government provides to the media during the briefing sessions. The President held a successful media briefing following the mid-year Cabinet Lekgotla. Informal background briefings to media on specific issues have also proven to be useful in providing background information to journalists about events and activities before they happen. This has contributed to more accurate and informed reporting on government's programmes and activities.

Regular contact between government communicators and the media through formal and informal meetings has led to generally improved relations between media and government.

Discussions were held with the South African National Editors' Forum to revive contact between the Cabinet and the editors and prepare for a high-level meeting during 2007.

Communication strategies and plans were developed to support key milestones of the international relations programme such as South Africa's membership of the United Nations Security Council and Southern African Development Community regional integration.

The 2010 Communication Partnership is functioning well with GCIS providing strategic and logistic support. The 2010 Communication Strategy was adopted by Cabinet and is now being implemented.

The Parliamentary Office has provided strategic communication services to government departments. The office has assisted departments with media briefings and the distribution of information to the media and the public. The Parliamentary Office has kept track of key Parliament issues with communication implications and alerted government where interventions were required.

Two factors continue to have particular impact on service delivery. Insufficient access on the part of communicators to strategic information about key departmental programmes still poses limitations on the functioning of the pre-Cabinet system. Some departments still lack communication capacity.

Measurable objective: Effective communication of government's message through integrated communication strategies, improved liaison with national and foreign media and better co-ordination of communication activities across government.

Subprogramme	Output	Measure/Indicator	Actual performance against target	
			Target	**Actual**
Management.	Strategic support to communicators' co-ordinating structures.	Effective functioning of communicators' co-ordinating structures.	Four.	Support was provided and all co-ordinating forums met as planned.
National Liaison.	Management of communicators' co-ordinating structures.	Communicators' forums meet regularly.	Three GCF meetings a year. Pre-Cabinet meetings whenever the Cabinet meets. Three Ministerial Liaison Officer (MLO) Forum meetings a year and monthly meetings of communication clusters.	GCF met as planned. Three meetings were held. Pre-Cabinet meetings were held as per Cabinet schedule. Three MLO Forum meetings were held. Cluster meetings were held as planned.
	Strategic communication to government communicators.	Number of issues of *Bua Magazine* published on the website a year.	Six issues a year.	Three issues of the online magazine were produced and published and due to migration to the online edition, more work than expected resulted in the target not being met.
		Better co-ordination of government communication.	Annual handbook for communicators across all spheres.	The handbook was produced and distribution commenced in April 2007 due to delays in the review process.
International and Media Liaison.	Regular International Conference Support.	Communication from conferences reflects South Africa's position.	Two conferences/ events per year.	Provided support to more than two conference e.g. African Peer Review Mechanism (APRM), African Union, Global Forum on Corruption, etc.
	Communication support to the APRM in South Africa.	Informed media coverage of APRM process.	Ongoing.	This was done.
	Better relations with the media.	Frequency of cluster media briefings.	Bimonthly briefings.	Four cluster media briefings took place on the Programme of Action.
		Number of media briefings by the President.	At least two briefings.	The President briefed the media after the mid-year Cabinet Lekgotla in July 2006.
		Number of media networking events.	Four events.	Five media networking events were held as planned.

Subprogramme	Output	Measure/Indicator	Actual performance against target	
			Target	Actual
	Better reporting on the implementation of government's Programme of Action.	Frequency of articles on the Programme of Action published by the media.	Quarterly.	Four cluster media briefings were organised.
News Services.	Government and development-related news.	Number of news and feature articles produced and distributed per day to all domestic and foreign media.	Five news articles published a day and two feature articles per month.	Five or more news articles published per day and one feature article a month.
Communication Centre.	Production and distribution of press cuttings. Electronic media monitoring.	Timely dissemination of products and reports to various clients.	Daily dissemination to government institutions.	Produced daily media reports and news clippings and met all its targets.
Parliamentary Liaison.	Communication and media liaison support to government departments in Parliament.	Frequency of State of the Nation Address and media briefing week.	Once a year at the Opening of Parliament.	Cluster media briefings following the State of the Nation Address were held as planned.
	Media coverage of the work of the legislative assembly as well as the National Council of Provinces (NCOP).	Reports from Parliament for BuaNews and for media in general.	Daily coverage of events in Parliament, NCOP and provincial government.	Daily coverage of events in Parliament, NCOP and provincial government took place.

PROGRAMME 4: PROVINCIAL AND LOCAL LIAISON (P&LL)

Aim

P&LL supports development communication and extends government's information infrastructure through partnerships with provincial and local government. It facilitates the establishment of Thusong Service Centres (former multi-purpose community centres [MPCCs]) to make services and information more accessible to the public, particularly the disadvantaged.

Subprogrammes and their functions

Apart from the Management Subprogramme, there are four subprogrammes:

· *Institutional Development* develops and maintains Government Communications' (GCIS) regional offices and co-ordinates government's Thusong Service Centre programme.
· *Local Liaison and Information Management* promotes development communication and local content, and supports local communication and information systems.
· *Provincial and Local Liaison Administration* develops the capacity of GCIS regional offices to implement communication principles and provides administrative services to the directorate.
· *Regional Office Liaison* is responsible for government information centres (GICs) and communication partnerships in municipality districts.

Service-delivery: achievements and factors impacting on it

Eighty-six district GCIS offices have been established (these include nine regional offices) and there are 45 points of presence in MPCCs. During 2006, 17 new MPCCs were established, bringing the total of operational centres to 96 countrywide by March 2007. Typical services found in these centres include those from the departments of home affairs, of labour, of social development, and of health, the South African Social Security Agency, GCIS as well as telecentres, post offices, libraries, agricultural extension offices and municipalities. Community development workers, the South African Police Service, non-governmental organisations and community-based organisations also offer services through the centres. Some 562 new distribution points were established in district municipalities through co-operation between GCIS and partners.

A total of 107 P&LL staff members completed training in development communication, general administration, project management, financial administration for non-financial staff, etc. Training was also conducted for Information Resource Centre (IRC) secretaries, and a handbook was developed to guide the establishment of government IRCs. Training in development communication took place in all provinces and 10 national departments. A set of guidelines was developed for the roll-out of audiovisual centres in Thusong Service Centres, emanating from the partnership between GCIS and the Film Resource Unit.

The capacity-building process in Thusong Service Centres was taken further with the second round of training for 42 centre managers. The focus was on the effective promotion of the centres, quality service delivery, and the management of service standards as well as the monitoring and evaluation of service delivery by service-providers in the centres.

The seventh annual assessment workshop for the Thusong Service Centre programme was held with stakeholders from national, provincial and local spheres. The workshop addressed the following areas in strengthening the programme's roll-out over the next five years:

- the presentation of the final national business plan and draft provincial plans which provide a framework for the roll-out of Thusong Service Centres to 2014
- an overview of monitoring and evaluation systems and structures for the programme, including the introduction of an electronic system
- a plan to align already functional Thusong Service Centres with the principles and values for the programme as revised in the 2014 business plan
- a research report on service delivery conducted in 25 MPCCs as well as the launch of the new corporate brand for the MPCC programme, namely Thusong Services Centres.

During the course of 2006, all provinces held workshops which assessed the communication system at municipal level and recommended a series of local specific interventions aimed at strengthening the way municipalities communicate. GCIS, together with the South African Local Government Association (Salga) and the Department of Provincial and Local Government, hosted the second national conference on local government communication between 8 and 10 May 2006 where a comprehensive set of guidelines for local government communication was adopted. These guidelines were also endorsed by the Salga Members Assembly in June 2006.

Out of the 46 district municipalities, 27 have established district communication forums as points from which communication activities for the third sphere of government can be co-ordinated with national and provincial government. Such initiatives have gone hand in hand with the support lent to local governments in strengthening or establishing district local economic development forums with specific emphasis on communication initiatives around economic opportunities.

Measurable objective: Development networks to establish one-stop government information centres in rural district and local municipalities.

Subprogramme	Output	Measure/Indicator	Actual performance against target	
			Target	**Actual**
Management.	Strategic leadership and communication partnerships.	Regular meetings and support for the chief directorate.	Weekly.	Meetings were held as planned at least on a monthly basis. Regular bimonthly meetings of the P&LL management and regional offices were held.
Administration.	Capacity-building.	Training and retraining of senior communication officers (SCOs), secretaries, administration staff and management staff.	The programme's staff, comprising management, administrative staff, SCOs and IRC secretaries, will undergo training in outreach programmes, financial management, leadership skills and general management.	Done.
		Establishment of government information centres (GICs).	Additional information centres established each year.	11 new GICs were established, bringing the total to 86.
Institutional Development.	Thusong Service Centres/MPCCs.	Number of centres established.	27 centres.	17 new Thusong Service Centres were established, bringing the total of centres established to date to 96.
	Research into community-based information needs.	Number of community-based visits.	At least three visits per month.	As a result of the research on community-based information needs, 3 443 development communication projects were conducted through community visits.
Local Liaison and Information Management.	Networks for the distribution of communication material in rural areas.	Number of focus groups and coverage in rural areas.	40 focus groups by the end of March 2007.	Through focus groups' network meetings held, 562 new distribution points of presence were established in rural areas.

Subprogramme	Output	Measure/Indicator	Actual performance against target	
			Target	Actual
	Support to communication structures at local government level.	Development of systems and structures.	Hosting a national conference on local government communication by 2006. Provincial capacity-building sessions with provincial local government core teams (one per province each year). Guidelines for local government communication systems adopted by all provincial and municipal forums. All district municipalities will have communication strategies by 2008.	Done.
P&LL Administration.	Monitoring and evaluation of MPCCs/Thusong Service Centres.	Frequency of monitoring and evaluation reports.	Monthly reports.	A total of 145 monitoring and evaluation reports were submitted. Research was conducted in 25 Thusong Service Centres.
Regional Office Liaison.	Development of communication partnerships.	Number of district forums held.	Quarterly cluster forums and government communicators' forums.	27 out of 46 districts established district communication forums.
Regional offices.	Rural distribution network and channels for government information.	Identification of contact points in communities to facilitate distribution.	Steady expansion of contact points.	562 new distribution points of presence were established in rural areas.
	Community information projects.	Communication and information projects based on community information needs.	Projects to meet needs as assessed.	3 443 development communication projects were conducted, arising from the community visits done to determine their needs.

PROGRAMME 5: COMMUNICATION SERVICE AGENCY (CSA)

Aim

The CSA aims to provide core communication services to GCIS and other government departments, both in-house and through outsourcing.

The CSA Programme produces and disseminates communication products.

Subprogrammes and their functions

- *Marketing* manages government's corporate identity; develops strategies for marketing, events management, public relations and advertising; and buys media space.
- *Product Development* develops broadcast strategies for inclusion in campaign and project communication plans, produces videos and radio programmes, does graphic and exhibition design and provides photographic services for national and provincial departments.
- *Content Development* identifies government's communication and the public's information needs, develops and implements a content strategy for individual and transversal campaigns, provides editorial services and produces the *SA Yearbook* and *Pocket Guide to South Africa.*

Service-delivery: achievements and factors impacting on it

In the reporting year, the CSA continued to provide a range of communication services and products to The Presidency, government departments and state organs such as Parliament and the legislatures.

Over 690 requests for communication services were received and dealt with through the rendering of in-house radio, video, design and content development services, outsourcing and through mechanisms such as media placement and bulk-buying. As in previous years, the CSA contributed to multimedia products for, among other things, the 16 Days of Activism campaign, the Imbizo campaigns, the celebration of various anniversaries, the national orders award ceremonies, Social Development Month, Youth Month celebrations and the Government Communicator of the Year awards.

The CSA produces publicity material for the mass multimedia campaign around the annual State of the Nation Address. During the period under review, the campaign included a five-episode photo story in three official languages placed in various newspapers as well as a five-series radio drama in all official languages except English. Two million copies of the 2007 Programme of Action were produced in all official languages and distributed. A further 3,4 million copies were distributed as inserts in the *Vuk'uzenzele* magazine. One thousand Braille and 10 000 audio copies were also produced.

The CSA continued leading the GCIS involvement in the process towards the transformation of the marketing, advertising and communication industry. Regular monthly meetings with the industry, through the

Monitoring and Steering Committee for the Marketing, Advertising and Communication Industry, were convened. Following the development of Best Practice Guidelines for the Procurement of Advertising to facilitate participation by emerging Black Economic Empowerment companies in government contracts, several workshops were held with government communicators, counterparts in parastatals and industry members.

During the 2006/07 financial year, placement of advertisements for 21 departments was facilitated. The CSA briefed 287 media briefs to the GCIS bulk-buying agency and implemented 141 campaigns. Some 758 brief revisions were requested out of the 287 briefs submitted. The distribution of information products continued through the South African Post Office, GCIS regional offices, libraries, schools, clinics, non-governmental organisations, community-based organisations and the multi-purpose community centres (now Thusong Service Centres).

Between 1 April 2006 and March 2007, the Radio Unit received 41 requests to facilitate live link-ups to more than 30 community radio stations. The unit received 35 requests to produce radio advertisements. The Video Unit received eight requests for editing and the production of video programmes and advertisements. The Photographic Unit received more than 450 requests between 1 April 2006 and March 2007. The Design and Exhibition Unit received 107 requests and contributed to various government campaigns through design, development and the production of information products.

The Directorate: Content Development is responsible for the production of the *SA Yearbook* and related products, namely the *Pocket Guide to South Africa* and a CD-Rom version of the *SA Yearbook*. The printing order of the *SA Yearbook 2005/06* was 45 000 and the circulation of the *Pocket Guide to South Africa* was 20 000. Some 27 000 yearbooks are annually distributed to schools free of charge.

The directorate provided editing and proofreading services to GCIS and government clients and was, among other things, involved in the State of the Nation Address information products, national orders booklets, material for Youth Day, and Women's Month, the Accelerated and Shared Growth Initiative for South Africa and Joint Initiative for Priority Skills Acquisition annual reports and the macro-social report.

The directorate also updated the *Editorial Style Guide*, which was published in the *Government Communicators' Handbook* and on the GCIS website.

Measurable objective: Produce and distribute information through appropriate platforms and mechanisms to reach all the intended public.

Subprogramme	Output	Measure/Indicator	Actual performance against target	
			Target	**Actual**
Management.	Strategic leadership.	Regular meetings and support for heads of CSA sections.	Weekly management meetings.	Regular weekly meetings were held.
Marketing.	Marketing and distribution strategies and plans.	Number of marketing and distribution strategies drafted and managed per year.	Six major campaigns.	Five campaigns were implemented while one was not implemented due to cancellation by the client department.
	Briefs for advertising agencies and media placement agencies.	Number of briefs.	11 briefs on request of government departments for outsourcing advertising.	Six briefs were received and six companies appointed. Five departments implemented the campaigns.
			60 media placement briefs.	287 media placement briefs were generated for government. 141 media schedules implemented.
	Equitable advertising reports.	Number of advertising spend reports per year.	Four per year.	Four advertising spend reports.
	Research on the advertising transformation index.	Number of research reports benchmarked against the previous year's report.	One report per year.	One report done.
	Management of marketing and PR activities for GCIS and government.	Adherence to GCIS processes and systems with regard to accessing services. Increase in requests for assistance from other departments.	Per year: one marketing audit, five roadshows (government), two roadshows (external stakeholders). Two evaluation sessions per year.	Roadshows were undertaken to the departments of social development and of labour, one external roadshow was undertaken to the Association for Communications and Advertising and two evaluation sessions with the departments of transport and of social development.
Product Development.	Comprehensive products in support of key government information campaigns.	Number and type of products.	25 radio advertisements.	25 radio programmes were produced and 41 live radio link-ups were executed.
			66 events covered by the Video Unit.	The unit undertook 142 video shoots. Eight video programmes were edited.
			15 events covered by the Photographic Unit, including eight izimbizo.	The unit undertook 107 photographic assignments. 109 requests were handled for audiovisual and photographic material.
			130 designs and 16 exhibitions.	164 requests were handled for layout, design, exhibitions and branding.

Subprogramme	Output	Measure/Indicator	Actual performance against target	
			Target	**Actual**
			One x design and layout of GCIS *Annual Report.*	*Annual Report 2005/06* produced and tabled in Parliament in August 2006.
Content Development.	*SA Yearbook.*	Number of copies produced on time to specification.	45 000 soft cover books of 23 chapters by March 2007.	Completed.
	Coherent integration of content and creative representation in communication campaigns.	Content strategy finalised.	June 2006.	Draft content strategy completed.
		Information to popularise the State of the Nation Address and government's Programme of Action published.	One tabloid story for the State of the Nation Address and one photo story for the Programme of Action by March 2007.	Five photo stories completed. Five radio dramas completed. One Programme of Action booklet completed in all official languages (four million copies of which two million were inserted in *Vuk'uzenzele*).

PROGRAMME SIX: PUBLIC ENTITIES

GCIS has two public entities namely the International Marketing Council (IMC) and the Media Development and Diversity Agency (MDDA). The IMC markets South Africa to the international community and the MDDA promotes development and diversity in the South African media. These two public entities prepare their own annual reports which are tabled separately in Parliament.

PROGRAMME SEVEN: GOVERNMENT MAGAZINE

Aim

The Government Magazine aims to create a communication vehicle that provides citizens with information on economic and other opportunities and how these can be accessed. To this end, the programme produces and distributes the two-monthly magazine *Vuk'uzenzele.*

Service-delivery: achievements and factors impacting on it

Vuk'uzenzele, a 32-page magazine that focuses on opportunities – economic and other – is aimed at those with the least access to the mainstream media. It is a vehicle for, among other things:
- accessing opportunities made available through government's programme for people to improve their lives
- community development initiatives, including government campaigns and programmes
- feedback on issues raised during government izimbizo
- issues around service delivery
- information – giving advice as well as general, health and entertaining features.

During 2006/07, the magazine sustained a print run of 1,1 million for the first five editions and two million copies for the sixth one. The five editions consist of 32 pages while the sixth one that comes out in March is a bumper edition, consisting of 48 pages as it incorporates the Programme of Action as outlined in the State of the Nation Address.

Vuk'uzenzele comes out in three versions, namely printed hard copies, Braille and online. Some 600 Braille copies are printed per edition and distributed to organisations for the blind and individual subscribers. The magazine is distributed in all nine provinces in urban, rural, semi-rural and deep rural areas with particular focus on the poorer sectors of society. While most of the print run is in English, all official languages are catered for in separate editions. The *Vuk'uzenzele* distribution is done by the contracted service-provider whose core business is the distribution of leaflets which have a much wider distribution network than news-papers and magazines, thus ensuring that *Vuk'uzenzele* reaches a wider audience than the normal limits of print distribution. Increasingly, the distribution strategy focuses on subscriptions from members of the pub-lic who contact the magazine through the Batho Pele Gateway Call Centre and GCIS Information Centre. By March 2007, the individual hard-copy subscribers stood at 398 while the online subscribers totalled 581.

The chief directorate liaises closely with other GCIS business units such as BuaNews, the Communication Service Agency, etc. and has extensive contact with different government departments to access information on various government campaigns and current affairs.

For each edition, five pages are dedicated to advertising by government departments, the private sector, etc. The magazine is regularly promoted through radio and posters. In the initial stages of the magazine, TV was used to establish its presence. The responses from readers and advertisers have been overwhelming. Research to track the magazine's reach and impact indicates that it is reaching its intended readership, and that the sharing of copies is helping to extend its reach.

Measurable objective: To produce and disseminate a magazine that improves government's unmediated and direct communication.

Subprogramme	Output	Measure/Indicator	Actual performance against target	
			Target	**Actual**
Vuk'uzenzele magazine.	Magazine.	Regular publication of target number of magazine.	7,5 million copies every two months for 2006/07.	A total of 8,9 million copies were printed as follows: • 1,1 million copies (32 pages) for the five editions that came out in May, July, September, November and January. • 3,4 million copies (48 pages) were printed in March 2007.
	Braille version.	Regular production of Braille version.	3 600 copies.	3 600 copies.
	Online version.	Regular update of *Vuk'uzenzele* online.	Every second month.	Every second month, as the new edition is published.

PART 4

**HUMAN RESOURCE OVERSIGHT
FOR THE PERIOD APRIL 2006 TO
MARCH 2007**
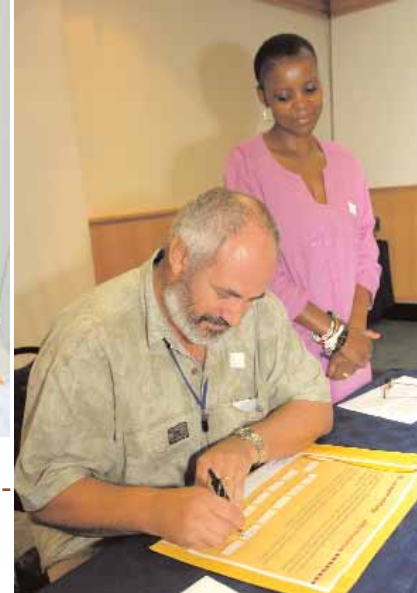
PART FOUR: HUMAN RESOURCE OVERSIGHT STATISTICS FOR THE PERIOD APRIL 2006 TO MARCH 2007

Table 1.1 Main services for the service-delivery improvement and standards

Main services	Actual and potential customers	Standard of service	Actual achievements against standards
1. Formulating and administering media policy.	Media.	Media policies developed and properly administered.	The Media Development and Diversity Agency (MDDA) Act, 2002 (Act 14 of 2002), was developed and is being fully implemented. The MDDA seeks to promote media diversity in the country.
2. Media monitoring.	The Presidency, government departments and ministers.	To conduct daily media monitoring.	Daily media monitoring has been done and reports submitted to all relevant stakeholders for implementation and follow-up.
3. Conducting surveys to assess impact and reach of communication (pre- and post-testing).	Government.	Conduct surveys, resulting in improved government communication.	Surveys were conducted by the Research Unit and results presented to all the stakeholders. Research conducted informed strategies to improve communication products and their impact.
4. Conducting public information and communication needs studies.	Public, government.	Information and communication needs studies. Results incorporated into products and services provided to all stakeholders.	Public information needs and communication preference studies were done through regional offices, Thusong Service Centres as well as through research conducted by the Research Unit.
5. Providing communication and information research advice.	Government.	Effectiveness of research-based initiatives (impact on government communication) established through monitoring and analysis.	19 projects successfully completed and research findings presented. Subscribed to Future Fact, Markinor Syndicate Survey and BER and shared findings and advised for strategic inputs and informed decisions. Research advice was given to national departments as well as some provincial departments.
6. Providing media support services.	Parliament, Cabinet, Press Gallery and ministerial liaison officers (MLOs).	Provide, among other things, through the Information Resource Centre (IRC), information services to Members of Parliament, the public and the diplomatic corps.	The Parliamentary Office recorded 2 346 (196/month) physical visit enquiries and 10 309 (859/month) telephone enquiries during 2006/07.
		Provide strategic and administrative support to the Presidential Press Corps, MLOs and media liaison for key events consistent with the Government's Communication Strategy. Provide daily media analysis.	Done.

Main services	Actual and potential customers	Standard of service	Actual achievements against standards
6 a. Monitoring parliamentary committees.	The Presidency GCIS/CEO.	Provide daily analysis of communication issues regarding parliamentary committees.	Done daily.
7. Arrange fortnightly pre-Cabinet briefings and post-Cabinet meetings.	Media.	Arrange pre-Cabinet and post-Cabinet briefings to ensure government's work is communicated to the public at large.	Done. They were held as and when Cabinet met, with a video link to or from Cape Town.
8. Hold Parliamentary Briefing Week and Programme of Action briefings.	Government communicators and media.	Arrange Parliamentary media briefing weeks after the State of Nation Address and the Presidential media cocktail.	Done. Programme of Action briefings done quarterly.
9. Assisting South African missions in communication.	Department of Foreign Affairs.	Effective information flow through the Department of Foreign Affairs and International Marketing Council (IMC) Communication Resource Centre.	Done as and when required.
10. Managing and convening the Government Communicators' Forum (GCF).	Government communicators.	At least three GCF meetings.	Three meetings took place.
11. Accrediting foreign journalists.	Foreign journalists.	To accredit foreign journalists and media whenever there are international events and on an ongoing basis as they come into the country.	Done.
12. Development of media communication strategies for government campaigns.	All government departments.	Communication strategies developed and approved by the communication clusters.	Communication strategies and key messages for government campaigns were developed for all five government communication clusters and approved. Fortnightly *Bua Briefs* were also produced.
13. Developing content strategy and key messages for government information products.	Government.	Content strategy and key messages developed for government information products.	Draft content strategy developed. Key messages developed on request.
14. Developing content and key messages for products for transversal campaigns.	Government.	Content and key messages developed for transversal campaign products.	Done 15 priority long-haul campaigns and many other requests received during the year under review.

Main services	Actual and potential customers	Standard of service	Actual achievements against standards
15. Developing and managing training of government and state-owned enterprises' (SoEs) communication officers.	Communicators and MLOs at national, provincial, local government, including communication officers at SOEs.	Communication officers completing the training they registered for with the institutions and improving on service delivery.	Communication training plans and programmes developed, including the listing of training offered by service-providers and communicated to the target audience on a quarterly basis.
16. Monitoring, evaluating and analysing print and electronic media.	The Presidency and all government departments at national and provincial level.	Print and electronic media monitored, evaluated and analysed.	Done on a weekly basis.
17. Developing marketing, advertising and distribution strategies.	The Presidency and all ministries.	Marketing, advertising and distribution strategies developed and implemented.	Done.
18. Managing and administrating bulk-buying.	Government departments and The Presidency.	Media bulk-buying properly managed and administered.	Done. 141 campaigns implemented on behalf of client departments.
19. Developing a distribution network.	Government departments.	Distribution networks developed and updated periodically.	Done.
20. Managing the corporate identity (CI) of government.	Government departments and Thusong Service Centres.	CI for government properly managed.	Ongoing monitoring of adherence to the prescripts of government's *CI Manual.*
21. Recording footage for broadcast purposes.	Government.	Footage for radio and television broadcasting produced.	46 radio advertisements produced. 38 community radio talk shows produced. 52 major government events were broadcast live on community radio stations. 18 video products varying from adverts, documentaries and inserts produced.
22. Designing and producing publications.	Public broadcaster, Thusong Service Centres, Cabinet and The Presidency.	Government information-related publications designed and produced.	Done.
23. Government Online: Government Information (*www.info.gov.za*) and Government Services (*www.services.gov.za*) websites.	Government, public, media, business and international community.	Government website properly managed.	The Government Information website is updated on a daily basis. Continued with improvements to the Government Services website. Content was translated into four additional languages.
24. Disseminating information.	Government.	Government information disseminated.	This was done through BuaNews and through bimonthly Programme of Action briefings to the media.

Main services	Actual and potential customers	Standard of service	Actual achievements against standards
25. Developing products for transversal campaigns.	Public, private-sector and non-governmental organisations.	Products for transversal campaigns developed.	Done. Design and layout of banners, posters, advertisements and outdoor media.
26. Photographic assignments of transversal campaigns.	The Presidency, government departments and GCIS.	Photographs taken for transversal campaigns.	Done. 106 photographic assignments were undertaken.

TABLE 1.2 CONSULTATION ARRANGEMENTS FOR CUSTOMERS

Type of arrangements	Actual and potential customers	Actual achievements
1. Marketing, advertising and distribution The Directorate: Marketing, Advertising and Distribution markets GCIS products and services to government clients and provides the following services to client departments: - media bulk-buying - Panel of Advertising, PR, Events Management and Production Agencies - distribution of information products - management of the Government's Corporate Identity.	The Presidency, government departments, all government communicators, ministerial liaison officers (MLOs), and the marketing, advertising and communication industry.	Clients' needs are addressed through these consultation processes. There is also a clearer understanding of the roles and responsibilities of GCIS in enhancing the government communication system and its operations in ways that contribute to the process of further consolidating the democracy and taking the country onto a higher growth and development path.
2. Cluster meetings Managing, convening and providing strategic support to the communication clusters.	Heads of communication (HoCs) and MLOs.	Cluster meetings were convened and strategic support provided.
3. Government Communicators' Forum (GCF) Through National Liaison, the GCF has been established to provide strategic direction for government communicators. It assists in developing communication strategies in line with the overall communication strategy. The GCF also assists communicators with the assessment of the communication environment and the communicators' communication needs. To ensure the enhanced quality of services provided, key performance areas were developed.	HoCs and MLOs.	Three GCF meetings were held to assess the work of government communicators. Based on this regular interaction and frequent assessments, there is clear evidence that the work of government communicators is improving.
4. Project Desk The Project Desk serves as the professional delivery mechanism for meeting government's communication needs through mobilising GCIS' expertise. It is a gateway for clients to source GCIS expertise. It also serves as a single entry point for client requests. The Project Desk is responsible for co-ordinating project portfolios aligned to government's communication priorities and themes during the financial year.	Government departments.	Meetings with clients were held before and after the completion of projects to ensure that throughout the project phase clients' needs and expectations were fully understood and met. Clients are also required to complete a questionnaire at the end of the project, providing feedback about the quality of services provided by GCIS. Exit reports for all transversal projects are compiled, indicating lessons learned and what can be done in future to enhance the quality of output. Independent project management maturity assessment was conducted to deepen the project management culture in GCIS, thereby strengthening the effectiveness of campaign implementation.

Type of arrangements	Actual and potential customers	Actual achievements
5. Thusong Service Centres (formerly called multi-purpose community centres) GCIS is responsible for co-ordinating the roll-out and establishment process of Thusong Service Centres in 282 municipalities to provide one-stop government services. These centres are intended to assist community development through access to government information and services and to strengthen citizen participation in government programmes. They also provide feedback to government as to the kind of information required by the public.	South African public.	Clients are also consulted through GCIS' nine regional offices and 96 Thusong Service Centres. This form of unmediated interaction with the public ensures first-hand feedback from the public themselves on their government information needs. This assists GCIS in tailor-making products to meet the needs of the public.
6. Imbizo campaign Feedback from the President's and other government role-players' meetings with the public is forwarded to the planning section of the organisation concerned.	South African public.	A number of Presidential izimbizo and national focus weeks were organised during which the principals met the public. Through these initiatives, the principals obtained first-hand experience of what the public requires from government. Feedback mechanisms have been developed to ensure all issues raised by the public are addressed.
7. Electronic Information Resources The unit provides advice and support to government departments and provinces regarding website publishing to contribute towards improved professionalism of government websites.	Government departments and provinces.	Support was provided to government departments to ensure improved professionalism of government websites in terms of functionality and design.

TABLE 1.3 SERVICE-DELIVERY ACCESS STRATEGY

Access strategy	Actual achievements
1. Government Online – Government Information (*www.info.gov.za*) and Government Services (*www.services.gov.za*) websites.	The intended users of the websites are South African citizens, government, business, the media and the international community. Intermediaries (such as Thusong Service Centres), assist in facilitating use of the website by those unable to directly use the Internet. The Government Information Website is updated on a daily basis to keep up with the latest information on government and its Programme of Action. Usage statistics increased from 11 254 508 page views in 2005/06 to 12 478 302 in 2006/07. The Government Services Website is now available in 11 languages. Usage statistics totalled 2 678 552.
2. Establishing Thusong Service Centres.	The organisation established 96 Thusong Service Centres around the country. These centres play an important role in providing government-related information and services to the public and especially those at grassroots level.
3. Establishing information resource centres (IRCs).	A follow-up training session focusing on Batho Pele and customer service was held for all IRC secretaries in September 2006.
4. The publishing of information directories.	GCIS produces four directories on a yearly basis. They are: • *Directory of Contacts* • *Media Directory* • *Profile Directory* • *South African Government Directory.*
5. Government and Media Liaison.	The unit has successfully built BuaNews into an effective government news agency which disseminates government news and information to community, mainstream and international media electronically.
7. Information Centre.	The centre handles all enquiries from various clients. It distributes government-related information and provides government contact information and profiles electronically and in hard copy.

TABLE 1.4 SERVICE-INFORMATION TOOL

Type of information tool	Actual achievements
1. Thusong Service Centres (formerly multi-purpose community centres).	GCIS co-ordinated the establishment of 96 Thusong Service Centres around the country. These centres play an important role in providing government-related information to the public and especially those at grassroots level.
2. Government directories.	GCIS produces information directories, which are distributed widely to the public, both electronically and in hard copy. They are: • *Directory of Contacts* • *Media Directory* • *Profile Directory* • *South African Government Directory.*
3. Government Communicators' Forum (GCF).	The GCF meets three times a year to discuss issues relating to government communication and the implementation of the Government's Programme of Action.
4. Government Online: Government Information (*www.info.gov.za*) and Government Services (*www.services.gov.za*) websites.	The Government Information Website is updated on a daily basis to keep up with the latest information on government and its Programme of Action. It provides, among other things, information on government structures and functions, contact information, speeches and media statements, government documents such as Acts and Bills, tender bulletins, links to government and other related websites. The Government Services Website provides information about government services offered to citizens, organisations, businesses and foreign nationals.

TABLE 1.5 COMPLAINTS MECHANISM

Complaint mechanism	Actual achievements
1. Government Communicators' Forum (GCF).	The GCF addresses the information and communication needs of government communicators and assesses communication around the implementation of the Government's Programme of Action.
2. Project Desk.	The Project Desk receives feedback on projects completed on behalf of clients and these are addressed through client satisfaction reports. An exit report is also compiled which addresses the lessons learnt.
3. Communication clusters.	Clusters meet on a monthly basis to discuss communication-related issues, the implementation of cluster communication strategies and strengthening communication around the Programme of Action.
4. Pre-Cabinet meetings.	The meetings assist communicators to prepare for Cabinet decisions and to understand the communication implications of any information going to Cabinet from departments. The meeting further assists the GCIS CEO to prepare for Cabinet and to give advice to communicators on matters still to be presented to Cabinet.
5. Call Centre.	All queries received via the Call Centre are forwarded to the relevant sections for response and there is follow-up to ensure that they have been addressed.

TABLE 1.5 COMPLAINTS MECHANISM

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HUMAN RESOURCE OVERSIGHT – APRIL 2006 to MARCH 2007 – Government Communication and Information System

TABLE 2.1 – Personnel costs by programme

Programme	Total voted expenditure (R'000)	Compensation of employees expenditure (R'000)	Training expenditure (R'000)	Professional and special services (R'000)	Compensation of employees as % of total expenditure	Average compensation of employees cost per employee (R'000)	Employment
P1: Administration	70 939	31 138	1 047	-	45,4%	209	154
P2: Policy and Research	12 094	4 844	156	-	41,3%	250	20
P3: Government and Media Liaison	16 573	10 836	193	-	66,5%	216	51
P4: Provincial and Local Liaison	38 811	24 566	292	-	64,0%	173	144
P5: Communication Service Agency	32 662	10 140	300	-	32,0%	249	42
P6: International Marketing and Media Development	93 045	-	-	-	0,0%	-	-
P7: Government Publication	28 984	2 528	10	-	8,8%	282	9
Theft and losses	-	-	-	-		-	-
Total	**293 108**	**84 052**	**1 998**	**-**	**29,4%**	**205**	**420**

TABLE 2.2 – Personnel costs by salary band

Salary bands	Compensation of employees cost (R'000)	Percentage of total personnel cost for department	Average compensation cost per employee (R)	Total personnel cost for department, including goods and transfers (R'000)	Number of employees
Lower skilled (levels 1 – 2)	1 465	1,7	61 042	87 949	24
Skilled (levels 3 – 5)	2 356	2,7	81 241	87 949	29
Highly skilled production (levels 6 – 8)	26 800	30,5	139 583	87 949	192
Highly skilled supervision (levels 9 – 12)	33 047	37,6	252 267	87 949	131
Senior management (levels 13 – 16)	17 219	19,6	555 452	87 949	31
Contract (levels 1 – 2)	174	0,2	0	87 949	0
Contract (levels 9 – 12)	142	0,2	142 000	87 949	1
Contract (levels 13 – 16)	1 128	1,3	564 000	87 949	2
Periodical remuneration	1 955	2,2	6 226	87 949	314
Total	**84 286**	**95,8**	**116 417**	**87 949**	**724**

TABLE 2.3 – Salaries, overtime, home-owners allowance (HOA) and medical aid by programme

Programme	Salaries (R'000)	Salaries as % of personnel cost	Overtime (R'000)	Overtime as % of personnel cost	HOA (R'000)	HOA as % of personnel cost	Medical assistance (R'000)	Medical assistance as % of personnel cost	Total personnel cost per programme (R'000)
Directorate: Information Technology	2 561	70,5	-	-	19	0,5	152	4,2	3 632
Directorate: News Service	1 687	66,3	156	6,1	12	0,5	82	3,2	2 544
P1: Information Centre	1 333	74,6	1	0,1	17	1,0	116	6,5	1 788
P1: Chief Directorate: Administration	12 502	59,2	38	0,2	371	1,8	690	3,3	21 110
P2: Chief Directorate: Policy and Research	3 430	70,8	-	-	60	1,2	129	2,7	4 844
P3: Chief Directorate: Media Liaison	5 920	71,4	-	-	116	1,4	322	3,9	8 292
P4: Chief Directorate: Provincial and Local Liaison	17 127	69,7	-	-	220	0,9	1 046	4,3	24 566
P5: Chief Directorate: Communication Service Agency	6 105	65,0	24	0,3	74	0,8	312	3,3	9 390
P5: Subdirectorate: Support Services	559	74,5	-	-	7	0,9	23	3,1	750
P7: Government Publication	1 634	64,6	-	-	2	0,1	58	2,3	2 528
Subdirectorate: Electronic Information Resources	2 098	74,8	1	-	27	1,0	66	2,4	2 804
Subdirectorate: Provisioning Administration	1 317	73,0	47	2,6	25	1,4	105	5,8	1 804
Total	**56 273**	**67,0**	**267**	**0,3**	**950**	**1,1**	**3 101**	**3,7**	**84 052**

TABLE 2.4 – Salaries, overtime, HOA and medical aid by salary band

Programme	Salaries (R'000)	Salaries as % of personnel cost	Overtime (R'000)	Overtime as % of personnel cost	HOA (R'000)	HOA as % of personnel cost	Medical assistance (R'000)	Medical assistance as % of personnel cost	Total personnel cost per programme (R'000)
Lower skilled (levels 1 – 2)	1 025	68,9	3	0,2	54	3,6	79	5,3	1 487
Skilled (levels 3 – 5)	1 629	68,5	17	0,7	60	2,5	177	7,4	2 379
Highly skilled production (levels 6 – 8)	19 066	66,6	127	0,4	283	1	1 254	4,4	28 641
Highly skilled supervision (levels 9 – 12)	23 939	69,7	118	0,3	310	0,9	1 152	3,4	34 370
Senior management (levels 13 – 16)	9 821	55,7	0	0	246	1,4	423	2,4	17 645
Contract (levels 1 – 2)	174	99,4	0	0	0	0	0	0	175
Contract (levels 9 – 12)	101	70,1	0	0	0	0	0	0	144
Contract (levels 13 – 16)	636	55,3	0	0	0	0	0	0	1 150
Periodical remuneration	0	0	0	0	0	0	0	0	1 959
Total	**56 391**	**64,1**	**265**	**0,3**	**953**	**1,1**	**3 085**	**3,5**	**87 950**

Table 3.1 – Employment and vacancies by programme at end of period

Programme	Number of posts	Number of posts filled	Vacancy rate	Total number of posts filled additional to the establishment
Directorate: Information Technology, permanent	15	15	0	0
Directorate: News Services, permanent	14	12	14,3	0
P1: Information Centre, permanent	13	10	23,1	0
P1: Chief Directorate: Administration, permanent	101	87	13,9	10
P2: Chief Directorate: Policy and Research, permanent	20	18	10	0
P3: Chief Directorate: Media Liaison, permanent	45	39	13,3	0
P4: Chief Directorate: Provincial and Local Liaison, permanent	161	146	9,3	2
P5: Chief Directorate: Communication Service Agency, permanent	42	37	11,9	0
P5: Subdirectorate: Support Services, permanent	5	5	0	0
P7: Government Publication, permanent	9	9	0	1
Subdirectorate: Electronic Information Resources, permanent	16	16	0	0
Subdirectorate: Provisioning Administration, permanent	26	26	0	0
Total	**467**	**420**	**10,1**	**13**

TABLE 3.2 – Employment and vacancies by salary band at end of period

Salary band	Number of posts	Number of posts filled	Vacancy rate	Total number of posts filled additional to the establishment
Lower skilled (levels 1 – 2), permanent	25	24	4	0
Skilled (levels 3 – 5), permanent	23	23	0	0
Highly skilled production (levels 6 – 8), permanent	222	199	10,4	1
Highly skilled supervision (levels 9 – 12), permanent	142	123	13,4	0
Senior management (levels 13 – 16), permanent	42	38	9,5	1
Contract (levels 3 – 5), permanent	10	10	0	10
Contract (levels 9 – 12), permanent	1	1	0	1
Contract (levels 13 – 16), permanent	2	2	0	0
Total	**467**	**420**	**10,1**	**13**

TABLE 3.3 – Employment and vacancies by critical occupation at end of period

Critical occupations	Number of posts	Number of posts filled	Vacancy rate	Total number of posts filled additional to the establishment
Administrative-related, permanent	4	4	0	0
Auxiliary and related workers, permanent	1	1	0	0
Cleaners in offices, workshops, hospitals etc., permanent	14	13	7,1	0
Client information clerks (switchboard, reception, information clerks), permanent	2	2	0	0
Communication- and information-related, permanent	122	103	15,6	1
Finance- and economics-related, permanent	9	9	0	0
Financial and related professionals, permanent	7	7	0	0
Financial clerks and credit controllers, permanent	6	6	0	0
Food services aids and waiters, permanent	2	2	0	0
Head of Department/Chief Executive Officer, permanent	1	1	0	0
Human resources and organisational development and related professions, permanent	5	3	40	0
Human resources clerks, permanent	2	2	0	0
Human resources-related, permanent	5	4	20	0
Language practitioners, interpreters other communicators, permanent	131	120	8,4	1
Library, mail and related clerks, permanent	3	3	0	0
Light-vehicle drivers, permanent	2	2	0	0
Logistical support personnel, permanent	3	3	0	0
Material-recording and transport clerks, permanent	22	17	22,7	10
Messengers, porters and deliverers, permanent	6	6	0	0
Other administrative and related clerks and organisers, permanent	20	20	0	0
Other administrative policy and related officers, permanent	6	5	16,7	0
Other information technology personnel, permanent	11	11	0	0
Printing and related machine operators, permanent	3	3	0	0
Secretaries and other keyboard operating clerks, permanent	38	35	7,9	0
Security officers, permanent	2	2	0	0
Senior managers, permanent	35	31	11,4	1
Trade labourers, permanent	5	5	0	0
Total	**467**	**420**	**10,1**	**13**

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)	25	0	0	0	0	0	0
Contract (levels 3 – 5)	10	0	0	0	0	0	0
Contract (levels 9 – 12)	1	0	0	0	0	0	0
Contract (Band A)	1	0	0	0	0	0	0
Contract (Band D)	1	0	0	0	0	0	0
Skilled (levels 3 – 5)	23	0	0	0	0	0	0
Highly skilled production (levels 6 – 8)	222	0	0	0	0	0	0
Highly skilled supervision (levels 9 – 12)	154	0	0	0	0	0	0
Senior Management Service Band A	20	0	0	0	0	0	0
Senior Management Service Band B	8	0	0	0	0	0	0
Senior Management Service Band C	2	0	0	0	0	0	0
Total	**467**	**0**	**0**	**0**	**0**	**0**	**0**

TABLE 4.2 – Profile of employees whose positions were upgraded due to their posts being upgraded

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

TABLE 4.3 – Employees whose salary level exceeded the grade determined by job evaluation [i.t.o PSR 1.V.C.3]

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation	Number of employees in department
Total	**0**	**0**	**0**	**0**	**420**

TABLE 4.4 – Profile of employees whose salary level exceeded the grade determined by job evaluation [i.t.o. PSR 1.V.C.3]

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

TABLE 5.1 – Annual turnover rates by salary band

Salary band	Employment at beginning of period (April 2006)	Appointments	Terminations	Turnover rate
Lower skilled (levels 1 – 2), permanent	25	0	1	4
Skilled (levels 3 – 5), permanent	31	3	3	9,7
Highly skilled production (levels 6 – 8), permanent	186	33	21	11,3
Highly skilled supervision (levels 9 – 12), permanent	122	16	14	11,5
Senior Management Service Band A, permanent	18	0	1	5,6
Senior Management Service Band B, permanent	8	1	1	12,5
Senior Management Service Band C, permanent	3	0	0	0
Senior Management Service Band D, permanent	1	0	0	0
Other, permanent	0	11	1	0
Contract (levels 9 – 12), permanent	1	1	1	100
Contract (Band A), permanent	0	1	0	0
Contract (Band D), permanent	0	1	0	0
Total	**395**	**67**	**43**	**10,9**

TABLE 5.2 – Annual turnover rates by critical occupation

Occupation	Employment at beginning of period (April 2006)	Appointments	Terminations	Turnover rate
Administrative-related, permanent	4	0	0	0
Cleaners in offices, workshops, hospitals etc., permanent	14	0	1	7,1
Client information clerks (switchboard, reception, information clerks), permanent	1	0	0	0
Communication- and information-related, permanent	94	15	13	13,8
Computer programmers, permanent	1	0	0	0
Finance and economics-related, permanent	8	0	1	12,5
Financial and related professionals, permanent	7	0	0	0
Financial clerks and credit controllers, permanent	6	0	0	0
Food services aids and waiters, permanent	2	0	0	0
Head of Department/Chief Executive Officer, permanent	1	1	0	0
Human resources and organisational development and related professions, permanent	4	0	0	0
Human resources clerks, permanent	3	0	0	0
Human resources-related, permanent	3	1	1	33,3
Information technology-related, permanent	1	0	0	0
Language practitioners, interpreters and other communicators, permanent	112	23	14	12,5
Librarians and related professionals, permanent	1	0	0	0
Library, mail and related clerks, permanent	5	0	0	0
Light-vehicle drivers, permanent	2	0	0	0
Logistical support personnel, permanent	2	0	0	0
Material-recording and transport clerks, permanent	10	12	3	30
Messengers, porters and deliverers, permanent	7	0	0	0
Other administrative and related clerks and organisers, permanent	18	2	1	5,6
Other administrative policy and related officers, permanent	6	0	0	0
Other information technology personnel, permanent	11	2	0	0
Other occupations, permanent	1	0	0	0
Printing and related machine operators, permanent	3	0	0	0
Rank: unknown, permanent	4	0	0	0
Secretaries and other keyboard operating clerks, permanent	33	8	6	18,2
Security officers, permanent	2	1	1	50
Senior managers, permanent	23	2	2	8,7
Trade labourers, permanent	6	0	0	0
Total	**395**	**67**	**43**	**10,9**

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	4	9,3	1	43	395
Resignation, permanent	33	76,7	8,4	43	395
Expiry of contract, permanent	2	4,7	0,5	43	395
Retirement, permanent	4	9,3	1	43	395
Total	**43**	**100**	**10,9**	**43**	**395**

Resignations as % of employment
10,9

TABLE 5.4 – Promotions by critical occupation

Occupation	Employment at beginning of period (April 2006)	Promotions to another salary level	Salary level promotions as a % of employment	Progressions to another notch within salary level	Notch progressions as a % of employment
Administrative-related	4	1	25	2	50
Cleaners in offices, workshops, hospitals etc.	14	0	0	14	100
Client information clerks (switchboard, reception, information clerks)	1	0	0	1	100
Communication- and information-related	98	16	16,3	44	44,9
Computer programmers	1	0	0	0	0
Finance and economics-related	8	1	12,5	5	62,5
Financial and related professionals	7	0	0	5	71,4
Financial clerks and credit controllers	6	0	0	4	66,7
Food services aids and waiters	2	0	0	2	100
Head of Department/Chief Executive Officer	1	0	0	1	100
Human resources and organisational development and related professions	4	0	0	3	75
Human resources clerks	3	1	33,3	1	33,3
Human resources-related	3	1	33,3	1	33,3
Information technology-related	1	0	0	1	100
Language practitioners, interpreters and other communicators	112	9	8	69	61,6
Librarians and related professionals	1	0	0	0	0
Library mail and related clerks	5	0	0	5	100
Light-vehicle drivers	2	0	0	2	100
Logistical support personnel	2	0	0	1	50
Material-recording and transport clerks	10	0	0	7	70
Messengers, porters and deliverers	7	0	0	6	85,7
Other administrative and related clerks and organisers	18	0	0	11	61,1
Other administrative policy and related officers	6	0	0	4	66,7
Other information technology personnel	11	0	0	3	27,3
Other occupations	1	0	0	0	0
Printing and related machine operators	3	0	0	3	100
Secretaries and other keyboard operating clerks	33	2	6,1	23	69,7
Security officers	2	0	0	1	50
Senior managers	23	2	8,7	17	73,9
Trade labourers	6	0	0	6	100
Total	**395**	**33**	**8,4**	**242**	**61.3**

TABLE 5.5 – Promotions by salary band

Occupation	Employment at beginning of period (April 2006)	Promotions to another salary 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	25	0	0	29	116
Skilled (levels 3 – 5), permanent	31	0	0	36	116,1
Highly skilled production (levels 6 – 8), permanent	186	10	5,4	115	61,8
Highly skilled supervision (levels 9 – 12), permanent	122	21	17,2	39	32
Senior management (levels 13 – 16), permanent	30	2	6,7	23	76,7
Contract (levels 9 – 12), permanent	1	0	0	0	0
Total	**395**	**33**	**8,4**	**242**	**61,3**

TABLE 6.1 – Total number of employees (including employees with disabilities) per occupational category (SASCO)

Occupational categories	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Legislators, senior officials and managers, permanent	7	3	3	13	3	7	1	2	10	1	27
Professionals, permanent	109	17	2	128	10	101	7	3	111	23	272
Clerks, permanent	16	5	0	21	1	47	5	2	54	9	85
Service and sales workers, permanent	2	0	0	2	0	0	0	0	0	0	2
Plant and machine operators and assemblers, permanent	5	0	0	5	0	0	0	0	0	0	5
Elementary occupations, permanent	14	0	0	14	0	14	1	0	15	0	29
Total	**153**	**25**	**5**	**183**	**14**	**169**	**14**	**7**	**190**	**33**	**420**

	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Employees with disabilities	4	1	0	5	1	2	0	0	2	1	9

TABLE 6.2 – Total number of employees (including employees with disabilities) per occupational bands

Occupational bands	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Top management, permanent	0	0	1	1	1	0	1	0	1	0	3
Senior management, permanent	8	5	2	15	2	7	0	2	9	2	28
Professionally qualified and experienced specialists and mid-management, permanent	52	7	2	61	9	51	1	3	55	16	141
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	62	13	0	75	2	90	9	2	101	14	192
Semi-skilled and discretionary decision-making, permanent	18	0	0	18	0	9	2	0	11	0	29
Unskilled and defined decision-making, permanent	11	0	0	11	0	12	1	0	13	0	24
Contract (top management), permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (senior management), permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (professionally qualified), permanent	0	0	0	0	0	0	0	0	0	1	1
Total	**153**	**25**	**5**	**183**	**14**	**169**	**14**	**7**	**190**	**33**	**420**

TABLE 6.3 – Recruitment

Occupational bands	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Senior management, permanent	0	0	1	1	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management, permanent	6	2	1	9	1	5	0	1	6	0	16
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	7	2	0	9	0	21	3	0	24	0	33
Semi-skilled and discretionary decision-making, permanent	3	0	0	3	0	0	0	0	0	0	3
Not available, permanent	4	0	0	4	0	6	0	1	7	0	11
Contract (top management), permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (senior management), permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (professionally qualified), permanent	0	0	0	0	0	0	0	0	0	1	1
Total	**22**	**4**	**2**	**28**	**1**	**32**	**3**	**2**	**37**	**1**	**67**

TABLE 6.4 – Promotions

Occupational bands	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Top management, permanent	1	0	0	1	1	0	1	0	1	0	3
Senior management, permanent	8	2	1	11	2	7	0	1	8	2	23
Professionally qualified and experienced specialists and mid-management, permanent	20	4	0	24	8	15	1	1	17	10	59
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	45	10	0	55	1	48	4	1	53	16	125
Semi-skilled and discretionary decision-making, permanent	14	0	0	14	0	17	3	1	21	1	36
Unskilled and defined decision-making, permanent	12	0	0	12	0	16	1	0	17	0	29
Total	**100**	**16**	**1**	**117**	**12**	**103**	**10**	**4**	**117**	**29**	**275**

	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Employees with disabilities	3	1	0	4	0	1	0	0	1	1	6

TABLE 6.5 – Terminations

Occupational bands	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Senior management, permanent	0	0	1	1	0	0	0	0	0	1	2
Professionally qualified and experienced specialists and mid-management, permanent	5	1	0	6	3	5	0	0	5	0	14
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	8	2	0	10	0	8	0	0	8	3	21
Semi-skilled and discretionary decision-making, permanent	2	0	0	2	0	1	0	0	1	0	3
Unskilled and defined decision-making, permanent	0	0	0	0	0	1	0	0	1	0	1
Not available, permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (professionally qualified), permanent	0	0	0	0	1	0	0	0	0	0	1
Total	**16**	**3**	**1**	**20**	**4**	**15**	**0**	**0**	**15**	**4**	**43**

	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Employees with disabilities	1	1	0	1	0	0	0	0	0	0	1

TABLE 6.6 – Disciplinary action

Disciplinary action	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Total	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**

TABLE 6.7 – Skills development

Occupational bands	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Legislators, senior officials and managers	6	3	2	11	2	3	0	0	3	2	18
Professionals	28	4	0	32	5	32	1	1	34	12	83
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	51	6	0	57	2	71	2	1	74	9	142
Service- and sales workers	9	0	0	9	0	3	0	0	3	0	12
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related tradeworkers	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	6	0	0	6	0	7	0	0	7	0	13
Total	**100**	**13**	**2**	**115**	**9**	**116**	**3**	**2**	**121**	**23**	**268**

	Male, African	Male, coloured	Male, Indian	Male, total black	Male, white	Female, African	Female, coloured	Female, Indian	Female, total black	Female, white	Total
Employees with disabilities	4	0	0	4	0	2	0	0	2	0	6

TABLE 7.1 – Performance rewards by race, gender and disability

Demographics	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)
African, female	64	167	38,3	794	12 400
African, male	49	149	32,9	708	14 450
Asian, female	4	7	57,1	82	20 414
Asian, male	2	5	40	75	37 742
Coloured, female	7	14	50	114	16 251
Coloured, male	11	24	45,8	187	17 003
Total black, female	75	188	39,9	989	13 187
Total black, male	62	178	34,8	971	15 654
White, female	25	32	78,1	423	16 912
White, male	8	13	61,5	201	25 170
Employees with a disability	5	9	55,6	69	13 755
Total	**175**	**420**	**41,7**	**2 652**	**15 157**

TABLE 7.2 – Performance rewards by salary band for personnel below Senior Management Service (SMS)

Salary band	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)
Lower skilled (levels 1 – 2)	15	24	62,5	72	4 800
Skilled (levels 3 – 5)	20	29	69	127	6 350
Highly skilled production (levels 6 – 8)	66	192	34,4	770	11 667
Highly skilled supervision (levels 9 – 12)	49	131	37,4	893	18 224
Other	0	10	0	0	0
Contract (levels 9 – 12)	0	1	0	0	0
Periodical remuneration	0	314	0	0	0
Total	**150**	**701**	**21,4**	**1 862**	**12 413**

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	3	6	50	47	15 667
Cleaners in offices, workshops, hospitals etc.	11	13	84,6	54	4 909
Client information clerks (switchboard, reception, information clerks)	1	1	100	11	11 000
Communication- and information-related	43	99	43,4	815	18 953
Computer programmers	1	1	100	10	10 000
Finance- and economics-related	4	9	44,4	91	22 750
Financial and related professionals	2	7	28,6	33	16 500
Financial clerks and credit controllers	3	6	50	35	11 667
Food services aids and waiters	1	2	50	5	5 000
Head of Department/Chief Executive Officer	0	1	0	0	0
Human resources and organisational development and related professions	0	3	0	0	0
Human resources clerks	2	3	66,7	17	8 500
Human resources-related	2	4	50	36	18 000
Information technology-related	1	1	100	24	24 000
Language practitioners, interpreters and other communicators	27	123	22	345	12 778
Library, mail and related clerks	2	4	50	12	6 000
Light-vehicle drivers	0	2	0	0	0
Logistical support personnel	1	3	33,3	11	11 000
Material-recording and transport clerks	6	17	35,3	43	7 167
Messengers, porters and deliverers	3	7	42,9	15	5 000
Other administration and related clerks and organisers	13	20	65	128	9 846
Other administrative policy and related officers	2	5	40	30	15 000
Other information technology personnel	2	11	18,2	41	20 500
Other occupations	0	1	0	0	0
Printing and related machine operators	2	3	66,7	12	6 000
Secretaries and other keyboard operating clerks	19	34	55,9	189	9 947
Security officers	2	2	100	11	5 500
Senior managers	18	26	69,2	612	34 000
Trade labourers	4	6	66,7	25	6 250
Total	**175**	**420**	**41,7**	**2 652**	**15 157**

TABLE 7.4 – Performance-related rewards (cash bonus) by salary band for SMS

Critical occupations	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	15	18	83,3	384	2 560	3,9	9 968
Band B	7	11	63,6	265	3 786	4,8	5 559
Band C	3	3	100	140	4 667	6,2	2 247
Band D	0	1	0	0	0	0	0
Total	**25**	**33**	**75,8**	**789**	**3 156**	**4,4**	**17 774**

TABLE 8.1 – Foreign workers by salary band

Salary band	Employment at beginning of period	Percentage of total	Employment at end of period	Percentage of total	Change in employment	Percentage of total	Total employment at beginning of period	Total employment at end of period	Total change in employment
Highly skilled production (levels 6 – 8)	1	100	1	100	0	0	1	1	0
Total	**1**	**100**	**1**	**100**	**0**	**0**	**1**	**1**	**0**

TABLE 8.2 – Foreign workers by major occupation

Major occupation	Employment at beginning of period	Percentage of total	Employment at end of period	Percentage of total	Change in employment	Percentage of total	Total employment at beginning of period	Total employment at end of period	Total change in employment
Administrative office workers	1	100	1	100	0	0	1	1	0
Total	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**

TABLE 9.1 – Sick leave for January 2006 to December 2006

Salary band	Total days	% days with medical certification	Number of employees using disability leave	% of total employees using disability 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)	128	75,8	18	6	7	20	298	97
Skilled (levels 3 – 5)	223	91	26	8,7	9	45	298	203
Highly skilled production (levels 6 – 8)	824	84,2	126	42,3	7	301	298	694
Highly skilled supervision (levels 9 – 12)	583	82,8	106	35,6	6	451	298	483
Senior management (levels 13 – 16)	120	88,3	22	7,4	5	223	298	106
Total	**1 878**	**84,3**	**298**	**100**	**6**	**1 040**	**298**	**1 583**

TABLE 9.2 – Disability leave (temporary and permanent) for January 2006 to December 2006

Salary band	Total days	% days with medical certification	Number of employees using disability leave	% of total employees using disability 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)	6	100	1	6,3	6	1	6	16
Skilled (levels 3 – 5)	3	100	1	6,3	3	1	3	16
Highly skilled production (levels 6 – 8)	73	100	8	50	9	27	73	16
Highly skilled supervision (levels 9 – 12)	89	100	6	37,5	15	68	89	16
Total	**171**	**100**	**16**	**100**	**11**	**97**	**171**	**16**

TABLE 9.3 – Annual leave for January 2006 to December 2006

Salary band	Total days taken	Average days per employee	Number of employees who took leave
Lower skilled (levels 1 – 2)	626	25	25
Skilled (levels 3 – 5)	656	20	33
Highly skilled production (levels 6 – 8)	3 497,92	16	212
Highly skilled supervision (levels 9 – 12)	2 623	17	152
Senior management (levels 13 – 16)	658	19	35
Contract (levels 9 – 12)	3	3	1
Contract (levels 13 – 16)	20	10	2
Total	**8 083,92**	**18**	**460**

TABLE 9.4 – Capped leave for January 2006 to December 2006

	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2006	Number of employees who took capped leave	Total number of capped leave available at 31 December 2006	Number of employees as at 31 December 2006
Lower skilled (levels 1 – 2)	18	5	42	4	1 016	24
Highly skilled production (levels 6 – 8)	19	2	29	8	2 197	77
Highly skilled supervision (levels 9 – 12)	86	17	35	5	2 005	57
Senior management (levels 13 – 16)	26	9	40	3	791	20
Total	**149**	**7**	**34**	**20**	**6 009**	**178**

TABLE 9.5 – Leave payouts

Reason	Total amount (R'000)	Number of employees	Average payment per employee (R)
Capped leave payouts on termination of service for 2006/07	156	39	4 000
Current leave payout on termination of service for 2006/07	110	24	4 583
Total	**266**	**63**	**4 222**

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 and related diseases (if any)	Average payment per employee (R)
None	

TABLE 10.2 – Details of health promotion and HIV and AIDS programmes [tick Yes/No and provide required information]

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	√		Leah Madalane: Director Training Services.
2. Does the department have a dedicated unit or have you designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	√		One person. Employee Health and Wellness Programme (EWHP) Co-ordinator: Sylvia Maponyane. R100 000 was allocated to the EWHP during the reporting period.
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.	√		Crisis intervention, assessment and referral, training of staff on EHWP-related issues, and the following programmes: health screening, health wellness, health education and programme promotion marketing.
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.	√		Leah Madalane, Sylvia Maponyane, Carlyn Steenkamp, Melton Neba:, Tebogo Kgomo: IC, Segametsi Molawa: CS, Mariette van Jaarsveld: G&ML, Frik Nieman: Finance, Watson Kamanga: PSA .
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.	√		HIV and AIDS Policy, EHWP Policy, Occupational Health and Safety Policy, Disability Policy.
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.			The policies mentioned above, among other things, protect those perceived to be HIV-positive from discrimination.
7. Does the department encourage its employees to undergo voluntary counselling and testing? If so, list the results that you have achieved.	√		The organisation, through the EHWP, provides general health screening sessions. During these sessions, voluntary counselling and testing services are provided. However, the department does not have access to the results as these are given to the individuals concerned.
8. Has the department developed measures/indicators to monitor and evaluate the impact of your health promotion programme? If so, list these measures/indicators.	√	√	No special indicators were developed. The number of condoms distrubuted in a fiscal year, number of employees trained, the level of HIV and AIDS awareness among employees, the use of disability leave provisions, and the number of ill-health retirements were used to give an indication on the impact of the programme.

TABLE 11.1 – Collective agreements

Subject matter	Date
None	

TABLE 11.2 – Misconduct and disciplinary hearings finalised

Outcomes of disciplinary hearings	Number	Percentage of total	Total
Dismissed	1	100	1
Total			

TABLE 11.3 – Types of misconduct addressed and disciplinary hearings

Type of misconduct	Number	Percentage of total	Total
Non-compliance with code of conduct of the Public Service	1	100	1

TABLE 11.4 – Grievances lodged

Number of grievances addressed	Number	Percentage of total	Total
None	0	0	0

TABLE 11.5 – Disputes lodged

Number of disputes addressed	Number	Total
Unfair labour practice	1	100
Total	**1**	**100**

TABLE 11.6 – Strike actions

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

TABLE 11.7 – Precautionary suspensions

Precautionary suspensions	Total
Number of people suspended	0
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	0
Cost (R'000) of suspensions	0

TABLE 12.1 – Training needs identified

Occupational categories	Gender	Employment	Learnerships	Skills programmes and other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	0	0	0	0	0
	Male	0	0	1	0	1
Professionals	Female	0	0	24	0	24
	Male	0	0	28	0	28
Technicians and associate professionals	Female	0	0	47	0	47
	Male	0	0	40	0	40
Clerks	Female	0	0	5	0	5
	Male	0	0	6	0	6
Service- and sales workers	Female	0	7	8	0	15
	Male	0	3	0	0	3
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related tradeworkers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	0	0	0	0
Gender subtotals	Female	0	7	84	0	91
	Male	0	3	75	0	78
Total		**0**	**10**	**159**	**0**	**169**

TABLE 12.2 – Training provided

Occupational categories	Gender	Employment	Learnerships	Skills programmes and other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	0	0	7	0	7
	Male	0	0	13	0	13
Professionals	Female	0	0	46	0	46
	Male	0	0	37	0	37
Technicians and associate professionals	Female	0	0	81	0	81
	Male	0	0	59	0	59
Clerks	Female	0	0	0	0	0
	Male	0	0	0	0	0
Service- and sales workers	Female	0	7	9	0	16
	Male	0	3	0	0	3
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related tradeworkers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	0	0	0	0
Gender subtotals	Female	0	7	143	0	150
	Male	0	3	109	0	112
Total		**0**	**10**	**252**	**0**	**262**

TABLE 13.1 – Injury on duty

Nature of injury on duty	Number	% of total
Required basic medical attention only	3	100
Temporary total disablement	0	0
Permanent disablement	0	0
Fatal	0	0
Total	**3**	

TABLE 14.1 – Report on consultant appointments using appropriated funds

Project title	Total number of consultants who worked on the project	Duration: work days	Contract value in Rand
Assess the communication environment and the communication/information needs of the South African public	1	2 years	R 6 959 928 00
National qualitative research: To assess the communication environment, awareness and public perceptions on government's long-term programmes and communication initiatives	1	1 year	R 817 423 00
Assessment of the impact that the African Peer Review Mechanism (APRM) marketing and communication strategy had on the South African public	1	2 months	R 297 540 00
Towards Batho Pele Service Centres: An evaluation of the sustainability of integrated service delivery in 25 multi-purpose community centres that have been operational for three years	1	3 months	R 498 000 00
Assessment of perceptions on the government magazine	1	3 months	R 399 980 00

Total number of projects	Total individual consultants	Total duration: work days	Total contract value in Rand
5	5		R 8 972 871 00

TABLE 14.2 – Analysis of consultant appointments using appropriated funds, i.t.o. historically disadvantaged individuals (HDIs)

Project title	Percentage ownership by HDI groups	Percentage manage-ment by HDI groups	Number of consultants from HDI groups who work on the project
Assess the communication environment and the communication/information needs of the South African public	Nil	n/p	n/p
National qualitative research: To assess the communication environment, awareness and public perceptions on government's long-term programmes and communication initiatives	100	>50	n/p
Assessment of the impact that the APRM marketing and communication strategy had on the South African public	100	>50	n/p
Towards Batho Pele Service Centres: An evaluation of the sustainability of integrated service delivery in 25 multi-purpose community centres that have been operational for three years	21	>50	n/p
Assessment of perceptions on the government magazine	100	>50	n/p

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REPORT BY THE ACCOUNTING OFFICER TO THE EXECUTIVE AUTHORITY AND PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

1. General review of the state of financial affairs

Originally, Government Communications (GCIS) was allocated R288 037 000 for the 2006/07 financial year. However, R6 543 000 was allocated as additional funds during the adjustment estimate. The additional funds comprised the following:

- R4,422 million was rolled over from the 2005/06 financial year in respect of the printing and distribution of the *Vuk'uzenzele* magazine
- R300 000 was received as sponsorships in respect of the Government Communicators' Awards
- R1,821 million as projected income generated by the sale of advertising space in the *Vuk'uzenzele* magazine that would be used for printing and distribution of more copies of the magazine.

From the allocated budget of R294,580 million, R293,108 million was spent, resulting in a underspending of R1,472 million (0,5%). The breakdown of this underspending is as follows:

- R508 000 is the unrealised projected income of the *Vuk'uzenzele* magazine. Of the projected R1,821 million income, Programme 7 only realised R1,313 million revenue from selling media space in *Vuk'uzenzele*. This amount was paid into the National Revenue Fund (NRF) and subsequently requested from National Treasury.
- R368 000 in respect of property management (municipal services). The expected invoices for municipal services were not received at year-end from the Department of Public Works.
- R288 000 in respect of operational activities, mainly as a result of the branding of Thusong Service Centres (previously known as multi-purpose community centres [MPCCs]), which had not been finalised on 31 March 2007.
- R308 000 in respect of operational activities of the Opening of Parliament that could not be paid before the end of the financial year.

GCIS continues to adhere to sound financial management as stipulated by the Public Finance Management Act, 1999 (Act 1 of 1999), and National Treasury Regulations. All departmental financial policies were reviewed to ensure that they are aligned to the changed financial environment within the department.

GCIS is primarily responsible for setting up and consolidating a government communication system that ensures that the public is informed about government's policies, plans and programmes.

The department is primarily responsible for communication between government and the public. Emphasis is placed on development communication and direct dialogue, especially with people in disadvantaged areas. A national communication strategy is developed each year, which serves as a national communication framework for all the cluster communication strategies.

GCIS ensures that South Africa is marketed abroad through the International Marketing Council (IMC). It also promotes the development of media diversity through support for the Media Development and Diversity Agency (MDDA).

The Chief Executive Officer (CEO) is the official government spokesperson, with the Secretariat serving as the strategising body.

GCIS continues to implement its mandate of keeping the public informed of government's programmes, policies and plans.

GCIS' strategic objectives include:

- Fostering a more positive communication environment to improve relations with the media, advertising agencies and other sectors. BuaNews, the government news agency, has continued to grow as a source of government news and information to mainstream and community media, locally and abroad. The BuaNews online website is becoming increasingly prominent in providing access to information either directly to those with computer access or through intermediaries. Ongoing interaction with the mainstream media has improved the relationship between government and this section.
- Having a clear understanding of the information needs of the public as well as those of government. GCIS strives to create a positive communication environment in the country, by ensuring that the message communicated by government is informed by the needs of the public. Twenty-five different research projects were undertaken to support initiatives to improve effective government communication. The results of these research projects have been shared with a number of national departments to assist them in their respective communication programmes.
- Fundamental to the work of GCIS is the expansion of access to information aimed at improving the lives of ordinary citizens. The bimonthly popular magazine *Vuk'uzenzele*, published in all official languages and in Braille, was launched in October 2005 with a circulation of 1,1 million. A focus on reaching the Second Economy communities informed the second round of the mass communication campaign on economic opportunities. A new edition of the core publication and the television series *Azishe Ke*! was produced and broadcast in partnership with the public broadcaster. In the past year, imbizo programmes became more closely integrated with the municipal processes of governance and participation, and in particular Project Consolidate. The roll-out programme of Thusong Service Centres (formerly MPCCs) continued in the past year and reached 96. The result of research conducted in the communities serviced by 66 Thusong Service Centres led to a change in the name of the centres from MPCCs to Thusong Service Centres, with new imagery and branding.
- Setting high standards for government communication. Much progress has been made during the past year in building capacity in municipalities to ensure communication with the public. Provincial workshops facilitated by GCIS were held countrywide. These culminated in the National Conference on Local Government Communication in May 2006. Guidelines for Local Government Communication were developed and endorsed by the South African Local Government Association (Salga) Members Assembly in June 2006. Several programmes to enhance communicators' capacity have been ongoing. Two hundred municipal communicators have been trained in the function and

role of government communication as well as in communication planning and strategising. The Academy of Government Communication and Marketing produced 31 student graduates with the Professional Certificate in Government Communication and Marketing.

- Democratising the communication environment. The MDDA's mission is to assist in building an environment where a diverse, vibrant and creative media flourishes, which reflects the needs of all South Africans. Presently, the MDDA is managing grants of R20 million over a three-year cycle. The MDDA continues to provide grants in response to applications, to develop strategies with the media sector to build stronger provincial media networks and to build the credibility of grassroots media. The first phase of a feasibility study has been conducted on the possibility of introducing support to small commercial media projects through a low interest rate loan as stipulated in the MDDA Act, 2002 (Act 14 of 2002). Continuous monitoring and evaluation of the approved projects are focus areas of the MDDA. An external impact evaluation against its indicators is envisaged in 2008. Plans have also been put in place in anticipation of the impact of the passing of the Electronic Communication Act in the coming year.

- Marketing South Africa locally and abroad. The IMC developed a marketing brand for South Africa to attract tourism trade and investment. The IMC continues to intervene in opportunities to market South Africa and has purchased media space in strategic media publications. Through the three country managers in the United States of America, the United Kingdom and India, the IMC has been able to make the necessary interventions in media circles internationally. The 2010 FIFA Soccer World Cup is presenting immense opportunities to market South Africa and the African continent. In collaboration with a number of stakeholders, GCIS has participated in the 2010 Communication Partnership Conference, organised by the IMC in August 2006. This is to be an annual event until the 2010 FIFA Soccer World Cup takes place. The forum aims to ensure that the communication leading to the event is aligned to the message marketing the African continent, and South Africa in particular. During this period, GCIS together with the IMC and other stakeholders will work towards promoting a positive image of Africa to the rest of the world.

Other key strategic focus areas include:

- Promoting a smarter working GCIS by improving the use of information technology in communication and developing the core competencies of communicators.
- Expanding capacity to facilitate quick and accurate analysis and providing rapid response to the public, media and government departments. The Communication Resource Centre monitors all international media on a 24-hour basis. The daily reports enable a rapid response team to advise accordingly.
- Providing excellent media and communication services to government.
- Assisting in developing government media, communication and information policy.
- Ensuring that information about government programmes and services is accessible to the public and making the government information centres (GICs), Thusong Service Centres and the e-government Gateway critical elements of government communication.

Government Communication and Information System Vote 7
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The overarching strategic objective of GCIS is to enhance the government communication system and its operations in ways that contribute to the process of further consolidating our democracy and taking the country onto a higher growth and development path.

The strategic objective will be achieved by having the following elements in GCIS' strategic approach:

- providing leadership in government communication and ensuring better performance by the communication system
- building a framework of communication partnerships informed by an encompassing vision around common development objectives
- promoting awareness of the opportunities that democracy has brought and how to access them
- promoting awareness of the institutions and programmes of continental and regional integration and development
- communication research and information.

GCIS' main programmes

- *Administration* is responsible for the overall management of GCIS.
- *Policy and Research* conducts communication research to provide communication advice on governance, and monitors the development and implementation of government programmes from a communication perspective.
- *Government and Media Liaison* (G&ML) co-ordinates effective, integrated and comprehensive communication and media liaison services across government.
- *Provincial and Local Liaison* (P&LL) supports development communication and extend government's information infrastructure through partnerships with provincial and local government. It also facilitates the establishment of Thusong Service Centres to make services and information more accessible to the public, particularly the disadvantaged.
- The *Communication Service Agency* (CSA) provides core communication services to GCIS and other government departments, both in-house and through outsourcing.
- The *IMC* markets South Africa internationally and the *MDDA* promotes local media development and diversity.
- The *Government Publication* (*Vuk'uzenzele*) creates a communication vehicle that provides citizens with information on economic and other opportunities and how these can be accessed.

Virement

The following virement was approved at the Adjustments Budget:

Main division	Original budget (R'000)	Virement (R'000)	Additional funds (R'000)	Adjustments budget allocation (R'000)
1 Administration	66 197	1 088	-	67 285
2 Policy and Research	11 649	(27)	-	11 622
3 G&ML	18 170	(495)	300	17 975
4 P&LL	41 245	(376)	-	40 869
5 CSA	36 026	(190)	-	35 836
6 IMC and MDDA	93 045	-	-	93 045
7 Government Publication *(Vuk'uzenzele)*	21 705	-	6 243	27 948
TOTAL	**288 037**	**-**	6 543	**294 580**

The above virement is represented by:

- an increase of R2 555 000 in the compensation of employees as a result of the payment of performance bonuses as well as allowances for subsidised motor transport that was budgeted for in goods and services
- a decrease in goods and services by R3 249 000 to fund compensation of employees as well as transfers and subsidies and the purchase of capital equipment
- an increase of R201 000 in transfers and subsidies to fund payments in respect of Regional Service Council levies as well as leave gratuity in respect of the retirement of three employees and the death of one employee
- the capital budget increased by R493 000 in the capital budget to fund the purchase of capital equipment.

The following virement was approved by the Accounting Officer and National Treasury after the Adjustments Budget:

Main division	Adjustments budget (R'000)	Virement (R'000)	Adjustments budget allocation (R'000)
1 Administration	67 285	4 022	71 307
2 Policy and Research	11 622	472	12 094
3 G&ML	17 975	(1 402)	16 573
4 P&LL	40 869	(1 770)	39 099
5 CSA	35 836	(2 866)	32 970
6 IMC and MDDA	93 045	-	93 045
7 Government Publication *(Vuk'uzenzele)*	27 948	1 544	29 492
TOTAL	294 580	-	294 580

The above virement is represented by:

- a decrease of R468 000 in the compensation of employees as a result of the period that lapses before vacant posts are filled
- a decrease of R1 209 000 in the budget of goods and services to fund the purchase of capital equipment
- an increase of R25 000 in transfers and subsidies to fund leave gratuity as a result of the retirement of one official and the death of three officials
- an increase of R1 652 000 in the budget for capital assets to fund the purchasing of capital assets.

Other material matters

During the 2003/04 financial year, unauthorised expenditure to the value of R1,591 million was recorded as a result of a saving in the capital budget which could not be used to defray the overexpenditure in the current budget. Fortunately, Parliament approved that the funds be authorised. The full amount was requested and received from National Treasury on 31 March 2007.

As reported previously, the former CEO of the South African Communication Service, Mr Solly Kotane, had a debt of R1 698 400 due to irregularities. This debt had since accumulated interest, resulting in the total debt amounting to R3 600 000. A High Court judgment of 30 years was also issued against Mr Kotane. GCIS requested the Standing Committee on Public Accounts (Scopa) to write off the debt over two to three years and to waive the accumulated interest. Permission was granted. This amount has since been cleared in GCIS' accounting records and the subsequent endorsement by National Treasury to waive the accumulated interest has also enabled the accumulated interest to be removed from the accounting records.

2. Service rendered by the department

2.1 Tariff policy

GCIS produces a variety of information products, including posters, banners, photos and videos on behalf of other departments. Some of these photos and videos are sold to the public and other departments. The department also provides graphic-design services to government departments and for GCIS-initiated projects. GCIS has also awarded a contract to a private company for the marketing and sales of the *South Africa Yearbook* and *Pocket Guide to South Africa.*

Tariffs are developed after determining the direct costs linked to the production of the information products. Tariffs make no provision for a profit margin.

A total amount of R429 373 was generated during the 2006/07 financial year from selling photos, videos and CDs as well as income received from the private company that sells the *SA Yearbook* and *Pocket Guide to South Africa.*

The income generated from selling media space in the Government Magazine (*Vuk'uzenzele*) to private companies and other government departments amounted to R1 313 000. This was R508 000 less from the projected income of R1 821 000. National Treasury approved, through the Adjustments Budget, that the total amount could be requested to supplement the 2006/07 budget allocation of Programme 7 (Government Publication). Advertising space tariffs vary between R80 000 and R100 000 for a full-page advert while an agency commission of 16,5% is offered as discount.

The income generated through sales is deposited directly into the NRF on a monthly basis.

2.2 Inventories

Inventories kept at GCIS' main store consist of limited stock of stationery, government forms and cartridges for printers.

3. Capacity constraints

Insofar as capacity constraints are experienced, they are in part about skills and in part about the numbers of staff.

3.1 Numbers

Where expansion of GCIS' operations require additional human resources on more than a short-term basis and where it is not possible to accommodate this need by realigning the establishment organogram, GCIS submits a request to National Treasury – as done for the current Medium Term Expenditure Framework period

with respect to 2010, communication officers in regions, supply chain management, etc. Where the demands for services are uneven, as in the case of for example CSA design services, peaks in demand are handled by procuring services through tenders.

3.2 Skills

While not independent of the question of numbers, the skills constraints – both in GCIS and the broader communication system – have their own dynamics and are constantly felt. The response takes several forms:

* **General communication and professional skills** – The Academy of Government Communication and Marketing is a joint initiative of GCIS, Unilever Foundation and the Mandela-Rhodes Foundation. It takes about 35 students a year (from across the government system and state-owned enterprises and from all three spheres of government) into a five-week block release course taught presently at the University of Witwatersrand's School of Public and Development Management. Successful students get the Diploma in Government Communication and Marketing. The popularity and success of the course has led GCIS to explore with its partners the possibility of having two intakes a year, possibly using more than one campus.
* **Strategising skills** – GCIS developed a core expertise in this field and has continually set about enhancing these skills in-house and transferring them to communicators in other departments, provinces and now districts. These have involved both workshops facilitated by GCIS and courses procured through tender for which GCIS has recruited participants.
* **Drafting skills** – These are developed largely through mentoring, and in a structured way through the Content Hub, which assigns drafting tasks, oversees them and develops capacity to draft and for further mentoring in the various components. In addition, various staff members attend relevant courses from time to time.
* **Management skills** – There is a continuous structured programme to develop and enhance these skills.

3.3 Strategic Organisational Review

At present, constraints are being felt at a number of points, and the organisation has initiated a strategic organisational review which is assessing the fit between GCIS' skills, its human resources and the way it is organised against present demands and those anticipated in the coming three years or so. The scope will include not only GCIS but also the broader government communication system to which GCIS must give leadership through co-ordination and strategic guidance and which is the source of much of the demand on GCIS for services and human-resource support. This will enable GCIS to give an informed statement of constraints and recommendations for addressing them.

4. Public entities

There are two public entities under the control of GCIS, namely the IMC and the MDDA.

The IMC's main objective is the marketing of South Africa through the Brand South Africa campaign. To achieve its objective, the IMC will:

- Establish a brand for South Africa (Brand South Africa), which positions the country in terms of its investment and credit worthiness, exports, tourism and international relations objectives.
- Establish an integrated approach within government and the private sector towards the international marketing of South Africa.
- Build national support for the brand within South Africa itself. To achieve this, the IMC enlists the co-operation of government departments, public entities, the private sector and non-governmental organisations.

The MDDA's main objective is to enable historically disadvantaged communities and persons not adequately served by the media to gain access to it. Its beneficiaries are community and small commercial media.

Both these public entities received transfer payments from GCIS. A once-off payment of R9,62 million was made to the MDDA on 1 April 2006, while four quarterly transfer payments totalling R83,425 million were made to the IMC, resulting in total transfers made to these two public entities of R93,045 million. GCIS holds quarterly meetings with the MDDA and IMC to obtain reports on the full transfer given to them.

5. Organisations to whom transfer payments have been made

Apart from the transfer payment made to the MDDA and IMC, an amount of R68 530 was transferred to various regional service councils in respect of the monthly levies. Another transfer of R195 323 was paid in respect of four officials who retired as well as four who passed away.

6. Corporate governance arrangements

GCIS has developed a risk-management and fraud-prevention plan. It is reviewed on an annual basis. A methodology/guideline was developed to assist in determining the risks facing GCIS. Among the factors taken into account in developing a risk-management strategy were GCIS' previously audited financial statements and legislative requirements. The risk-management strategy was integrated into the overall GCIS annual strategic planning session. The risk-management strategy was compiled following workshops conducted with all chief directorates, and with regional offices represented by the regional managers and their administration officers. Workshops with other regional office staff members were undertaken as part of promoting awareness, particularly among staff based in Thusong Service Centres.

A fraud-prevention policy has been developed to manage all fraud-related activities within the department. Four audit committee meetings were held during the year under review, which evaluated the reports of Internal Audit and those of the Auditor-General. An internal audit committee meets every second month to discuss Internal Audit's audit reports.

GCIS established the Occupational Health and Safety Committee which consists of eight members. In addition, safety representatives were also appointed within the department to assist in emergency situations. Capacity-building for this team was successfully done through the attendance of relevant conferences. The safety representatives were, among other things, trained up to First Aid level II.

The Fire-Prevention and Fire-Fighting Team successfully dealt with a fire that could have caused serious damage to the building. Monthly and quarterly servicing of equipment takes place to ensure a safe and healthy environment. An Occupational Health and Safety Audit was successfully conducted and recommendations implemented.

The Secretariat, which is the highest management forum of GCIS, meets weekly to discuss the communication environment and to review the work of the department. Once a month, the Minister in The Presidency, who provides strategic leadership and guidance to the work of GCIS, is briefed on the work of the department. The other management forum, Indibano, consisting of all senior managers from director level upwards, meets monthly to discuss the department's organisational matters. The forum is also used to provide presentations and in-house training on various topics and aspects for senior managers.

General staff briefings are conducted twice a year, and corporate social activities are undertaken by the Corporate Services Programme. The departmental procurement policy and delegations ensure that supply-chain management procedures are fully complied with.

7. Discontinued activities/activities to be discontinued

None.

8. New/proposed activities

New activities for the 2007/08 financial year for which funding was approved by National Treasury include:

8.1 Office space

Cabinet endorsed the project for the creation of a government precinct in the Pretoria city centre. This had the effect of preventing departments whose leases were about to expire from entering into long lease agreements without taking into account the bigger project. The current lease for GCIS' Midtown Building expired on 31 July 2006 but was renewed in December 2006 for another three years.

The GCIS staff establishment has outgrown the available office space and cannot be comfortably accommodated in the building. In addition, parking is not available for most staff and visitors. During GCIS' interaction with the Department of Public Works, it was advised that the process of finalising the alternative accommodation, which would cater for GCIS' needs, will take up to three years.

As an interim measure, additional funding was requested from National Treasury to address the current space shortages. The additional space sourced would accommodate the staff of Programme 7 who had to be temporarily accommodated in one of the boardrooms. An additional R1 million in the current Property Management Budget has been provided by National Treasury. The estimated costs were calculated by the Department of Public Works based on the additional space. The lease will be for three years.

8.2 Staff development and internship

The Department of Public Service and Administration's policy recommends that the stipend for interns be on a minimum of R2 500 per month. GCIS takes 25 interns every six months at a monthly stipend of R1 500. To comply with the minimum allocation, an additional amount of R255 000 was requested.

The Secretariat has identified the training needs of managers at different levels of management. A training course for senior and middle managers has been identified at both the University of the Witwatersrand and the University of Pretoria. A total of 10 senior managers and 10 middle managers will be sent on this course in 2007. Some R900 000 was allocated by National Treasury for this project.

8.3 Business process re-engineering (BPR) and regional office activities

P&LL is responsible for disseminating government information and communication to the public, through the establishment of Thusong Service Centres. It also has to ensure that the government communication system is cascaded to the third sphere of government, the local level. In 2001, the chief directorate underwent a BPR. The focus was to conduct a situational analysis to evaluate its systems as well as the structural deficiencies that acted as impediments to its mandate. This resulted in additional communication officer posts to address the increasing number of Thusong Service Centres. During 2006, a similar BPR was undertaken to focus on regional management and the regional activities of the Thusong Service Centres and GICs. It has been noted that the activities of GCIS regional offices have increased drastically. Their work includes the following areas:

- identifying and responding to local communication needs
- development communication
- facilitating two-way communication
- creating awareness of government programmes
- fostering partnerships at all three spheres of government
- Thusong Service Centre programmes
- providing support to local government
- developing and fostering media relations
- information management.

Based on these increased responsibilities, it was proposed that the chief directorate be upgraded to branch level, led by a deputy CEO, and that two additional chief director positions be created to assist in managing

the programme. It was also recommended that all regional offices be managed at the level of director. National Treasury approved and allocated R4,3 million for the establishment of director posts in regional offices from the 2007/08 financial year.

Other activities of GCIS regional offices include:

- Following the successful roll-out of local government communication into the government communication system, Salga mandated GCIS to assist with the training of communicators in the wards.
- With the name change of MPCCs to Thusong Service Centres, the brand has been changed in line with the research findings and also on instruction from the Department of Arts and Culture, which does not allow the usage of the South African flag as a brand. GCIS will continue to establish the new brand in 2007.
- GCIS is continuing with discussions around the establishment of one Thusong Service Centre in each hub in the 47 districts. A further R14 million is required for operations and maintenance to relevant Thusong Service Centres. Discussions and consultations with the relevant role-players will continue.

8.4 2010 FIFA World Cup

The communication strategy, submitted to the 2010 Technical Co-ordinating Committee, seeks to create a framework for integrated and coherent communication across government and society. It takes into account the communication responsibilities of the FIFA Organising Committee. These activities include the appointment of the project manager, production of communication products for domestic and international audiences, research costs for both the domestic and international environment, the production of web content, and networking and workshops to promote integration and co-ordination both in South Africa and on the continent in the context of this being an African World Cup. National Treasury allocated R8,8 million for communication in respect of the 2010 World Cup.

8.5 Government Publication (*Vuk'uzenzele*)

In view of responses received on the editions that were produced since the establishment of this magazine in 2005, there has been a need to increase the current print run of 900 000 copies together with the distribution cost. Advertising space is sold for each edition to private companies and other government departments. Although National Treasury approved, during the 2006 Adjustments Budget, that generated income (approximately R1,8 million) may be used to supplement the budget, further discussions will be held with National Treasury.

8.6 Second-economy programmes

GCIS contributes to the development of government's second-economy communication campaign around economic opportunities and how to access them. It has led to a mass communication campaign on economic opportunities created by government programmes, especially second-economy interventions. Since 2004/05, this programme has been funded through contributions by departments (R250 000 each) belonging to the Forum of South African Directors-General's Economic, Investment and Employment Cluster and

regulated by service level agreements between GCIS and the contributing department. This resulted in about R5 million.

The strategic approach to communication for 2006, adopted by Cabinet at the January 2006 lekgotla, had as one of its core strategic thrusts, a massive scaling-up of second-economy communication, motivated by research which found there was a low level of awareness of the opportunities created by government's second-economy interventions in the sectors that most needed that information. To expand these campaigns, National Treasury allocated R2 million in 2007/08.

9. Asset management

All assets are captured in the Asset Register. An asset-management unit has always been in existence within the department. The unit resides under Supply Chain Management and consists of three officials. Responsibility/cost-centre managers are appointed in writing as controllers of assets that fall within their chief directorates and directorates. Asset-management teams are appointed annually to do comprehensive asset verification within the department.

The department has the following in place:

- Asset Register
- Asset-Management Strategy
- a comprehensive asset-management policy that includes maintenance, disposal, etc.

All policies are reviewed before the commencement of each financial year.

With reference to the compliance with the asset-management reform milestones, it can be confirmed that:

- The condition of all furniture and equipment was updated on the manual Asset Register of the department.
- The condition of all equipment was also updated on the Logis system.
- Currently, the Logis system does not cater for the updating of the condition of furniture. A request for enhancement was logged with National Treasury.

10. Events after the reporting date

No material events that had an influence on the financial statements and the financial position of GCIS occurred after the balance sheet date.

11. Performance information

Performance is measured through various processes. Senior managers are required to submit monthly reports to Indibano. The reports contain activities of the previous month and planned activities for the follow-

ing month, together with progress thereof. In addition, a quarterly report of milestones is done by Internal Audit where all the activities of the Indibano reports are consolidated into one document. The Budget Office quarterly requests that all programme and responsibility managers complete evaluation reporting schedules based on output, measures/indicators and targets that are published in the Estimates of National Expenditure (ENE). The achievements and planned output for the remaining part of the financial year is verified and signed off by the two branch managers (DCEOs) before it is submitted to the Budget Committee of which the Accounting Officer is the chairperson.

The expenditure trend is verified monthly through reports to the Secretariat, and budget committee and Indibano meetings. The Secretariat has monthly meetings with the Minister to report on expenditure trends, as well as on the overall performance of activities. Expenditure and performance evaluation reports are also submitted and discussed at the quarterly audit committee meetings in addition to the internal audit committee meetings.

12. Standing Committee on Public Accounts' resolutions

Scopa made the following resolutions regarding the debt of the former CEO, Mr Kotane:

Reference to previous audit report and Scopa resolutions	Subject	Findings on progress
GCIS requested Scopa to write off the outstanding debt of approximately R3,6 million (capital of R1,7 million plus interest of R1,9 million) and to waive the interest.	Irrecoverable debt of former CEO, Mr Kotane.	• Scopa recommended in the 69th report, dated 24 May 2006, to write off the outstanding debt. • Upon request from GCIS, Scopa recommended to the National Assembly in the sixth report of Scopa on GCIS, dated 15 November 2006, that the interest be waived. • The Finance Bill was signed by the President on 31 March 2007, after which the capital debt was formally written off.

Approval

The Annual Financial Statements have been approved by the Accounting Officer.

Themba J Maseko
Chief Executive Officer
31 May 2007

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE NO. 7 GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

FOR THE YEAR ENDED 31 MARCH 2007

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the accompanying financial statements of the Government Communication and Information System (GCIS), which comprise the Statement of Financial Position as at 31 March 2007, Appropriation Statement, Statement of Financial Performance, Statement of Changes in Net Assets and Cash-Flow Statement for the year then ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages 95 to 134.

Responsibility of the Accounting Officer for the financial statements

2. The Accounting Officer is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting and in the manner required by the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999). This responsibility includes:

- designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

Responsibility of the Auditor-General

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996, read with section 4 of the Public Audit Act, 2004 (Act No 25 of 2004), my responsibility is to express an opinion on these financial statements based on my audit.

4. I conducted my audit in accordance with the International Standards on Auditing and General Notice 646 and 647 of 2007, issued in *Government Gazette No. 29919* of 25 May 2007. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

5. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair

presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

6. An audit also includes evaluating the:

- appropriateness of accounting policies used
- reasonableness of accounting estimates made by management
- overall presentation of the financial statements.

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

Basis of accounting

8. The department is required to prepare financial statements on the modified cash basis of accounting determined by the National Treasury. The modified cash basis of accounting constitutes the cash basis of accounting supplemented with additional disclosure items.

Opinion

9. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Government Communication and Information System as at 31 March 2007 and its financial performance and cash flows for the year then ended, in accordance with the modified cash basis of accounting determined by the National Treasury of South Africa, as set out in paragraph 8, and in the manner required by the PFMA.

OTHER MATTERS

I draw attention to the following matters that are ancillary to my responsibilities in the audit of the financial statements:

10. Information systems audit

General controls in the information technology environment

A follow-up information systems audit was completed in May 2007. The follow-up audit indicates that significant progress, which is indicative of management commitment to the achievement of a secure IT environment, had been made in rectifying the control weaknesses identified during the previous audit.

The most significant weaknesses still remaining were the following:

- The business agreement and service level agreement between the department and the State Information Technology Agency (SITA) were not yet formalised.
- Some weaknesses were identified in respect of the user account management procedures for the Personal and Salary System (PERSAL), Basic Accounting System (BAS), Logical Information System (LOGIS) and the Local Area Network (LAN).
- The activities of the system controllers and the network administrators were not monitored. Furthermore, access violations and logon violations of users were not reviewed or monitored.

Management in their response referred to various corrective steps to address the above-mentioned weaknesses. The effectiveness thereof will be evaluated during a follow-up audit.

11. Delay in finalisation of audit

Due to the national public-sector strike action during June 2007, the Auditor-General had to delay the finalisation of affected departments. As a result, the Auditor-General's consistency review process of the audit reports could only be conducted subsequent to 31 July 2007, the consequence of which was a delay in the finalisation of the audit of this department for the 2006/07 financial year.

OTHER REPORTING RESPONSIBILITIES

Reporting on performance information

12. I have audited the performance information as set out on pages 17 to 46.

Responsibilities of the Accounting Officer

13. The Accounting Officer has additional responsibilities as required by section 40(3)(a) of the PFMA. to ensure that the annual report and audited financial statements fairly present the performance against predetermined objectives of the department.

Responsibility of the Auditor-General

14. I conducted my engagement in accordance with section 13 of the Public Audit Act, 2004 (Act 25 of 2004), read with General Notice 646 of 2007, issued in *Government Gazette No. 29919* of 25 May 2007.

15. In terms of the foregoing, my engagement included performing procedures of an audit nature to obtain sufficient appropriate evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.

16. I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the audit findings reported below.

Audit findings

17. Objectives reported on in the Annual Report in respect of Programme 5 (Communication Service Agency) and Programme 6 (International Marketing and Media Development) were not included in the strategic plan of the department.

18. In addition to the above, before material adjustments were made to the reported performance information, there were discrepancies in the number of outputs per objective (refer table below) and several targets that were initially reported on in the Annual Report were materially different from the targets as per the strategic plan.

Main division	Number of outputs: Strategic Plan	Number of outputs: Annual Report	Difference
Programme 3: Government & Media Liaison	12	6	4
Programme 4: Provincial & Local Liaison	8	6	2
Programme 5: Communication Service Agency	8	6	2
TOTAL	**26**	**18**	**8**

APPRECIATION

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

FJ Joubert for Auditor-General

Pretoria

31 August 2007

AUDITOR-GENERAL

STATEMENT OF ACCOUNTING POLICIES AND RELATED MATTERS
FOR THE YEAR ENDED 31 MARCH 2007

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act, 1999 (Act 1 of 1999), (as amended by Act 29 of 1999), and the Treasury regulations issued in terms of the Act and the Division of Revenue Act, 2006 (Act 2 of 2006).

1. Presentation of the financial statements

1.1 Basis of preparation

The financial statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosure items. Under the cash basis of accounting, transactions and other events are recognised when cash is received or paid.

1.2 Presentation currency

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

1.3 Rounding

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

1.4 Comparative figures

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

1.5 Comparative figures – Appropriation Statement

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

2. Revenue

2.1 Appropriated funds

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

Total appropriated funds are presented in the Statement of Financial Performance.

Unexpended appropriated funds are surrendered to the National Revenue Fund. Amounts owing to the National Revenue Fund at the end of the financial year are recognised in the Statement of Financial Position.

2.2 Departmental revenue

All departmental revenue is paid into the National Revenue Fund when received, unless otherwise stated. Amounts owing to the National Revenue Fund at the end of the financial year are recognised in the Statement of Financial Position. Amounts receivable at the reporting date are disclosed in the disclosure notes to the annual financial statements.

2.2.1 Sales of goods and services other than capital assets

The proceeds received from the sale of goods and/or the provision of services is recognised in the Statement of Financial Performance when the cash is received.

2.2.2 Interest, dividends and rent on land

Interest, dividends and rent on land is recognised in the Statement of Financial Performance when the cash is received.

2.2.3 Financial transactions in assets and liabilities

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

Cheques issued in previous accounting periods that expire before being banked are recognised as revenue in the Statement of Financial Performance when the cheque becomes stale. When the cheque is reissued, the payment is made from revenue.

2.2.4 Gifts, donations and sponsorships (transfers received)

All cash gifts, donations and sponsorships are paid into the National Revenue Fund and recorded as rev-

enue in the Statement of Financial Performance when received. Amounts receivable at the reporting date are disclosed in the disclosure notes to the financial statements.

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

3. Expenditure

3.1 Compensation of employees

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

All other payments are classified as current expense.

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

3.1.1 Short-term employee benefits

Short-term employee benefits comprise leave entitlements (including capped leave), 13th cheques and performance bonuses. The cost of short-term employee benefits is expensed as salaries and wages in the Statement of Financial Performance when the payment is effected on the system (by no later than 31 March of each year).

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

3.1.2 Long-term employee benefits

3.1.2.1 Termination benefits

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

3.1.2.2 Post-employment retirement benefits

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

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

3.2 Goods and services

Payments made for goods and/or services are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). The expense is classified as capital if the goods and services were used for a capital project or an asset of R5 000 or more is purchased. All assets costing less than R5 000 will also be reflected under goods and services.

3.3 Financial transactions in assets and liabilities

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

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

3.4 Unauthorised expenditure

When discovered, unauthorised expenditure is recognised as an asset in the Statement of Financial Position until such time as the expenditure is either approved by the relevant authority, recovered from the responsible person or written off as irrecoverable in the Statement of Financial Performance.

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

3.5 Irregular expenditure

Irregular expenditure is recognised as expenditure in the Statement of Financial Performance. If the expenditure is not condoned by the relevant authority, it is treated as an asset until it is recovered or written off as irrecoverable.

3.6 Transfers and subsidies

Transfers and subsidies are recognised as an expense when the payment is effected on the system (by no later than 31 March of each year).

3.7 Expenditure for capital assets

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

4. Assets

4.1 Cash and cash equivalents

Cash and cash equivalents are carried in the Statement of Financial Position at cost.

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

4.2 Prepayments and advances

Amounts prepaid or advanced are recognised in the Statement of Financial Position when the payments are made.

4.3 Receivables

Receivables included in the Statement of Financial Position arise from cash payments made that are recoverable from another party.

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

4.4 Inventory

Inventories purchased during the financial year are disclosed at cost in the notes.

4.5 Capital assets

A capital asset is recorded on receipt of the item at cost. Cost of an asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the capital asset may be stated at fair value. Where fair value cannot be determined, the capital asset is included in the asset register at R1.

Projects (construction/development) running over more than one financial year relating to assets, are only capitalised as assets on completion of the project and at the total cost incurred over the duration of the project.

Disclosure notes 27 and 28 reflect the total movement in the Asset Register for the current financial year.

5. Liabilities

5.1 Payables

Recognised payables mainly comprise amounts owing to other governmental entities. These payables are recognised at historical cost in the Statement of Financial Position.

5.2 Lease commitments

Lease commitments represent amounts owing from the reporting date to the end of the lease contract. These commitments are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance but are included in the disclosure notes.

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

5.3 Accruals

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

Accruals are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance but are included in the disclosure notes.

5.4 Contingent liabilities

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

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

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

Contingent liabilities are included in the disclosure notes.

5.5 Commitments

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

Commitments are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance but are included in the disclosure notes.

6. Net assets

6.1 Recoverable revenue

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

7. Key management personnel

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

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

Government Communication and Information System Vote 7

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 MARCH 2007

	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
1 Administration								
Current payment	65,943	2,801	68,744	68,376	368	99,5%	49,295	49,294
Transfers and subsidies	29	13	42	42	-	100,0%	97	95
Payment for capital assets	1,313	1,208	2,521	2,521	-	100,0%	3,503	3,503
2 Policy and Research								
Current payment	11,604	346	11,950	11,950	-	100,0%	13,363	13,363
Transfers and subsidies	4	-	4	4	-	100,0%	14	14
Payment for capital assets	14	126	140	140	-	100,0%	-	-
3 Government and Media Liaison								
Current payment	17,636	(1,332)	16,304	16,304	-	100,0%	15,132	15,132
Transfers and subsidies	9	-	9	9	-	100,0%	32	32
Payment for capital assets	330	(70)	260	260	-	100,0%	128	127
4 Provincial and Local Liaison								
Current payment	40,692	(2,219)	38,473	38,186	287	99,3%	32,811	32,811
Transfers and subsidies	66	12	78	78	-	100,0%	131	130
Payment for capital assets	111	437	548	547	1	99,8%	823	823
5 Communication Service Agency								
Current payment	34,994	(2,772)	32,222	31,914	308	99,0%	56,054	51,356
Transfers and subsidies	130	-	130	130	-	100,0%	34	34
Payment for capital assets	712	(94)	618	618	-	100,0%	1,444	1,444
6 International Marketing and Media Development								
Transfers and subsidies	93,045	-	93,045	93,045	-	100,0%	76,269	76,269
7 Government Publication								
Current payment	27,917	1,499	29,416	28,908	508	98,3%	-	-
Transfers and subsidies	1	-	1	1	-	100,0%	-	-
Payment for capital assets	30	45	75	75	-	100,0%	-	-
Total	294,580	-	294,580	293,108	1,472	**99,5%**	249,130	**244,427**
Reconciliation with Statement of Financial Performance								
Prior year unauthorised expenditure approved with funding			1,591				-	
Departmental receipts			3,060				665	
Actual amounts per Statement of Financial Performance (Total revenue)			**299,231**				**249,795**	
Prior year unauthorised expenditure approved				1,591				-
Actual amounts per Statement of Financial Performance				**294,699**				**244,427**
Expenditure								

Programme per subprogramme	2006/07							2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
Current payments								
Compensation of employees	84,521	(468)	84,053	84,052	1	100,0%	75,014	75,018
Goods and services	114,265	(1,209)	113,056	109,469	3,587	96,8%	91,641	86,899
Financial transactions in assets and liabilities	-	-	-	2,117	(2,117)	0,0%	-	39
Transfers and subsidies								
Provinces and municipalities	68	1	69	69	-	100,0%	233	230
Departmental agencies and accounts	93,045	-	93,045	93,045	-	100,0%	76,269	76,269
Households	171	24	195	195	-	100,0%	75	75
Payment for capital assets								
Machinery and equipment	2,187	1,119	3,306	3,305	1	100,0%	4,742	4,741
Software and other intangible assets	323	533	856	856	-	100,0%	1,156	1,156
Total	**294,580**	**-**	**294,580**	**293,108**	**1,472**	**99,5%**	**249,130**	**244,427**

Government Communication and Information System Vote 7
Appropriation statement for the year ended 31 March 2007

Detail per Programme 1: Administration
for the year ended 31 March 2007

Programme per subprogramme	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
	2006/07						**2005/06**	
1.1 Management								
Current payment	4,510	1,885	6,395	6,395	-	100,0%	4,310	4,310
Transfers and subsidies	3	-	3	3	-	100,0%	11	10
Payment for capital assets	33	46	79	79	-	100,0%	50	50
1.2 Corporate Services								
Current payment	51,649	916	52,565	52,565	-	100,0%	44,985	44,984
Transfers and subsidies	26	13	39	39	-	100,0%	86	85
Payment for capital assets	1,280	1,162	2,442	2,442	-	100,0%	3,453	3,453
1.3 Property Management								
Current payment	9,784	-	9,784	9,416	368	96,2%	-	-
Total	**67,285**	**4,022**	**71,307**	**70,939**	**368**	**99,5%**	**52,895**	**52,892**

Economic classification	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
	2006/07						**2005/06**	
Current payments								
Compensation of employees	29,543	1,595	31,138	31,138	-	100,0%	27,583	27,583
Goods and services	36,400	1,206	37,606	35,351	2,255	94,0%	21,712	21,696
Interest and rent on land	-	-	-	-	-	0,0%	-	-
Financial transactions in assets and liabilities	-	-	-	1,887	(1,887)	0,0%	-	15
Transfers and subsidies								
Provinces and municipalities	24	1	25	25	-	100,0%	81	79
Households	5	12	17	17	-	100,0%	16	16
Payments for capital assets								
Machinery and equipment	998	835	1,833	1,833	-	100,0%	2,347	2,347
Software and other intangible assets	315	373	688	688	-	100,0%	1,156	1,156
Total	**67,285**	**4,022**	**71,307**	**70,939**	**368**	**99,5%**	**52,895**	**52,892**

Detail per Programme 2: Policy and Research
for the year ended 31 March 2007

Programme per subprogramme	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
2.1 Management								
Current payment	954	(21)	933	933	-	100,0%	870	872
Transfers and subsidies	1	-	1	1	-	100,0%	2	2
Payment for capital assets	-	12	12	12	-	100,0%	-	-
2.2 Policy								
Current payment	3,660	(94)	3,566	3,566	-	100,0%	5,438	5,437
Transfers and subsidies	2	-	2	2	-	100,0%	6	6
Payment for capital assets	-	31	31	31	-	100,0%	-	-
2.3 Research								
Current payment	6,990	461	7,451	7,451	-	100,0%	7,055	7,054
Transfers and subsidies	1	-	1	1	-	100,0%	6	6
Payment for capital assets	14	83	97	97	-	100,0%	-	-
Total	**11,622**	**472**	**12,094**	**12,094**	**-**	**100,0%**	**13,377**	**13,377**

Economic classification	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
Current payments								
Compensation of employees	4,784	60	4,844	4,844	-	100,0%	4,328	4,329
Goods and services	6,820	286	7,106	7,104	2	100,0%	9,035	9,034
Interest and rent on land	-	-	-	-	-	0,0%	-	-
Financial transactions in assets and liabilities	-	-	-	2	(2)	0,0%	-	-
Transfers and subsidies								
Provinces and municipalities	4	-	4	4	-	100,0%	14	14
Capital								
Machinery and equipment	14	80	94	94	-	100,0%	-	-
Software and other intangible assets	-	46	46	46	-	100,0%	-	-
Total	**11,622**	**472**	**12,094**	**12,094**	**-**	**100,0%**	**13,377**	**13,377**

Government Communication and Information System Vote 7
Appropriation statement for the year ended 31 March 2007

Detail per Programme 3: Government and Media Liaison
for the year ended 31 March 2007

Programme per subprogramme	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
3.1 Management								
Current payment	3,485	40	3,525	3,525	-	100,0%	3,189	3,188
Transfers and subsidies	3	-	3	3	-	100,0%	8	8
Payment for capital assets	250	(100)	150	150	-	100,0%	56	55
3.2 National Liaison								
Current payment	4,181	(399)	3,782	3,782	-	100,0%	3,496	3,496
Transfers and subsidies	2	-	2	2	-	100,0%	7	7
Payment for capital assets	-	16	16	16	-	100,0%	60	60
3.3 International and Media Liaison								
Current payment	3,962	(553)	3,409	3,409	-	100,0%	3,124	3,124
Transfers and subsidies	1	-	1	1	-	100,0%	6	7
Payment for capital assets	-	28	28	28	-	100,0%	12	12
3.4 News Services								
Current payment	3,794	(161)	3,633	3,633	-	100,0%	3,326	3,327
Transfers and subsidies	2	-	2	2	-	100,0%	8	7
Payment for capital assets	-	28	28	28	-	100,0%	-	-
3.5 Parliamentary Liaison								
Current payment	2,214	(259)	1,955	1,955	-	100,0%	1,997	1,997
Transfers and subsidies	1	-	1	1	-	100,0%	3	3
Payment for capital assets	80	(42)	38	38	-	100,0%	-	-
Total	**17,975**	**(1,402)**	**16,573**	**16,573**	**-**	**100,0%**	**15,292**	**15,291**

Economic classification	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
Current payments								
Compensation of employees	11,471	(635)	10,836	10,836	-	100,0%	10,285	10,285
Goods and services	6,165	(697)	5,468	5,458	10	99,8%	4,847	4,837
Interest and rent on land	-	-	-	-	-	0,0%	-	-
Financial transactions in assets and liabilities	-	-	-	10	(10)	0,0%	-	10
Transfers and subsidies								
Provinces and municipalities	9	-	9	9	-	100,0%	32	32
Capital								
Machinery and equipment	330	(70)	260	260	-	100,0%	128	127
Total	**17,975**	**(1,402)**	**16,573**	**16,573**	**-**	**100,0%**	**15,292**	**15,291**

Detail per Programme 4: Provincial and Local Liaison
for the year ended 31 March 2007

Programme per subprogramme	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
4.1 Management								
Current payment	1,029	(78)	951	951	-	100,0%	1,093	1,093
Transfers and subsidies	1	-	1	1	-	100,0%	2	2
Payment for capital assets	5	17	22	22	-	100,0%	19	18
4.2 Institutional Developmant								
Current payment	3,752	24	3,776	3,489	287	92,4%	1,512	1,512
Transfers and subsidies	1	-	1	1	-	100,0%	4	3
Payment for capital assets	-	8	8	8	-	100,0%	-	-
4.3 Local Liaison and Information Management								
Current payment	1,804	(40)	1,764	1,764	-	100,0%	1,527	1,527
Transfers and subsidies	1	-	1	1	-	100,0%	3	3
Payment for capital assets	-	-	-	-	-	0,0%	11	11
4.4 Provincial and Local Liaison Administration								
Current payment	1,520	(179)	1,341	1,341	-	100,0%	1,390	1,391
Transfers and subsidies	1	-	1	1	-	100,0%	3	2
Payment for capital assets	-	16	16	16	-	100,0%	-	-
4.5 Regional Office Liaison								
Current payment	32,587	(1,946)	30,641	30,641	-	100,0%	27,289	27,288
Transfers and subsidies	62	12	74	74	-	100,0%	119	120
Payment for capital assets	106	396	502	501	1	99,8%	793	794
Total	**40,869**	**(1,770)**	**39,099**	**38,811**	**288**	**99,3%**	**33,765**	**33,764**

Economic classification	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
Current payments								
Compensation of employees	26,349	(1,782)	24,567	24,566	1	100,0%	22,536	22,536
Goods and services	14,343	(437)	13,906	13,419	487	96,5%	10,275	10,261
Financial transactions in assets and liabilities	-	-	-	201	(201)	0,0%	-	14
Transfers and subsidies								
Provinces and municipalities	21	-	21	21	-	100,0%	72	71
Households	45	12	57	57	-	100,0%	59	59
Capital								
Machinery and equipment	111	437	548	547	1	99,8%	823	823
Total	**40,869**	**(1,770)**	**39,099**	**38,811**	**288**	**99,3%**	**33,765**	**33,764**

Government Communication and Information System Vote 7
Appropriation statement for the year ended 31 March 2007

Detail per Programme 5: Communication Service Agency
for the year ended 31 March 2007

Programme per subprogramme	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
5.1 Management								
Current payment	1,716	303	2,019	2,019	-	100,0%	1,730	1,729
Transfers and subsidies	123	-	123	123	-	100,0%	6	6
Payment for capital assets	17	14	31	31	-	100,0%	45	44
5.2 Marketing								
Current payment	14,918	925	15,843	15,535	308	98,1%	39,562	34,865
Transfers and subsidies	2	-	2	2	-	100,0%	10	11
Payment for capital assets	-	28	28	28	-	100,0%	183	183
5.3 Product Development								
Current payment	12,598	(2,956)	9,642	9,642	-	100,0%	10,373	10,374
Transfers and subsidies	4	-	4	4	-	100,0%	14	14
Payment for capital assets	666	(158)	508	508	-	100,0%	1,180	1,181
5.4 Content Development								
Current payment	5,762	(1,044)	4,718	4,718	-	100,0%	4,389	4,388
Transfers and subsidies	1	-	1	1	-	100,0%	4	3
Payment for capital assets	29	22	51	51	-	100,0%	36	36
Total	**35,836**	**(2,866)**	**32,970**	**32,662**	**308**	**99,1%**	**57,532**	**52,834**

Economic classification	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
Current payments								
Compensation of employees	9,670	470	10,140	10,140	-	100,0%	10,282	10,285
Goods and services	25,324	(3,242)	22,082	21,757	325	98,5%	45,772	41,071
Financial transactions in assets and liabilities	-	-	-	17	(17)	0,0%	-	-
Transfers and subsidies								
Provinces and municipalities	9	-	9	9	-	100,0%	34	34
Households	121	-	121	121	-	100,0%	-	-
Capital								
Machinery and equipment	712	(208)	504	504	-	100,0%	1,444	1,444
Software and other intangible assets	-	114	114	114	-	100,0%	-	-
Total	**35,836**	**(2,866)**	**32,970**	**32,662**	**308**	**99,1%**	**57,532**	**52,834**

Detail per Programme 6: International Marketing and Media Development for the year ended 31 March 2007

Programme per subprogramme	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
6.1 International Marketing Council								
Transfers and subsidies	83,425	-	83,425	83,425	-	100,0%	69,269	69,269
6.2 Media Development and Diversity Agency								
Transfers and subsidies	9,620	-	9,620	9,620	-	100,0%	7,000	7,000
Total	**93,045**	**-**	**93,045**	**93,045**	**-**	**100,0%**	**76,269**	**76,269**

Economic classification	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
Transfers and subsidies								
Departmental agencies and accounts	93,045	-	93,045	93,045	-	100,0%	76,269	76,269
Total	**93,045**	**-**	**93,045**	**93,045**	**-**	**100,0%**	**76,269**	**76,269**

Government Communication and Information System Vote 7

Appropriation statement for the year ended 31 March 2007

Detail per Programme 7: Government Publication
for the year ended 31 March 2007

Programme per subprogramme	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
7.1 *Vuk'uzenzele* magazine								
Current payment	27,917	1,499	29,416	28,908	508	98,3%	-	-
Transfers and subsidies	1	-	1	1	-	100,0%	-	-
Payment for capital assets	30	45	75	75	-	100,0%	-	-
Total	**27,948**	**1,544**	**29,492**	**28,984**	**508**	**98,3%**	**-**	**-**

Economic classification	2006/07						2005/06	
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000
Current								
Compensation of employees	2,704	(176)	2,528	2,528	-	100,0%	-	-
Goods and services	25,213	1,675	26,888	26,380	508	98,1%	-	-
Transfers and subsidies								
Provinces and municipalities	1	-	1	1	-	100,0%	-	-
Capital								
Machinery and equipment	22	45	67	67	-	100,0%	-	-
Software and other intangible assets	8	-	8	8	-	100,0%	-	-
Total	**27,948**	**1,544**	**29,492**	**28,984**	**508**	**98,3%**	**-**	**-**

NOTES TO THE APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 MARCH 2007

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

Detail of these transactions can be viewed in note 6 (Transfers and subsidies) and Annexure 1 (A – C) to the annual financial statements.

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

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

3. Detail on financial transactions in assets and liabilities

Detail of these transactions per programme can be viewed in note 5 (Details of special functions [theft and losses]) to the annual financial statements.

4. Explanations of material variances from amounts voted (after virement):

4.1 Per programme:

	Final appropriation	Actual expenditure	Variance	Variance as % of final appropriation
	R'000	R'000	R'000	%
Administration	71,307	70,939	368	0,5%
The saving of R368 000 is due to payments in respect of property management (municipal services), in which the Department of Public Works did not claim the expenditure from GCIS before the end of the financial year on 31 March 2007. This led to an underspending in Programme 1. These funds are earmarked, thus it will be surrendered to National Treasury.				
Provincial and Local Liaison	39,099	38,811	288	0,7%
The saving of R288 000 is due to the branding of Thusong Service Centres in which the funds were committed in the 2006/07 financial year, but the department was not invoiced when the financial year closed on 31 March 2007.				
Communication Service Agency	32,970	32,662	308	0,9%
The saving of R308 000 is due to commitments in respect of the Opening of Parliament that could not be paid before the end of the financial year.				
Government Publication	29,492	28,984	508	1,7%
The saving of R508 000 is due to income generated in respect of sales of advertising space in the *Vuk'uzenzele* magazine but the income was not received in the 2006/07 financial year. The amount is due to the department by various entities. National Treasury approved that income that was generated, received and surrendered to the National Revenue Fund can be withdrawn. Although the amount was included in the revenue budget, it was not received from the various entities before the financial year closed on 31 March 2007. It is anticipated that the full amount will be recovered in the 2007/08 financial year.				

4.2 Per economic classification: **R'000**
    Current expenditure
        Goods and services   1,472

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2007

	Note	2006/07 R'000	2005/06 R'000
REVENUE			
Annual appropriation	1	294,580	249,130
Appropriation for unauthorised expenditure approved	8	1,591	-
Departmental revenue	2	3,060	665
TOTAL REVENUE		299,231	249,795
EXPENDITURE			
Current expenditure			
Compensation of employees	3	84,052	75,018
Goods and services	4	109,469	86,899
Financial transactions in assets and liabilities	5	2,117	39
Unauthorised expenditure approved	8	1,591	-
Total current expenditure		197,229	161,956
Transfers and subsidies	6	93,309	76,574
Expenditure for capital assets			
Machinery and equipment	7	3,305	4,741
Software and other intangible assets	7	856	1,156
Total expenditure for capital assets		4,161	5,897
TOTAL EXPENDITURE		294,699	244,427
SURPLUS/(DEFICIT) FOR THE YEAR		4,532	5,368
Reconciliation of net surplus/(deficit) for the year			
Voted funds to be surrendered to the revenue fund	12	1,472	4,703
Departmental revenue to be surrendered to the revenue fund	13	3,060	665
SURPLUS/(DEFICIT) FOR THE YEAR		**4,532**	**5,368**

STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 MARCH 2007

	Note	2006/07 R'000	2005/06 R'000
ASSETS			
Current assets		11,970	12,766
Unauthorised expenditure	8	-	1,591
Cash and cash equivalents	9	11,208	6,963
Prepayments and advances	10	49	61
Receivables	11	713	4,151
TOTAL ASSETS		11,970	12,766
LIABILITIES			
Current liabilities		11,785	10,769
Voted funds to be surrendered to the revenue fund	12	964	4,703
Departmental revenue to be surrendered to the revenue fund	13	121	4
Payables	14	10,700	6,062
Non-current liabilities			
Payables	15	139	-
TOTAL LIABILITIES		11,924	10,769
NET ASSETS		46	1,997
Represented by:			
Recoverable revenue		46	1,997
TOTAL		**46**	**1,997**

STATEMENT CHANGES IN NET ASSETS
FOR THE YEAR ENDED 31 MARCH 2007

	Note	2006/07 R'000	2005/06 R'000
Recoverable revenue			
Opening balance		1,997	1,812
Transfers		(1,951)	185
Irrecoverable amounts written off	5.5	(2,060)	-
Debts recovered (included in departmental receipts)		-	(2)
Debts raised		109	187
Closing balance		46	1,997
TOTAL		**46**	**1,997**

CASH-FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2007

	Note	2006/07 R'000	2005/06 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		298,723	249,795
Annual appropriated funds received	1.1	294,072	249,130
Appropriation for unauthorised expenditure received	8	1,591	-
Departmental revenue received		3,060	665
Net (increase)/decrease in working capital		9,679	3,979
Surrendered to revenue fund		(7,646)	(1,012)
Current payments		(195,638)	(161,956)
Unauthorised expenditure – current payment		(1,591)	-
Transfers and subsidies paid		(93,309)	(76,574)
Net cash flow available from operating activities	16	10,218	14,232
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets		(4,161)	(5,897)
Net cash flows from investing activities		(4,161)	(5,897)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/(decrease) in net assets		(1,951)	185
Increase/(decrease) in non-current payables		139	-
Net cash flows from financing activities		(1,812)	185
Net increase/(decrease) in cash and cash equivalents		4,245	8,520
Cash and cash equivalents at beginning of period		6,963	(1,557)
Cash and cash equivalents at end of period	17	**11,208**	**6,963**

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

1 Annual appropriation

1.1 Annual appropriation
Included are funds appropriated in terms of the Appropriation Act for national departments (voted funds).

Programmes	Final appropriation R'000	Actual funds received R'000	Funds not requested/not received R'000	Appropriation received 2005/06 R'000
Administration	71,307	71,307	-	52,895
Policy and Research	12,094	12,094	-	13,377
Government and Media Liaison	16,573	16,573	-	15,292
Provincial and Local Liaison	39,099	39,099	-	33,765
Communication Service Agency	32,970	32,970	-	57,532
International Marketing and Media Development	93,045	93,045	-	76,269
Government Publication	29,492	28,984	508	-
Total	**294,580**	**294,072**	**508**	**249,130**

Explanation for funds not requested/not received.

Funds not requested to the amount of R508 000 are due to income generated in respect of sales of advertising space in the *Vuk'uzenzele* magazine but the income was not received in the 2006/07 financial year. The amount is due to the department by various entities. National Treasury approved that income that was generated, received and surrendered to the National Revenue Fund can be withdrawn. Although the amount was included in the revenue budget, it was not received from the various entities before the financial year closed on 31 March 2007. It is anticipated that the full amount will be recovered in the 2007/08 financial year.

	Note	2006/07 R'000	2005/06 R'000
2 Departmental revenue to be surrendered to the revenue fund			
Sales of goods and services other than capital assets	2.1	1,925	536
Interest, dividends and rent on land	2.2	244	23
Financial transactions in assets and liabilities	2.3	891	106
Total revenue collected		3,060	665
Total		**3,060**	**665**
2.1 Sales of goods and services other than capital assets			
Sales of goods and services produced by the department		1,925	534
Other sales		1,925	534
Sales of scrap, waste and other used current goods		-	2
Total		1,925	536

	Note	2006/07 R'000	2005/06 R'000
2.2 Interest, dividends and rent on land and buildings			
Interest		244	23
Total		244	23
2.3 Financial transactions in assets and liabilities			
Nature of loss recovered			
Receivables		-	6
Stale cheques written back		1	-
Other receipts, including recoverable revenue		890	100
Total		**891**	**106**

3   Compensation of employees

	Note	2006/07 R'000	2005/06 R'000
3.1 Salaries and wages			
Basic salary		56,273	50,948
Performance award		2,702	2,495
Service-based		3	3
Compensative/circumstantial		1,050	920
Periodic payments		1,751	949
Other non-pensionable allowances		11,961	10,123
Total		73,740	65,438
3.2 Social contributions			
3.2.1 Employer contributions			
Pension		7,199	6,458
Medical		3,101	3,110
Bargaining council		12	12
Total		10,312	9,580
Total compensation of employees		**84,052**	**75,018**
Average number of employees		420	393

4   Goods and services

	Note	2006/07 R'000	2005/06 R'000
Advertising		14,971	13,168
Attendance fees (including registration fees)		8	3
Bank charges and card fees		50	42
Bursaries (employees)		450	693
Communication		6,116	5,963
Computer services		7,773	2,891
Consultants, contractors and special services		12,235	18,675
Courier and delivery services		5,466	985
Drivers' licences and permits		1	-
Entertainment		843	831
External audit fees	4.1	1,083	820
Equipment less than R5 000		2,242	1,489
Freight service		757	4
Inventory	4.2	26,883	23,895

Government Communication and Information System Vote 7

Notes to the annual financial statements for the year ended 31 March 2007

	Note	2006/07 R'000	2005/06 R'000
Legal fees		343	343
Maintenance, repair and running costs		1,197	923
Medical services		15	27
Municipal services		212	-
Operating leases		10,312	1,599
Personnel agency fees		-	63
Photographic services		157	-
Plants, flowers and other decorations		70	60
Printing and publications		6	-
Professional bodies and membership fees		34	16
Resettlement costs		489	562
Subscriptions		303	307
Translations and transcriptions		1,045	257
Travel and subsistence	4.3	12,080	10,132
Venues and facilities		2,330	1,494
Training and staff development		1,998	1,657
Total		**109,469**	**86,899**

4.1 External audit fees

Regulatory audits		1,083	820
Total external audit fees		**1,083**	**820**

4.2 Inventory

Domestic consumables		611	290
Parts and other maintenance material		155	268
Stationery and printing		26,115	23,333
Medical supplies		2	4
Total inventory		**26,883**	**23,895**

4.3 Travel and subsistence

Local		11,609	9,498
Foreign		471	634
Total travel and subsistence		**12,080**	**10,132**

5 Financial transactions in assets and liabilities

Material losses through criminal conduct:		35	13
Theft		23	-
Other material losses		12	13
Other material losses written off		18	24
Debts written off		2,064	2
Total		**2,117**	**39**

	Note	2006/07 R'000	2005/06 R'000
5.1 Other material losses			
Nature of losses			
Incident	Disciplinary steps taken/criminal proceedings		
Loss of equipment at KZN regional office	None	-	9
Damage state vehicle	None	-	4
Missing furniture at Parliamentary Office	None	6	-
Departmental entertainment	None	6	-
Total		12	13
5.2 Other material losses written off			
Nature of losses			
Library books		-	11
Staff debt (bursary)		-	1
Damage to hired vehicle		-	2
Damage to government garage vehicles		-	10
Accidents with rented vehicles		18	-
Total		18	24
5.3 Debts written off			
Nature of debts written off			
Ex-personnel debt		2,061	2
Tax debt		3	-
Total		2,064	2
5.4 Details of theft			
Theft of equipment – Mount Frere MPCC		20	-
Damage to government garage vehicle that was stolen and recovered		1	-
Digital camera		2	-
Total		23	-
5.5 Irrecoverable amounts written off			
Receivables written off		2,060	-
Debt iro former CEO, Mr S Kotane		1,882	-
Debt iro Mr L Shezi		178	-
Total		2,060	-
6 Transfers and subsidies			
Provinces and municipalities		69	230
Departmental agencies and accounts		93,045	76,269
Households		195	75
Total		**93,309**	**76,574**

	Note	2006/07 R'000	2005/06 R'000
7 Expenditure on capital assets			
Machinery and equipment	27	3,305	4,741
Software and other intangible assets		856	1,156
Computer software	28	856	1,156
Total		**4,161**	**5,897**
8 Unauthorised expenditure			
8.1 Reconciliation of unauthorised expenditure			
Opening balance		1,591	1,591
Amounts approved by Parliament (with funding)		(1,591)	-
Current expenditure		(1,591)	-
Unauthorised expenditure awaiting authorisation		-	1,591
9 Cash and cash equivalents			
Consolidated Paymaster General account		15,127	8,810
Disbursements		(4,027)	(1,948)
Cash on hand		108	101
Total		**11,208**	**6,963**
10 Prepayments and advances			
Description			
Travel and subsistence		49	61
Total		**49**	**61**

11 Receivables	Less than one year R'000	One to three years R'000	Older than three years R'000	Total R'000	Total R'000
Staff debtors	48	-	-	48	16
Other debtors	38	1	78	117	4,051
Intergovernmental receivables	548	-	-	548	84
Total	**634**	**1**	**78**	**713**	**4,151**

11.1 Staff debtors					
Employees				34	6
Private telephone				13	10
Tax debt				1	-
Total				**48**	**16**

11.2 Other debtors					
Theft and losses pending matters				-	4
Ex-employees				117	4,045
Other debts				-	2
Total				**117**	**4,051**

	Note	2006/07 R'000	2005/06 R'000
12 Voted funds to be surrendered to the revenue fund			
Opening balance		4,703	307
Transfer from Statement of Financial Performance		1,472	4,703
Voted funds not requested/not received	*12.1*	(508)	-
Paid during the year		(4,703)	(307)
Closing balance		**964**	**4,703**
12.1 Voted funds not requested/not received		-	4,703
Funds to be rolled over		508	-
Funds not to be requested		508	4,703
13 Departmental revenue to be surrendered to the revenue fund			
Opening balance		4	44
Transfer from Statement of Financial Performance		3,060	665
Paid during the year		(2,943)	(705)
Closing balance		**121**	**4**

14 Payables – current	30 Days R'000	30+ Days R'000	Total R'000	Total R'000
Description				
Amounts owing to other entities	10,593	-	10,593	-
Advances received	98	-	98	6,062
Other payables	9	-	9	-
Total	**10,700**	**-**	**10,700**	**6,062**

14.1 Advances received		
Arts and Culture	-	257
Science and Technology	-	250
Water Affairs and Forestry	-	250
Land Affairs	-	250
Communications	-	250
Transport	-	250
Environmental Affairs and Tourism	-	250
Public Enterprises	-	250
Trade and Industry	-	250
Provincial and Local Government	-	400
Minerals and Energy	-	250
Labour	-	250
SEDA	-	250
National Treasury	-	250
Public Service and Administration	-	2,370
Housing	-	35
International Marketing Council	98	-
Total	98	6,062

14.2 Other payables		
Income tax	9	-
Total	9	-

15 Payables – non-current description	One to two years	Two to three years	More than three years	Total	Total
	R'000	R'000	R'000	R'000	R'000
Amounts owing to other entities	139	-	-	139	-
Total	**139**	**-**	**-**	**139**	**-**

	2006/07	2005/06
	R'000	R'000
16 Net cash flow available from operating activities		
Net surplus/(deficit) as per Statement of Financial Performance	4,532	5,368
Add back non-cash/cash movements not deemed operating activities	5,686	8,864
(Increase)/decrease in receivables – current	3,438	(76)
(Increase)/decrease in prepayments and advances	12	(3)
(Increase)/decrease in other current assets	1,591	-
Increase/(decrease) in payables – current	4,638	4,058
Expenditure on capital assets	4,161	5,897
Surrenders to revenue fund	(7,646)	(1,012)
Voted funds not requested/not received	(508)	-
Net cash flow generated by operating activities	**10,218**	**14,232**
17 Reconciliation of cash and cash equivalents for cash flow purposes		
Consolidated Paymaster General account	15,127	8,810
Disbursements	(4,027)	(1,948)
Cash on hand	108	101
Total	**11,208**	**6,963**

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

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

		Note	2006/07 R'000	2005/06 R'000
18 Contingent liabilities				
Housing loan guarantees	Employees	*ANNEXURE 2*	466	611
Other departments (interdepartmental unconfirmed balances)		*ANNEXURE 4*	1,972	-
Total			**2,438**	**611**
19 Commitments				
Current expenditure				
Approved and contracted			16,490	2,583
			16,490	2,583
Non-current expenditure				
Approved and contracted			454	31
			454	31
Total commitments			**16,944**	**2,614**

	30 Days R'000	30+ Days R'000	2006/07 Total R'000	2005/06 Total R'000
20 Accruals				
By economic classification				
Goods and services	840	2,192	3,032	2,020
Machinery and equipment	-	72	72	52
Software and other intangible assets	-	6	6	367
Total	**840**	**2,270**	**3,110**	**2,439**

	Note		2006/07	2005/06
Listed by programme level				
Programme 1: Administration			966	604
Programme 2: Policy and Research			27	170
Programme 3: Government and Media Liaison			215	197
Programme 4: Provincial and Local Liaison			436	405
Programme 5: Communication Service Agency			808	1,063
Programme 7: Government Publication			658	-
Total			**3,110**	**2,439**
Confirmed balances with departments	*ANNEXURE 4*		8,760	-
Total			**8,760**	**-**

Government Communication and Information System Vote 7

Notes to the annual financial statements for the year ended 31 March 2007

	2006/07	2005/06
21 Employee benefit provisions		
Leave entitlement	1,430	1,322
Thirteenth cheque	4,400	3,804
Performance awards	4,101	2,632
Capped leave commitments	3,909	3,831
Total	**13,840**	**11,589**

22 Lease commitments

	Machinery and equipment R'000
22.1 Operating leases	
2006/07	
Not later than one year	501
Later than one year and not later than five years	444
Total present value of lease liabilities	**945**
2005/06	
Not later than one year	437
Later than one year and not later than five years	289
Total present value of lease liabilities	**726**

23 Receivables for departmental revenue

	2006/07	2005/06
Sales of goods and services other than capital assets	531	380
Total	**531**	**380**

Receivables for departmental revenue amount to R531 000 in respect of the sale of advertising space in the *Vuk'uzenzele* magazine.

24 Irregular expenditure

	2006/07 R'000	2005/06 R'000
24.1 Reconciliation of irregular expenditure		
Opening balance	663	20,576
Irregular expenditure – current year	-	635
Less: amounts condoned	663	20,548
Current expenditure	663	20,548
Irregular expenditure awaiting condonement	**-**	**663**
Analysis of awaiting condonement per classification		
Current expenditure	-	663
	-	663
Analysis of awaiting condonement per age classification		
Prior years	-	663
Total		663

		2006/07 R'000	2005/06 R'000

24.2 Irregular expenditure

Incident	Disciplinary steps taken/criminal proceedings		
Overtime	No negligence found. To request National Treasury approval	-	28
Lease of equipment	No negligence found. To request National Treasury approval	-	635
		-	**663**

25 Key management personnel

Description	No of individuals	Total	Total
Level 15 to 16	4	2,342	2,199
Level 14 (includes CFO)	9	4,666	4,258
Total		**7,008**	**6,457**

26 Provisions

Potential irrecoverable debts

		2006/07	2005/06
Other debtors		-	3,785
Total		**-**	**3,785**

27 Tangible capital assets

MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2007

	Opening balance Cost R'000	Current year Adjustments to prior year balances Cost R'000	Additions Cost R'000	Disposals Cost R'000	Closing balance Cost R'000
Machinery and equipment	11,003	15,583	3,576	825	29,337
Transport assets	-	124	-	-	124
Computer equipment	7,115	7,201	2,157	580	15,893
Furniture and office equipment	1,915	5,329	1,071	120	8,195
Other machinery and equipment	1,973	2,929	348	125	5,125
Total tangible assets	**11,003**	**15,583**	**3,576**	**825**	**29,337**

27.1 ADDITIONS TO TANGIBLE CAPITAL ASSET PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2007

	Cash cost R'000	Received current year, not paid (paid current year, received prior year) Cost R'000	Total cost R'000
Machinery and equipment	3,305	271	3,576
Computer equipment	2,063	94	2,157
Furniture and office equipment	894	177	1,071
Other machinery and equipment	348	-	348
Total capital assets	3,305	271	3,576

27.2 DISPOSALS OF TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2007

	Non-cash Fair value R'000	Total Cost R'000
Machinery and equipment	825	825
Computer equipment	580	580
Furniture and office equipment	120	120
Other machinery and equipment	125	125
Total	825	825

27.3 MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2006

	Opening balance R'000	Additions R'000	Closing balance R'000
Machinery and equipment	6,262	4,741	11,003
Computer equipment	4,289	2,826	7,115
Furniture and office equipment	1,159	756	1,915
Other machinery and equipment	814	1,159	1,973
Total tangible assets	6,262	4,741	11,003

28 Intangible capital assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2007

	Opening balance Cost R'000	Current year adjustments to prior year balances Cost R'000	Additions Cost R'000	Closing balance Cost R'000
Computer software	1,508	(1,021)	856	1,343
Total intangible assets	**1,508**	**(1,021)**	**856**	**1,343**

28.1 ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2007

	Cash Cost R'000	Total Cost R'000
Computer software	856	856
Total	856	856

28.2 CAPITAL INTANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

	Opening balance Cost R'000	Additions Cost R'000	Closing balance Cost R'000
Computer software	352	1,156	1,508
Total intangible assets	352	1,156	1,508

ANNEXURE 1A
STATEMENT OF CONDITIONAL GRANTS TO MUNICIPALITIES

| Name of municipality | Grant allocation | | | | Transfer | | Spent | | | 2005/06 |
| | Division of Revenue Act | Roll-overs | Adjustments | Total available | Actual transfer | % of available funds transferred | Amount received by municipality | Amount spent by municipality | % of available funds spent by municipality | Division of Revenue Act |
	R'000	R'000	R'000	R'000	R'000		R'000	R'000		R'000
Cacadu	-	-	-	-	4	0,0%	-	-	0,0%	-
Motheo	-	-	-	-	2	0,0%	-	-	0,0%	-
Ehlanzeni	-	-	-	-	1	0,0%	-	-	0,0%	-
Frances Board	-	-	-	-	2	0,0%	-	-	0,0%	-
Capricorn	-	-	-	-	2	0,0%	-	-	0,0%	-
Tshwane	-	-	-	-	50	0,0%	-	-	0,0%	-
Greater JHB	-	-	-	-	3	0,0%	-	-	0,0%	-
Cape Metropolitan				-	1	0,0%	-	-	0,0%	-
Ethekwini	-	-	-		2	0,0%	-	-	0,0%	-
Central	-	-	-		2	0,0%	-	-	0,0%	-
	-	-	-		69		-	-		-

ANNEXURE 1B
STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

| Agency | Transfer allocation | | | | Transfer | | 2005/06 |
| | Adjusted Appropriation Act | Roll-overs | Adjustments | Total available | Actual transfer | % of available funds transferred | Final Appropriation Act |
	R'000	R'000	R'000	R'000	R'000		R'000
International Marketing Council	83,425	-	-	83,425	83,425	100,0%	69,269
Media Development and Diversity Agency	9,620	-	-	9,620	9,620	100,0%	7,000
Total	**93,045**	**-**	**-**	**93,045**	**93,045**		**76,269**

ANNEXURE 1C
STATEMENT OF TRANSFERS/SUBSIDIES TO HOUSEHOLDS

Household	Transfer allocation				Transfer		2005/06
	Adjusted Appropriation Act R'000	Roll-overs R'000	Adjustments R'000	Total available R'000	Actual transfer R'000	% of available funds transferred	Final Appropriation Act R'000
Leave gratuity in respect of death of four officials	5	-	12	17	17	100,0%	-
Leave gratuity in respect of retirement of four officials	166	-	12	178	178	100,0%	-
EMM Knoke – Death	-	-	-	-	-	0,0%	28
NC Mekuto – Retirement	-	-	-	-	-	0,0%	31
W Komane – Retirement	-	-	-	-	-	0,0%	10
TD Ngomane – Retirement	-	-	-	-	-	0,0%	6
Total	**171**	**-**	**24**	**195**	**195**		**75**

ANNEXURE 1D
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED
FOR THE YEAR ENDED 31 MARCH 2007

Name of organisation	Nature of gift, donation or sponsorship	2006/07 R'000	2005/06 R'000
Received in cash			
Standard Bank	Sponsorship for Government Communicators' Awards	100	-
South African Broadcasting Corporation (SABC)	Sponsorship for Government Communicators' Awards	100	-
Mercury Media	Sponsorship for Government Communicators' Awards	100	-
USAID	Sponsorship for 16 Days of Activism	-	400
Danish Embassy	Sponsorship for 16 Days of Activism	-	500
Finnish Embassy	Sponsorship for 16 Days of Activism	-	197
Mercury Media	Sponsorship for Strategic Workshop	-	10
Sechaba Travel	Sponsorship for Strategic Workshop	-	10
Siyafrica	Sponsorship for year-end function	-	10
Subtotal		300	1,127
Received in kind			
Siemens	Accommodation, catering and promotional bags for Ministerial Liaison Officers' Forum	30	-
Jet Travel	Bed and breakfast plus dinner for secretaries' course	1	-
Independent Group Jazz	Independent Festival tickets	2	-
SABC	Government Communicators' Awards	-	300
SAA	Government Communicators' Awards	-	150
Johnnic	Government Communicators' Awards	-	150
Mercury Media, Siemens, Sanlam, Standard Bank and Konica Minolta	Government Communicators' Awards	-	227
SABC	Air ticket, accommodation and entrance for Easter Jazz Event	-	3
DEP, Dell, Datacentrix, Bula Technologies	T-shirts, caps, memory sticks and folders for secretaries' team-building	-	4
Mercury Media	One bottle of wine and R1 000 gift voucher		1
Subtotal		33	835
Total		333	1,962

ANNEXURE 1E
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE AND REMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT OF GRACE
FOR THE YEAR ENDED 31 MARCH 2007

Nature of gift, donation or sponsorship	R'000
Made in kind	
Computer equipment (21 computers, 25 monitors, six printers, one sun park server, one sun park station 4, two sun monitors and four external hard drives)	-
Office equipment (five fax machines and one scanner)	-
Office furniture (two stand telephones, three shelving storage, eight filing cabinets, two newspaper stand telephones, three stools straight, five chairs straight, nine chairs rotary, four storage cabinets, two TV trolleys, four cupboards, two cupboards, two settees leather, one chair straight upholstered, one credenza sliding door, two waste receptacles, one letter tray, one pot plant, one shelving wood frame, two flipcharts and one multi-screen frame electric)	
Audiovisual equipment (four televisions, eight video machines, one sony betamax, one power amplifier, one editing controller, five goldstar monitors, one video light, PA system, one fostex transmitter and one fostex speaker)	-
Photographic equipment (four camera lenses, two camera flash gun metz, two camera flash units and two cameras still picture)	-
The following schools were recipients of the above items: Skansdam state-aided school, Seale Secondary School, Worcester Boy Scouts, Tsemaleftu Primary School, Khalipha Primary School, Boegoeberg Combined School, Singobile Primary School, Phumala Primary School, Matsulu Primary School Nemisa, Laerskool Visserhoek and Samuel Intermediate.	-
Subtotal	-

ANNEXURE 2
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT
31 MARCH 2007 – LOCAL

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount R'000	Opening balance 01/04/2006 R'000	Guarantee draw-downs during the year R'000	Guarantee repayments/ cancelled/ reduced/ released during the year R'000	Currency revaluations R'000	Closing balance 31/03/2007 R'000	Guranteed interest outstanding 31/03/2007 R'000	Realised losses not recoverable, i.e. claims paid out R'000
Absa	Housing	265	135	-	-	-	135	-	-
Old Mutual	Housing	20	109	-	49	-	60	-	-
First National Bank	Housing	230	119	-	-	-	119	-	-
Mashikeni	Housing	-	31	-	31	-	-	-	-
Nedbank (People's Bank)	Housing	405	50	-	17	-	33	-	-
Standard Bank	Housing	158	167	-	48	-	119	-	-
	Total	**1,078**	**611**	**-**	**145**	**-**	**466**	**-**	**-**

ANNEXURE 3
INTERGOVERNMENTAL RECEIVABLES

Government entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2007	31/03/2006	31/03/2007	31/03/2006	31/03/2007	31/03/2006
	R'000	R'000	R'000	R'000	R'000	R'000
Department						
Home Affairs	-	-	-	12	-	12
Transport	-	-	-	72	-	72
Correctional Services	-	-	488	-	488	-
Local Government: Gauteng	-	-	46	-	46	-
Office of the Premier: Gauteng	-	-	14	-	14	-
Total	**-**	**-**	**548**	**84**	**548**	**84**

ANNEXURE 4
INTERDEPARTMENTAL PAYABLES

Government entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2007	31/03/2006	31/03/2007	31/03/2006	31/03/2007	31/03/2006
	R'000	R'000	R'000	R'000	R'000	R'000
Department						
Current						
Housing	8,712	-	-	-	8,712	-
Water Affairs and Forestry	-	-	1,881	-	1,881	-
Subtotal	8,712	-	1,881	-	10,593	-
Non-current						
Communications	8	-	-	-	8	-
Environmental Affairs and Tourism	8	-	-	-	8	-
Provincial and Local Government	8	-	-	-	8	-
Science and Technology	-	-	8	-	8	-
Agriculture	8	-	-	-	8	-
Water Affairs and Forestry	-	-	8	-	8	-
Land Affairs	-	-	9	-	9	-
Public Works	-	-	8	-	8	-
Transport	8	-	-	-	8	-
Public Enterprises	-	-	8	-	8	-
Trade and Industry	-	-	9	-	9	-
Housing	-	-	8	-	8	-
Arts and Culture	-	-	8	-	8	-
Minerals and Energy	-	-	8	-	8	-
Labour	-	-	9	-	9	-
SEDA	-	-	8	-	8	-
National Treasury	8	-	-	-	8	-
Subtotal	48	-	91	-	139	-
Total	8,760	-	1,972	-	10,732	-

AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2007.

Audit Committee members and attendance

The Audit Committee consists of the members listed hereunder and meets at least two times per year as per its approved terms of reference. During the current year, four meetings were held.

Name of member	Number of meetings attended
ZP Manase (chairperson)	3
M Vuso	3
G Mampone	1
Y Mjiako (joined November 2006)	1
I Mackay Langa	4
K Semakane	3
L Lloyd (joined November 2006)	1

Audit Committee responsibility

The Audit Committee also reports that it has adopted appropriate formal terms of reference as its audit committee charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

The effectiveness of internal control

The system of controls is designed to provide cost-effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. In line with the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999), Internal Audit provides the Audit Committee and management with assurance that the internal controls are appropriate and effective. This is achieved by means of the risk-management process, as well as the identification of corrective actions and suggested enhancements to the controls and processes.

From the various reports of the internal auditors, the Audit Report on the annual financial statements, and the management letter of the Auditor-General, it was noted that no significant or material non-compliance with prescribed policies and procedures have been reported. In the Auditor-General's report under "other matters" and "other reporting responsibilities", issues relating to weaknesses in the effectiveness of the information system controls as well as the misalignment between objectives and outputs have been raised. These have been noted, alongside management's resolve to address these matters. Accordingly, we can report that the system of internal control for the period under review was efficient and effective.

The quality of quarterly reports submitted in terms of the PFMA,1999 and the Division of Revenue Act, 2007 (Act 1 of 2007)

The Audit 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.

Evaluation of financial statements

The Audit Committee has

- reviewed and discussed the audited annual financial statements and performance information to be included in the department's annual report with the reports of the Auditor-General and the Accounting Officer
- reviewed the Auditor-General's management letter and management's response thereto.

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

....
Chairperson of the Audit Committee

31 August 2007

Government Communication and Information System Vote 7

Annual financial statements for the year ended 31 March 2007