

Action plan to resolve deficiencies		Progress to date
JYP - Change control procedures not formally approved.	Establish CFO Change committee. Due date: August 2007.	CFO Change committee with representation from all branches was established. The committees mandate and procedure document was finalised and signed by the CFO. Resolved.
Changes to systems not subjected to comprehensive user testing before being migrated to live production environment.	Proper documentation of Testing. Due date: Continuous.	Testing was implemented and due to that, system changes were requested.
User account management procedures not formally established.	User account management to be formalised. Due date: March 2008 with JYP V3.	Documentation are available and the implementation will be finalized during V3 deployment. March 2008.



Area	04/05	05/06	06/07	Main finding
Compensation of employees.				Lack of Human Resource Plan as required by Public Service Regulations. Vacancy rate of 23%.

LEGEND - EOM: Emphasis of Matter

Q: Qualification



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Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Action plan to resolve deficiencies		Progress to date
Lack of Human Resource Plan.	Formulating a Human Resource Plan. Due date: March 2008	A service provider is on board to produce as an end product a Human Resource Plan.
Vacancy rate of 23%.	<ul style="list-style-type: none"> - Establishment Audit Project was initiated to determine all funded vacancies within the Department. - Decentralise the filling of vacancies to Regions. - Issue Departmental Circular to all managers requesting that all funded vacant posts be advertised and filled. - Progress reports. - Engage a consulting firm to assist with the finalisation of outstanding job evaluations and job profiling. 	<ul style="list-style-type: none"> - Establishment Audit finalised in 5 regions as well as at National Office. - Current vacancy rate = 12% (based on funded vacancies). - As at 31 August 2007, there were 1 943 vacant posts of which 1 143 are in process of being filled. In addition, a further 147 posts were advertised in September 2007.



Area	04/05	05/06	06/07	Main finding
Compensation of employees.			EOM	Declaration of financial interest by designated officials not submitted to Public Service and Administration in the required timeframe (30 April of each year).

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<p>Declaration of financial interest by designated officials not submitted to Public Service and Administration in the required timeframe (30 April of each year).</p>	<p>Declarations to be submitted to and consolidated by the Chief of Staff, Ministry.</p> <p>All declaration forms to be submitted by end of Jan each year to enable timeous submission to PSA.</p>	



Area	04/05	05/06	06/07	Main finding
Performance information.		EOM	EOM	<p>Not reported on all pre-determined objectives as required by section 40(3)(a) and 55(2)(a) of the PFMA.</p> <p>Lack of sufficient audit evidence because did not obtain all quarterly reports.</p>

LEGEND - EOM: Emphasis of Matter

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Performance information.	<p>Develop and Implement Policy on Performance Measurement and Reporting.</p> <p>Address misalignment between MTSF, MTEF, ENE.</p>	<p>Draft Policy developed by Strategy Unit, distributed for inputs. Implementation subject to Exco approval.</p> <p>MTSF review in progress.</p> <p>Quarterly Reports submitted by Branches.</p>



Area	04/05	05/06	06/07	Main finding
Material corrections on annual financial statements.	-	-	EOM	Audit adjustments.

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Audit adjustments.	Timeous communication with National Treasury to resolve uncertainties. Due date: October 2007	Discussions with NT: Hester Hermus. No changes anticipated for 07/08.
	Accuracy of inputs by branches and regions to be checked and signed by branch managers and regional heads. Due dates: March 2008	Financial statement requirements to be communicated in January 2008 to all Branches and Regional Heads.



Area	04/05	05/06	06/07	Main finding
Procurement (Forensic investigation) – 05/06 Transcription Services. 06/07 Least Cost Routing.			EOM	Forensic audit into alleged irregularities being conducted.

LEGEND - EOM: Emphasis of Matter

Q: Qualification



Action plan to resolve deficiencies		Progress to date
Lack of appropriately qualified and skilled staff within SCM.	<p>Permanent officials nominated for training on SCM at SAMDI.</p> <p>Internal training on JYP. BAS/GRAP training.</p> <p>Computer literacy training.</p>	<p>Nominations submitted.</p> <p>Weekly (40 officials). September 2007 – Dec 2007.</p> <p>Level 1 – finalized. Level 2 – TSS contract expired. Service provider to be appointed.</p>
Finalization of organizational structure.	<p>Draft SCM structure designed. HR to evaluate structure and amend where required.</p>	<p>Draft organizational structure submitted to CFO and DG.</p>
Filling of posts with appropriate staff.	<p>Job evaluation to commence once structure is finalized and approved.</p>	<p>Service Provider appointed to assist HR. Positions filled -1 DD & 1 AD. Interviews in Nov 2007- 3 AD's.</p>



Action plan to resolve deficiencies		Progress to date
<p>Ensure business processes support and comply with SCM best practices.</p>	<p>Compile a comprehensive SCM manual. Due date: 15 October 2007</p> <p>Implementation of a Demand Management Function (Planning). Due date 30 October 2007</p> <p>Appoint ad hoc Specification- and Evaluation committees per bid which are approved by CFO. Due date: Immediately</p> <p>Evaluation results verified by senior SCM officials. Due date: Immediately</p> <p>Strengthen Contract Management Unit with legal support. Due date: September 2007</p>	<p>Manual ready for submission to the DG on 29 October 2007.</p> <p>Skilled person to assist with implementation.</p> <p>For all bids advertised from June – September 2007, such committees were appointed.</p> <p>All submissions to DBAC during May – Sept 2007 were verified.</p> <p>Legal advisor appointed. All contracts and SLA'S checked.</p>
<p>System JYP supports compliance with SCM best practice.</p>	<p>Enhancements to Version 2 of JYP to be finalised. These include better control of assets and better reporting for financial statements. Due date: March 2007</p>	<p>User testing by SCM officials being done on JYP Version 3. Change Control Committee appointed.</p>



Action plan to resolve deficiencies		Progress to date
<p>Reconstitution of current DBAC and DBEC</p>	<p>Training of new members on SCM process. Due date: Immediately</p>	<p>New members for the DBAC appointed by the DG. Training conducted to 8 members in June. Another 8 members on 4 October 2007.</p>
<p>Late submission and approval of critical documents.</p>	<p>Contract Management Division to inform Branches, 3 months in advance of the expiry of Departmental contracts.</p> <p>Audit Facilitation in CFO Office.</p>	<p>Expiry dates of contracts diarized. Contract manager informs Branches in advance of expiry dates of contracts.</p>
<p>Disciplinary Action to be instituted against officials implicated by the forensic audit report.</p>	<p>Investigation into reported audit findings. Consultations with Labour Relations.</p>	<p>RAJ letters sent to individuals. Feedback to be discussed with Labour Relations in order to finalise matter/s.</p>



Action plan to resolve deficiencies		Progress to date
Document control.	Archiving and filing of all bid- and relevant documents in SCM unit to be attended to.	Filing space identified and boxes obtained. Filing of RFQ's done. Filing of bid documents in progress. Overtime approved to fast tract filing.
Declaration of interest forms.	Forms are available and both DBAC and DBEC members will be required to complete it before the evaluation/ adjudication process.	All DBAC and DBEC members sign confidentiality forms.
Alleged Restricted horizontal practices.	Alleged Restrictive Horizontal practices to be submitted to Competition Commission.	Complaint submitted to Competition commission on 24 October 2007.
Possible abuse of SCM system.	Restricted service providers that have provided false information.	Letters to service providers on 9 October 2007. Service providers request retraction of letters, denied the allegations and requested additional information.

