



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

# ANNUAL REPORT 2007/08



DEPARTMENT OF  
**EDUCATION**

**ANNUAL REPORT  
2007/2008**



**“EDUCATION IS A PRE-CONDITION  
FOR DEVELOPMENT”**



Finding solutions to educational challenges  
through collective engagement and participation  
until the doors of learning are open to all.

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## LIST OF ACRONYMS

|          |   |
|----------|---|
| ABET     | Adult Basic Education and Training                      |
| BAS      | Basic Accounting System                                 |
| DBST     | District based Support Team                             |
| DoL      | Department of Labour                                    |
| ECD      | Early Childhood Development                             |
| ELRC     | Education Labour Relation Council                       |
| EMDG     | Education Management Development and Governance         |
| EMIS     | Education Management Information System                 |
| EMPC     | Education Multi-purpose Centre                          |
| EPWP     | Expanded Public Works Programme                         |
| ETDP     | Education Training and Development Practices            |
| EWP      | Education White Paper                                   |
| FET      | Further Education and Training                          |
| GET      | General Education and Training                          |
| HIV/AIDS | Human Immunodeficiency Virus/Acquired Immune Deficiency |
| HOD      | Head of Department                                      |
| ICT      | Information and Communication Technology                |
| IQMS     | Integrated Quality Management System                    |
| IT       | Information Technology                                  |
| LDoE     | Limpopo Department of Education                         |
| LSEN     | Learners with Special Education Needs                   |
| LSM      | Learner Support Materials                               |
| LTSM     | Learner & Teacher Support Materials                     |
| MEC      | Member of the Executive Council for Education           |
| MTEF     | Medium Term Expenditure Framework                       |
| NCS      | National Curriculum Statements                          |
| PFMA     | Public Finance Management Act                           |
| RCL      | Representative Council of Learners                      |
| RNCS     | Revised National Curriculum Statements                  |
| RPL      | Recognition of Prior Learning                           |
| RSA      | Republic of South Africa                                |
| SAQA     | South African Qualification Authority                   |
| SASA     | South African Schools Act 84 of 1996                    |

## LIST OF ACRONYMS

|      |   |
|------|---|
| SBST | School based Support Team               |
| SETA | Sector Education and Training Authority |
| SGB  | School Governing Body                   |
| SMT  | School Management Team(s)               |
| WSE  | Whole School Evaluation                 |

## FOREWORD BY THE MEC



Education transformation, integration and accessibility are of paramount importance if our cherished dream of producing citizens with skills to grow the economy is to be realized. The concept of 'No Fee School' is a noble intervention to open the doors of learning irrespective of one's economic background. We are pleased to mention that 2832 schools in the province are classified as 'No Fee schools' which constitute 70% of our schools relieved of the burden of collecting school fees. Linked to this progressive step, is the appointment of 134 governance officers to provide training, guidance and monitoring to our SGB's in the governance of their schools.


Our infrastructure programme is indeed changing the landscape of our schools and circuits. The 5 state-of-the-art circuit offices build in the districts of our province is a clear indication that as a department we are committed to equip our circuit offices with much needed resources which will benefit our schools immensely. Our schools will have access to a Computer centre, Biology laboratory, Toy library for grade R, media centre and a book library. Our resolve to build 5 state-of-the-art circuit offices every financial year remain on track. The three state of the art schools in the province are fully operational.

It is with great pleasure to announce that MASTEC College for in-service training of Maths, Science and Technology educators is now reopened.

The in-take of 100 Maths teachers to improve efficiency and effectiveness in the teaching of these rare skill subjects is a great achievement. And the programme to recapitalize this great institution for R45 million is well on course.

The new organizational structure which is intended to improve efficiency and provide much needed support to our schools is in full swing. 13 Senior management posts, 67 Chief Education specialist, 20 Deputy Chief Education specialist, 138 Deputy Managers and 150 Accounting clerks posts have been filled. Provision of enough personnel in the schools, circuit and districts will indeed improve efficiency and quality service delivery.

Finally, our interaction with our communities in dealing with the scourge of HIV/AIDS continues to yield positive dividends. The rate of infection continues to decline because of our concerted efforts with our communities to arrest the spread of this deadly disease.



.....  
**Dr P. A. Motsoaledi**  
**MEC FOR EDUCATION**



## 1.1 SUBMISSION OF THE ANNUAL REPORT TO THE EXECUTIVE AUTHORITY, BY HEAD OF DEPARTMENT.



Member of Executive Council (MEC) Dr P.A. Motsoaledi, it is my great pleasure to present to you the Annual Report of the Limpopo Department of Education for the financial year 2007/2008.

This report clearly indicates some improvements on achievement of objectives the Department set in the Annual Performance Plan of the same period. Our path toward service excellence has clearly been paved, all what is left, is to focus and use all what we have to forge ahead to reach our goals.

I would like to acknowledge the efforts made by the staff at all levels of the Department in general and the schools in particular. The staff is acknowledged as a force that brings plans and resources together for achievement of the Department's goals and objectives.

Our sincere gratitude goes to our Development partners, both locally and internationally. Their continuous support in enhancing service delivery is highly commendable. We are looking forward to a more fruitful 2008/09.

I would like to congratulate the Member of Executive Council for Education, Dr P.A. Motsoaledi, on the leadership and support he has displayed during the financial year 2007/08.

A handwritten signature in black ink, appearing to read 'REV. Z.C. NEVHUTALU'.

**REV.Z.C. NEVHUTALU**  
**HEAD OF DEPARTMENT**



# PART ONE

## GENERAL INFORMATION



# GENERAL INFORMATION

## 1.1 INTRODUCTION BY THE HEAD OF THE INSTITUTION

The 2007/08 report is aimed at the following:

- To provide an account of the Department's achievements with regard to the targets as spelt out in the Annual Performance Plan of 2007/08.
- To account for its use of the resources allocated for the financial year under review through audited financial statements and,
- To acknowledge challenges that impacted on service delivery during the period and how they were responded on.

The following are the highlights for 2007/08:

Ordinary Public schools.

### 1.1.1 LEARNER PERFORMANCE

Limpopo Province is one of the two provinces whose Grade 12 results improved in 2007. The results improved by 2.3% from 55.7% in 2006 to 58% in 2007.

It is also worth noting that Grade 12 Mathematics and Physical Science results for 2007 in the province improved significantly. This improvement contributes towards the achievement of the targets as set in the Provincial Growth and Development Strategy.

600 Primary school teachers from 200 schools and 96 Get curriculum advisors were trained on Literacy, Numeracy and Curriculum Management Frameworks.

Maths, Science & Technology Centre (MASTEC) has been re-established as a Continuous Professional Development Centre for Mathematics, Physical Science and Technology LA and Subjects (IT & CAT, Civil Technology, Mechanical Technology, Electrical Technology and Engineering, Graphic and Design).

The Department has through the School Transformation Programme developed a School Monitoring and Support Framework (SMSF) which was tested in schools. The SMSF is based on effective leadership and management and is designed to drive learner performance in schools.

### 1.1.2 National Curriculum statements

Training sessions on the transition from Senior Certificate (S.C. Report 550) to National Senior Certificate (NSC) were held in all the 5 districts. The training sessions targeted circuit managers, school principals and subject advisors for a start. The focus of the training was on the National Senior Certificate (NSC) and included amongst other things, Programme entry requirements, Rules of combination, Promotion requirements for National Senior Certificate as amended, Minimum Entry requirements into Higher Education, Endorsed NSC (for LSEN), New NSC Policy & Regulations on the Conduct of exams and Clarity on Report 550 May/June 2008 Exams and beyond.

### 1.1.3 Quality improvement developmentsupport & upliftment programme (QIDS-UP).

The Quality Improvement Development Support and Upliftment Programme has been introduced in 472 quintiles 1 and 2 primary schools at Greater Sekhukhune district which is designated as the

## GENERAL INFORMATION

Presidential Nodal Area in Limpopo Province. All the participating schools have been supplied with Numeracy and Mathematics Kits, Readers, Dictionaries, Assessment Resource Banks and desks.

### 1.1.4 School Governance and Education Management Development

Training workshops were conducted as follows:

- 20 000 SGB members on their roles and responsibilities and specifically on performing their duties in terms of the South African Schools Act.
- 4000 School Governing Body members trained on development of HIV/AIDS policies within their school and the implementation plan thereof and,
- 1,000 schools on alternative ways to corporal punishment.
- 268 schools on development of policies and plans that would support effective delivery of the curriculum.
- School Management Teams on their duties and responsibilities and Curriculum Management.

### FET SCHOOLS.

#### Achievements (FET Schools)

Continuous assessment (CASS) guidelines for FET schools have been developed. The content of the document spells out how CASS could be conducted. Site based assessment is important in that learners knowledge, skills and values have to be assessed accurately so that the evidence of their performance is valid. It is important to guide teachers in the conduct of CASS because assessment is an integral part of teaching and learning. Hence for learners to understand the subject content they need to be assessed properly. Content for Geography and History was unpacked so that teachers could know exactly what content they have to teach. Learning programme guidelines for Accounting and Business Studies were printed and distributed to schools. These are important in assisting the teacher to plan properly. Setwork for the interim period (i.e., for 2008) was identified for the Home language, First additional language and Second additional language. Availability of policies and implementation thereof was evaluated through constant visits to schools. Subject framework, work schedules and lesson plans were drawn for Accounting, Economics and Business Studies. A framework for assessment policy at school level was drawn and forwarded to schools to be able to draw their own policies.

### 1.1.5 FET Colleges.

- The sector managed to spend 100% of its 2007/08 recapitalisation budget. This is a great achievement considering challenges faced in the previous year. This means improved infrastructure for the sector which will enable it to recruit more learners and therefore improve supply of critical skills in the Province.
- As a result of the improved spending of the recapitalisation budget, learner enrolment figures have generally improved. Of more importance is the improvement in the enrolment of female learners in Engineering and other scarce skills programmes.
- Placement of learners in Learnership programmes have improved by 59.5% i.e. from 373 to 595 in 2006/07 and 2007/08 respectively.

### 1.1.6 Adult Basic Education & Training.

- 31 new centres were established.

## GENERAL INFORMATION

- 52 ABET coordinators and educators trained on unpacking content, developing knowledge areas, developing learning programmes and understanding of new unit standards.
- 290 practitioners were trained on MLMMS, TECH, LLC (English) and EMS which were identified as critical for improvement of learner performance.
- Assessment guidelines were updated following suggestions from UMALUSI. .
- Advocacy campaigns were conducted at Lethimpilo and Rossenekaal to popularize ABET to communities.

### HIV & AIDS.

A unit dealing with employee wellness has been established in July 2007 and already it has made a difference in the Department concerning HIV & AIDS. The following are the highlights of the year:

- More than 600 employees from Head Office, Districts and Circuits participated in the celebration of Wellness day. Some of the participants took part in the testing programmes which were administered by The Careways Group.
- Coordinated a visual screening session at Head office and Districts where a total of 452 employees participated.
- 279 educators across the Province received training on
- A Lethimpilo campaign was held on 29 & 30 November 2007 in Waterberg District. The two day campaign was attended by an average of 2,900 learners who were screened and treated for minor ailments like, common headaches, nausea and vomiting, fever, body pains, coughs and diarrhoea.
- Voluntary Counselling and Testing (VCT) programme was conducted at Head Office and at the five Districts. Eight Pilot schools across the Province and 453 employees participated in the VCT pilot programme.
- Training was provided as follows:
  - 279 educators - HIV & AIDS Management.
  - 448 Districts staff – Management of VCT Programme
  - 82 officials and Union representatives – HIV & AIDS / VCT programme

### Human Resource Development.

The total number of employees in various occupational categories who received skills development increased from 41,568 in 2006/07 to 59,084 in 2007/08. This is a 42% increase on skills development in the Department. A remarkable increase was in the occupational category of Professionals where a 50.5% [i.e. 36,077 in 2006/07 to 54,309 in 2007/08] improvement was achieved.

The number of bursaries awarded to Educators has increased by more than 200%. This is done in order to address the critical skills shortage of Mathematics and Science educators that exist in the country and province. The Department will continue with the provision of these bursaries for some years to come to ensure adequate supply.

## GENERAL INFORMATION

### School Infrastructure.

- Establishment of Infrastructure Program Management System**

For the first time in 2007/2008 Tracker program and project management system was introduced for tracking and management of the education infrastructure, allowing the department to monitor the physical and financial progress made in each and every project financed by the Department of education and implemented by various Implementing agents. The following table is an abstract from the said tracker system highlighting the number and status of education projects by the end of March 2008.

| LIMPOPO DEPARTMENT OF EDUCATION - PHYSICAL REPORT ON EDUCATION INFRASTRUCTURE UP TO 28 MARCH 2008 |              |            |               |                   |           |                   |                         |                         |                     |                    |                          |            |                        |            |                                 |             |             |                |              |       |
|---|--------------|------------|---------------|-------------------|-----------|-------------------|-------------------------|-------------------------|---------------------|--------------------|--------------------------|------------|------------------------|------------|---------------------------------|-------------|-------------|----------------|--------------|-------|
| DESIGN PHASE  | TENDER PHASE |            |               |                   |           | PHYSICAL PROGRESS |                         |                         |                     |                    |                          |            | COMPLETION STAGE       |            |                                 |             | GRAND TOTAL | FINANCIAL YEAR | IA           |       |
|   | ON HOLD      | ADVERTISED | TENDER CLOSED | TENDER EVALUATION | TOTAL     | CONTRACT AWARDED  | ESTABLISHED ON SITE 10% | FOUNDATION ON LEVEL 25% | WALLS COMPLETED 50% | ROOF COMPLETED 75% | FINISHING COMPLETED 100% | TOTAL      | CONSTRUCTION COMPLETED | RETENTION  | CERTIFICATE OF FINAL COMPLETION | FILE CLOSED |             |                |              | TOTAL |
| 0   | 0            | 0          | 0             | 0                 | 0         | 363               | 3                       | 1                       | 5                   | 25                 | 327                      | 361        | 44                     | 146        | 103                             | 34          | 327         | 363            | 2006/2007    | PW    |
| 0   | 0            | 0          | 0             | 2                 | 2         | 279               | 8                       | 0                       | 10                  | 53                 | 203                      | 274        | 129                    | 50         | 24                              | 0           | 203         | 281            | 2007/2008    | PW    |
| 0   | 2            | 0          | 0             | 5                 | 7         | 232               | 16                      | 23                      | 13                  | 0                  | 1                        | 53         | 1                      | 0          | 0                               | 0           | 1           | 239            | 2008/2009    | PW    |
| 24  | 0            | 1          | 4             | 0                 | 5         | 22                | 41                      | 0                       | 0                   | 5                  | 4                        | 50         | 1                      | 2          | 0                               | 0           | 3           | 90             | 2007/2008    | ED    |
| <b>24</b>   | <b>2</b>     | <b>1</b>   | <b>4</b>      | <b>7</b>          | <b>14</b> | <b>896</b>        | <b>98</b>               | <b>24</b>               | <b>28</b>           | <b>83</b>          | <b>535</b>               | <b>738</b> | <b>175</b>             | <b>198</b> | <b>127</b>                      | <b>34</b>   | <b>534</b>  | <b>973</b>     | <b>TOTAL</b> |       |

- Physical infrastructure achievements**

In brief the following table highlights the number of various facilities completed in various districts of the province.

### Limpopo Department of Education Infrastructure achievements 2007-2008 F/Y

| LIMPOPO DEPARTMENT OF EDUCATION - PHYSICAL REPORT ON EDUCATION INFRASTRUCTURE UP TO 28 MARCH 2008 |              |  |  |  |
|---|--------------|--|--|--|
| DISTRICT  | TYPE OF UNIT | NUMBER OF UNITS TO BE BUILT FROM PROGRAM INCEPTION TO DATE (APPROX 1 APRIL 2006) | NUMBER OF UNITS COMPLETED FROM PROGRAM INCEPTION TO DATE (APPROX 1 APRIL 2006) | ESTIMATED NUMBER OF UNITS COMPLETED BETWEEN 1 APRIL 2007 AND 31 MARCH 2008 |
| BOHLABELA   | PROJECTS     | 37   | 31   | 9  |
|   | CLASSROOMS   | 348  | 288  | 96   |
|   | LABORATORIES |  | 0  | 0  |
|   | ADMIN BLOCKS |  | 0  | 0  |
|   | TOILETS      |  | 0  | 0  |

## GENERAL INFORMATION

| LIMPOPO DEPARTMENT OF EDUCATION - PHYSICAL REPORT ON EDUCATION INFRASTRUCTURE UP TO 28 MARCH 2008 |              |  |  |  |
|---|--------------|--|--|--|
| DISTRICT  | TYPE OF UNIT | NUMBER OF UNITS TO BE BUILT FROM PROGRAM INCEPTION TO DATE (APPROX 1 APRIL 2006) | NUMBER OF UNITS COMPLETED FROM PROGRAM INCEPTION TO DATE (APPROX 1 APRIL 2006) | ESTIMATED NUMBER OF UNITS COMPLETED BETWEEN 1 APRIL 2007 AND 31 MARCH 2008 |
| CAPRICORN   | PROJECTS     | 144  | 86   | 65   |
|   | CLASSROOMS   | 668  | 488  | 254  |
|   | LABORATORIES | 14   | 8  | 8  |
|   | ADMIN BLOCKS | 34   | 5  | 5  |
|   | TOILETS      | 324  | 164  | 164  |
| MOPANI  | PROJECTS     | 149  | 107  | 98   |
|   | CLASSROOMS   | 700  | 540  | 370  |
|   | LABORATORIES | 14   | 12   | 12   |
|   | ADMIN BLOCKS | 30   | 12   | 12   |
|   | TOILETS      | 344  | 256  | 256  |
| SEKHUKHUNE  | PROJECTS     | 149  | 106  | 84   |
|   | CLASSROOMS   | 664  | 488  | 370  |
|   | LABORATORIES | 13   | 21   | 21   |
|   | ADMIN BLOCKS | 36   | 18   | 18   |
|   | TOILETS      | 436  | 296  | 296  |
| VHEMBE  | PROJECTS     | 245  | 136  | 120  |
|   | CLASSROOMS   | 1132   | 876  | 617  |
|   | LABORATORIES | 10   | 8  | 8  |
|   | ADMIN BLOCKS | 77   | 2  | 2  |
|   | TOILETS      | 248  | 180  | 180  |
| WATERBERG   | PROJECTS     | 99   | 69   | 69   |
|   | CLASSROOMS   | 276  | 220  | 144  |
|   | LABORATORIES | 8  | 5  | 5  |
|   | ADMIN BLOCKS | 19   | 4  | 4  |
|   | TOILETS      | 260  | 208  | 208  |
| <b>TOTAL PROJECTS</b>   |              | 823  | 535  | 444  |
| <b>TOTAL CLASSROOMS</b>   |              | 3788   | 2900   | 1851   |
| <b>TOTAL LABORATORIES</b>   |              | 59   | 54   | 54   |
| <b>TOTAL ADMIN BLOCKS</b>   |              | 196  | 41   | 41   |
| <b>TOTAL TOILETS</b>  |              | 1612   | 1104   | 1104   |

Over and above the above achievements, the following major undertakings were completed or made significant progress.

- Five state of art circuit offices, one per districts made significant progress towards completion
- Three state of art schools in Tengwe, Moreko and Fetagomo were completed
- 80 mobile class rooms were delivered and relocated

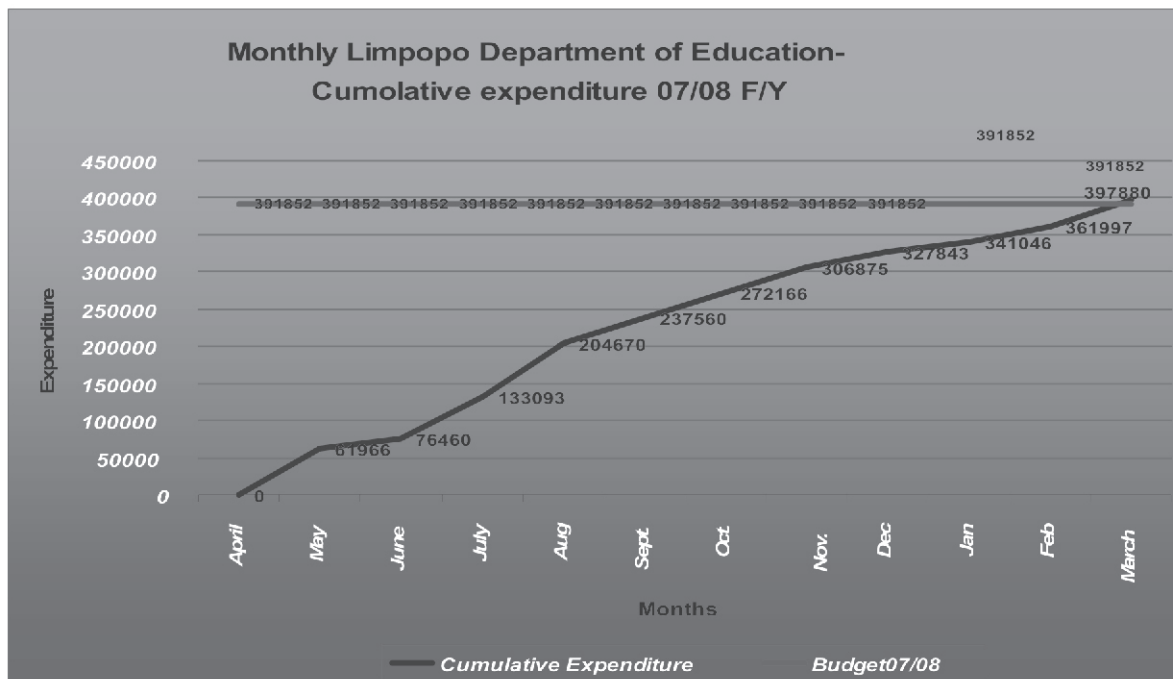
• **Physical progress in terms of services to schools:**

155 schools were provided with water and,  
201 schools were electrified

## GENERAL INFORMATION

### Financial expenditure on infrastructure

The following graph illustrates the fact that the total infrastructure budget of R391,852 Million was over run by about 2 percent, amounting to R 397,880 Million;



- Cases of Misconduct were 184 in total. Currently these have been substantively reduced. There are 31 cases left to resolve which are all scheduled for June 2008. Within a twelve month period all backlog cases have been cleared.
- A well established Labour Forum monitors the effectiveness of case management every month
- Grievances and disputes have been greatly reduced through a process of ongoing support to school and office Managers who have been taken through the process of discipline in the workplace.

## 1.2 INFORMATION ON THE MINISTRY.

### OVERSEAS TRIPS BY THE MEC.

The MEC and his entourage visited the Institute of Education, London University in England on 13 – 17 July 2007.

The trip was prompted by a critical skills shortage of education planners in the country in general and Limpopo in particular. The Department is experiencing challenges i.r.o. Long-term planning. There is a critical skills gap for projecting Departmental need for physical infrastructure, human and financial resources. The gap makes it very difficult to plan and allocate resources effectively which at the end of the day compromises service delivery in general and achievement of Departmental strategic goals and objectives in particular.

The Department was to investigate the available education planning programmes the university is offering, requirements and terms. Based on the information, negotiations were entered into with the University for a customised degree in planning which would meet the needs of Limpopo Department of Education.

# GENERAL INFORMATION

## 1.3 VISION AND MISSION STATEMENT

### 1.3.1 VISION

Our vision is to equip the people of our province, through the provision of quality, life-long education and training, with the values, knowledge and skills, that will enable them to fulfil a productive role in society.

### 1.3.2 MISSION

To realize our vision, the department will endeavour to:

- Promote the development of a well-qualified, dedicated and fully professional Management and teaching corps to cater for needs of all categories of learners;
- Foster community participation in the education system;
- Ensure the Equitable allocation of resources;
- Plan managing and utilizing the Province's educational resources efficiently, realistically, economically and optimally;
- Reconstruct and develop the educational system to one that will inculcate the principles of non-racism, non-sexism, freedom of religion and democracy;
- Promote partnerships with other government departments, the private sector and international organizations;
- Create an enabling environment that leads to learner autonomy for life-long learning; and
- Instil a sense of belonging to and appreciation of our cultural diversity.

## 1.4 LEGISLATIVE MANDATE

The Department of education is regulated by the following main legislative frameworks for the discharge of its mandates:

- The Constitution of the RSA Act No. 108 of 1996 Section 29 stipulates broader functions of the department in terms of provision and support.
- The Public Service Act of 1994 and The Public Service regulations of 2001. These are regulatory frameworks underpinning the operations of the department in the discharge of its mandate. The non-teaching personnel take direction from this framework.
- The Employment of Educators Act (Act No. 76 of 1998). The conditions of service of office based educators and school based educators are properly spelt out.
- The South African Schools Act (Act No. 84 of 1996) - this is a transformation framework in the running of schools and the governance thereto.

## **GENERAL INFORMATION**

- The Labour Relations Act (Act No. 66 of 1995) - this Act promotes social justice and labour peace and the democratisation of the workplace.
- The Adult Basic Education ACT (Act No. 52 of 2000) – the Limpopo Department of Education has developed a curriculum framework and its implementation is underway across the ABET learning centres.
- The Further Education and Training Act (Act No. 98 of 1998). This Act establishes a National co-coordinated FET system which promotes co-operative governance and provides for programme based FET.
- The Skills Development Act (Act No. 97 of 1998) allows the Department to provide an acceptable institutional framework that would enable us to develop and implement workplace skills plan in order to improve the skills of the employees.

The department further derives its mandates from the following statutory bodies: -

- The Council of Education Ministers (CEM) is responsible for policy formulation.
- The Head of Education Committee (HEDCOM) is responsible for the day-to-day running of the departments and to deal specifically with administrative and operation issues.
- The Executive Council of the province is responsible for resolutions and decisions based on the mandate of the provinces.

# PART TWO

## PROGRAMME PERFORMANCE



## PROGRAMME PERFORMANCE

### 2. PROGRAMME PERFORMANCE:

#### 2.1 Voted Funds

| Appropriation | Main Appropriation<br>R'000 | Adjusted Appropriation<br>R'000 | Actual Amount Spent<br>R'000 | Over/Under Expenditure<br>R'000 |
|---------------|-----------------------------|---------------------------------|------------------------------|---------------------------------|
|               | 11 948 413                  | 11 929 675                      | 11 814 169                   | 115 506                         |

|                           |                                |
|---------------------------|--------------------------------|
| <b>Responsible MEC</b>    | MEC For Education.             |
| <b>Administering Dept</b> | Department of Education        |
| <b>Accounting Officer</b> | Head Of Department: Education. |

### 2.2 AIM OF THE VOTE

### 2.3 SUMMARY OF PROGRAMMES

The Education sector adopted uniform budget and programme structure that reflect the minimum number of programmes. These programmes and their contents are encapsulated in definitions, which explain what are to be included under each programme and sub-programme. The activities of the Department of Education are organised in the following eight programmes:

| PROGRAMME                           | SUB-PROGRAMME   |
|-------------------------------------|---|
| 1. Administration                   | 1.1. Office of the MEC<br>1.2. Corporate Services<br>1.3. Education Management<br>1.4. Human Resource Development<br>1.5. Conditional Grants.   |
| 2. Public Ordinary School Education | 2.1. Public Primary Schools<br>2.2. Public Secondary Schools<br>2.3. Professional Services<br>2.4. Human Resource Development<br>2.5. In-school Sport and Culture<br>2.6. Conditional Grants. |
| 3. Independent School Subsidies     | 3.1. Primary Phase<br>3.2. Secondary Phase  |

## PROGRAMME PERFORMANCE

| PROGRAMME                             | SUB-PROGRAMME   |
|---------------------------------------|---|
| 4. Public Special School Education    | 4.1. Schools<br>4.2. Professional Services<br>4.3. Human Resource Development<br>4.4. In-school Sport and Culture<br>4.5. Conditional Grants  |
| 5. Further Education and Training     | 5.1. Public Institutions<br>5.2. Youth Colleges<br>5.3. Professional Services<br>5.4. Human Resource Development<br>5.5. In-college Sport and Culture<br>5.6. Conditional Grants    |
| 6. Adult Basic Education and Training | 6.1. Public Centres<br>6.2. Subsidies to Private Centres<br>6.3. Professional Services<br>6.4. Human Resource Development<br>6.5. Conditional Grants                                |
| 7. Early Childhood Development        | 7.1. Grade R in Public Schools<br>7.2. Grade R in Community Centres<br>7.3. Pre-grade R<br>7.4. Professional Services<br>7.5. Human Resource Development<br>7.6. Conditional Grants |
| 8. Auxiliary and Associated Services  | 8.1. Payments to SETA<br>8.2. Conditional Grant Projects<br>8.3. Special Projects<br>8.4. External Examinations.  |

## **PROGRAMME PERFORMANCE**

### **2.4 OVERVIEW OF THE SERVICE DELIVERY ENVIRONMENT FOR 2007/08.**

Limpopo Department of Education operates within an environment characterised by many socio-economic challenges. More than 50% of the population still use wood as its main source of energy while only 27% of the households have access to piped water. The unemployment rate stands at 36.2% [StatsSA – GHS2006]. These challenges impacts negatively on the efforts of the Department to provide quality services. The unemployment and the general lack of basic services put a strain on the Department's budget to ensure effective teaching and learning in schools. It is as a result of this situation that the Department has declared more than 40% of its schools 'no fee' status.

The national industrial action undertaken by employees during June 2007 crippled service delivery in the Department. The schools were hard hit by this strike as learners stayed for more than a month without any teaching and learning. Although additional classes were conducted to try and catch up, learner performance more especially in grade 12 suffered a big blow. The target set for grade 12 examination was 70% while the actual achievement recorded was 58%.

Services delivery at Head office and Districts also suffered severely as well. This was exacerbated by the general shortage of human resources. Although the Department has made strides in addressing the shortage, a number of units are still under- staffed.

The constant departure of educators to greener pastures elsewhere outside the ABET sector always present challenges as they have to be replaced. This is because the ABET educators are employed as casual employees. The new educators usually need training. To ensure that learners are not left without educators replacements are employed and trained accordingly.

### **2.5 OVERVIEW OF THE ORGANISATIONAL ENVIRONMENT FOR 2007/08.**

Understaffing.

Despite improvement in appointment of additional staff members in various unit, the Department is still operating without a full staff compliment at both Head office, District and Circuit levels. This impacts negatively on achievement of goals and objectives set for the year under review.

Training of educators.

The training of grade 11 and 12 teachers on the NCS in 2006 [for the phasing in of the NCS in grade 11 and 12 in 2007 and 2008 respectively] created a gap as only those teachers who were teaching grade 11 got the opportunity to practice the NCS. The deepening and addition of subject content also poses a serious challenge as curriculum/Subject Advisors who are supposed to train grade 12 teachers on this new subject content are still receiving training from the National Department.

Learner assessment.

The Department is still outsourcing the printing of Examination Question Papers and data capturing to external service providers. These sometimes result in delays in both the distribution of question papers more especially for the Grade 9 CTAs, Grade 10 and 11 Common Exams. The Department is in the process of establishing in-house printing. This will address the challenges presently experienced.

# PROGRAMME PERFORMANCE

## 2.6 STRATEGIC OVERVIEW AND KEY POLICY DEVELOPMENTS FOR THE 2007/08.

### 2.6.1 SCHOOL GOVERNING BODIES (SGBS).

The Education Laws amendment Act, 2007, was published on 31 December 2007. The amendments strengthen good governance and discipline at our schools.

Section 8A amendment prohibits learners from bringing dangerous objects at schools, unless authorized by the principal for a good purpose. This will improve safety, discipline and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process at our schools.

The amendment of Section 16A is definitely bringing improvement of performance at our schools. Roles and responsibilities of principals are clarified. Principals are now required to prepare annual reports indicating academic performance in relation to minimum outcomes and standards; and those who under-perform must submit academic performance improvement plans to the head of Department. The Head of Department is also obliged in terms of Sections 58B and 58C to identify underperforming schools, take appropriate steps to address such under-performance and report to the MEC, who will in turn report to the Minister.

## 2.7 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The Information and Communication Technology branch of the department has had a challenging but fruitful financial year (2007/2008). This has largely been made possible by re-looking at the IT infrastructural requirements and the enhancements that have been done:

2.7.1 The Information and Communication Technology branch of the department has had a challenging but fruitful financial year (2007/2008). This has largely been made possible by re-looking at the IT infrastructural requirements and the enhancements that have been done:

### 2.7.2 The following are the highlights of ICT in the Department:

- 1,000 schools have been supplied with a computer and a printer. This equipment will be used to for administration purposes at schools for access to the internet and e-mail and for the SA-SAMS system.
- The number of people using computers in the Department (excluding circuits and schools) has more than doubled (from 522 to 1010). This figure depicts an enormous growth in the usage of computers in the Department.
- All the 5 districts have been connected and communication is established at all levels within the system.

## **PROGRAMME PERFORMANCE**

- The Department has developed a website which will be hosted by SITA. This is a milestone achievement as information will be provided to the citizens resulting in the minimisation of queries (for information) that are brought to the Department from time to time.
- Training has been provided to:
  - All ABET centre managers
  - All principals on the completion of Surveys.
  - 106 Dinaledi schools principals and administrators in respect of implementation of SA-SAMS. More training will be provided in the financial year 2008/2009.
- Investigations on the Learner and Teacher Support Material (LTSM) SAP system is at an advanced stage. The investigation is to enhance the productivity of the system and to seek ways of making provision of LTSM more efficient.

### **Major challenges experienced.**

Despite the above achievement, a lot still needs to be done to increase the service level of IT in the Department. An assessment of all the 134 circuits revealed that none of the circuits has internet or e-mail connectivity and that the level of technology literacy is in its lowest.

The main challenge was with EMIS where the Department had to integrate EMIS databases.

## PROGRAMME PERFORMANCE

### 2.7 DEPARTMENTAL RECEIPTS

| Departmental Revenue        | Actual Collection 2006/07 | Budgeted Collection 2007/08 | Actual Collection 2007/08 | % Deviation from target |
|-----------------------------|---------------------------|-----------------------------|---------------------------|-------------------------|
| <b>Current revenue</b>      | <b>R'000</b>              | <b>R'000</b>                | <b>R'000</b>              | <b>0</b>                |
| Tax revenue                 | 0                         | 0                           | 0                         | 0                       |
| Non-tax revenue             | 40442                     | 20658                       | 27578                     | -33.5%                  |
| <b>Capital revenue</b>      | <b>0</b>                  | <b>0</b>                    | <b>0</b>                  | <b>0</b>                |
| (specify)                   | 0                         | 0                           | 0                         | 0                       |
| <b>Departmental revenue</b> | <b>40442</b>              | <b>20658</b>                | <b>27578</b>              | <b>-33.5%</b>           |
|                             | 0                         | 0                           | 0                         | 0                       |

| Departmental Own Revenue | Actual Collection 2006/07 | Budgeted Collection 2007/08 | Actual Collection 2007/08 | % Deviation from target |
|--------------------------|---------------------------|-----------------------------|---------------------------|-------------------------|
| Programme 1              | 0                         | 0                           | 0                         | 0                       |
| Programme 2              | 0                         | 0                           | 0                         | 0                       |
| Programme 3              | 0                         | 0                           | 0                         | 0                       |
| Programme 4              | 0                         | 0                           | 0                         | 0                       |
| Programme 5              | 0                         | 0                           | 0                         | 0                       |
| Programme 6              | 0                         | 0                           | 0                         | 0                       |
| Programme 7              | 0                         | 0                           | 0                         | 0                       |
| Programme 8              | 0                         | 0                           | 0                         | 0                       |
| <b>TOTAL</b>             | <b>0</b>                  | <b>0</b>                    | <b>0</b>                  | <b>0</b>                |

## PROGRAMME PERFORMANCE

### 2.8 DEPARTMENTAL PAYMENTS

| Programmes                            | Voted for<br>2007/08 | Roll-overs and<br>adjustments | Virement | Total voted       | Actual<br>Expenditure | % Deviation<br>from Voted |
|---------------------------------------|----------------------|-------------------------------|----------|-------------------|-----------------------|---------------------------|
|                                       | R'000                | R'000                         | R'000    | R'000             | R'000                 | %                         |
| Administration                        | 860 841              | -25 588                       | -68      | 835 185           | 812 210               | 2.75                      |
| Public Ordinary School<br>Education   | 10 111 961           | -8 177                        | 20 000   | 10 123 784        | 10 116 402            | 0.07                      |
| Independent School<br>Subsidies       | 48 336               | 3 866                         |          | 52 202            | 55 202                | -6.26                     |
| Public Special School<br>Education    | 164 072              |                               |          | 164 072           | 158 274               | 3.53                      |
| Further Education and<br>Training     | 251 284              | 2 930                         |          | 254 214           | 240 531               | 5.38                      |
| Adult Basic Education<br>and Training | 118 400              |                               |          | 118 400           | 109 943               | 7.14                      |
| Early Childhood<br>Development        | 83 935               |                               | -20 000  | 63 935            | 49 745                | 22.2                      |
| Auxiliary and Associated<br>Services  | 308 865              | 8 231                         | 68       | 317 164           | 271 293               | 14.46                     |
| <b>Total</b>                          | <b>11 947 694</b>    | <b>-18 738</b>                | <b>0</b> | <b>11 928 956</b> | <b>11 813 868</b>     | <b>1</b>                  |

# PROGRAMME PERFORMANCE

## 2.9 PROGRAMME PERFORMANCE

### 2.10 SERVICE DELIVERY ACHIEVEMENTS

#### PROVINCIAL EDUCATION SECTOR

| Description of Objective and Performance measure   | Actual Outputs 2006/07 | Target Outputs 2007/08                | Actual Outputs 2007/08  | Deviation from Target |         |
|--|------------------------|---------------------------------------|---|-----------------------|---------|
|  |                        |                                       |   | Units                 | %       |
| PM 001 Percentage of children of compulsory schools going age that attends school.                                 | 97%                    | 97.5%<br>[1,296,230 out of 1,329,467] | 97.1%<br>[1,312,952] <sup>1</sup>   | -4760                 | -0.36%  |
| PM002: Percentage of youths above compulsory school going age attending schools and other educational institutions | 65%                    | 75%<br>[362,505 out of 483,340].      | 64.9%<br>[431,712] <sub>1</sub>   | 69,207                | 10.1%   |
| PM003: Public expenditure on the poorest learners as a percentage of public expenditure on the least poor learners | 55%                    | 40%                                   | 63.3%   | R353,141,827          | 23.3%   |
| PM004: Years input per FETC graduate   | Not applicable         |                                       |   |                       |         |
| PM005: Average highest school grade attained by adults in the population   | Grade 6                | Grade 6                               | Grade 8 <sup>2</sup>  | +2                    | +33.33% |
| PM006: Adult literacy rate   | 66.8%                  | 66.9%                                 | 82.42% <sup>2</sup><br>[2,832,000 out of 3,436,000 adults can read & write] | -                     | 13.8%   |
| PPM007: % advertised posts filled.   | N/A                    | 100%                                  | 68.4%   | -                     | 31.6%   |
| PPM107: % of posts evaluated: SL8-SL10 SL5-SL8; SL1-SL4  | N/A                    | 100%                                  | 77.4%   | -                     | 22.6%   |
| PPM108: % quarterly reviews processed  | N/A                    | 100%                                  | 95.5%   | -                     | 4.5%    |
| PPM109: No of backlog cases concluded.   | N/A                    | 89                                    | 84  | 5                     | 5.6%    |
| PPM110: % No of Persal queries resolved  | N/A                    | 100%                                  | 100%  | 0                     | 0%      |
| PPM111: No of districts with effective Persal structures   | N/A                    | 5                                     | 5   | 0                     | 0%      |

#### Challenges:

The Dept.'s EMIS provide learner statistics and not necessarily population statistics. For the latter we rely on StatsSA surveys which in some cases do not provide break-down of the stats into Provinces.

Some National PMs [e.g. years input per FETC graduate] are no more relevant.

<sup>1</sup> Source: 2007 school realities released by DoE.

<sup>2</sup> = Based on GHS2006 released in July 2007.

# PROGRAMME PERFORMANCE

## PROGRAMME 1: ADMINISTRATION

| Description of Objective and Performance measure  | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08    | Deviation from Target |           |
|---|------------------------|------------------------|---------------------------|-----------------------|-----------|
|   |                        |                        |                           | Units                 | %         |
| PM101: No. of schools implementing the School Administration and Management System  | None                   | 1,750<br>[40%]         | 68<br>[1.2%]              | 1,682                 | 96%       |
| PM102: Percentage of schools that can be contacted electronically by the department   | 4.7%                   | 241<br>[6%]            | 300<br>[7.5%]             | 59                    | 24,5%     |
| PM103: Percentage of black women in senior management positions   | 37%                    | 27%                    | 38.2%<br>[18 black women] | -                     | 11.2%     |
| PM104: Percentage of current expenditure going towards non-personnel items  | 14%                    | 16%                    | 15%                       | R144,789              | 1%        |
| PPM105 No. of office based staff members provided with bursaries  | n/a                    | 500                    | 300                       | 200                   | 40%       |
| PPM106: No. of school based staff members provided with bursaries   | n/a                    | 1,000                  | 1,742                     | 742                   | 74.2%     |
| PPM107: No. of office based officials provided with skill based training  | n/a                    | 2,500                  | 1,075                     | 1425                  | 57%       |
| PPM108: No. of school based officials provided with skill based training.   | n/a                    | 10,000                 | 8,096                     | 1904                  | 19%       |
| PPM109: No. of learners provided with bursaries for studying Maths and Science  | n/a                    | 500                    | 108                       | 392                   | 78.4%     |
| PPM111: % of circuit offices that can be contacted electronically by the Department.  | n/a                    | 100%                   | 0                         | -                     | -<br>100% |
| PPM112: % schools Evaluated and monitored.  | n/a                    | 10%                    | 20%                       | -                     | +10%      |
| PPM113: No. of office based educators assessed and qualify of Performance Bonus.  | n/a                    | *4,000                 | *835                      | 3,165                 | 79,1%     |
| PPM114: % of school based educators evaluated and qualifying for salary grade progression/further training and development. | n/a                    | 54,000                 | 41,810                    | 12,190                | 23.5%     |

### Challenges:

The number of office based educators was expected to reach 4,000 with the appointment of additional Curriculum Advisors. It was not possible to appoint the planned number due to unavailability of Curriculum Advisors more especially in Maths and Science. All the office based educators appointed were therefore all assessed. This shortage is affecting performance of learners as monitoring and support cannot be done effectively in schools.

## PROGRAMME PERFORMANCE

### Programme 2: PUBLIC ORDINARY SCHOOL EDUCATION

#### Programme objective:

To provide public ordinary education for Grades 1 to 12 in accordance with the South African School's Act.

| Description of Objective and Performance measure   | Actual Outputs 2006/07 | Target Outputs 2007/08             | Actual Outputs 2007/08   | Deviation from Target |        |
|--|------------------------|------------------------------------|--|-----------------------|--------|
|  |                        |                                    |  | Units                 | %      |
| PM201: Percentage of learner days covered by the nutrition programme   | 78.12%                 | 80%<br>[ 183,732,120 learner days] | 82,8%<br>[ 160,035,252 learner days] <sup>1</sup>                                      | 5 days                | 2,8%   |
| PM202: Percentage of learners in public ordinary schools with special needs  | 1.3%                   | 1.5%                               | 0.016  | -                     | 1.484% |
| PM203: Percentage of public ordinary schools with a water supply   | 92%                    | 76%<br>(149 Schools)               | 79%<br>(155 Schools)   | 6                     | 3%     |
| PM204: Percentage of public ordinary schools with electricity  | 92,6%                  | 61%<br>(198 Schools)               | 62%<br>(201 Schools)   | 3                     | 1%     |
| PM205: Percentage of schools with an adequate number of functional toilets   | 29%                    | 34%<br>(76 Schools)                | 36%<br>(81 Schools)  | 5                     | 2%     |
| PM206: Expenditure on maintenance as a percentage of the value of school infrastructure  | N/A                    | Targets to be set in future        | Replacement value of schools is R12b.  | Not applicable.       |        |
| PM207: Percentage of schools with more than 40 learners per class  | Not available          | Targets to be set in future.       | Limpopo has 936 schools with more than 45 learners per classroom. This equates to 22%. | n/a                   | n/a    |
| PM208: Percentage of non-Section 21 schools with all LSMs and other required materials delivered on day one of the school year | 75%                    | 98%<br>( 4,150*98% = 4067)         | 99,5%<br>(4150*99.5% = 4,129)  | 62 schools            | 1,5%   |
| PM209: Percentage of schools with Section 21 status  | 60%                    | 66%                                | 100%   | -                     | +34%   |
| PM210: Percentage of working days lost due to educator absenteeism in public ordinary schools                                  | 4%                     | 3%                                 | 8,5%   | 2,200                 | -5,5   |

<sup>1</sup> [1,025,867Learners were provided with meals for 156 days].

## PROGRAMME PERFORMANCE

| Description of Objective and Performance measure   | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08   | Deviation from Target |        |
|--|------------------------|------------------------|--|-----------------------|--------|
|  |                        |                        |  | Units                 | %      |
| PM211: Percentage of learner days lost due to learner absenteeism in public ordinary schools                             | 1.3%                   | 2%                     | Not available. System to collect this info to be put in place. |                       |        |
| PM212: No. of learners benefiting from scholar transport.  |                        | 8,500                  | 2,477 <sup>2</sup>   | 6023                  | 70.85% |
| PPM201: % of received LTSM screened.   | N/A                    | 100%                   | 0  | 100                   | 100%   |
| PPM202: Percentage of sample schools moderated on CASS in grades 3, 6, 9   | N/A                    | 100%                   | 55%  | 25                    | 45%    |
| PPM203: Percentage of schools participating in Values in Education Projects in Circuits, district and provincial levels. | N/A                    | 75%                    | 100%   | 0                     | +25%   |
| PPM204: % of schools participating in History and Heritage programmes at Circuit, District and Provincial levels         | N/A                    | 75%                    | 100%   | 0                     | 25%    |
| PPM205: % completion of schools participating in Multi-lingualism programmes at circuit, Districts and Provincial levels | N/A                    | 75%                    | 100%   | -                     | +25%   |

### Sub-programme 2.1: Public primary phase

**Programme objective:** To provide specific public primary ordinary schools with resources required for the Grades 1 to 7

| Description of Objective and Performance measure   | Actual Outputs 2006/07                  | Target Outputs 2007/08 | Actual Outputs 2007/08                                     | Deviation from Target |   |
|--|---|------------------------|--|-----------------------|---|
|  |   |                        |  | Units                 | % |
| Number of public primary phase schools   |   |                        |  |                       |   |
| PM212: The performance ratio of the least advantaged schools to the most advantaged schools with regard to Grade 3 | Not available                           | 10%                    | Not available. Systemic evaluation not conducted annually. |                       |   |
| PM213: Repetition rate in Grades 1 to 7  | No system in place to collect this data |                        |  |                       |   |

<sup>4</sup> Average number of learners transported over three quarters.

## PROGRAMME PERFORMANCE

| Description of Objective and Performance measure   | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08                                     | Deviation from Target |         |
|--|------------------------|------------------------|--|-----------------------|---------|
|  |                        |                        |  | Units                 | %       |
| Number of public primary phase schools   |                        |                        |  |                       |         |
| PM214: Percentage of learners in Grade 3 attaining acceptable outcomes in Numeracy and Literacy                      | 34%                    | 50%                    | Not available. Systemic evaluation not conducted annually. |                       |         |
| PM215: Percentage of learners in Grade 6 attaining acceptable outcomes in Mathematics, Literacy and Natural Sciences | 36%                    | 50%                    | Not available. Systemic evaluation not conducted annually. |                       |         |
| PPM213. Number of Curriculum Advisors empowered to train educators on the NCS  | N/A                    | 240                    | 400  | 160                   | +67%    |
| PPM214: Number of educators empowered to implement NCS in schools  | N/A                    | 27,500                 | 16850  | 10150                 | - 37.6% |
| PPM215: Number of SMT members oriented on NCS  | N/A                    | 3,000                  | 3956   | 956                   | 31.9%   |
| PPM216: No of teachers trained in Mathematics, Science and technology  | N/A                    | 1,000                  | 10,337   | +9,337                | +933,7% |

### Sub-programme 2.2: Public secondary phase

**Programme objective:** To provide specific public secondary ordinary schools with resources required for the Grades 8 to 12

| Description of Objective and Performance measure  | Actual Outputs 2006/07 | Target Outputs 2007/08              | Actual Outputs 2007/08                       | Deviation from Target |      |
|---|------------------------|-------------------------------------|--|-----------------------|------|
|   |                        |                                     |  | Units                 | %    |
| Number of public primary phase schools  |                        |                                     |  |                       |      |
| PM216: Percentage of girl learners who take Mathematics and Science in Grades 10 to 12  | 13%                    | 56%                                 | AVG:55.9%<br>[Maths: 51.4%<br>Science: 60:4] | -                     | 4.6% |
| PM217: The performance ratio of the least advantaged schools to the most advantaged schools with respect to the grade 12 pass rate. | n/a                    | No target set. To be set in future. | 51,8% :<br>60,4%                             | n/a                   | n/a  |

## PROGRAMME PERFORMANCE

| Description of Objective and Performance measure   | Actual Outputs 2006/07 | Target Outputs 2007/08          | Actual Outputs 2007/08  | Deviation from Target |       |
|--|------------------------|---------------------------------|---|-----------------------|-------|
|  |                        |                                 |   | Units                 | %     |
| Number of public primary phase schools   |                        |                                 |   |                       |       |
| PM218: Repetition rate in Grades 8 to 12   | 44.3%                  | 42%                             | 15.7%   | -                     | 26.3% |
| PM219: Pass ratio in Grade 12 Examinations   | 55.7%                  | 70%                             | 58%   | -                     | 12%   |
| PM220: Pass ratio in Grade 12 for Mathematics and Science  | 51%                    | The target to be set in future. | AVG: 52.7%<br>[Maths: 49% HG; Maths: 46.2% SG<br>Phys.sc: 52.3%; Phys sc: 63.2%]. |                       |       |
| PM221: Percentage of learners in Grade 9 attaining acceptable educational outcomes in all learning areas | 75%                    | 85%                             | 82%<br>[113,179 learners]   | -                     | 3%    |
| PPM216: % of grade 8 learners who completes Grade 12   | N/A                    | 98%                             |   |                       |       |
| PPM217: An increase in the number of girl learners enrolling for scarce subjects                         | N/A                    | 500                             | 500   | 0                     | 0%    |
| PPM218: No. of educators trained on FET schools Subject content.   | N/A                    | 27,500                          | 16,850  | 10,650                | 38.7% |
| PPM219: No. of educators trained on FET Subject content.   | N/A                    | 27,500                          | 16,850  | 10,650                | 38.7% |
| PPM220: No. of educators trained in Life skills, HIV & AIDS.   | N/A                    | 3,000                           | 1,160   | 1,840                 | -61%  |
| PPM221: No. of educators trained for counselling & support.  | N/A                    | 1,000                           | 1,160   | 160                   | +16%  |

### SPECIFIC CHALLENGES AND RESPONSES

Shortage of Curriculum Advisors more especially in Maths, Science & Commercial subjects.

- Bursaries are offered to learners to study Education with specialisation in the critical subjects.
- Subject specialists doing general admin work at circuits to be recruited.

Insufficient training for phasing in of NCS in Grades 11 & 12.

- Intensive training planned for 2008/09 to bridge the gap.

Lack of systems to collect data, [e.g. repetition rate, % of learners in grades 3, 6 & 9 attaining acceptable outcomes in key subjects].

- Development of a system to collect data on repetition rate on a quarter basis is under way.
- Conducting systemic evaluation on an annual basis is very expensive – a need for DoE to revisit the PMs.

## PROGRAMME PERFORMANCE

### 2.6 NATIONAL SCHOOL NUTRITION PROGRAMME

| Description of Objective and Performance measure                          | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08 | Deviation from Target |       |
|---|------------------------|------------------------|------------------------|-----------------------|-------|
|   |                        |                        |                        | Units                 | %     |
| Number of public primary phase schools                                    |                        |                        |                        |                       |       |
| PPM260: No. of jobs created through NSNP                                  | n/a                    | 11493                  | 10,267                 | 1,226                 | 10.7% |
| PPM261: No of learners benefiting from NSNP                               | n/a                    | 1,177,770              | 1,025,867              | 151,903               | 12.9% |
| PPM262: No. of learner days covered by NSNP                               | n/a                    | 156                    | 156                    | 0                     | 0%    |
| PPM263: No. of vegetable production projects established in schools       | n/a                    | 60                     | 15                     | 45                    | 75%   |
| PPM264: No. of workshops conducted on food safety and nutrition education | n/a                    | 140                    | 8                      | 132                   | 94%   |

#### SPECIFIC CHALLENGES AND MEASURES TO ADDRESS THEM.

The staff implementing the National School Nutrition Programme was appointed on a contract basis.

- Permanent appointments have been made to ensure close monitoring & support for the programme

## PROGRAMME PERFORMANCE

### Programme 3: INDEPENDENT SCHOOLS

| Description of Objective and Performance measure                                | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08 | Deviation from Target |     |
|---|------------------------|------------------------|------------------------|-----------------------|-----|
|   |                        |                        |                        | Units                 | %   |
| Number of Independent schools   |                        |                        |                        |                       |     |
| PM301: Percentage of funded independent schools visited for monitoring purposes | 100%                   | 100%<br>[108 schools]  | 75%<br>[81 schools]    | 27                    | 25% |

#### SPECIFIC CHALLENGES AND MEASURES TO ADDRESS THEM.

Shortage of personnel to monitor and support schools

- The Department has appointed governance officer all the 134 circuits.

### PROGRAMME 4: PUBLIC SPECIAL SCHOOL EDUCATION

**Programme objective:** To provide compulsory public education in special schools in accordance with the South African Schools Act and White Paper 6 on inclusive education

#### Sub-programme 4.1: Schools

**Sub programme objective:** To provide specific public special schools with resources

| Description of Objective and Performance measure  | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08 | Deviation from Target |       |
|---|------------------------|------------------------|------------------------|-----------------------|-------|
|   |                        |                        |                        | Units                 | %     |
| Number of public special schools  |                        |                        |                        |                       |       |
| PM401: Percentage of children with special needs aged 6 to 15 enrolled in educational institutions. | N/A<br>[6,699]         | 100%<br>[12,248]       | *72.2<br>[8,839]       | *3,409                | 27.8% |
| PPM 402; Number of special schools established.   | 2                      | 2                      | 1                      | 1                     | -50%  |
| *[Figures based on GHS2005]   |                        |                        |                        |                       |       |
| PPM 401: Number of educators trained on skills to ensure adequate provision of the curriculum.      | N/A                    | 100                    | 26                     | 74                    | -74%  |
| PPM 402: Number of schools provided with assistive devices, appropriate technologies and resources  | N/A                    | 12                     | 14                     | +2                    | 16.7% |

## PROGRAMME PERFORMANCE

| Description of Objective and Performance measure  | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08 | Deviation from Target |        |
|---|------------------------|------------------------|------------------------|-----------------------|--------|
|   |                        |                        |                        | Units                 | %      |
| <b>Number of public special schools</b>   |                        |                        |                        |                       |        |
| PPM 403:<br>Number of schools provided with appropriate LTSM  | 28                     | 12                     | 26                     | 14                    | 116.7% |
| PPM 404: No. of schools per Circuit in 1 circuit per district, with established structure for provision of support to learners at school level (institutional level Support Team, ILST) | 0                      | 100                    | 18                     | 82                    | -82    |
| PPM 405:<br>Number of districts with established structure for provision of support to learners at district level (DBST)  | 0                      | 2                      | 0                      | 2                     | -100   |
| PPM 406:<br>Number of district staff supported on the provision of career guidance.   | 0                      | 24                     | 18                     | 6                     | 25%    |
| PPM 407: % of learners provided with examination concessions, of the learners who have applied for concessions.   | 100%                   | 100%                   | 100%                   | 0                     | 0      |

### Specific Challenges:

Insufficient space in special schools as well as Human Resources

- Full Service Schools in the process of refurbishments and will augment special schools

Not all educators are able to attend training offered over holidays and weekends due to pre-arranged personal activities.

- Educators are encouraged to consider training as important. Dates for the training will be sent long in advance to allow proper planning.
- Under-staffing.

# PROGRAMME PERFORMANCE

## Programme 5: FURTHER EDUCATION AND TRAINING

**Programme objective:** To provide Further Education and Training (FET) at public FET colleges in accordance with the Further Education and Training Act

### Sub-programme 5.1: Public Institutions

**Programme objective:** To provide specific public FET colleges with resources

| Description of Objective and Performance measure   | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08 | Deviation from Target |       |
|--|------------------------|------------------------|------------------------|-----------------------|-------|
|  |                        |                        |                        | Units                 | %     |
| PM501: Number of FET students relative to youth in the province  | 5.16%*                 | 6.3%                   | 7.4% <sup>5</sup>      | 4,561                 | 1.1%  |
| PM502: Percentage of female students who are in technical fields   | 10%                    | 20%                    | 17%                    | -                     | -3%   |
| PM503: FET college throughput rate   | 58%                    | 65%                    | 54%                    | -                     | -11%  |
| PM504: No. of learners placed in learnerships through FET colleges   | 373                    | 400                    | 595                    | 195                   | 48.7% |
| PPM:505: No. of bursaries offered to FET colleges students   |                        | 3000                   | 3431                   | 431                   | 14%   |
| PPM:506: No. of FET colleges/campuses provided with relevant infrastructure and equipment or recapitalized for quality learning programmes | 17                     | 17                     | 17                     | nil                   | -     |

## SPECIFIC CHALLENGES AND MEASURES TO ADDRESS THEM.

Stereotype: Females still reluctant to register for Technical subjects.

- Intensify Advocacy campaigns.
- Bursaries to target females taking Technical subjects.

Under-qualified lecturers.

- National plan to develop lecturers.
- A training programme for lecturers through Wits University. Lecturers have already received training for levels 2 & 3 in 2006/07 & 2007/08 respectively.

<sup>5</sup> \*[Population of 16 -18 yrs: 39, 9205 Source: GHS2005;]

# PROGRAMME PERFORMANCE

## PROGRAMME 6: ADULT BASIC EDUCATION AND TRAINING

**Programme objective:** To provide Adult Basic Education and Training (ABET) in accordance with the Adult Basic Education Act.

### Sub-programme 6.1: Public Centres

**Programme objective:** To provide specific public ABET sites with resources

| Description of Objective and Performance measure<br>Number of ABET sites                   | Actual<br>Outputs<br>2006/07 | Target<br>Outputs<br>2007/08                       | Actual<br>Outputs<br>2007/08          | Deviation from<br>Target |       |
|--|------------------------------|--|---------------------------------------|--------------------------|-------|
|  |                              |  |                                       | Units                    | %     |
| PM601: Number of ABET learners relative to adults in the province                          | 2.1%                         | 25875 out of 3350200 <sup>6</sup> eligible adults. | 35,461 out of 3350200 eligible adults | 9,586                    | 37%   |
| PPM601 & 602: Total number of learners enrolled in ABET centres                            | N/A                          | 55,000   | 35,461                                | 19,539                   | 35.5% |
| PPM603: No. of employed ABET learners trained and attained credit towards a qualification. | N/A                          | 400  | 100                                   | 300                      | 75%   |
| PPM604: No. of ABET Practitioners trained in assessment strategies.                        | N/A                          | 100  | 314                                   | +214                     | +214% |

## SPECIFIC CHALLENGES AND RESPONSES

1. Commitment of the ABET learners: As adults the ABET learners are usually faced with many family related -, job related -, social responsibility RELATED - challenges which make them lose concentration at schools and even absenting themselves. This results in lack of little time to do their work. This affects progress in their work.
2. Absenteeism among learners: The many responsibilities that ABET learners have result in high absenteeism which eventually affects their performance.
3. Low turnout in examination rooms: During examinations learners absent themselves due to a variety of reasons. The ABET examination (particularly level 4) is written during working time. Some employers do not release their employees to write the examinations.
4. Conditions of service of the ABET educators: The ABET educators are appointed on a contract basis and are only paid on an hourly rate basis. They work for 24 hours maximum. This results in educators leaving the ABET system for greener pastures whenever opportunities arise. The appointment of educators is usually an ongoing activity. Sometimes no educators are found to fill certain posts, more especially when there are large scale appointments of educators in the main stream.
5. Budgetary constraints make it difficult to establish new centres and so appoint more educators. The introduction of Kha ri Gude mass literacy by national department has relieved the system at least for the prospective learners who could be enrolling at level 1.

<sup>6</sup> [Midyear population Estimates2007: interpolation ages between 15-19].

## PROGRAMME PERFORMANCE

6. Shortage of staff in district offices and circuits: There is a shortage of staff in districts. Actually some of the cluster coordinators are on acting capacities. This leads to them doing other responsibilities over and above handling ABET issues.

### PROGRAMME 7: EARLY CHILDHOOD DEVELOPMENT

**Programme objective:** To provide Early Childhood Education (ECD) at the Grade R and earlier levels in accordance with White paper 5

| Description of Objective and Performance measure                                    | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08 | Deviation from Target |        |
|---|------------------------|------------------------|------------------------|-----------------------|--------|
|   |                        |                        |                        | Units                 | %      |
| PM701: Percentage of learners in publicly funded Grade R.                           | 74%                    | 62%                    | *66%                   |                       | +4%    |
| PPM702: No. of 5-6 year olds enrolled in ECD institutions.                          | n/a                    | 132,965                | 93,030                 | 39,935                | 30%    |
| PPM701: No of Practitioners receiving subsidies                                     | n/a                    | 1008                   | 1,008                  | 0                     | 0%     |
| PPM703: No. of Practitioners to undergo NQF Level 4 accredited training             | n/a                    | 300                    | 300                    | 0                     | 0%     |
| PPM704: No. of employment opportunities created (Practitioners ; Gardeners & Cooks) | n/a                    | 1900                   | 1900                   | 0                     | 0%     |
| PPM705: No. of employees (Gardeners, cooks, Practitioners) trained.                 | n/a                    | 1900                   | 1900                   | 0                     | 0%     |
| PPM706: No. of schools implementing the Child Friendly Environment programme        | n/a                    | 75                     | 0                      | 75                    | 100%   |
| PPM707: No. of schools implementing the "Valued citizen" programme                  | n/a                    | 20                     | 121                    | 101                   | +505%  |
| PPM708: No. of learners participating in GEM techno girls                           | n/a                    | 100                    | 100                    | 0                     | 0%     |
| PPM709: No. of ECD sites supported  | n/a                    | 327                    | 10                     | 317                   | 96.9%  |
| PPM710: No. of Practitioners and ECD officials trained                              | n/a                    | 218                    | 270                    | 52                    | +23.9% |
| PPM711 No. of educators and ECD officials supported                                 | n/a                    | 573                    | 573                    | 0                     | 0%     |
| PPM712: No. of educators supported on Multi-grade teaching                          | n/a                    | 37                     | 65                     | 28                    | +75.7% |

[\*source: National dept's realty 2007, GHS2005]

## ***PROGRAMME PERFORMANCE***

### **SPECIFIC CHALLENGES AND MEASURES PLANNED TO ADDRESS THEM.**

Lack of up-to-date data for making projections. This lead to projections which are far from the truth.

Population statistics from StatsSA and Department of Social development will in future be compared to come up with more realistic projections.

## PROGRAMME PERFORMANCE

### PROGRAMME 8: AUXILIARY & ASSOCIATED SERVICES.

#### Sub-programme 8.1: Educational Technology & Library services.

| Description of Objective and Performance measure  | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08 | Deviation from target |       |
|---|------------------------|------------------------|------------------------|-----------------------|-------|
|   |                        |                        |                        | Units.                | %     |
| PPM801:<br>No. of schools provided with policy  | 0                      | 4,300                  | 0                      | 4,300                 | 100   |
| PPM802: No. of schools provided with library guidelines.  |                        | 4,300                  | 0                      | 4,300                 | 100   |
| PPM803: No. of schools participating in the Literacy Strategy   | 300                    | 1,000                  | 150                    | 850                   | 85%   |
| PPM804:<br>No. of schools visited.  | N/A                    | 134                    | 2,050                  | 450                   | 18%   |
| PPM805: No. of school libraries audited   | N/A                    | 2,500                  | 152                    | 2,348                 | 93.9  |
| PPM806: No. of schools provided with resources  | N/A                    | 500                    | 67                     | 433                   | 86.6  |
| PPM807:<br>No. of educator librarians trained   | N/A                    | 1,500                  | 0                      | 1,500                 | 100   |
| PPM808:<br>No. of core trainers trained on library skills   | 20                     | 120                    | 4                      | 116                   | 96.6  |
| PPM809:<br>No. of libraries provided with support and monitoring  | N/A                    | 134                    | 150                    | 16                    | -11.9 |
| PPM810:<br>Number of schools using electronic content for teaching & learning.                                    | 200                    | 1,000                  | 235                    | 765                   | -76.5 |
| PPM811:<br>Number of schools using internet, emails and connectivity to access & exchange curriculum information. | 250                    | 650                    | 322                    | 328                   | -50.4 |
| <b>PPM 812 :</b><br>Number of managers using ICT for curriculum implementation.                                   | 200                    | 650                    | 112                    | 538                   | -82.7 |
| <b>PPM813:</b><br>Number of SMTs using ICT application software to enhance curriculum                             | 200                    | 1,020                  | 257                    | 763                   | -74.8 |
| <b>PPM814:</b><br>Number of curriculum advisors integrating ICT's in curriculum advisory and implementation       | 270                    | 900                    | 176                    | 724                   | -80.4 |
| <b>PPM815:</b><br>Number of teachers integrating ICTs in  | 270                    | 4,320                  | 184                    | 4,136                 | -95.7 |

## PROGRAMME PERFORMANCE

| Description of Objective and Performance measure   | Actual Outputs 2006/07 | Target Outputs 2007/08 | Actual Outputs 2007/08 | Deviation from target |       |
|--|------------------------|------------------------|------------------------|-----------------------|-------|
|  |                        |                        |                        | Units.                | %     |
| teaching and learning.   |                        |                        |                        |                       |       |
| <b>PPM816:</b><br>Number of schools having and implementing ICT policy for curriculum implementation | -                      | 650                    | 0                      | 650                   | -100% |

### 8.2 External Examination.

Training sessions on the transition from Senior Certificate (S.C. Report 550) to National Senior Certificate (NSC) were held in all the 5 districts. The training sessions targeted circuit managers, school principals and subject advisors for a start. All circuit managers that are, acting circuit managers, the newly appointed circuit managers in some districts and all principals of schools in the FET band were trained. The focus of the training was on the National Senior Certificate (NSC) and included amongst other things, Programme entry requirements, Rules of combination, Promotion requirements for National Senior Certificate as amended, Minimum Entry requirements into Higher Education, Endorsed NSC (for LSEN), New NSC Policy & Regulations on the Conduct of exams and Clarity on Report 550 May/June 2008 Exams and beyond.

Training sessions for Invigilators, Monitoring Invigilators (in Independent schools) as well as District examination monitors were conducted.

Grade 12 results for the past four years were analysed in order to establish trends and advise the curriculum section in the re-conceptualization and development of new intervention strategies. Furthermore, Grade 12 entries were also analysed and principals advised to profile their candidates for proper registration to act in the best interest of learners. This further paid dividends circuit managers and principals of schools were provided with more information they could utilize in dealing with registration matters. Candidates were able to make informed decisions regarding Matric endorsements and to avoid curriculum overload by registering more than six subjects.

### CHALLENGES

The Department is still outsourcing the printing of Examination Question Papers and data capturing to external service providers. These sometimes result in delays in both the distribution of question papers more especially for the Grade 9 CTAs, Grade 10 and 11 Common Exams. The Department is in the process of establishing in-house printing. This will address the challenges presently experienced.

## **PROGRAMME PERFORMANCE**

### **2.13 CAPITAL INVESTMENT, MAINTENANCE AND ASSET MANAGEMENT PLAN**

#### **CAPITAL INVESTMENT:**

- A:** **Question:** What building projects have been completed, those started this year that has not been completed and indicating when it is expected to be?
- Answer:** During the year a total of 973 building projects were started and continued from the last financial year. Of this lot 534 projects were completed and the balance is expected to be completed during the 2008/09 financial year.
- B:** **Question:** Are there any plans to close down or down grade facilities at any current facilities?
- Answer:** Conceptually considerations are given to close down some of the farm schools that have less than 100 learners. In terms of implementing this concept, centrally located schools will be identified within a radius of a number of satellite farm schools designated for closure, where the learners will be transported to.
- C:** **Question:** What? Is the current maintenance backlog and how does the Department plan to deal with such over the MTEF period?
- Answer:** The planned maintenance of the existing schools is estimated to be R423, 3 million while the unplanned maintenance requirement is R98,290,000. About 5% of the annual infrastructure budget is allocated to cater for the maintenance program.
- D:** **Question:** How are the developments in (A) to (C) above expected to impact on the Department's current expenditures?
- Answer:** The average annual budget for infrastructure is about R500 million as compared to the Departmental budget of around R12 billion. This constitutes about 4.5% of the total Departmental budget. The backlog in terms of space, standard and condition of the educational infrastructure is over R8 billion, based on which the current average annual budget can not be able to meet the demand of such backlogs. This is further complicated with the high rate of inflation in the construction industry which was about 40% in the last financial year.

# PROGRAMME PERFORMANCE

## ASSET MANAGEMENT.

Departments are required to provide an overview of the fixed and significant movable assets under the control of the department, which must include information on:

- (a) Details as to how asset holdings have changed over the period under review, including information on disposals, scrapping and loss due to theft.

**Answer:**

- (i) A total of Fifteen (15) computers were stolen in Mopani District. The assets in question have been written-off.
  - (ii) Two laptops were also reported stolen at Head office.
  - (iii) A total number of 5,589 assets were disposed by way of auction and proceeds amounting R64, 037.00 were deposited in the Provincial Revenue Fund.
  - (iv) A total of 41 vehicles were disposed of and proceeds amounting to R769, 804.49 were deposited in the Provincial Revenue Fund.
- (b) What measures were being taken to ensure that the department's asset register remained up-to-date during the period under review?

**Answer:**

- (i) Stock-takings / Asset verifications were conducted and redundant and unserviceable assets were disposed of / written off and the asset register was updated accordingly. Assets which were found to be not in the asset register were taken on charge.
  - (ii) Assets falling under former the Bohlabela District were transferred to Mpumalanga and the asset register updated.
- (c) What is the current state of the department's capital stock? i.e. what percentage is in good, fair or bad condition?

**Answer:**

On average 50% of the Department's capital stock is good, 15% can be considered fair and 35% bad. See table below for categories. Bad equipment (especially labour serving devices) is gradually being replaced by leased ones.

## PROGRAMME PERFORMANCE

| ITEM             | GOOD       | FAIR       | BAD        |
|------------------|------------|------------|------------|
| Vehicles         | 20%        | 10%        | 70%        |
| Office Furniture | 80%        | 15%        | 5%         |
| Equipment        | 50%        | 20%        | 30%        |
| <b>Average</b>   | <b>50%</b> | <b>15%</b> | <b>35%</b> |

- (d) What major maintenance projects have been undertaken during the financial year?
- Answer:** Due to severe storm damage to more than 44 schools during the 2007 raining season a term contract based on the then recently completed contract in Thengwe High school in Vhembe District was arranged where major maintenance works to the value of R205 million was initiated in October 2007. These contracts are expected to be completed in the third quarter of the 2008/09 financial year.
- (e) What facilities were closed down or down graded during the period under review?
- Answer:** None were closed or down graded
- (f) What projects will be carried forward from the financial year in review to the following financial year?
- Answer:** Since the nature of building construction and the required timing for planning and implementation thereof are multiyear based, out of 973 projects, there are 439 projects that are carried over from the previous financial years.
- (g) What processes are in place for the tendering of projects?
- Answer:** Normal tender procedure in term of the Supply Chain Management Framework are applied and adhered to.

### MAINTENANCE

Departments must provide details of expenditure on normal maintenance of property assets during the period under review. How does this compare to what the department had planned to spend on maintenance? Is it more or less than the property industry norms?

## **PROGRAMME PERFORMANCE**

### **Question:**

What progress was made with addressing the maintenance backlog during the period under review? Has the backlog grown or become smaller? Is the rate of progress according to plan? If not why not, and what measures were taken to keep on track?

### **Answer:**

As was mentioned the planned maintenance cost of the existing schools is estimated to be R423,260,000.00, while the unplanned maintenance requirement is R98,290,00.00. Due to inappropriate school building material and poor workmanship in more than 1,200 schools out of 4,200 public ordinary schools in the Province, built by the communities with no quality and quantity control in the past dispensation, dilapidation and structural failure of these schools are common phenomena, and a large portion of annual infrastructural funds are dedicated to upgrade, rebuilt and maintain various buildings in these schools. On the other hand, natural phenomena such as unexpected and severe storm damage may force the Department to undertake emergency plans for such occurrences as and when they occur.

# PART THREE

## REPORT BY THE AUDIT COMMITTEE



# AUDIT COMMITTEE

## REPORT OF THE AUDIT COMMITTEE ON

### THE DEPARTMENT OF EDUCATION

**We are pleased to present our report for the financial year ended 31 March 2008.**

Audit Committee Members and Attendance:

Limpopo has an Audit Committee structure which is two tiered consisting of the 3 Cluster Audit Committees, dealing with specific departments, and a shared Central Audit Committee.

The Audit Committees consist of the members listed hereunder and meet at least 4 times per annum as per the approved terms of reference. During the current year 4 Cluster Audit Committee and 3 Central Audit Committee meetings were held.

#### Cluster 2 Audit Committee

| Name of Member                 | Number of meetings attended |
|--------------------------------|-----------------------------|
| Mr. Y.N. Gordhan (Chairperson) | 4                           |
| Ms. T. Njozela                 | 2                           |
| Ms. E.M. Khunou                | 3                           |
| Mr. K.S Maloka                 | 2                           |
| Mr. R.G. Ntwampe               | 4                           |

#### Central Audit Committee

| Name of Member                         | Number of meetings attended |
|--|-----------------------------|
| Ms. G Motau (Chairperson) <sup>1</sup> | 1                           |
| Mr. C. Manny                           | 3                           |
| Ms. N.Z. Qunta                         | 3                           |
| Mr. Y. Gordhan                         | 3                           |

<sup>1</sup> Ms. G. Motau resigned as Audit Committee Chairperson on the 4 February 2008

#### Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from section 38(1)(a) of the PFMA and Treasury Regulation 3.1.

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 controls and risk management

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 PFMA and the King II Report on Corporate Governance requirements,

## AUDIT COMMITTEE

Internal Audit provides the Audit Committee and management with assurance that the internal controls are appropriate and effective. This is achieved by means of a 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 Audit, the Audit Report on the Annual Financial Statements, and the management report of the Auditor-General, it was noted that the system of internal control was not entirely effective for the year under review, as compliance with prescribed policies and procedures were lacking in certain instances. During the year under review, instances of non compliance were reported by internal and external auditors. Certain control weaknesses have been reported by the Auditor-General in their management report. In certain instances, the weaknesses reported previously have not been fully and satisfactorily addressed.

The quality of In Year management and monthly/quarterly reports submitted in terms of the PFMA and the Division of Revenue Act.

The Audit Committee is satisfied with the content and quality of monthly and quarterly reports prepared and issued by the Accounting Officer of the Department during the year under review. It was however noted that suspense accounts were not cleared on a monthly basis.

### Evaluation of Financial Statements

The Audit Committee has:

- reviewed and discussed the audited annual financial statements to be included in the annual report with the Auditor-General and the Accounting Officer;
- reviewed the Auditor-General's management report and management's response thereto; and
- reviewed adjustments resulting from the audit.

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 be accepted and read together with the report of the Auditor-General.



.....  
**Mr Y.N. Gordhan CA(SA) RA**  
**Chairperson of the Audit Committee**

**Date: 31 July 2008**

# PART FOUR

## ANNUAL FINANCIAL STATEMENTS





# **FINANCIAL STATEMENTS**

**LIMPOPO PROVINCE DEPARTMENT OF EDUCATION**

**VOTE 3**

**ANNUAL FINANCIAL STATEMENTS**

**for the year ended 31 MARCH 2008**

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# **FINANCIAL STATEMENTS**

# FINANCIAL STATEMENTS

**LIMPOPO PROVINCE - DEPARTMENT OF EDUCATION  
VOTE 3  
REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 MARCH 2008**

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## **1. GENERAL REVIEW OF THE STATE OF FINANCIAL AFFAIRS**

The financial statements for the year ended 31 March 2008 are attached and the financial position is disclosed with the accompanying explanations.

Total Departmental spending recorded 99,04% of the adjusted budget of R11,9 billion. The spending for the year under review was mainly aimed at addressing infrastructure backlogs, improving payment cycle to Learner and Teacher Support Material (LTSM) suppliers and addressing backlogs on staff incentives.

The expenditure on both LTSM and Capital Projects were expedited. The outstanding commitments on LTSM stood at less than 1% and with the implementation of the Infrastructure Development Improvement Programme (IDIP), infrastructure expenditure showed a marked improvement and many projects are ready for implementation. Capacity building within the Department and within its main implementing agent coupled with the efforts by the IDIP has all contributed to this position.

The Department is committed to continue to improve quality, sustainable and relevant life long education and training which is the core business of the Department.

The Department was engaged in the following areas of operation:-

- Acceleration of delivery of quality education;
- Address infrastructure backlog through own budget and donor funding;
- Improvement of Grade 12 results through intervention strategies;
- Addressing staff backlogs ranging from labour cases to the payment of incentives;

# FINANCIAL STATEMENTS

**LIMPOPO PROVINCE - DEPARTMENT OF EDUCATION  
VOTE 3  
REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 MARCH 2008**

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- Promoting effectiveness and efficiency within the Department.

## **2. SERVICES RENDERED BY THE DEPARTMENT**

A full list of services rendered by the Department and performance measures is disclosed under the Departmental part 3 of the annual report.

## **3. CAPACITY CONSTRAINTS**

The Department has had a history of acute shortages of administrative staff and management systems to assist managers in planning for educational needs and resources. The shortage of curriculum specialists has also been highlighted. Progress made to improve this included the following appointments:

- Senior General Manger: Curriculum;
- General Manager: Operational Support;
- GITO;
- A number of Senior Managers and managers to assist in administrative processes;
- 134 Monitors to assist with the NSNP programme;
- 200 Admin officers at schools as part of the support to schools initiative;
- 158 Curriculum advisors especially in the area of maths and science.

More strategic appointments will be finalized by the end of June 2008.

# FINANCIAL STATEMENTS

**LIMPOPO PROVINCE - DEPARTMENT OF EDUCATION  
VOTE 3  
REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 MARCH 2008**

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## 4. DONOR FUNDING

Local donors as well as international donors are playing a significant role in improving quality Education through provisioning of classrooms as well as effectiveness of the Department.

The following donors who contributed funds toward the Limpopo Development trust for the building of quality classrooms are acknowledged:

1. Transnet Foundation
2. Anglo Platinum
3. De Beers
4. Anglo American Chairman's Fund
5. Zenex Foundation
6. BHP Billiton
7. Embassy of Ireland
8. Canon Collins
9. Department of Science and Technology

Overseas donors include:

1. DFID
2. Ireland Aid
3. JICA

# FINANCIAL STATEMENTS

LIMPOPO PROVINCE - DEPARTMENT OF EDUCATION  
VOTE 3  
REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 MARCH 2008

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## 5. TRANSFERS

The Department transfers funds direct to Independent Schools, Special Schools, Further Education and Training colleges and Public Ordinary Schools with section 21 functions. This is done in terms of the South African Schools Act, Act 84 of 1996. Transfers were also effected to schools identified as no-fee schools within quintile 1 and 2.

## 6. CORPORATE GOVERNANCE ARRANGEMENTS

### *Risk Management and Prevention of Fraud*

The Department is committed in the prevention of fraud and corruption. In line with this commitment the Department has successfully completed the drafting of a new risk management plan that will be implemented. This was also used by the Internal Audit Division to draw its annual plan for the Department. Other Governance issues that still have to be completed are the establishment of risk management committees as well as the institutionalization of the fraud prevention plan and policy.

### *Internal Audit*

The Province has adopted a shared internal audit approach and this is centralized in the Office of the Premier. The Department discusses the reports of the Internal Auditors with the Audit Committee on a regular basis.

# FINANCIAL STATEMENTS

LIMPOPO PROVINCE - DEPARTMENT OF EDUCATION  
VOTE 3  
REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 MARCH 2008

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## 7. EVENTS AFTER THE REPORTING DATE

No major events took place after the reporting date that should have any financial impact on the Department.

## 8. PROGRESS WITH FINANCIAL MANAGEMENT IMPROVEMENT

### *Supply Chain Management*

Senior Managers and other officials including Bid Committee members were trained on Supply Chain Management conducted by the National Treasury in conjunction with the Provincial Treasury. This will improve their understanding of procurement procedures and service delivery will be enhanced. The Bid Committee has been actively meeting on a weekly basis. A position of Senior Manager: Acquisitions has to be filled urgently. A quotation administration system has been purchased to ensure greater transparency, as well as proper management of supplier performance and involvement.

### *Asset Management*

The recording and reconciliation of assets still pose some challenges and needs to be addressed in conjunction with the Provincial Treasury. A lot of work has been done to ensure a proper asset register is established and maintained. It involved the restatement of opening balances as well as the reconciliation of current acquisitions. The Province has taken a decision to abolish the current asset register and to move to a Nationally acceptable model. The interim arrangement of a manual asset register will create the risk of some assets potentially not being recorded.

# FINANCIAL STATEMENTS

**LIMPOPO PROVINCE - DEPARTMENT OF EDUCATION  
VOTE 3  
REPORT OF THE ACCOUNTING OFFICER  
for the year ended 31 MARCH 2008**

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## 9. PERFORMANCE INFORMATION

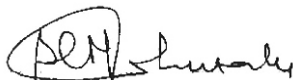
The Department implemented its strategic plan and quarterly reports are submitted at the end of every quarter. The in year monitoring reports are submitted to the Treasury and the MEC on or before 15<sup>th</sup> of each month.

## 10. SCOPA RESOLUTIONS

SCOPA resolutions have been implemented by the Department. There have been regular engagements with the committee during the year.

## APPROVAL

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



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**ACCOUNTING OFFICER**

**2008/05/30**

# FINANCIAL STATEMENTS

## REPORT OF THE AUDITOR-GENERAL TO THE LIMPOPO PROVINCIAL LEGISLATURE ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE NO. 3: DEPARTMENT OF EDUCATION FOR THE YEAR ENDED 31 MARCH 2008

### REPORT ON THE FINANCIAL STATEMENTS

#### Introduction

1. I have audited the accompanying financial statements of the Department of Education which comprise the appropriation statement, statement of financial position as at 31 March 2008, 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 58 to 104.

#### 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 determined by the National Treasury, as set out in accounting policy note 1.1.1 and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and the Division of Revenue Act, 2007 (Act No.1 of 2007) (DoRA). 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) (PAA), 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 616 of 2008*, issued in *Government Gazette No. 31057 of 15 May 2008*. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance on 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.

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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's policy is to prepare financial statements on the modified cash basis of accounting determined by the National Treasury, as set out in accounting policy note 1.1.1.

### Basis for qualified opinion

#### Tangible capital assets

9. The department did not keep full and proper records as required by section 40(1)(a) of the PFMA and an adequate asset register was maintained. My audit procedures, conducted on a sample basis, revealed assets totalling R17.1 million that were grouped in bundles, assets that were not bar-coded, asset descriptions that were inadequate and that not all assets were recorded in the asset register. I am consequently unable to obtain assurance regarding the completeness, existence and valuation of the tangible asset balance of R907.6 million, as disclosed in note 37 to the financial statements. 2

### Qualified opinion

10. In my opinion, except for the effects of the matter described in the Basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Department of Education as at 31 March 2008 and its financial performance and cash flows for the year then ended, in accordance with the modified cash basis of accounting and in the manner required by the PFMA and DoRA.

### Emphasis of matter

Without qualifying my audit opinion, I draw attention to the following matter:

### Restatement of corresponding figures

11. As disclosed in note 9 to the financial statements, the corresponding figures for 31 March 2007 have been restated as result of the incorrect treatment of unauthorised expenditure in the financial statements of the department at, and for the year ended 31 March 2007.

### OTHER MATTERS

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

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## Internal controls

12. Section 38(1)(a)(i) of the PFMA states that the accounting officer must ensure that the department has and maintains effective, efficient and transparent systems of financial and risk management and internal control. The table below depicts the root causes that gave rise to the inefficiencies in the system of internal control, which led to the qualified opinion. The root causes are categorised according to the five components of an effective system of internal control. In some instances deficiencies exist in more than one internal control component.

| Reporting item          | Control environment | Risk assessment | Control activities | Information and communication | Monitoring |
|-------------------------|---------------------|-----------------|--------------------|-------------------------------|------------|
| Tangible capital assets |                     |                 | ✓                  |                               | ✓          |

Control environment: establishes the foundation for the internal control system by providing fundamental discipline and structure for financial reporting.

Risk assessment: involves the identification and analysis by management of relevant financial reporting risks to achieve predetermined financial reporting objectives.

Control activities: policies, procedures and practices that ensure that management's financial reporting objectives are achieved and financial reporting risk mitigation strategies are carried out.

### 3

Information and communication: supports all other control components by communicating control responsibilities for financial reporting to employees and by providing financial reporting information in a form and time frame that allows people to carry out their financial reporting duties.

Monitoring: covers external oversight of internal controls over financial reporting by management or other parties outside the process; or the application of independent methodologies, like customised procedures or standard checklists, by employees within a process.

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### Matters of governance

13. The PFMA tasks the accounting officer with a number of responsibilities concerning financial and risk management and internal control. Fundamental to achieving this is the implementation of certain key governance responsibilities, which I have assessed as follows:

| Matter of governance  | Yes | No |
|---|-----|----|
| <b>Audit committee</b>  |     |    |
| • The department had an audit committee in operation throughout the financial year.   | ✓   |    |
| • The audit committee operates in accordance with approved, written terms of reference.   | ✓   |    |
| • The audit committee substantially fulfilled its responsibilities for the year, as set out in section 77 of the PFMA and Treasury Regulation 3.1.10.                         | ✓   |    |
| <b>Internal audit</b>   | ✓   |    |
| • The department had an internal audit function in operation throughout the financial year.   | ✓   |    |
| • The internal audit function operates in terms of an approved internal audit plan.   | ✓   |    |
| • The internal audit function substantially fulfilled its responsibilities for the year, as set out in Treasury Regulation 3.2.   | ✓   |    |
| <b>Other matters of governance</b>  | ✓   |    |
| The annual financial statements were submitted for audit as per the legislated deadlines (section 40 of the PFMA).  | ✓   |    |
| The financial statements submitted for audit were not subject to any material amendments resulting from the audit.  |     | ✓  |
| No significant difficulties were experienced during the audit concerning delays or the unavailability of expected information and/or the unavailability of senior management. | ✓   |    |
| The prior year's external audit recommendations have been substantially implemented.  | ✓   |    |
| SCOPA resolutions have been substantially implemented.  | ✓   |    |

### OTHER REPORTING RESPONSIBILITIES

#### REPORT ON PERFORMANCE INFORMATION

14. I have reviewed the performance information as set out on pages 13 to 38.

#### Responsibility of the accounting officer for the performance information

15. 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

16. I conducted my engagement in accordance with section 13 of the PAA read with *General Notice 616 of 2008*, issued in *Government Gazette No. 31057 of 15 May 2008*.

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17. 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.
18. I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the audit findings reported below.

### Audit findings (performance information)

#### Non-compliance with regulatory requirements

19. The strategic plan of the Department of Education did not include the details of proposed acquisitions of financial assets or capital transfers and plans for the management of financial assets and liabilities, as required by Treasury Regulation 5.2.2(f) and (g).

#### Evidence materially inconsistent with reported performance information

20. The annual planned targets of performance measures in the annual performance plan (APP) differ with the planned target in the annual report.

| Performance measure  | Targets in APP | Targets in annual report |
|--|----------------|--------------------------|
| PPM203: Percentage of schools participating in values in education projects in circuits, district and provincial level | 75%            | 100%                     |
| PPM710: No. of practitioners and ECD officials trained   | 5 37           | 218                      |
| PPM804: No of schools visited  | 134            | 2 500                    |

21. The performance measure in the APP, PPM212 (Percentage of learners enrolled in grade 1 who completes GETC) was not reported in the annual report.
22. The planned annual targets of the performance measures in the APP were not reported in the annual report. Measures PPM212, PPM213, PM217, PM220, PM207 and PM206 refer.

### APPRECIATION

23. The assistance rendered by the staff of the Department of Education during the audit is sincerely appreciated.

*Auditor - General*

Polokwane

31 July 2008



AUDITOR · GENERAL

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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, 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, Act 1 of 2007.

## **1. Presentation of the Financial Statements**

### **1.1.1 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

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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 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/Provincial Revenue Fund. Amounts owing to the National/Provincial Revenue Fund at the end of the financial year are recognised in the statement of financial position.

### **2.2 Statutory Appropriation**

Statutory appropriations are recognised in the financial records on the date the appropriation becomes effective. Adjustments to the statutory appropriations made in terms of the adjustments budget process are recognised in the financial records on the date the adjustments become effective.

Total statutory appropriations are presented in the statement of financial performance.

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Unexpended statutory appropriations are surrendered to the National/Provincial Revenue Fund. Amounts owing to the National/Provincial Revenue Fund at the end of the financial year are recognised in the statement of financial position.

## **2.3 Departmental revenue**

All departmental revenue is paid into the National/Provincial Revenue Fund when received, unless otherwise stated. Amounts owing to the National/Provincial 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.

### **2.3.1 Tax revenue**

Tax revenue consists of all compulsory unrequited amounts collected by the department in accordance with laws and or regulations (excluding fines, penalties & forfeits).

Tax receipts are recognised in the statement of financial performance when received.

### **2.3.2 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.

### **2.3.3 Fines, penalties & forfeits**

Fines, penalties & forfeits are compulsory unrequited amounts which were imposed by a court or quasi-judicial body and collected by the department. Revenue arising from fines, penalties and forfeits is recognised in the Statement of Financial Performance when the cash is received.

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## **2.3.4 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.

## **2.3.5 Sale of capital assets**

The proceeds received on sale of capital assets are recognised in the Statement of Financial Performance when the cash is received.

## **2.3.6 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.

Forex gains are recognised on payment of funds.

## **2.3.7 Transfers received (including gifts, donations and sponsorships)**

All cash gifts, donations and sponsorships are paid into the National/Provincial Revenue Fund and recorded as revenue 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 an annexure to the financial statements.

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## 3. Expenditure

### 3.1 Compensation of employees

#### 3.1.1 Short-term employee benefits

Salaries and wages comprise payments to employees (including leave entitlements, thirteenth cheques and performance bonuses). Salaries and wages are recognised as an expense in the Statement of Financial Performance when final authorisation for payment is effected on the system (by no later than 31 March of each year). Capitalised compensation forms part of the expenditure for capital assets in the Statement of Financial Performance<sup>7</sup>.

All other payments are classified as current expense.

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 or Position.

#### 3.1.2 Post 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 (i.e. social contributions) to the fund are expensed when the final authorisation for 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/Provincial Revenue Fund and not in the financial statements of the employer department.

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<sup>7</sup> This accounting policy is only relevant where the department elects to capitalise the compensation paid to employees involved on capital projects

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

### **3.1.3 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 final authorisation for payment is effected on the system (by no later than 31 March of each year).

### **3.1.4 Other long-term employee benefits**

Other long-term employee benefits (such as capped leave) are recognised as an expense in the Statement of Financial Performance as a transfer (to households) when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

Long-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 or Position.

### **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 R5000 or more is purchased. All assets costing less than R5000 will also be reflected under goods and services.

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## **3.3 Interest and rent on land**

Interest and rental payments 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). This item excludes rental for the use of buildings or other fixed structures. If it is not possible to distinguish between payment for the use of land and the fixed structures on it, the whole amount should be recorded under goods and services.

## **3.4 Financial transactions in assets and liabilities**

Debts are written off when identified as irrecoverable. Debts written-off 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.

Forex losses are recognised on payment of funds.

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

## **3.5 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.

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## **3.6 Fruitless and wasteful expenditure**

Fruitless and wasteful expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is recovered from the responsible person or written off as irrecoverable in the Statement of Financial Performance.

## **3.7 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.

## **3.8 Transfers and subsidies**

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

## **3.9 Expenditure for capital assets**

Payments made for capital assets are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system (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.

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## **4.2 Other financial assets**

Other financial assets are carried in the Statement of Financial Position at cost.

## **4.3 Prepayments and advances**

Amounts prepaid or advanced are recognised in the statement of financial position when the payments are made.

Pre-payments and advances outstanding at the end of the year are carried in the statement of financial position at cost.

## **4.4 Receivables**

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party.

Receivables outstanding at year-end are carried in the statement of financial position at cost.

## **4.5 Investments**

Capitalised investments are shown at cost in the statement of financial position. Any cash flows such as dividends received or proceeds from the sale of the investment are recognised in the statement of financial performance when the cash is received.

Investments are tested for an impairment loss whenever events or changes in circumstances indicate that the investment may be impaired. Any loss is included in the disclosure notes.

## **4.6 Loans**

Loans are recognised in the statement of financial position at the nominal amount when cash is paid to the beneficiary. Loan balances are reduced when cash repayments are received from the beneficiary.

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Amounts that are potentially irrecoverable are included in the disclosure notes.

Loans that are outstanding at year-end are carried in the statement of financial position at cost..

## **4.7 Inventory**

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

## **4.8 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 should be stated at fair value. Where fair value cannot be determined, the capital asset is included in the asset register at R1.

Projects (of 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 Note 24 reflects the total movement in the asset register for the current financial year.

## **5. Liabilities**

### **5.1 Voted funds to be surrendered to the Revenue Fund**

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

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## **5.2 Departmental revenue to be surrendered to the Revenue Fund**

Amounts owing to the National/Provincial Revenue Fund at the end of the financial year are recognised in the statement of financial position at cost.

## **5.3 Bank overdraft**

The bank overdraft is carried in the statement of position at cost.

## **5.4 Payables**

Recognised payables mainly comprise of amounts owing to other governmental entities. These payables are recognised at historical cost in the statement of financial position.

## **5.5 Contingent liabilities**

Contingent liabilities are included in the disclosure notes.

## **5.6 Commitments**

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.

## **5.7 Accruals**

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.

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## **5.8 Employee benefits**

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 or the statement of financial position.

## **5.9 Lease commitments**

Lease 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.

## **6. Receivables for departmental revenue**

Receivables for departmental revenue are disclosed in the disclosure notes to the annual financial statements.

## **7. Net Assets**

### **7.1 Capitalisation reserve**

The capitalisation reserve comprises of financial assets and/or liabilities originating in a prior reporting period but which are recognised in the statement of financial position for the first time in the current reporting period. Amounts are transferred to the National/Provincial Revenue Fund on disposal, repayment or recovery of such amounts.

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## **7.2 Recoverable revenue**

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

## **8. Related party transactions**

Specific information with regards to related party transactions is included in the disclosure notes.

## **9. Key management personnel**

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

## **10. Public private partnerships**

A description of the PPP arrangement, the contract fees and current and capital expenditure relating to the PPP arrangement is included in the disclosure notes.

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## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

| Appropriation per programme                    |                        |                   |          |                     |                    |          |   |                     |                    |
|--|------------------------|-------------------|----------|---------------------|--------------------|----------|---|---------------------|--------------------|
|  | Adjusted Appropriation | Shifting of Funds | Virement | 2007/08             |                    |          |   | 2006/07             |                    |
|  |                        |                   |          | Final Appropriation | Actual Expenditure | Variance | Expenditure as % of final appropriation | Final Appropriation | Actual Expenditure |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000    | %                                       | R'000               | R'000              |
| <b>1. ADMINISTRATION</b>                       |                        |                   |          |                     |                    |          |   |                     |                    |
| Current payment                                | 754,117                |                   |          | 754,117             | 736,253            | 17,864   | 97.6                                    | 697,811             | 718,151            |
| Transfers and subsidies                        | 26,814                 |                   |          | 26,814              | 18,597             | 8,217    | 69.4                                    | 35,533              | 25,826             |
| Payment for capital assets                     | 54,254                 |                   |          | 54,254              | 57,360             | (3,106)  | 105.7                                   | 25,050              | 23,821             |
| <b>2. PUBLIC SCHOOLS</b>                       |                        |                   |          |                     |                    |          |   |                     |                    |
| Current payment                                | 9,275,732              |                   |          | 9,275,732           | 9,256,761          | 18,971   | 99.8                                    | 8,962,996           | 9,123,015          |
| Transfers and subsidies                        | 511,954                |                   |          | 511,954             | 507,985            | 3,969    | 99.2                                    | 344,953             | 339,894            |
| Payment for capital assets                     | 336,098                |                   |          | 336,098             | 351,656            | (15,558) | 104.6                                   | 472,589             | 456,448            |
| <b>3. INDEPENDENT SCHOOLS</b>                  |                        |                   |          |                     |                    |          |   |                     |                    |
| Transfers and subsidies                        | 52,202                 |                   |          | 52,202              | 55,470             | (3,268)  | 106.3                                   | 39,148              | 39,883             |
| <b>4. SPECIAL SCHOOLS</b>                      |                        |                   |          |                     |                    |          |   |                     |                    |
| Current payment                                | 117,117                |                   |          | 117,117             | 111,310            | 5,807    | 95.0                                    | 131,265             | 86,090             |
| Transfers and subsidies                        | 46,955                 |                   |          | 46,955              | 46,964             | (9)      | 100                                     | 31,828              | 31,950             |
| <b>5. FURTHER EDUCATION &amp; TRAINING</b>     |                        |                   |          |                     |                    |          |   |                     |                    |
| Current payment                                | 127,492                |                   |          | 127,492             | 125,018            | 2,474    | 98.1                                    | 131,129             | 91,949             |
| Transfers and subsidies                        | 126,722                |                   |          | 126,722             | 115,513            | 11,209   | 91.2                                    | 86,757              | 86,112             |
| <b>6. ADULT BASIC EDUCATION &amp; TRAINING</b> |                        |                   |          |                     |                    |          |   |                     |                    |
| Current payment                                | 118,222                |                   |          | 118,222             | 109,925            | 8,297    | 93.0                                    | 77,883              | 50,010             |
| Transfers and subsidies                        | 68                     |                   |          | 68                  | 68                 | 0        | 0                                       | 96                  | 200                |
| Payment for capital assets                     | 110                    |                   |          | 110                 | 18                 | 92       | 16.4                                    | -                   | -                  |
| <b>7. EARLY CHILDHOOD DEVELOPMENT</b>          |                        |                   |          |                     |                    |          |   |                     |                    |
| Current payment                                | 63,886                 |                   |          | 63,886              | 49,745             | 14,141   | 77.9                                    | 68,821              | 43,222             |
| Transfers and subsidies                        | 49                     |                   |          | 49                  | 49                 | 0        | 0                                       | 47                  | 1                  |
| <b>8. AUXILLIARY SERVICES</b>                  |                        |                   |          |                     |                    |          |   |                     |                    |
| Current payment                                | 295,541                |                   |          | 295,541             | 249,882            | 45,659   | 84.6                                    | 281,806             | 239,953            |
| Transfers and subsidies                        | 11,123                 |                   |          | 11,123              | 10,238             | 885      | 92.0                                    | 9,697               | 9,424              |
| Payment for capital assets                     | 10,500                 |                   |          | 10,500              | 11,173             | (673)    | 106.4                                   | 440                 | 17                 |

# FINANCIAL STATEMENTS

## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

|   |                   |  |  |                   |                   |                |             |                   |                   |
|---|-------------------|--|--|-------------------|-------------------|----------------|-------------|-------------------|-------------------|
| <b>Subtotal</b>   | 11,928,956        |  |  | 11,928,956        | 11,813,868        | 115,088        | 99.0        | 11,397,939        | 11,365,966        |
| <b>Statutory Appropriation</b>  |                   |  |  |                   |                   |                |             |                   |                   |
| Current payment   | 719               |  |  | 719               | 719               |                | 100         | 719               | 719               |
| Transfers and subsidies   |                   |  |  |                   |                   |                |             |                   |                   |
| Payment for capital assets  |                   |  |  |                   |                   |                |             |                   |                   |
| <b>TOTAL</b>  | <b>11,929,675</b> |  |  | <b>11,929,675</b> | <b>11,814,587</b> | <b>115,088</b> | <b>99.0</b> | <b>11,398,658</b> | <b>11,366,685</b> |
| <b>Reconciliation with Statement of Financial Performance</b>                     |                   |  |  |                   |                   |                |             |                   |                   |
| <b>Add:</b>   |                   |  |  |                   |                   |                |             |                   |                   |
| Prior year unauthorised expenditure approved with funding                         |                   |  |  | 172,220           |                   |                |             |                   |                   |
| Departmental receipts   |                   |  |  |                   |                   |                |             |                   |                   |
| Local and foreign aid assistance received   |                   |  |  |                   |                   |                |             | 1,176             |                   |
| <b>Actual amounts per Statements of Financial Performance (Total revenue)</b>     |                   |  |  |                   | 12,101,895        |                |             | 11,399,834        |                   |
| <b>Add:</b>   |                   |  |  |                   |                   |                |             |                   |                   |
| Local and foreign aid assistance  |                   |  |  |                   |                   |                |             |                   | 1,176             |
| Prior year unauthorised expenditure approved                                      |                   |  |  |                   | 172,220           |                |             |                   |                   |
| <b>Actual amounts per Statements of Financial Performance (Total expenditure)</b> |                   |  |  |                   | 11,986,807        |                |             |                   | 11,367,861        |

# FINANCIAL STATEMENTS

## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

| Appropriation per economic classification |                        |                   |          |                     |                    |                |   |                     |                    |
|---|------------------------|-------------------|----------|---------------------|--------------------|----------------|---|---------------------|--------------------|
|   | 2007/08                |                   |          |                     |                    |                |   | 2006/07             |                    |
|   | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance       | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|   | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000          | %                                       | R'000               | R'000              |
| <b>Current payments</b>                   |                        |                   |          |                     |                    |                |   |                     |                    |
| Compensation of employees                 | 9,645,896              |                   |          | 9,645,896           | 9,648,380          | (2,484)        | 100.0                                   | 9,267,131           | 9,257,203          |
| Goods and services                        | 1,106,211              |                   |          | 1,106,211           | 990,514            | 115,697        | 89.5                                    | 1,084,670           | 1,095,187          |
| <b>Transfers and subsidies</b>            |                        |                   |          |                     |                    |                |   |                     |                    |
| Provinces and municipalities              | -                      |                   |          | -                   | -                  | -              | -                                       | 6,521               | 6,486              |
| Departmental agencies and accounts        | 9,685                  |                   |          | 9,685               | 9,685              | -              | 100.0                                   | 8,223               | 8,222              |
| Public corporations & private enterprises | 837                    |                   |          | 837                 |                    | 837            | 0.0                                     | 790                 |                    |
| Non-profit institutions                   | 700,878                |                   |          | 700,878             | 702,333            | (1,455)        | 100.2                                   | 476,962             | 474,288            |
| Households                                | 64,487                 |                   |          | 64,487              | 42,749             | 21,738         | 66.3                                    | 55,563              | 44,294             |
| <b>Payments for capital assets</b>        |                        |                   |          |                     |                    |                |   |                     |                    |
| Buildings and other fixed structures      | 388,852                |                   |          | 388,852             | 397,880            | (9,028)        | 102.3                                   | 475,460             | 459,913            |
| Machinery and equipment                   | 12,110                 |                   |          | 12,110              | 22,327             | (10,217)       | 184.4                                   | 22,619              | 20,373             |
| <b>TOTAL</b>                              | <b>11,928,956</b>      |                   |          | <b>11,928,956</b>   | <b>11,813,868</b>  | <b>115,088</b> | <b>99.0</b>                             | <b>11,397,939</b>   | <b>11,365,966</b>  |

| Statutory Appropriation  |                        |                   |          |                     |                    |          |   |                     |                    |
|--|------------------------|-------------------|----------|---------------------|--------------------|----------|---|---------------------|--------------------|
| Details of direct changes against the National/Provincial Revenue Fund | 2007/08                |                   |          |                     |                    |          |   | 2006/07             |                    |
|  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000    | %                                       | R'000               | R'000              |
| Member of executive committee / parliamentary officers/legislature     | 719                    |                   |          | 719                 | 719                | -        | 100.0                                   | 719                 | 719                |
| <b>Total</b>   | <b>719</b>             |                   |          | <b>719</b>          | <b>719</b>         |          |   | <b>719</b>          | <b>719</b>         |

| ADMINISTRATION            |                        |                   |          |                     |                    |               |   |                     |                    |
|---------------------------|------------------------|-------------------|----------|---------------------|--------------------|---------------|---|---------------------|--------------------|
| SUB-PROGRAMME             | 2007/08                |                   |          |                     |                    |               |   | 2006/07             |                    |
|                           | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance      | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                           | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000         | %                                       | R'000               | R'000              |
| Current Payments          | 754,117                |                   |          | 754,117             | 736,253            | 17,864        | 97.6                                    | 697,811             | 718,151            |
| Transfers and subsidies   | 26,814                 |                   |          | 26,814              | 18,597             | 8,217         | 69.4                                    | 35,533              | 25,826             |
| Payment of capital assets | 54,254                 |                   |          | 54,254              | 57,360             | (3,106)       | 105.7                                   | 25,050              | 23,821             |
| <b>TOTAL</b>              | <b>835,185</b>         |                   |          | <b>835,185</b>      | <b>812,210</b>     | <b>22,975</b> | <b>97.2</b>                             | <b>758,394</b>      | <b>767,798</b>     |

# FINANCIAL STATEMENTS

## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

#### Detail per economic classification

| ADMINISTRATION                              | 2007/08                |                   |          |                     |                    |               | 2006/07                                 |                     |                    |
|---|------------------------|-------------------|----------|---------------------|--------------------|---------------|---|---------------------|--------------------|
|   | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance      | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|   | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000         | %                                       | R'000               | R'000              |
| <b>Current payment</b>                      |                        |                   |          |                     |                    |               |   |                     |                    |
| Compensation of employees                   | 597,461                |                   |          | 597,461             | 612,790            | (15,329)      | 102.6                                   | 551,423             | 600,380            |
| Goods and services                          | 156,656                |                   |          | 156,656             | 156,463            | 33,193        | 78.8                                    | 146,379             | 117,771            |
| <b>Transfers and subsidies</b>              |                        |                   |          |                     |                    |               |   |                     |                    |
| Provinces and municipalities                | -                      |                   |          | -                   | -                  | -             | -                                       | 647                 | 669                |
| Public corporations and private enterprises | 837                    |                   |          | 837                 | -                  | 837           | 0.0                                     | 790                 | -                  |
| Non-profit institutions                     | 9,166                  |                   |          | 9,166               | 9,182              | (16)          | 100.2                                   | 17,800              | 13,880             |
| Households                                  | 16,811                 |                   |          | 16,811              | 9,415              | 7,369         | 56.0                                    | 16,296              | 11,277             |
| <b>Payments for capital assets</b>          |                        |                   |          |                     |                    |               |   |                     |                    |
| Buildings and other fixed structures        | 46,254                 |                   |          | 46,254              | 46,254             | (407)         | 100.9                                   | 3,000               | 3,465              |
| Machinery and equipment                     | 8,000                  |                   |          | 8,000               | 10,699             | (2,699)       | 133.7                                   | 22,050              | 20,356             |
| <b>TOTAL</b>                                | <b>835,185</b>         |                   |          | <b>835,185</b>      | <b>812,210</b>     | <b>22,975</b> | <b>97.2</b>                             | <b>758,394</b>      | <b>767,798</b>     |

#### PUBLIC SCHOOLS

| SUB-PROGRAMMES                            | 2007/08                |                   |          |                     |                    |              | 2006/07                                 |                     |                    |
|---|------------------------|-------------------|----------|---------------------|--------------------|--------------|---|---------------------|--------------------|
|   | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance     | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|   | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000        | %                                       | R'000               | R'000              |
| <b>2.1 Public Primary Schools</b>         |                        |                   |          |                     |                    |              |   |                     |                    |
| Current Payments                          | 5,004,469              |                   |          | 5,004,469           | 4,888,832          | 115,637      | 97.7                                    | 5,133,544           | 5,078,670          |
| Transfers and subsidies                   | 307,667                |                   |          | 307,667             | 307,553            | 114          | 100.0                                   | 185,124             | 186,869            |
| Payment of capital assets                 | 3,500                  |                   |          | 3,500               | 11,457             | (7,957)      | 327.3                                   | 101,307             | 116,656            |
| <b>2.2 Primary School Nutrition Pro</b>   |                        |                   |          |                     |                    |              |   |                     |                    |
| Current Payments                          | 192,670                |                   |          | 192,670             | 192,901            | (231)        | 100.1                                   | 202,039             | 202,039            |
| Transfers and subsidies                   | 24                     |                   |          | 24                  | 24                 | 24           | -                                       | -                   | -                  |
| <b>2.3 Public Secondary Schools</b>       |                        |                   |          |                     |                    |              |   |                     |                    |
| Current Payments                          | 4,058,343              |                   |          | 4,058,343           | 4,164,059          | (105,716)    | 102.6                                   | 3,627,413           | 3,842,306          |
| Transfers and subsidies                   | 204,263                |                   |          | 204,263             | 200,432            | 3,831        | 98.1                                    | 159,829             | 153,025            |
| Payment of capital assets                 | 18,300                 |                   |          | 18,300              | 16,303             | 1,997        | 89.1                                    | 371,282             | 339,792            |
| <b>2.4 Human Resource Developme</b>       |                        |                   |          |                     |                    |              |   |                     |                    |
| Current Payments                          | 15,000                 |                   |          | 15,000              | 7,366              | 7,634        | 49.1                                    | -                   | -                  |
| <b>2.5 In School Sports &amp; Culture</b> |                        |                   |          |                     |                    |              |   |                     |                    |
| Current Payments                          | 5,250                  |                   |          | 5,250               | 3,603              | 1,647        | 68.6                                    | -                   | -                  |
| <b>2.6 Conditional Grant</b>              |                        |                   |          |                     |                    |              |   |                     |                    |
| Payment of capital assets                 | 314,298                |                   |          | 314,298             | 323,896            | (9,598)      | 103.1                                   | -                   | -                  |
| <b>TOTAL</b>                              | <b>10,123,784</b>      |                   |          | <b>10,123,784</b>   | <b>10,116,402</b>  | <b>7,382</b> | <b>99.9</b>                             | <b>9,780,538</b>    | <b>9,919,357</b>   |

# FINANCIAL STATEMENTS

## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

| Detail per economic classification   |                                 |                            |                   |                              |                             |                   |  |                              |                             |
|--------------------------------------|---------------------------------|----------------------------|-------------------|------------------------------|-----------------------------|-------------------|--|------------------------------|-----------------------------|
| PUBLIC SCHOOLS                       | 2007/08                         |                            |                   |                              |                             |                   |  | 2006/07                      |                             |
|                                      | Adjusted Appropriation<br>R'000 | Shifting of funds<br>R'000 | Virement<br>R'000 | Final Appropriation<br>R'000 | Actual Expenditure<br>R'000 | Variance<br>R'000 | Expenditure as % of final appropriation<br>% | Final Appropriation<br>R'000 | Actual expenditure<br>R'000 |
| <b>Current payment</b>               |                                 |                            |                   |                              |                             |                   |  |                              |                             |
| Compensation of employees            | 8,509,210                       |                            |                   | 8,509,210                    | 8,519,68                    | (10,473)          | 100.1  | 8,213,731                    | 8,267,493                   |
| Goods and services                   | 766,522                         |                            |                   | 766,522                      | 737,078                     | 29,444            | 96.2   | 749,265                      | 855,522                     |
| <b>Transfers and subsidies</b>       |                                 |                            |                   |                              |                             |                   |  |                              |                             |
| Provinces and municipalities         |                                 |                            |                   |                              |                             |                   |  | 5,564                        | 5,554                       |
| Non-profit institutions              | 478,188                         |                            |                   | 478,188                      | 476,558                     | 1,630             | 99.7   | 303,373                      | 303,874                     |
| Households                           | 33,766                          |                            |                   | 33,766                       | 31,427                      | 2,339             | 93.1   | 36,016                       | 30,466                      |
| <b>Payments for capital assets</b>   |                                 |                            |                   |                              |                             |                   |  |                              |                             |
| Buildings and other fixed structures | 332,598                         |                            |                   | 332,598                      | 340,198                     | (7,600)           | 102.3  | 472,460                      | 456,448                     |
| Machinery & Equipment                | 3,500                           |                            |                   | 3,500                        | 11,458                      | (7,958)           | 327.4  | 129                          |                             |
| <b>TOTAL</b>                         | <b>10,123,784</b>               |                            |                   | <b>10,123,784</b>            | <b>10,116,4</b>             | <b>7,382</b>      | <b>99.9</b>                                  | <b>9,780,538</b>             | <b>9,919,357</b>            |

| INDEPENDENT SCHOOLS        |                                 |                            |                   |                              |                             |                   |  |                              |                             |
|----------------------------|---------------------------------|----------------------------|-------------------|------------------------------|-----------------------------|-------------------|--|------------------------------|-----------------------------|
| SUB-PROGRAMMES             | 2007/08                         |                            |                   |                              |                             |                   |  | 2006/07                      |                             |
|                            | Adjusted Appropriation<br>R'000 | Shifting of Funds<br>R'000 | Virement<br>R'000 | Final Appropriation<br>R'000 | Actual Expenditure<br>R'000 | Variance<br>R'000 | Expenditure as % of final appropriation<br>% | Final Appropriation<br>R'000 | Actual expenditure<br>R'000 |
| <b>3.1 Primary Phase</b>   |                                 |                            |                   |                              |                             |                   |  |                              |                             |
| Transfers and subsidies    | 30,066                          |                            |                   | 30,066                       | 31,771                      | (1,705)           | 105.7  | 21,618                       | 23,790                      |
| <b>3.2 Secondary Phase</b> |                                 |                            |                   |                              |                             |                   |  |                              |                             |
| Transfers and subsidies    | 22,136                          |                            |                   | 22,136                       | 23,699                      | (1,563)           | 107.1  | 17,530                       | 16,093                      |
| <b>TOTAL</b>               | <b>52,202</b>                   |                            |                   | <b>52,202</b>                | <b>55,470</b>               | <b>(3,268)</b>    | <b>106.3</b>                                 | <b>39,148</b>                | <b>39,883</b>               |

| Detail per economic classification |                                 |                            |                   |                              |                             |                   |  |                              |                             |
|------------------------------------|---------------------------------|----------------------------|-------------------|------------------------------|-----------------------------|-------------------|--|------------------------------|-----------------------------|
| INDEPENDENT SCHOOLS                | 2007/08                         |                            |                   |                              |                             |                   |  | 2006/07                      |                             |
|                                    | Adjusted Appropriation<br>R'000 | Shifting of Funds<br>R'000 | Virement<br>R'000 | Final Appropriation<br>R'000 | Actual Expenditure<br>R'000 | Variance<br>R'000 | Expenditure as % of final appropriation<br>% | Final Appropriation<br>R'000 | Actual expenditure<br>R'000 |
| <b>Transfers and subsidies</b>     |                                 |                            |                   |                              |                             |                   |  |                              |                             |
| Non-profit institutions            | 52,202                          |                            |                   | 52,202                       | 55,470                      | (3,268)           | 106.3  | 39,148                       | 39,883                      |
| <b>TOTAL</b>                       | <b>52,202</b>                   |                            |                   | <b>52,202</b>                | <b>55,470</b>               | <b>(3,268)</b>    | <b>106.3</b>                                 | <b>39,148</b>                | <b>39,883</b>               |

# FINANCIAL STATEMENTS

## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

| SPECIAL SCHOOLS         |                        |                   |          |                     |                    |              |   |                     |                    |
|-------------------------|------------------------|-------------------|----------|---------------------|--------------------|--------------|---|---------------------|--------------------|
| SUB-PROGRAMMES          | 2007/08                |                   |          |                     |                    |              |   | 2006/07             |                    |
|                         | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance     | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                         | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000        | %                                       | R'000               | R'000              |
| Special Schools         |                        |                   |          |                     |                    |              |   |                     |                    |
| Current Payments        | 117,117                |                   |          | 117,117             | 111,310            | 5,807        | 95.0                                    | 131,265             | 86,090             |
| Transfers and subsidies | 46,955                 |                   |          | 46,955              | 46,964             | (9)          | 100.0                                   | 31,828              | 31,950             |
| <b>TOTAL</b>            | <b>164,072</b>         |                   |          | <b>164,072</b>      | <b>158,274</b>     | <b>5,798</b> | <b>96.5</b>                             | <b>163,093</b>      | <b>118,040</b>     |

| Detail per economic classification |                        |            |          |                     |                    |              |   |                     |                    |
|------------------------------------|------------------------|------------|----------|---------------------|--------------------|--------------|---|---------------------|--------------------|
| SPECIAL SCHOOLS                    | 2007/08                |            |          |                     |                    |              |   | 2006/07             |                    |
|                                    | Adjusted Appropriation | g of Funds | Virement | Final Appropriation | Actual Expenditure | Variance     | expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                                    | R'000                  | R'000      | R'000    | R'000               | R'000              | R'000        | %                                       | R'000               | R'000              |
| Current payment                    |                        |            |          |                     |                    |              |   |                     |                    |
| Compensation of employees          | 117,117                |            |          | 117,117             | 111,511            | 5,807        | 95.5                                    | 118,288             | 84,422             |
| Goods and services                 |                        |            |          |                     | 51                 | (51)         | 0.0                                     | 12,977              | 1,668              |
| Transfers and subsidies            |                        |            |          |                     |                    |              |   |                     |                    |
| Provinces and municipalities       |                        |            |          |                     |                    |              |   | 86                  | 53                 |
| Non-profit institutions            | 46,265                 |            |          | 46,265              | 46,156             | 109          | 99.8                                    | 31,085              | 31,095             |
| Households                         | 690                    |            |          | 690                 | 808                | (118)        | 117.1                                   | 657                 | 802                |
| <b>TOTAL</b>                       | <b>164,072</b>         |            |          | <b>164,072</b>      | <b>158,274</b>     | <b>5,798</b> | <b>96.5</b>                             | <b>163,093</b>      | <b>118,040</b>     |

| FURTHER EDUCATION & TRAINING |                        |                   |          |                     |                    |               |   |                     |                    |
|------------------------------|------------------------|-------------------|----------|---------------------|--------------------|---------------|---|---------------------|--------------------|
| SUB-PROGRAMMES               | 2007/08                |                   |          |                     |                    |               |   | 2006/07             |                    |
|                              | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance      | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                              | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000         | %                                       | R'000               | R'000              |
| <b>F E T</b>                 |                        |                   |          |                     |                    |               |   |                     |                    |
| Current Payments             | 127,492                |                   |          | 127,492             | 125,018            | 2,474         | 98.1                                    | 131,219             | 91,949             |
| Transfers and subsidies      | 126,722                |                   |          | 126,722             | 115,513            | 11,209        | 91.2                                    | 86,757              | 86,112             |
| <b>TOTAL</b>                 | <b>254,214</b>         |                   |          | <b>254,214</b>      | <b>240,531</b>     | <b>13,683</b> | <b>94.6</b>                             | <b>217,976</b>      | <b>178,061</b>     |

# FINANCIAL STATEMENTS

## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

| Detail per economic classification |                        |                   |          |                     |                    |               |   |                     |                    |
|------------------------------------|------------------------|-------------------|----------|---------------------|--------------------|---------------|---|---------------------|--------------------|
| FURTHER EDUCATION & TRAINING       | 2007/08                |                   |          |                     |                    |               |   | 2006/07             |                    |
|                                    | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance      | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                                    | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000         | %                                       | R'000               | R'000              |
| <b>Current payment</b>             |                        |                   |          |                     |                    |               |   |                     |                    |
| Compensation of employees          | 127,492                |                   |          | 127,492             | 124,778            | 2,714         | 97.9                                    | 131,219             | 91,729             |
| Goods and services                 |                        |                   |          |                     | 240                | (240)         | 0.0                                     |                     | 220                |
| <b>Transfers and subsidies</b>     |                        |                   |          |                     |                    |               |   |                     |                    |
| Provinces and municipalities       | -                      |                   |          | -                   | -                  | -             | -                                       | 89                  | 77                 |
| Non-profit institutions            | 115,057                |                   |          | 115,057             | 114,967            | 90            | 99.9                                    | 85,556              | 85,556             |
| Households                         | 11,665                 |                   |          | 11,665              | 546                | 11,119        | 4.7                                     | 1,112               | 479                |
| <b>TOTAL</b>                       | <b>254,214</b>         |                   |          | <b>254,214</b>      | <b>240,531</b>     | <b>13,683</b> | <b>94.6</b>                             | <b>217,976</b>      | <b>178,061</b>     |

| ADULT BASIC EDUCATION & TRAINING |                        |                   |          |                     |                    |              |   |                     |                    |
|----------------------------------|------------------------|-------------------|----------|---------------------|--------------------|--------------|---|---------------------|--------------------|
| SUB-PROGRAMMES                   | 2007/08                |                   |          |                     |                    |              |   | 2006/07             |                    |
|                                  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance     | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                                  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000        | %                                       | R'000               | R'000              |
| Current Payments                 | 118,222                |                   |          | 118,222             | 109,925            | 8,297        | 93.0                                    | 77,883              | 50,010             |
| Transfers and subsidies          | 68                     |                   |          | 68                  | 68                 | 68           | 0.0                                     | 96                  | 200                |
| Payment of capital assets        | 110                    |                   |          | 110                 | 18                 | 92           | 16.4                                    |                     |                    |
| <b>TOTAL</b>                     | <b>118,400</b>         |                   |          | <b>118,400</b>      | <b>109,943</b>     | <b>8,457</b> | <b>92.9</b>                             | <b>77,979</b>       | <b>50,210</b>      |

| Detail per economic classification |                        |                   |          |                     |                    |              |   |                     |                    |
|------------------------------------|------------------------|-------------------|----------|---------------------|--------------------|--------------|---|---------------------|--------------------|
| ADULT BASIC EDUCATION & TRAINING   | 2007/08                |                   |          |                     |                    |              |   | 2006/07             |                    |
|                                    | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance     | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                                    | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000        | %                                       | R'000               | R'000              |
| <b>Current payment</b>             |                        |                   |          |                     |                    |              |   |                     |                    |
| Compensation of employees          | 93,804                 |                   |          | 93,804              | 95,417             | (1,613)      | 101.7                                   | 65,226              | 43,875             |
| Goods and services                 | 24,418                 |                   |          | 24,418              | 14,508             | 9,910        | 59.4                                    | 12,657              | 6,135              |
| <b>Transfers and subsidies</b>     |                        |                   |          |                     |                    |              |   |                     |                    |
| Provinces and municipalities       | -                      |                   |          | -                   | -                  | -            | -                                       | 31                  | 27                 |
| Households                         | 68                     |                   |          | 68                  | 68                 | 68           | 0.0                                     | 65                  | 173                |
| <b>Payment of Capital assets</b>   |                        |                   |          |                     |                    |              |   |                     |                    |
| Machinery & Equipment              | 110                    |                   |          | 110                 | 18                 | 92           | 16.4                                    | -                   | -                  |
| <b>Total</b>                       | <b>118,400</b>         |                   |          | <b>118,400</b>      | <b>109,943</b>     | <b>8,457</b> | <b>92.9</b>                             | <b>77,979</b>       | <b>50,210</b>      |

# FINANCIAL STATEMENTS

## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

| EARLY CHILDHOOD DEVELOPMENT |                        |                   |          |                     |                    |               |   |                     |                    |
|-----------------------------|------------------------|-------------------|----------|---------------------|--------------------|---------------|---|---------------------|--------------------|
| SUB-PROGRAMMES              | 2007/08                |                   |          |                     |                    |               |   | 2006/07             |                    |
|                             | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance      | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                             | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000         | %                                       | R'000               | R'000              |
| Current Payments            | 63,886                 |                   |          | 63,886              | 49,745             | 14,141        | 77.9                                    | 68,821              | 43,222             |
| Transfers and subsidies     | 49                     |                   |          | 49                  |                    | 49            | 0.0                                     | 47                  | 1                  |
| <b>Total</b>                | <b>63,935</b>          |                   |          | <b>63,935</b>       | <b>49,745</b>      | <b>14,190</b> | <b>77.8</b>                             | <b>68,868</b>       | <b>43,223</b>      |

| Detail per economic classification |                        |                   |          |                     |                    |               |   |                     |                    |
|------------------------------------|------------------------|-------------------|----------|---------------------|--------------------|---------------|---|---------------------|--------------------|
| EARLY CHILDHOOD DEVELOPMENT        | 2007/08                |                   |          |                     |                    |               |   | 2006/07             |                    |
|                                    | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance      | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                                    | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000         | %                                       | R'000               | R'000              |
| <b>Current payment</b>             |                        |                   |          |                     |                    |               |   |                     |                    |
| Compensation of employees          | 2,113                  |                   |          | 2,113               | 691                | 1,422         | 32.7                                    | 2,728               | 1,117              |
| Goods and services                 | 61,773                 |                   |          | 61,773              | 49,054             | 12,719        | 79.4                                    | 66,093              | 42,105             |
| <b>Transfers and subsidies</b>     |                        |                   |          |                     |                    |               |   |                     |                    |
| Households                         | 49                     |                   |          | 49                  |                    | 49            | 0.0                                     | 47                  | 1                  |
| <b>Total</b>                       | <b>63,935</b>          |                   |          | <b>63,935</b>       | <b>49,745</b>      | <b>14,190</b> | <b>77.8</b>                             | <b>68,868</b>       | <b>43,223</b>      |

| AUXILLIARY SERVICES              |                        |                   |          |                     |                    |               |   |                     |                    |
|----------------------------------|------------------------|-------------------|----------|---------------------|--------------------|---------------|---|---------------------|--------------------|
| SUB-PROGRAMMES                   | 2007/08                |                   |          |                     |                    |               |   | 2006/07             |                    |
|                                  | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance      | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                                  | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000         | %                                       | R'000               | R'000              |
| <b>8.1 SETA</b>                  |                        |                   |          |                     |                    |               |   |                     |                    |
| Transfers and subsidies          | 9,685                  |                   |          | 9,685               | 9,685              |               | 100.0                                   | 8,223               | 8,222              |
| <b>8.2 SPECIAL PROJECTS</b>      |                        |                   |          |                     |                    |               |   |                     |                    |
| Current Payments                 | 31,236                 |                   |          | 31,236              | 17,411             | 13,825        | 55.7                                    | 21,594              | 13,085             |
| <b>8.3 EXTERNAL EXAMINATION</b>  |                        |                   |          |                     |                    |               |   |                     |                    |
| Current Payments                 | 130,950                |                   |          | 130,950             | 124,295            | 6,655         | 94.9                                    | 81,889              | 97,813             |
| Transfers and subsidies          | 459                    |                   |          | 459                 |                    | 459           | 0.0                                     | 173                 | 244                |
| Payment of capital assets        | 300                    |                   |          | 300                 | 152                | 148           | 50.7                                    |                     |                    |
| <b>8.4 MULTI-PURPOSE CENTRES</b> |                        |                   |          |                     |                    |               |   |                     |                    |
| Current Payments                 | 133,355                |                   |          | 133,355             | 108,176            | 25,179        | 81.1                                    | 178,323             | 129,055            |
| Transfers and subsidies          | 979                    |                   |          | 979                 | 553                | 426           | 56.5                                    | 1,301               | 958                |
| Payment of capital assets        | 10,200                 |                   |          | 10,200              | 11,021             | (821)         | 108.0                                   | 440                 | 17                 |
| <b>Total</b>                     | <b>317,164</b>         |                   |          | <b>317,164</b>      | <b>271,293</b>     | <b>45,871</b> | <b>85.5</b>                             | <b>291,943</b>      | <b>249,394</b>     |

# FINANCIAL STATEMENTS

## VOTE 3

### APPROPRIATION STATEMENT

for the year ended 31 MARCH 2008

| Detail per economic classification   |                        |                   |          |                     |                    |               |   |                     |                    |
|--------------------------------------|------------------------|-------------------|----------|---------------------|--------------------|---------------|---|---------------------|--------------------|
| AUXILLIARY SERVICES                  | 2007/08                |                   |          |                     |                    |               |   | 2006/07             |                    |
|                                      | Adjusted Appropriation | Shifting of Funds | Virement | Final Appropriation | Actual Expenditure | Variance      | Expenditure as % of final appropriation | Final Appropriation | Actual expenditure |
|                                      | R'000                  | R'000             | R'000    | R'000               | R'000              | R'000         | %                                       | R'000               | R'000              |
| <b>Current payment</b>               |                        |                   |          |                     |                    |               |   |                     |                    |
| Compensation of employees            | 198,699                |                   |          | 198,699             | 183,762            | 14,937        | 92.5                                    | 184,507             | 168,187            |
| Goods and services                   | 96,842                 |                   |          | 96,842              | 66,120             | 30,722        | 68.3                                    | 97,299              | 71,766             |
| <b>Transfers and subsidies</b>       |                        |                   |          |                     |                    |               |   |                     |                    |
| Provinces and municipalities         | -                      |                   |          | -                   | -                  | -             | -                                       | 104                 | 106                |
| Departmental agencies and accounts   | 9,685                  |                   |          | 9,685               | 9,685              |               | 100.0                                   | 8,223               | 8,222              |
| Households                           | 1,438                  |                   |          | 1,438               | 553                | 885           | 38.5                                    | 1,370               | 1,096              |
| <b>Payments for capital assets</b>   |                        |                   |          |                     |                    |               |   |                     |                    |
| Buildings and other fixed structures | 10,000                 |                   |          | 10,000              | 11,021             | (1,021)       | 110.2                                   | -                   | -                  |
| Machinery and equipment              | 500                    |                   |          | 500                 | 152                | 348           | 30.4                                    | 440                 | 17                 |
| <b>Total</b>                         | <b>317,164</b>         |                   |          | <b>317,164</b>      | <b>271,293</b>     | <b>45,871</b> | <b>85.5</b>                             | <b>291,943</b>      | <b>249,394</b>     |

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE APPROPRIATION STATEMENT

as at 31 MARCH 2008

1. **Detail of transfers and subsidies as per Appropriation Act (after Virement):**  
Detail of these transactions can be viewed in note 7 (Transfers and subsidies) and Annexure 1 (A-F) 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**
4. **Explanations of material variances from Amounts Voted (after virement):**
- 4.1 **Per programme:**

| Programme                      | Final Appropriation<br>R'000 | Actual Expenditure<br>R'000 | Variance<br>R'000 | Variance as a %<br>of Final Approp.<br>% |
|--------------------------------|------------------------------|-----------------------------|-------------------|--|
| Statutory                      | 719                          | 719                         | 0                 | 0.00%                                    |
| Administration                 | 835,185                      | 812,210                     | 22,975            | 2.75%                                    |
| Public Ordinary Schools        | 10,123,784                   | 10,116,402                  | 7,382             | 0.07%                                    |
| Independent Schools            | 52,202                       | 55,470                      | -3,268            | -6.26%                                   |
| Special Schools                | 164,072                      | 158,274                     | 5,798             | 3.53%                                    |
| Further Education and Training | 254,214                      | 240,531                     | 13,683            | 5.38%                                    |
| Adult Basic Education Training | 118,400                      | 109,943                     | 8,457             | 7.14%                                    |
| Early Childhood Development    | 63,935                       | 49,745                      | 14,190            | 22.19%                                   |
| Auxiliary Services             | 317,164                      | 271,293                     | 45,871            | 14.46%                                   |
| <b>Total</b>                   | <b>11,929,675</b>            | <b>11,814,587</b>           | <b>115,088</b>    | <b>0.96%</b>                             |

#### 4.2 Per economic classification:

##### Current expenditure

|                                   |           |           |         |        |
|-----------------------------------|-----------|-----------|---------|--------|
| Compensation of employees         | 9,646,615 | 9,649,099 | -2,484  | -0.03% |
| Goods and services                | 1,106,211 | 990,514   | 115,697 | 10.46% |
| Unauthorised expenditure approved |           |           |         |        |

##### Transfers and subsidies

|                                       |         |         |        |         |
|---------------------------------------|---------|---------|--------|---------|
| Departmental agencies                 | 9,685   | 9,685   | 0      | 0.00%   |
| Public corporation and private enter. | 837     | 0       | 837    | 100.00% |
| Non-profit institutions               | 700,878 | 702,333 | -1,455 | -0.21%  |
| Households                            | 64,487  | 42,749  | 21,738 | 33.71%  |

##### Payments for capital assets

|                                      |         |         |         |         |
|--------------------------------------|---------|---------|---------|---------|
| Buildings and other fixed structures | 388,852 | 397,880 | -9,028  | -2.32%  |
| Machinery and equipment              | 12,110  | 22,327  | -10,217 | -84.37% |

|              |                   |                   |                |              |
|--------------|-------------------|-------------------|----------------|--------------|
| <b>Total</b> | <b>11,929,675</b> | <b>11,814,587</b> | <b>115,088</b> | <b>0.96%</b> |
|--------------|-------------------|-------------------|----------------|--------------|

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE APPROPRIATION STATEMENT

as at 31 MARCH 2008

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#### 4.3 Variance Explanation

##### Compensation of employees

An over expenditure of R2,5 million or 0,03% was realised. This was due to the finalisation of the principal gradings as well as appointment of support staff to schools.

##### Goods and services

An underexpenditure of R115,7 million or 10,46% was realised. Most LTSM commitments were addressed during the financial year. The Provincial Treasury also instituted austerity measures to curb the provincial overdraft, which meant that not all planned expenditure on the NCS orientation, Qids-up programme and EPWP could be realised.

##### Transfers and subsidies

An underexpenditure of R21,1 million or 2,7% was realised due to the fact that expenditure on leave gratuities did materialise as expected.

##### Payments for capital assets

An overexpenditure of R19,2 million or 4,8% was realised. This is the first year that the Department has been able to spend its entire Infrastructure budget. In addition to this, planning has been done for future years to maintain the momentum. The fruits of the implementation of the IDIP programme has started to materialise.

# FINANCIAL STATEMENTS

## VOTE 3

### STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 31 MARCH 2008

|   | Note | 2007/08<br>R'000  | 2006/07<br>R'000  |
|---|------|-------------------|-------------------|
| <b>REVENUE</b>  |      |                   |                   |
| Annual appropriation                                    | 1    | 11,928,956        | 11,397,939        |
| Statutory appropriation                                 | 2    | 719               | 719               |
| Appropriation for unauthorised expenditure approved     |      | 172,220           | -                 |
| Departmental revenue                                    | 3    | -                 | -                 |
| Local and foreign aid assistance                        | 4    | -                 | 1,176             |
| <b>TOTAL REVENUE</b>                                    |      | <b>12,101,895</b> | <b>11,399,834</b> |
| <b>EXPENDITURE</b>                                      |      |                   |                   |
| <b>Current expenditure</b>                              |      |                   |                   |
| Compensation of employees                               | 5    | 9,649,099         | 9,257,922         |
| Goods and services                                      | 6    | 990,514           | 1,095,187         |
| Local and foreign aid assistance                        | 4    | -                 | 1,176             |
| Unauthorised expenditure approved                       | 9    | 172,220           | -                 |
| <b>Total current expenditure</b>                        |      | <b>10,811,833</b> | <b>10,354,285</b> |
| <b>Transfers and subsidies</b>                          | 7    | <b>754,767</b>    | <b>533,290</b>    |
| <b>Expenditure for capital assets</b>                   |      |                   |                   |
| Buildings and other fixed structures                    | 8    | 397,880           | 459,913           |
| Machinery and equipment                                 | 8    | 22,327            | 20,373            |
| <b>Total expenditure for capital assets</b>             |      | <b>420,207</b>    | <b>480,286</b>    |
| <b>TOTAL EXPENDITURE</b>                                |      | <b>11,986,807</b> | <b>11,367,861</b> |
| <b>SURPLUS/(DEFICIT)</b>                                |      | <b>115,088</b>    | <b>31,973</b>     |
| Add back unauthorised expenditure                       | 9    | 3,268             | 148,958           |
| <b>SURPLUS/(DEFICIT) FOR THE YEAR</b>                   |      | <b>118,356</b>    | <b>180,931</b>    |
| <b>Reconciliation of Surplus/(Deficit) for the year</b> |      |                   |                   |
| Voted Funds   | 11   | 118,356           | 180,931           |
| Departmental Revenue                                    | 3    | -                 | -                 |
| <b>SURPLUS/(DEFICIT) FOR THE YEAR</b>                   |      | <b>118,356</b>    | <b>180,931</b>    |

# FINANCIAL STATEMENTS

## VOTE 3

### STATEMENT OF FINANCIAL POSITION

as at 31 MARCH 2008

|  | Note | 2007/08<br>R'000 | 2006/07<br>R'000 |
|--|------|------------------|------------------|
| <b>ASSETS</b>  |      |                  |                  |
| <b>Current assets</b>                                      |      | 563,595          | 733,378          |
| Unauthorised expenditure                                   | 9    | 475,146          | 644,098          |
| Receivables  | 10   | 88,449           | 89,280           |
| <b>TOTAL ASSETS</b>  |      | <u>563,595</u>   | <u>733,378</u>   |
| <b>LIABILITIES</b>   |      |                  |                  |
| <b>Current liabilities</b>                                 |      | 525,715          | 694,370          |
| Voted funds to be surrendered to the Revenue Fund          | 11   | 417,353          | 310,438          |
| Departmental revenue to be surrendered to the Revenue Fund | 12   | 1,134            | 6,689            |
| Bank overdraft   | 13   | 105,599          | 374,788          |
| Payables   | 14   | 1,629            | 2,455            |
| <b>TOTAL LIABILITIES</b>                                   |      | <u>525,715</u>   | <u>694,370</u>   |
| <b>NET ASSETS</b>  |      | 37,880           | 39,008           |
| <b>Represented by</b>                                      |      | <u>37,880</u>    | <u>39,008</u>    |
| Recoverable Revenue  |      | <u>37,880</u>    | <u>39,008</u>    |
| <b>TOTAL</b>   |      | <u>37,880</u>    | <u>39,008</u>    |

# FINANCIAL STATEMENTS

## VOTE 3

### STATEMENT OF CHANGES IN NET ASSETS

for the year ended 31 MARCH 2008

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|                            | 2007/08<br>R'000 | 2006/07<br>R'000 |
|----------------------------|------------------|------------------|
| <b>Recoverable revenue</b> |                  |                  |
| Opening balance            | 39,008           | 38,639           |
| Transfers                  | (1,128)          | 369              |
| Debts raised               | (1,128)          | 369              |
| Closing balance            | 37,880           | 39,008           |

# FINANCIAL STATEMENTS

## VOTE 3

### CASHFLOW STATEMENT

for the year ended 31 MARCH 2008

|  | Note | 2007/08<br>R'000        | 2006/07<br>R'000        |
|--|------|-------------------------|-------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>              |      |                         |                         |
| Receipts   |      | 12,129,473              | 11,543,276              |
| Annual appropriated funds received                       | 1.1  | 11,928,956              | 11,500,939              |
| Statutory appropriated funds received                    |      | 719                     | 719                     |
| Appropriation for unauthorised expenditure received      | 9    | 172,220                 | -                       |
| Departmental revenue received                            |      | 27,578                  | 40,442                  |
| Local and foreign aid assistance received                | 4    | -                       | 1,176                   |
| Net (increase)/decrease in working capital               |      | 168,957                 | (153,660)               |
| Surrendered to Revenue Fund                              |      | (44,574)                | (35,410)                |
| Current payments   |      | (10,639,613)            | (10,354,285)            |
| Unauthorised expenditure – current payments              |      | (168,952)               | 148,958                 |
| Transfers and subsidies paid                             |      | (754,767)               | (533,290)               |
| <b>Net cash flow available from operating activities</b> | 15   | <u>690,524</u>          | <u>615,589</u>          |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>              |      |                         |                         |
| Payments for capital assets                              |      | <u>(420,207)</u>        | <u>(480,286)</u>        |
| <b>Net cash flows from investing activities</b>          |      | <u>(420,207)</u>        | <u>(480,286)</u>        |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>              |      |                         |                         |
| Increase/ (decrease) in net assets                       |      | (1,128)                 | 369                     |
| Net cash flow from financing activities                  |      | <u>(1,128)</u>          | <u>369</u>              |
| Net increase/(decrease) in cash and cash equivalents     |      | 269,189                 | 135,672                 |
| Cash and cash equivalents at the beginning of the period |      | (374,788)               | (510,460)               |
| <b>Cash and cash equivalents at end of period</b>        | 16   | <u><u>(105,599)</u></u> | <u><u>(374,788)</u></u> |

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

#### 1. Annual Appropriation

##### 1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act for Provincial Departments :

|                                  | Final<br>Appropriation<br>R'000 | Actual Funds<br>Received<br>R'000 | Funds not<br>requested/<br>not received<br>R'000 | Appropriation<br>received<br>2006/07<br>R'000 |
|----------------------------------|---------------------------------|-----------------------------------|--|---|
| Administration                   | 835,185                         | 835,185                           |  | 758,394                                       |
| Public Schools                   | 10,123,784                      | 10,123,784                        |  | 9,883,538                                     |
| Independent Schools              | 52,202                          | 52,202                            |  | 39,148  |
| Special Schools                  | 164,072                         | 164,072                           |  | 163,093                                       |
| Further Education and Training   | 254,214                         | 254,214                           |  | 217,976                                       |
| Adult Basic Education & Training | 118,400                         | 118,400                           |  | 77,979  |
| Early Childhood Development      | 63,935                          | 63,935                            |  | 68,868  |
| Auxilliary Services              | 317,164                         | 317,164                           |  | 291,943                                       |
| <b>Total</b>                     | <b>11,928,956</b>               | <b>11,928,956</b>                 |  | <b>11,500,939</b>                             |

|   | Note     | 2007/08 | 2006/07 |
|---|----------|---------|---------|
| 1.2 Conditional grants                              |          |         |         |
| Total grants received                               | Annex 1A | 626,901 | 558,419 |
| Provincial grants included in Total Grants received |          | 626,901 | 558,419 |

#### 2. Statutory Appropriation

|                               |            |            |
|-------------------------------|------------|------------|
| Member of Executive Committee | 719        | 719        |
|                               | <u>719</u> | <u>719</u> |

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

|  |              | 2007/08<br>R'000 | 2006/07<br>R'000 |
|--|--------------|------------------|------------------|
| <b>3. Departmental revenue to be surrendered to revenue fund</b> |              |                  |                  |
|  | <i>Notes</i> |                  |                  |
| Sales of goods and services other than capital assets            | 3.1          | 19,633           | 17,330           |
| Interest, dividends and rent on land                             | 3.2          | 99               | 230              |
| Financial transactions in assets and liabilities                 | 3.3          | 7,846            | 22,882           |
| Total revenue collected  |              | <u>27,578</u>    | <u>40,442</u>    |
| Less: Departmental Revenue Budgeted                              | 13           | <u>27,578</u>    | <u>40,442</u>    |
| <b>Departmental revenue collected</b>                            |              | <u>-</u>         | <u>-</u>         |
| <b>3.1 Sales of goods and services other than capital assets</b> |              |                  |                  |
| Sales of goods and services produced by the department           |              | 19,531           | 17,289           |
| Sales by market establishments                                   |              | 1,287            | 622              |
| Administrative fees  |              | 18,244           | 16,667           |
| Sales of scrap, waste and other used current goods               |              | 102              | 41               |
| <b>Total</b>   |              | <u>19,633</u>    | <u>17,330</u>    |
| <b>3.2 Interest, dividends and rent on land</b>                  |              |                  |                  |
| Interest   |              | (22)             |                  |
| Rent on land and buildings                                       |              | 121              | 230              |
| <b>Total</b>   |              | <u>99</u>        | <u>230</u>       |
| <b>3.3 Financial transactions in assets and liabilities</b>      |              |                  |                  |
| Receivables  |              |                  |                  |
| Stale cheques written back                                       |              | 3,177            | 2,387            |
| Other Receipts including Recoverable Revenue                     |              | 4,669            | 20,495           |
| <b>Total</b>   |              | <u>7,846</u>     | <u>22,882</u>    |

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

|  | 2007/08<br>R'000 | 2006/07<br>R'000 |
|--|------------------|------------------|
| <b>4. Local and foreign aid assistance</b>   |                  |                  |
| <b>4.1 Assistance received in cash: Other</b>  |                  |                  |
| <b>Foreign</b>   |                  |                  |
| Opening Balance  | -                | 872              |
| Revenue  | -                | 1,176            |
| Expenditure  | -                | 1,176            |
| Current  | -                | 1,176            |
| Closing Balance  | -                | 872              |
| <b>Total</b>   |                  |                  |
| Opening Balance  | -                | 872              |
| Revenue  | -                | 1,176            |
| Expenditure  | -                | 1,176            |
| Current  | -                | 1,176            |
| Closing Balance  | -                | 872              |
| <b>Analysis of balance</b>   |                  |                  |
| Local and foreign aid receivable   |                  |                  |
| Local and foreign aid unutilised   |                  | 872              |
| Local and foreign aid payable to RDP fund/donors   |                  |                  |
| Closing balance  | -                | 872              |
| <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           Closing balance 2006/07 of R872,000 to be surrendered to Provincial Revenue Fund see note 12         </div> |                  |                  |
| <b>5. Compensation of employees</b>  |                  |                  |
| <b>5.1 Salaries and Wages</b>  |                  |                  |
| Basic salary   | 7,242,729        | 7,187,376        |
| Performance award  | 58,304           | 29,606           |
| Service Based  | 17,025           | 15,280           |
| Compensative/circumstantial  | 117,738          | 121,877          |
| Periodic payments  | 64,990           | 54,534           |
| Other non-pensionable allowances   | 854,361          | 683,809          |
| <b>Total</b>   | <b>8,355,147</b> | <b>8,092,482</b> |
| <b>5.2 Social contributions</b>  |                  |                  |
| <b>5.2.1 Employer contributions</b>  |                  |                  |
| Pension  | 908,735          | 830,745          |
| Medical  | 374,294          | 333,156          |
| Bargaining council   | 563              | 499              |
| Official unions and associations   | 10,360           | 1,040            |
| <b>Total</b>   | <b>1,293,952</b> | <b>1,165,440</b> |
| <b>Total compensation of employees</b>   | <b>9,649,099</b> | <b>9,257,922</b> |
| <br>   |                  |                  |
| Average number of employees  | 63,670           | 64,616           |

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

|   | Note | 2007/08<br>R'000 | 2006/07<br>R'000 |
|---|------|------------------|------------------|
| <b>6. Goods and services</b>                  |      |                  |                  |
| Advertising                                   |      | 5,485            | 6,251            |
| Attendance fees (including registration fees) |      | 5,945            | 1,385            |
| Bursaries (employees)                         |      | 11,033           | 8,732            |
| Communication                                 |      | 16,167           | 18,725           |
| Computer services                             |      | 5,327            | 4,787            |
| Consultants, contractors and special services |      | 7,798            | 3,134            |
| Courier and delivery services                 |      | 76               | 105              |
| Entertainment                                 |      | 29               | 64               |
| External audit fees                           | 6.1  | -                | 192              |
| Equipment less than R5000                     |      | 98,729           | 55,590           |
| Honoraria (Voluntarily workers)               |      | 69,829           | 43,790           |
| Inventory                                     | 6.2  | 608,154          | 742,789          |
| Maintenance, repairs and running cost         |      | 3,630            | 19,044           |
| Operating leases                              |      | 9,176            | 6,988            |
| Personnel agency fees                         |      | 10               | -                |
| Plant flowers and other decorations           |      | 1                | 81               |
| Professional bodies and membership fees       |      | 2,756            | 2,664            |
| Resettlement cost                             |      | 1,823            | 1,156            |
| Owned leasehold property expenditure          |      | 44,904           | 42,086           |
| Travel and subsistence                        | 6.3  | 98,596           | 134,104          |
| Venues and facilities                         |      | 1,036            | 3,519            |
| Protective, special clothing & uniforms       |      | 10               | 1                |
|   |      | <u>990,514</u>   | <u>1,095,187</u> |
| <b>6.1 External audit fees</b>                |      |                  |                  |
| Other audits                                  |      | -                | 192              |
| <b>Total external audit fees</b>              |      | <u>-</u>         | <u>192</u>       |
| <b>6.2 Inventory</b>                          |      |                  |                  |
| Domestic consumables                          |      | 1,418            | 1,718            |
| Learning and teaching support material        |      | 390,273          | 495,405          |
| Food and Food supplies                        |      | 167,272          | 196,772          |
| Fuel, oil and gas                             |      | 10,359           | 10,205           |
| Laboratory consumables                        |      | 1,915            | -                |
| Other consumables                             |      | 716              | 1,047            |
| Parts and other maintenance material          |      | 75               | 19               |
| Stationery and Printing                       |      | 36126            | 37,623           |
| Medical supplies                              |      |                  |                  |
|   |      | <u>608,154</u>   | <u>742,789</u>   |
| <b>6.3 Travel and subsistence</b>             |      |                  |                  |
| Local   |      | 98,595           | 134,032          |
| Foreign                                       |      | 1                | 72               |
| <b>Total travel and subsistence</b>           |      | <u>98,596</u>    | <u>134,104</u>   |

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

|   |                 | 2007/08<br>R'000 | 2006/07<br>R'000 |
|---|-----------------|------------------|------------------|
| <b>7. Transfers and subsidies</b>                         | <i>Notes</i>    |                  |                  |
| Provinces and municipalities                              | <i>Annex 1B</i> | -                | 6,487            |
| Departmental agencies and accounts                        | <i>Annex 1C</i> | 9,685            | 8,222            |
| Non-profit institutions                                   | <i>Annex 1D</i> | 702,333          | 474,287          |
| Households  | <i>Annex 1E</i> | 42,749           | 44,294           |
|   |                 | <u>754,767</u>   | <u>533,290</u>   |
| <b>8. Expenditure for capital assets</b>                  |                 |                  |                  |
| Buildings and other fixed structures                      | <i>Note 24</i>  | 397,880          | 459,913          |
| Machinery and equipment                                   | <i>Note 24</i>  | 22,327           | 20,373           |
| <b>Total</b>  |                 | <u>220,207</u>   | <u>480,286</u>   |
| <b>9. Unauthorised expenditure</b>                        |                 |                  |                  |
| <b>9.1. Reconciliation of unauthorised expenditure</b>    |                 |                  |                  |
| Opening balance   |                 | 644,098          | 495,140          |
| Unauthorised expenditure – current year                   |                 | 3,268            | 148,958          |
| Amounts approved by Parliament/Legislature (with funding) |                 | (172,220)        | -                |
| Current expenditure                                       |                 | (172,220)        | -                |
| Unauthorised expenditure awaiting authorisation           |                 | <u>475,146</u>   | <u>644,098</u>   |
| <b>9.2. Analysis of Current Unauthorised expenditure</b>  |                 |                  |                  |
| <b>Incident</b>   |                 |                  |                  |
| Overexpenditure on programmes 3                           |                 | 3,268            |                  |
|   |                 | <u>3,268</u>     |                  |

**Over expenditure on programme 3: Independent Schools of R3.2 million. Restatement of the unauthorised expenditure for 2006/07 due to a directive from Provincial Treasury.**

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

|   |      |              |               | 2007/08        | 2006/07        |
|---|------|--------------|---------------|----------------|----------------|
|   |      |              |               | R'000          | R'000          |
| <b>10. Receivables</b>  |      |              |               |                |                |
|   |      |              | Older         |                |                |
|   |      | Less than    | than          |                |                |
|   |      | one year     | three         |                |                |
|   |      |              | years         |                |                |
|   |      |              | years         |                |                |
|   |      |              |               | <b>Total</b>   | <b>Total</b>   |
| Staff debt  | 10.1 | 2,356        | 786           | 56,782         | 59,924         |
| Other Debtors   | 10.2 |              | 28,525        |                | 28,525         |
|   |      | <u>2,356</u> | <u>29,311</u> | <u>56,782</u>  | <u>88,449</u>  |
|   |      |              |               |                | <u>89,280</u>  |
| <b>10.1 Staff Debt</b>  |      |              |               |                |                |
| Tax Debt  |      |              |               | 13,099         | 13,262         |
| Debt Account  |      |              |               | 46,825         | 49,207         |
|   |      |              |               | <u>59,924</u>  | <u>62,469</u>  |
| <b>10.2 Other debtors</b>   |      |              |               |                |                |
| Disallowances   |      |              |               | 25,879         | 26,637         |
| Disallowance Dishonoured Cheques                                      |      |              |               | 6              | -              |
| Salary Reversal Control & other debts                                 |      |              |               | 755            | -              |
| Salary Disallowance Account   |      |              |               | 1,697          | -              |
| Regional Service Council Levies                                       |      |              |               | 8              | 8              |
| Medical Aid   |      |              |               | 145            | 162            |
| Income Tax  |      |              |               | 31             | -              |
| Non-Recoverable Rent  |      |              |               | 1              | 1              |
| Other Financial Institutions  |      |              |               | 3              | 3              |
|   |      |              |               | <u>28,525</u>  | <u>26,811</u>  |
| <b>11. Voted funds to be surrendered to the Revenue Fund</b>          |      |              |               |                |                |
| Opening balance   |      |              |               | 310,438        | 26,507         |
| Transfer from Statement of Financial Performance                      |      |              |               | 118,356        | 180,931        |
| Voted funds not requested/not received                                |      |              |               | -              | 103,000        |
| Paid during the year  |      |              |               | (11,441)       | -              |
|   |      |              |               | <u>417,353</u> | <u>310,438</u> |
| <b>11.1 Voted funds not requested/not received</b>                    |      |              |               |                |                |
| Voted funds for previous year received                                |      |              |               | -              | 103,000        |
|   |      |              |               | <u>-</u>       | <u>103,000</u> |
| <b>12. Departmental revenue to be surrendered to the Revenue Fund</b> |      |              |               |                |                |
| Opening balance   |      |              |               | 6,689          | 785            |
| Departmental revenue budgeted   |      |              | 3             | 27,578         | 40,442         |
| Transfer from local and foreign aid assistance                        |      |              |               | -              | 872            |
| Paid during the year  |      |              |               | (33,133)       | (35,410)       |
|   |      |              |               | <u>1,134</u>   | <u>6,689</u>   |

# FINANCIAL STATEMENTS

## VOTE 3

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

|   |              |                |                 | 2007/08          | 2006/07          |
|---|--------------|----------------|-----------------|------------------|------------------|
|   |              |                |                 | R'000            | R'000            |
| <b>13. Bank overdraft</b>   |              |                |                 |                  |                  |
| Consolidated Paymaster General Account  |              |                |                 | 105,599          | 374,788          |
|   |              |                |                 | <u>105,599</u>   | <u>374,788</u>   |
| <b>14. Payables – current</b>   |              |                |                 |                  |                  |
| <b>Description</b>  | <i>Notes</i> | <b>30 Days</b> | <b>30+ Days</b> | <b>Total</b>     | <b>Total</b>     |
| Clearing accounts   | 15.1         | -              | -               |                  | 891              |
| Other payables  | 15.2         | 1,629          |                 | 1,629            | 1,564            |
|   |              | <u>1,629</u>   |                 | <u>1,629</u>     | <u>2,455</u>     |
| <b>14.1 Clearing accounts</b>   |              |                |                 |                  |                  |
| Description   |              |                |                 |                  |                  |
| Recoveries received without creation of debt                                  |              |                |                 | -                | 891              |
| <b>Total</b>  |              |                |                 | <u>-</u>         | <u>891</u>       |
| <b>14.2 Other payables</b>  |              |                |                 |                  |                  |
| Salary Deductions   |              |                |                 | 355              | 1,244            |
| Reversal Control  |              |                |                 | -                | 320              |
| ACB Recalls   |              |                |                 | 1,267            | -                |
| Private Telephones  |              |                |                 | 7                | -                |
|   |              |                |                 | <u>1,629</u>     | <u>1,564</u>     |
| <b>15. Net cash flow available from operating activities</b>                  |              |                |                 |                  |                  |
| Net surplus/(deficit) as per Statement of Financial Performance               |              |                |                 | 118,356          | 180,931          |
| Add back non cash/cash movements not deemed operating activities              |              |                |                 | 572,168          | 434,658          |
| (Increase)/decrease in receivables – current                                  |              |                |                 | 831              | (671)            |
| (Increase)/decrease in other current assets                                   |              |                |                 | 168,952          | (148,958)        |
| Increase/(decrease) in payables – current                                     |              |                |                 | (826)            | (4,031)          |
| Surrenders to Revenue Fund  |              |                |                 | (44,574)         | (35,410)         |
| Expenditure on capital assets   |              |                |                 | 420,207          | 480,286          |
| Voted funds not requested/not received  |              |                |                 | -                | 103,000          |
| Other non-cash items  |              |                |                 | 27,578           | 40,442           |
| <b>Net cash flow generated by operating activities</b>                        |              |                |                 | <u>690,524</u>   | <u>615,589</u>   |
| <b>16. Reconciliation of cash and cash equivalents for cash flow Purposes</b> |              |                |                 |                  |                  |
| Consolidated Paymaster General account  |              |                |                 | (105,599)        | (374,788)        |
|   |              |                |                 | <u>(105,599)</u> | <u>(374,788)</u> |

# FINANCIAL STATEMENTS

## VOTE 3

### DISCLOSURE NOTES

for the year ended 31 MARCH 2008

These amounts are not recognised in the Annual Financial Statements and are disclosed to enhance the usefulness of the Annual Financial Statements.

|  | Note                     | 2007/08<br>R'000          | 2006/07<br>R'000       |                        |
|--|--------------------------|---------------------------|------------------------|------------------------|
| <b>17. Contingent liabilities</b>      |                          |                           |                        |                        |
| <b>Liable to</b>                       | <b>Nature</b>            |                           |                        |                        |
| Motor vehicle guarantee                | Employees                | Annex 2 96                | 25                     |                        |
| Housing loan guarantees                | Employees                | Annex 2 96,996            | 101,083                |                        |
|  |                          | Annex 3 1,514             | 6,152                  |                        |
| Interdepartmental unconfirmed balances |                          | <u>98,606</u>             | <u>107,260</u>         |                        |
| <b>18. Commitments</b>                 |                          |                           |                        |                        |
| <b>Current expenditure</b>             |                          |                           |                        |                        |
| Approved and contracted                |                          | -                         | 2,656                  |                        |
|  |                          | -                         | 2,656                  |                        |
| <b>Non-current expenditure</b>         |                          |                           |                        |                        |
| Approved and contracted                |                          | -                         | 95,832                 |                        |
|  |                          | -                         | 95,832                 |                        |
| <b>Total Commitments</b>               |                          | -                         | <u>98,488</u>          |                        |
| <b>19. Accruals</b>                    |                          |                           |                        |                        |
| <b>By economic classification</b>      | <b>30 Days<br/>R'000</b> | <b>30+ Days<br/>R'000</b> | <b>Total<br/>R'000</b> | <b>Total<br/>R'000</b> |
| Compensation of employees              |                          | 176,576                   | 176,576                | -                      |
| Goods and services                     |                          | 42,838                    | 42,838                 | 129,414                |
| Buildings and other fixed structures   |                          | 34,338                    | 34,338                 | -                      |
|  | -                        | 253,752                   | 253,752                | <u>129,414</u>         |
| <b>20. Employee benefits</b>           |                          |                           |                        |                        |
| Leave entitlement                      |                          | 57,412                    | 39,010                 |                        |
| Thirteenth cheque                      |                          | 331,114                   | 298,205                |                        |
| Performance awards                     |                          | 32,362                    | 4,849                  |                        |
| Capped leave commitments               |                          | 1,937,315                 | 1,854,601              |                        |
|  |                          | <u>2,358,203</u>          | <u>2,196,665</u>       |                        |

# FINANCIAL STATEMENTS

## VOTE 3

### DISCLOSURE NOTES

for the year ended 31 MARCH 2008

|   | Buildings &<br>other fixed<br>structures<br>R'000 | Machinery &<br>equipment<br>R'000 | Total<br>R'000           |
|---|---|-----------------------------------|--------------------------|
| <b>21. Lease Commitments</b>                    |   |                                   |                          |
| <b>21.1 Operating leases</b>                    |   |                                   |                          |
| <b>2007/08</b>                                  |   |                                   |                          |
| Later than 1 year and not later than 5 years    | 3,126   | 1,097                             | 4,223                    |
| <b>Total present value of lease liabilities</b> | <u>3,126</u>                                      | <u>1,097</u>                      | <u>4,223</u>             |
| <b>2006/07</b>                                  |   |                                   |                          |
| Not later than 1 year                           | 14,302  | 1,520                             | 15,822                   |
| <b>Total present value of lease liabilities</b> | <u>14,302</u>                                     | <u>1,520</u>                      | <u>15,822</u>            |
|   |   | <b>2007/08<br/>R'000</b>          | <b>2006/07<br/>R'000</b> |
| <b>22. Key management personnel</b>             |   |                                   |                          |
|   | <b>No. of Individuals</b>                         |                                   |                          |
| Political Office Bearer<br>Officials            | 1   | 719                               | 719                      |
| Level 15 to 16                                  | 6   | 4,905                             | 2,357                    |
| Level 14  | 9   | 5,791                             | 3,612                    |
|   |   | <u>11,415</u>                     | <u>6,688</u>             |
| <b>23. Provisions</b>                           |   |                                   |                          |
| Staff debtors                                   |   | 56,782                            | -                        |
| Other debtors                                   |   | 25,879                            | -                        |
|   |   | <u>82,661</u>                     | <u>-</u>                 |
| <b>Total</b>                                    |   | <u>82,661</u>                     | <u>-</u>                 |

The Debt account is the result of State Salary Cheques that were paid over to the Revenue Fund in the period prior to 2006. These State Cheques should have been credited against the Staff Debtor that was raised through PERSAL. These are therefore not all staff debts owed to the State. If a Provision is to be made it should include Staff Debt older than 3 years including the Miscellaneous Disallowance Account. The function to determine the extent and course of action to reduce this account, without it having an adverse cash flow impact, has been outsourced. Progress will be reported in the 2008/09 Annual Financial Statements.

# FINANCIAL STATEMENTS

## VOTE 3

### DISCLOSURE NOTES

for the year ended 31 MARCH 2008

#### 24. Tangible Capital Assets

##### MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2008

|  | Opening balance  | Current Year Adjustments   | Additions      | Disposals | Closing balances |
|--|------------------|----------------------------|----------------|-----------|------------------|
|  | cost             | to the prior year balances | cost           | Cost      | Cost             |
|  | R'000            | cost                       | cost           | R'000     | R'000            |
|  |                  | R'000                      | R'000          | R'000     | R'000            |
| <b>BUILDING AND OTHER FIXED STRUCTURES</b> | 1,828,619        | (1,429,872)                | 397,880        | -         | 796,627          |
| Non-residential buildings                  | 1,828,619        | (1,429,872)                | 397,880        | -         | 796,627          |
| <b>MACHINERY AND EQUIPMENT</b>             | 146,645          | (57,907)                   | 22,327         | -         | 111,065          |
| Transport assets                           | 50,611           | (26,922)                   | -              | -         | 23,689           |
| Computer equipment                         | 18,001           | 1,318                      | 18,726         | -         | 38,045           |
| Furniture and Office equipment             | 23,565           | 21,912                     | 3,601          | -         | 49,078           |
| Other machinery and equipment              | 54,468           | (54,215)                   | -              | -         | 253              |
| <b>TOTAL TANGIBLE ASSETS</b>               | <b>1,975,264</b> | <b>(1,487,779)</b>         | <b>420,207</b> | <b>-</b>  | <b>907,692</b>   |

##### 24.1 ADDITIONS TO TANGIBLE CAPITAL ASSET PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2008

|  | Cash           | Non-Cash Fair Value | (Capital work in progress – current costs | Received current year, not paid (Paid current year, received prior year) | Total          |
|--|----------------|---------------------|---|--|----------------|
|  | cost           | cost                | cost                                      | Cost   | Cost           |
|  | R'000          | R'000               | R'000                                     | R'000  | R'000          |
| <b>BUILDING AND OTHER FIXED STRUCTURES</b> | 397,880        | -                   | -   | -  | 397,880        |
| Non-residential buildings                  | 397,880        | -                   | -   | -  | 397,880        |
| <b>MACHINERY AND EQUIPMENT</b>             | 22,327         | -                   | -   | -  | 22,327         |
| Computer equipment                         | 18,726         | -                   | -   | -  | 18,726         |
| Furniture and Office equipment             | 3,601          | -                   | -   | -  | 3,601          |
| <b>TOTAL TANGIBLE ASSETS</b>               | <b>420,207</b> | <b>-</b>            | <b>-</b>                                  | <b>-</b>   | <b>420,207</b> |

# FINANCIAL STATEMENTS

## VOTE 3

### DISCLOSURE NOTES

for the year ended 31 MARCH 2008

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

|  | Opening balance<br>R'000 | Additions<br>R'000 | Disposals<br>R'000 | Closing Balance<br>R'000 |
|--|--------------------------|--------------------|--------------------|--------------------------|
| <b>BUILDING AND OTHER FIXED STRUCTURES</b> | 1,368,706                | 459,913            | -                  | 1,828,619                |
| Non-residential buildings                  | 1,368,706                | 459,913            | -                  | 1,828,619                |
| <b>MACHINERY AND EQUIPMENT</b>             | 130,834                  | 20,373             | 4,562              | 146,645                  |
| Transport assets                           | 44,914                   | 5,697              | -                  | 50,611                   |
| Computer equipment                         | 7,801                    | 10,845             | 645                | 18,001                   |
| Furniture and Office equipment             | 26,989                   | 493                | 3,917              | 23,565                   |
| Other machinery and equipment              | 51,130                   | 3,338              | -                  | 54,468                   |
| <b>TOTAL TANGIBLE ASSETS</b>               | <b>1,499,540</b>         | <b>480,286</b>     | <b>4,562</b>       | <b>1,975,264</b>         |

# FINANCIAL STATEMENTS

## VOTE 3

### ANNEXURES TO THE FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

#### ANNEXURE 1A STATEMENT OF CONDITIONAL GRANTS RECEIVED

| NAME OF DEPARTMENT           | GRANT ALLOCATION                              |               |                  |                   | SPENT           |                               |                            | 2006/07                                  |                         |                            |
|------------------------------|---|---------------|------------------|-------------------|-----------------|-------------------------------|----------------------------|--|-------------------------|----------------------------|
|                              | Division of Revenue Act/<br>Provincial Grants | Roll Overs    | DORA Adjustments | Other Adjustments | Total Available | Amount received by department | Amount spent by department | % of available funds spent by department | Division of Revenue Act | Amount spent by department |
|                              | R'000   | R'000         | R'000            | R'000             | R'000           | R'000                         | R'000                      | %  | R'000                   | R'000                      |
| Infrastructure Grant         | 314,298                                       |               |                  |                   | 332,598         | 332,598                       | 332,598                    | 100.0                                    | 291,786                 | 291,786                    |
| HIV and AIDS                 | 23,005  | 8,231         |                  | 18,300            | 31,236          | 31,236                        | 17,411                     | 55.7                                     | 21,594                  | 13,085                     |
| NSNP                         | 192,694                                       |               |                  |                   | 192,694         | 192,694                       | 192,694                    | 100.0                                    | 202,039                 | 202,039                    |
| Further Education & Training | 67,443  | 2,930         |                  |                   | 70,373          | 70,373                        | 70,373                     | 100.0                                    | 43,000                  | 43,000                     |
| <b>Total</b>                 | <b>597,440</b>                                | <b>11,161</b> |                  | <b>18,300</b>     | <b>626,901</b>  | <b>626,901</b>                | <b>613,076</b>             |  | <b>558,419</b>          | <b>549,910</b>             |

# FINANCIAL STATEMENTS

## VOTE 3

### ANNEXURES TO THE FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

#### ANNEXURE 1B STATEMENT OF UNCONDITIONAL GRANTS PAID TO MUNICIPALITIES

| NAME OF MUNICIPALITY | GRANT ALLOCATION                          |                        |                      | TRANSFER                    |                             | SPENT  |   |   | 2006/07<br>Division<br>of<br>Revenue<br>Act<br>R'000 |   |
|----------------------|---|------------------------|----------------------|-----------------------------|-----------------------------|--|---|---|--|---|
|                      | Division<br>of<br>Revenue<br>Act<br>R'000 | Roll<br>Overs<br>R'000 | Adjustments<br>R'000 | Total<br>Available<br>R'000 | Actual<br>Transfer<br>R'000 | % of<br>Available<br>funds<br>Transferred<br>% | Amount<br>received<br>by<br>municipality<br>R'000 | Amount<br>spent by<br>municipality<br>R'000 |  | % of<br>available<br>funds<br>spent by<br>municipality<br>% |
|                      |   |                        |                      |                             |                             |  |   |   |  |   |
| Waterberg            | -   | -                      | -                    | -                           | -                           | -  | -   | -   | -  | 538   |
| Capricorn            | -   | -                      | -                    | -                           | -                           | -  | -   | -   | -  | 1,473   |
| Vhembe               | -   | -                      | -                    | -                           | -                           | -  | -   | -   | -  | 641   |
| Mopani               | -   | -                      | -                    | -                           | -                           | -  | -   | -   | -  | 1,638   |
| Sekhukhune           | -   | -                      | -                    | -                           | -                           | -  | -   | -   | -  | 1,043   |
| Bohlabela            | -   | -                      | -                    | -                           | -                           | -  | -   | -   | -  | 1,154   |
|                      | -   | -                      | -                    | -                           | -                           | -  | -   | -   | -  | <b>6,487</b>  |

# FINANCIAL STATEMENTS

## VOTE 3

### ANNEXURES TO THE FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

#### ANNEXURE 1C STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

| DEPARTMENT/ AGENCY/<br>ACCOUNT | TRANSFER ALLOCATION                    |                        |                      |                             | TRANSFER                    |  | 2006/07<br>Appropriation Act<br>R'000 |
|--------------------------------|--|------------------------|----------------------|-----------------------------|-----------------------------|--|---------------------------------------|
|                                | Adjusted<br>Appropriation Act<br>R'000 | Roll<br>Overs<br>R'000 | Adjustments<br>R'000 | Total<br>Available<br>R'000 | Actual<br>Transfer<br>R'000 | % of<br>Available<br>funds<br>Transferred<br>% |                                       |
| SETA                           | 9,685                                  |                        |                      | 9,685                       | 9,685                       | 100%   | 8,222                                 |
|                                | <b>9,685</b>                           |                        |                      | <b>9,685</b>                | <b>9,685</b>                |  | <b>8,222</b>                          |

# FINANCIAL STATEMENTS

## VOTE 3

### ANNEXURES TO THE FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

#### ANNEXURE 1D STATEMENT OF TRANSFERS TO NON-PROFIT ORGANISATIONS

|                                 | TRANSFER ALLOCATION                       |                     |                      |                             | EXPENDITURE                 |   | 2006/07<br>Appropriation<br>Act<br>R'000 |
|---------------------------------|---|---------------------|----------------------|-----------------------------|-----------------------------|---|--|
|                                 | Adjusted<br>Appropriation<br>Act<br>R'000 | Roll overs<br>R'000 | Adjustments<br>R'000 | Total<br>Available<br>R'000 | Actual<br>Transfer<br>R'000 | % of<br>Available funds<br>Transferred<br>% |  |
| <b>NON-PROFIT ORGANISATIONS</b> |   |                     |                      |                             |                             |   |  |
| <b>Transfers</b>                |   |                     |                      |                             |                             |   |  |
| Independent schools             | 52,202                                    |                     |                      | 52,202                      | 55,470                      | 106.3                                       | 39,148                                   |
| Special schools                 | 46,265                                    |                     |                      | 46,265                      | 46,156                      | 99.8  | 31,085                                   |
| FET                             | 115,057                                   |                     |                      | 115,057                     | 114,967                     | 99.9  | 85,556                                   |
| Education Development Trust     | 9,166                                     |                     |                      | 9,166                       | 9,182                       | 100.2                                       | 17,800                                   |
| School Funding Norms            | 478,188                                   |                     |                      | 478,188                     | 476,558                     | 99.7  | 303,373                                  |
| <b>Total</b>                    | <b>700,878</b>                            |                     |                      | <b>700,878</b>              | <b>702,333</b>              |   | <b>476,962</b>                           |

# FINANCIAL STATEMENTS

## VOTE 3

### ANNEXURES TO THE FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

#### ANNEXURE 1E STATEMENT OF TRANSFERS TO HOUSEHOLDS

|                           | TRANSFER ALLOCATION                       |                        |                      |                             | EXPENDITURE                 |  | 2006/07<br>Appropriation<br>Act<br>R'000 |
|---------------------------|---|------------------------|----------------------|-----------------------------|-----------------------------|--|--|
|                           | Adjusted<br>Appropriation<br>Act<br>R'000 | Roll<br>Overs<br>R'000 | Adjustments<br>R'000 | Total<br>Available<br>R'000 | Actual<br>Transfer<br>R'000 | % of<br>Available<br>funds<br>Transferred<br>% |  |
| <b>HOUSEHOLDS</b>         |   |                        |                      |                             |                             |  |  |
| Employee Social Benefits  | 44,479                                    |                        |                      | 44,479                      | 37,112                      | 83.4   | 48,188                                   |
| Busarries (Non-employees) | 13,891                                    |                        |                      | 13,891                      | 3,080                       | 22.2   | 2,000                                    |
| Claims against the State  | 6,117                                     |                        |                      | 6,117                       | 2,557                       | 41.8   | 5,375                                    |
| Donations & Gifts         |   |                        |                      |                             |                             |  |  |
| <b>Total</b>              | <b>64,487</b>                             |                        |                      | <b>64,487</b>               | <b>42,749</b>               |  | <b>55,563</b>                            |

# FINANCIAL STATEMENTS

## VOTE 3

### ANNEXURES TO THE FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

#### ANNEXURE 1F

#### STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED

| NAME OF DONOR                  | PURPOSE                             | OPENING<br>BALANCE<br>R'000 | REVENUE<br>R'000 | EXPENDITURE<br>R'000 | CLOSING<br>BALANCE<br>R'000 |
|--------------------------------|-------------------------------------|-----------------------------|------------------|----------------------|-----------------------------|
| <b>Received in cash</b>        |                                     |                             |                  |                      |                             |
| <b>Foreign:</b>                |                                     |                             |                  |                      |                             |
| Embassy of Ireland             | Curriculum Support                  | 6,339                       | -                | 2,259                | 4,080                       |
| Canon Collins                  | Curriculum Support                  | 15                          | 420              | 61                   | 374                         |
| <b>Local:</b>                  |                                     |                             |                  |                      |                             |
| Anglo American Chairman's Fund | Construction of Physical Facilities | 104                         | 1,617            | 3,407                | (1,686)                     |
| De Beers Fund                  | Construction of Physical Facilities | 56                          | 7,811            | 7,831                | 36                          |
| Transnet Foundation            | Construction of Physical Facilities | 3,040                       | 1,500            | 2,856                | 1,684                       |
| Anglo Platinum                 | Construction of Physical Facilities | 528                         | 8,650            | 3,268                | 5,910                       |
| Maskew Miller Longman          | Construction of Physical Facilities | 53                          | -                | 53                   | -                           |
| Zenex Foundation               | Physical Facilities & Comp. Equip.  | 422                         | -                | 422                  | -                           |
| BHP Billiton                   | Construction of Physical Facilities | 478                         | -                | 478                  | -                           |
| Premier's Office               | Construction of Physical Facilities | 38                          | -                | 38                   | -                           |
| Publishing Houses              | Curriculum Development              | 286                         | -                | -                    | 286                         |
| Dept of Science and Technology | Curriculum Support                  | 236                         | -                | 176                  | 60                          |
| <b>Subtotal</b>                |                                     | <b>11,595</b>               | <b>19,998</b>    | <b>20,849</b>        | <b>10,744</b>               |
| <b>Received in kind</b>        |                                     |                             |                  |                      |                             |
| DFID                           | Curriculum Support                  | 22,946                      | 54,253           | 24,222               | 52,977                      |
| USAID                          | Curriculum Support                  | 1,202                       | 15,701           | 10,907               | 5,996                       |
| <b>Subtotal</b>                |                                     | <b>24,148</b>               | <b>69,954</b>    | <b>35,129</b>        | <b>58,973</b>               |
| <b>TOTAL</b>                   |                                     | <b>35,743</b>               | <b>89,952</b>    | <b>55,978</b>        | <b>69,717</b>               |

# FINANCIAL STATEMENTS

## VOTE 3

### ANNEXURES TO THE FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

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

| Guarantor institution   | Guarantee in respect of | Original guaranteed capital amount | Opening balance 1 April 2007 | Guarantees issued during the year | Guarantees released/paid/cancelled/reduced during the year | Guaranteed interest for year ended 31 March 2008 | Closing balance 31 March 2008 | Realised losses not recoverable |        |
|---|-------------------------|------------------------------------|------------------------------|-----------------------------------|--|--|-------------------------------|---------------------------------|--------|
|   |                         | R'000                              | R'000                        | R'000                             | R'000  | R'000  | R'000                         | R'000                           |        |
| Old Mutual Finance Limited<br>LIMDEV  | Motor Vehicle           | 25                                 | 71                           |                                   |  |  | 25                            |                                 |        |
|   |                         | 25                                 | 71                           |                                   |  |  | 96                            |                                 |        |
| Standard bank<br>Nedbank<br>Firstrand<br>ABSA<br>Unique<br>Old Mutual Finance Limited<br>Peoples bank<br>Hlano Financial Services<br>VBS Mutual Bank<br>Investec Bank L<br>Mpumalanga Housing<br>Yskor Landgoed<br>Northern Province<br>BOE Bank<br>SA Home Loans<br>Green Start Home Loans<br>Southnet Fin. Services<br><b>Total</b> | Housing                 | 10,361                             | 1,219                        | 424                               |  |  | 11,156                        |                                 |        |
|   |                         | 8,268                              | 431                          | 273                               |  |  |                               | 8,426                           |        |
|   |                         | 6,283                              | 238                          | 243                               |  |  |                               |                                 | 6,278  |
|   |                         | 37,688                             | 947                          | 6,475                             |  |  |                               |                                 | 32,160 |
|   |                         | 4,694                              | 19                           | 229                               |  |  |                               |                                 | 4,484  |
|   |                         | 13,240                             | 181                          | 118                               |  |  |                               |                                 | 13,303 |
|   |                         | 2,924                              | -                            | 117                               |  |  |                               |                                 | 2,807  |
|   |                         | 18                                 | -                            | -                                 |  |  |                               |                                 | 18     |
|   |                         | 4,737                              | 508                          | 493                               |  |  |                               |                                 | 4,752  |
|   |                         | 69                                 | -                            | -                                 |  |  |                               |                                 | 69     |
|   |                         | 48                                 | -                            | -                                 |  |  |                               |                                 | 48     |
|   |                         | 30                                 | -                            | -                                 |  |  |                               |                                 | 30     |
|   |                         | 12,383                             | 1,031                        | 303                               |  |  |                               |                                 | 13,111 |
|   |                         | 106                                | -                            | 28                                |  |  |                               |                                 | 78     |
|   |                         | 166                                | 42                           | -                                 |  |  |                               |                                 | 208    |
|   |                         | 23                                 | -                            | -                                 |  |  |                               |                                 | 23     |
| 45  | -                       | -                                  |                              |                                   |  |  | 45                            |                                 |        |
| <b>Total</b>  |                         | <b>101,083</b>                     | <b>4,616</b>                 | <b>8,703</b>                      |  |  | <b>96,996</b>                 |                                 |        |
| <b>Total</b>  |                         | <b>101,083</b>                     | <b>4,687</b>                 | <b>8,703</b>                      |  |  | <b>97,092</b>                 |                                 |        |

# FINANCIAL STATEMENTS

## VOTE 3

### ANNEXURES TO THE FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

#### ANNEXURE 3 INTER-DEPARTMENTAL PAYABLES

| GOVERNMENT ENTITY                                    | Confirmed balance outstanding |            | Unconfirmed balance outstanding |            | TOTAL      |            |
|--|-------------------------------|------------|---------------------------------|------------|------------|------------|
|  | 31/03/2008                    | 31/03/2007 | 31/03/2008                      | 31/03/2007 | 31/03/2008 | 31/03/2007 |
|  | R'000                         | R'000      | R'000                           | R'000      | R'000      | R'000      |
| <b>DEPARTMENTS</b>                                   |                               |            |                                 |            |            |            |
| <b>Current</b>                                       |                               |            |                                 |            |            |            |
| Limpopo Department of Transport                      |                               |            | 133                             | 6,045      | 133        | 6,045      |
| Limpopo Office of the Premier                        |                               |            | 63                              | 75         | 63         | 75         |
| Department of Justice and Constitutional Development |                               |            | -                               | 32         | -          | 32         |
| Department of Agriculture                            |                               |            | 4                               |            | 4          |            |
| Provincial Treasury                                  |                               |            | 8                               |            | 8          |            |
| Department of Land Affairs                           |                               |            | 25                              |            | 25         |            |
| Department of Public Works                           |                               |            | 8                               |            | 8          |            |
| Department of Foreign Affairs                        |                               |            | 130                             |            | 130        |            |
| SAMDI  |                               |            | 1,085                           |            | 1,085      |            |
| Department of Sports, Arts and Culture               |                               |            | 58                              |            | 58         |            |
| <b>Total</b>   | -                             | -          | 1,514                           | 6,152      | 1,514      | 6,152      |

# PART FIVE

## HUMAN RESOURCE MANAGEMENT



# HUMAN RESOURCE MANAGEMENT

## 5. HUMAN RESOURCE MANAGEMENT

### Public Service Regulations

The statistics and information published in this part of the annual report are required in terms of Chapter 1, Part III J.3 of the Public Service Regulations, 2002 and have been prescribed by the Minister for the Public Service and Administration for all departments within the Public Service. The statistical tables provide high-level information on key human resource issues. The information aims to empower legislatures, the media, the public and other key stakeholders to monitor whether departments:-

Are exercising the powers granted under Public Service and Public Finance legislation in a responsible manner,

Are achieving national transformation priorities established by the Cabinet, for example, affirmative action.

| Main services  | Actual customers           | Potential customers   | Standard of service  | Actual achievement against standards   |
|--|----------------------------|---|--|--|
| Manage special projects                              | 1 025 867 learners         | 2 614 primary schools   | Providing nutritious supplementary meals throughout the year.  | There was 100% (2614 schools) coverage in 129 circuits. 1 025 867 learners were fed.   |
| Empowerment of School Management Teams               | 4700 schools               | Principals, deputy principals, head of departments and senior teachers. | Empowerment of SMT's on management, leadership and gender issues for effective management of teaching and learning in schools is done throughout the year. |  |
| Monitoring of dysfunctional/ underperforming schools | 545 dysfunctional schools  | All dysfunctional schools   | Continuous monitoring and capacitating the dysfunctional schools in order to improve their performance.  | 129 Dysfunctional schools were monitored in the Greater Sekhukhune District Municipality.  |
| Monitoring registration of grade 12 learners.        | All grade 12 learners      | Secondary schools   | Ensuring the availability of well captured learner data of grade 12 by fourth quarter annually   | Limpopo's pass rate improved from 55 % to 58 %.  |
| Mainstreaming of In-School Sports Arts and Culture   | GET, FET & special schools | All secondary, primary & special schools                                | Mainstreaming of sport, arts and culture programmes in all public schools throughout the year  | Policy Framework for Collaboration and Management of Sports, Arts and Culture is approved by the HOD & MEC and has been sent to DSAC for consideration |

## **HUMAN RESOURCE MANAGEMENT**

| Main services   | Actual customers  | Potential customers               | Standard of service  | Actual achievement against standards  |
|---|---|-----------------------------------|--|---|
| Provision of Library services                           | Dinaledi and underperforming schools<br>Departmental            | All Schools and provincial office | Provision of well resourced libraries to Dinaledi and underperforming schools to support teaching and learning to education libraries by the end of the financial year | Library resources due for delivery to 50 Dinaledi schools and 100 under performing schools throughout the province  |
| Improving of Maths , Science and Technology performance | Learners and educators  | All schools                       | Increase the enrolments and performance of learners in MST by 30% per annum  | Mathematic HG= 49%<br>Mathematics SG = 46.20%<br>Physical Science HG = 52.30%<br>Physical Science SG =63.20%<br><br>Learners who got symbols A in Maths is 797 males and 394 females.<br><br>Learners who got symbols A in Physical Science is 90 males and 44 females. |
| Curriculum implementation and support                   | Students and FET college lecturers and curriculum coordinators. | All schools and FET colleges      | Lecturers and curriculum coordinators are trained 6 months before the implementation of new vocational programs and fundamental subjects.                              |   |

## HUMAN RESOURCE MANAGEMENT

| Main services               | Actual customers | Potential customers | Standard of service   | Actual achievement against standards   |
|-----------------------------|------------------|---------------------|---|--|
| Curriculum support services | Educators        | All schools         | Provision of well structured Monitoring and supports visits to 30% of schools once per term | <p>In 2007, new versions of the assessment guidelines and the learning programme guidelines were sent to districts in electronic form as CDs.</p> <p>The content of the subjects were unpacked – i.e., simplifying and writing it in a format where educators could be able to understand what they have to teach.</p> <p>The Curriculum directorate has been screening the learning support materials; i.e., textbooks which were to be included in the catalogues for purchase by schools through the normal departmental procurement process and such were made available before re-opening of schools.</p> |
|                             |                  |                     |   | <p>The implementation of the curriculum was monitored and schools that did not have policies were duly assisted by copying electronic copies and providing them with CDs.</p>  |

## **HUMAN RESOURCE MANAGEMENT**

| Main services                              | Actual customers                         | Potential customers | Standard of service   | Actual achievement against standards  |
|--|--|---------------------|---|---|
| Establishment of School Governing Body's   | All public school                        | Limpopo province    | Establishment of functional, self reliant SGB'S in all Public schools in Limpopo within the prescribed cycle.                       | A training tool kit was developed and SGBs received training  |
| Establishment of TLO'S & RCL'S             | Educators and Learners of public schools | Limpopo Province    | Establishing functional TLO'S and RCL'S in all Public Schools with Grade 8 or higher  |   |
| Monitoring and support                     | All schools                              | Limpopo             | Monitoring functionality of Schools Management Teams is done throughout the year.   |   |
| Creating safe learning sites               | All Schools and FET colleges             | Limpopo             | Creation and nurturing of safe, secure and caring learning sites that permeate effective teaching and learning throughout the year. | United Nations office on Drugs is working in hand with the Department in refining the two documents for utilization of schools. |
| Provisioning of resources                  | Public and Independent schools           | Limpopo             | Facilitate the provisioning of required resources to all schools annually.  |   |
| Registration and deregistration of schools | All new applicants                       | Limpopo             | Registration of compliant and deregistration of non-compliant schools is done throughout the year.                                  |   |

## HUMAN RESOURCE MANAGEMENT

| Main services  | Actual customers   | Potential customers   | Standard of service   | Actual achievement against standards   |
|--|--|---|---|--|
| Implement White Paper number 6 (Inclusive Education) | All learners experiencing barriers to learning and development | All schools with learners experiencing barriers to learning and development | Support implementation of Inclusive Education in Inclusive schools throughout the year                      | <p>All educators in the six designated Inclusive Schools received training in the Screening, Identification, Assessment and Support (SIAS) and the development of the Inclusive Learning Programs (ILP).</p> <p>16 x Inclusive schools inherited from Mpumalanga Province have been visited and supported.</p> <p>Consultative meetings with circuit managers on the provincial roll-out strategy for inclusive education took place at Hlogotlou, Nkowankowa and Bogwasha circuits.</p> |
| Guidance services and Career exhibition              | Grade 8 to 12 learners   | All public schools in rural areas   | Provision of relevant information and guidance to learners on career options once per annum                 | All exhibitions held and attended by over 4000 learners in the Province  |
| Learner Support (Remedial Education)                 | Learners experiencing learning disabilities                    | All Schools providing support on learning disabilities                      | Provision of learning support to identified learners experiencing learning disabilities throughout the year | Procurement process of Learners and Teacher Support Material for partially sighted and blind learners is at an advanced stage.   |
| Counseling Service                                   | Learners in need of counseling.                                | All identified Schools learners in need of counseling services.             | Provision of counseling services to identified learners who need counseling services throughout the year    |  |

## HUMAN RESOURCE MANAGEMENT

| Main services  | Actual customers  | Potential customers                               | Standard of service   | Actual achievement against standards  |
|--|---|---|---|---|
|  |   | Public schools                                    |   |   |
| Special Educational Services                               | Learners with special Education Needs   | All special schools and some main stream schools. | Provision of support to learners with Special Needs Education in all special schools and some main stream schools throughout the year.    |   |
| Curriculum implementation and support                      | Students and FET Colleges lecturers and curriculum coordinators                             | All FET Colleges                                  | Lecturers and curriculum coordinators are trained 6 months before the implementation of new vocational programs and fundamental subjects. |   |
| (ECD)<br>Implementation of Expanded Public Works Programme | Practitioners, cooks and gardeners<br><br>1,900 practitioners, 300 cooks, and 300 gardeners | ECD community sites                               | Development of quality skills to 1,900 practitioners, 300 cooks, and 300 gardeners at 300 ECD community sites is made per year.           | 1020 Practitioners received subsidies.<br>300 Gardeners and 300 cooks employed.<br><br>505569 children are benefiting |
|  |   |   |   |   |

**Table 1.2 – Consultation arrangements with customers**

| Type of arrangement   | Actual Customers  | Potential Customers                    | Actual achievements   |
|---|---|--|---|
| Letters, circulars, briefing sessions, meetings, brochures, flyers, radios, media conference, roadshows, workshops, visits, gazettes, seminars, | 1 025 867 learners, 4700 schools, 545 dysfunctional schools, All grade 12 learners, GET, FET & special schools, | All public schools in Limpopo Province | The language of the materials is sensitive to issues of culture, gender race, belief systems and other biases.<br><br>United Nations office on Drugs is working in hand with the Department in refining the two documents for utilization of schools.<br><br>Full participation of site |

## HUMAN RESOURCE MANAGEMENT

|  |  |  |  |
|--|--|--|--|
|  |  |  | management committee members and ECD officers.   |
|  |  |  | <p>With Principals/ Teachers (Public Schools):<br/>Workshops on SC<br/>Invigilation - Chief Invigilators, Deputy Chief Invigilators and Circuit Managers<br/>Correspondences – circulars with relevant attachments – e.g. Time table.</p> <p>With Learners:<br/>Correspondences – circulars with relevant attachments – e.g. Time Table, Admission Letters.</p> <p>With Parents:<br/>Candidates Time Tables/ Admission Letters<br/>Parent personal consultations</p> <p>With Independent Schools:<br/>Included in Workshops on Invigilation<br/>Usage Independent Monitoring Invigilators appointed by the department<br/>Service Contract Meetings</p> <p>With Teacher Unions:<br/>Examinations Task Team/ Interim Exam Board Meetings - Conduct Draft Time-table For Examination</p> |
|  |  |  | <p>Conduct of Examinations, F/T and P/T centres at local levels.<br/>Brail Question papers for blind candidates.<br/>Question papers in large print for sight challenged candidates.</p>   |

## HUMAN RESOURCE MANAGEMENT

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>Granting special examination concessions for challenged candidates.</p> <p>Strategic/ Business Plan shows the statistics informing printing of question papers.</p> <p>Accredited service provider for capturing of Exam marks data (DataNet) and printing of Question papers (Government Printers).</p>           |
|  |  |  | <p>Rules on the back side of the admission letters.</p> <p>Workshop of Candidates on rules on day 1 of the examination by Chief Invigilators</p>  |
|  |  |  | <p>The labour organizations are part of our Interim Examination Board and IPEC meetings as well as Standardisation meetings. Different stakeholders participate in the Irregularities committees. One on one meeting with clients – policy interpretation on registration.</p>  |
|  |  |  | <p>Policies, regulations &amp; amendments, e.g. Gazettes 28156 &amp; 26789.</p> <p>Final Time table for writing Exams – backside summary of rules – also on rules answer books provide info Circulars.</p> <p>Training Manual For Invigilators.</p> <p>Training package For Curriculum advisors as Exam Monitors.</p> |

## **HUMAN RESOURCE MANAGEMENT**

**Table 1.3 – Service delivery access strategy**

| Access Strategy                                     | Actual achievements   |
|---|---|
| Revamping of help desk and customer care facilities | The LDOE has increased its access to its clients by regular communication which include Circulars, Development and Allignment of policies and regular visits to sites of delivery including schools   |
| Call center   | Departmental call center is under construction  |
| Infrastructure facilities                           | Physical infrastructure modified to deal with accessibility by disabled learners.<br><br>All service points are installed with switchboard.<br><br>No. of mobile classes provided =<br><br>No. of new classrooms constructed =<br><br>No. of classrooms refurbished =   |
| FET colleges  | All 7 FET colleges admits all learners without discriminations  |
| Number of ECD centres established                   | Improve structure and technology and equipment of circuits  |
| Signage and wayfinding                              | All departmental services points have signage.<br><br>All officials provided with departmental cellphones are accessible 24/7   |
| Creating of Safe schools                            | Our stakeholders such as DoH & Social Development, SAPS and Far North Drug Center are running an advocacy campaign to curb the use / abuse of drugs.<br><br>Our educators who are victims of drug abuse are being helped through systems in Wellness Directorate of the Department of Education as an Employee Assistance Program |

## **HUMAN RESOURCE MANAGEMENT**

**Table 1.4 – Service information tool: Communications & GITO**

| <b>Types of information tool</b>        | <b>Actual achievements</b>  |
|---|---|
| Monthly, quarterly and annual reporting | All branches, sub-branches and SBUs submit monthly and quarterly reports, which are consolidated into an annual report. |
| Flyers                                  | Flyers for specific programmes are developed and published.   |
| e-mails                                 |   |
| Intranet                                |   |
| Print & electronic media                |   |
| Communication strategy                  |   |

**Table 1.5 – Complaints mechanism: Transformation services & Communications**

| <b>Complaints Mechanism</b>      | <b>Actual achievements</b>   |
|----------------------------------|--|
| Suggestion boxes                 | Suggestion boxes are mounted in most of service points                                   |
| Toll-free number                 | Currently the department is utilizing provincial toll-free number to receive complaints. |
| Total number of cases reported = | Number of cases resolved =   |
| Outstanding cases =              |  |

# HUMAN RESOURCE MANAGEMENT

## 5.2 EXPENDITURE

Departments budget in terms of clearly defined programmes. The following tables summarise final audited expenditure by programme (Table 2.1) and by salary bands (Table 2.2). In particular, it provides an indication of the amount spent on personnel costs in terms of each of the programmes or salary bands within the department.

**TABLE 2.1 – Personnel costs by programme, 2007/08**

| Programme                             | Total Expenditure (R'000) | Personnel Expenditure (R'000) | Training Expenditure (R'000) | Professional and Special Services (R'000) | Personnel cost as a percent of total expenditure | Average personnel cost per employee (R'000) |
|---------------------------------------|---------------------------|-------------------------------|------------------------------|---|--|---|
| Pr1:administration                    | 632,683                   | 433,826                       | 0                            | 0   | 68.6   | 7   |
| Pr2:public ordinary school education. | 10,405,713                | 8,808,537                     | 0                            | 0   | 84.7   | 147   |
| Pr3:independent school subsidy        | 56,431                    | 959                           | 0                            | 0   | 1.7  | 0   |
| Pr4: public special school education. | 164,138                   | 116,973                       | 0                            | 0   | 71.3   | 2   |
| Pr5: further education and training.  | 222,042                   | 106,413                       | 0                            | 0   | 47.9   | 2   |
| Pr6:adult basic education & training  | 57,409                    | 43,127                        | 0                            | 0   | 75.1   | 1   |
| Pr7:early childhood development       | 49,756                    | 691                           | 0                            | 0   | 1.4  | 0   |
| Pr8:auxiliary and associated s        | 226,587                   | 139,108                       | 0                            | 0   | 61.4   | 2   |
| Z=Total as on Financial Systems (BAS) | 11,814,759                | 9,649,634                     | 0                            | 0   | 81.7   | 161   |

## HUMAN RESOURCE MANAGEMENT

**TABLE 2.2 – Personnel costs by salary bands, 2007/08**

| Salary bands                             | Personnel Expenditure (R'000) | % of total personnel cost | Average personnel cost per employee (R'000) |
|--|-------------------------------|---------------------------|---|
| Lower skilled (Levels 1-2)               | 116,624                       | 1.2                       | 86,968                                      |
| Skilled (Levels 3-5)                     | 198,644                       | 2                         | 109,809                                     |
| Highly skilled production (Levels 6-8)   | 7,575,266                     | 78.1                      | 154,377                                     |
| Highly skilled supervision (Levels 9-12) | 1,623,332                     | 16.7                      | 223,476                                     |
| Senior management (Levels 13-16)         | 26,743                        | 0.3                       | 581,370                                     |
| Other                                    | 4,804                         | 0                         | 0   |
| Contract (Levels 1-2)                    | 7,232                         | 0.1                       | 25,829                                      |
| Contract (Levels 3-5)                    | 13,567                        | 0.1                       | 84,267                                      |
| Contract (Levels 6-8)                    | 1,577                         | 0                         | 262,833                                     |
| Contract (Levels 9-12)                   | 489                           | 0                         | 122,250                                     |
| Contract (Levels 13-16)                  | 731                           | 0                         | 731,000                                     |
| Periodical Remuneration                  | 65,222                        | 0.7                       | 19,434                                      |
| Abnormal Appointment                     | 1,555                         | 0                         | 4,307                                       |
| <b>TOTAL</b>                             | <b>9635786</b>                | <b>99.4</b>               | <b>151271</b>                               |

The following tables provide a summary per programme (Table 2.3) and salary bands (Table 2.4), of expenditure incurred as a result of salaries, overtime, home owners allowance and medical assistance. In each case, the table provides an indication of the percentage of the personnel budget that was used for these items.

## HUMAN RESOURCE MANAGEMENT

**TABLE 2.3 – Salaries, Overtime, Home Owners Allowance and Medical Assistance by programme, 2007/08**

| Programme                              | Salaries       |                                   | Overtime       |                                   | Home Owners Allowance |                              | Medical Assistance |   |
|--|----------------|-----------------------------------|----------------|-----------------------------------|-----------------------|------------------------------|--------------------|---|
|  | Amount (R'000) | Salaries as a % of personnel cost | Amount (R'000) | Overtime as a % of personnel cost | Amount (R'000)        | HOA as a % of personnel cost | Amount (R'000)     | Medical Assistance as a % of personnel cost |
| Administration                         | 242887         | 62.2                              | 721            | 0.2                               | 9197                  | 2.4                          | 14088              | 3.6   |
| Pr1:administration                     | 85979          | 65.2                              | 1254           | 1                                 | 2734                  | 2.1                          | 4490               | 3.4   |
| Pr2:public ordinary school education   | 6656394        | 149.6                             | 84             | 0                                 | 219260                | 3.45                         | 341692             | 8.95  |
| Pr4:public special school education    | 72809          | 71.6                              | 9              | 0                                 | 3106                  | 3.1                          | 4012               | 3.9   |
| Pr5:further education and training     | 90810          | 77.3                              | 10             | 0                                 | 2220                  | 1.9                          | 4056               | 3.5   |
| Pr6:adult basic education and training | 1380           | 3.8                               | 0              | 0                                 | 25                    | 0.1                          | 61                 | 0.2   |
| Pr7:early childhood development        | 154            | 56.6                              | 0              |                                   | 2                     | 0.7                          | 9                  | 3.3   |
| Pr8:auxiliary and associated services  | 64158          | 63.4                              | 255            | 0.3                               | 1875                  | 1.9                          | 3604               | 3.6   |
| Suspense account control               | 526            | 70                                | 0              | 0                                 | 59                    | 7.9                          | 8                  | 1.1   |
| Teachers training                      | 15423          | 66.9                              | 9              | 0                                 | 1128                  | 4.9                          | 846                | 3.7   |
| <b>TOTAL</b>                           | <b>7230520</b> | <b>74.6</b>                       | <b>2342</b>    | <b>0</b>                          | <b>239606</b>         | <b>2.5</b>                   | <b>372866</b>      | <b>3.8</b>                                  |

## HUMAN RESOURCE MANAGEMENT

**TABLE 2.4 – Salaries, Overtime, Home Owners Allowance and Medical Assistance by salary bands, 2007/08**

| Salary Bands                             | Salaries       |                                   | Overtime       |                                   | Home Owners Allowance |                              | Medical Assistance |                                |
|--|----------------|-----------------------------------|----------------|-----------------------------------|-----------------------|------------------------------|--------------------|--------------------------------|
|  | Amount (R'000) | Salaries as a % of personnel cost | Amount (R'000) | Overtime as a % of personnel cost | Amount (R'000)        | HOA as a % of personnel cost | Amount (R'000)     | Assistance as a % of personnel |
| Lower skilled (Levels 1-2)               | 81767          | 68.8                              | 105            | 0.1                               | 7864                  | 6.6                          | 3317               | 2.8                            |
| Skilled (Levels 3-5)                     | 154052         | 76.8                              | 327            | 0.2                               | 6117                  | 3.1                          | 7043               | 3.5                            |
| Highly skilled production (Levels 6-8)   | 5749182        | 75.7                              | 1487           | 0                                 | 195446                | 2.6                          | 302670             | 4                              |
| Highly skilled supervision (Levels 9-12) | 1205045        | 72.9                              | 320            | 0                                 | 29276                 | 1.8                          | 59111              | 3.6                            |
| Senior management (Levels 13-16)         | 15943          | 52                                | 0              | 0                                 | 206                   | 0.7                          | 513                | 1.7                            |
| Other                                    | 4540           | 94.4                              | 26             | 0.5                               | 10                    | 0.2                          | 7                  | 0.1                            |
| Contract (Levels 1-2)                    | 6518           | 90.1                              | 16             | 0.2                               | 106                   | 1.5                          | 23                 | 0.3                            |
| Contract (Levels 3-5)                    | 11234          | 82.7                              | 55             | 0.4                               | 558                   | 4.1                          | 112                | 0.8                            |
| Contract (Levels 6-8)                    | 1342           | 84.6                              | 6              | 0.4                               | 18                    | 1.1                          | 54                 | 3.4                            |
| Contract (Levels 9-12)                   | 450            | 90.4                              | 0              | 0                                 | 5                     | 1                            | 0                  | 0                              |
| Contract (Levels 13-16)                  | 438            | 54.8                              | 0              | 0                                 | 0                     | 0                            | 18                 | 2.3                            |
| Periodical Remuneration                  | 0              | 0                                 | 0              | 0                                 | 0                     | 0                            | 0                  | 0                              |
| Abnormal Appointment                     | 10             | 0.6                               | 0              | 0                                 | 0                     | 0                            | 0                  | 0                              |
| <b>TOTAL</b>                             | <b>7230521</b> | <b>74.6</b>                       | <b>2342</b>    | <b>0</b>                          | <b>239606</b>         | <b>2.5</b>                   | <b>372868</b>      | <b>3.8</b>                     |

# HUMAN RESOURCE MANAGEMENT

## 5.3 EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts on the establishment, the number of employees, the vacancy rate, and whether there are any staff that are additional to the establishment. This information is presented in terms of three key variables: - programme (Table 3.1), salary band (Table 3.2) and critical occupations (Table 3.3). Departments have identified critical occupations that need to be monitored. Table 3.3 provides establishment and vacancy information for the key critical occupations of the department. The vacancy rate reflects the percentage of posts that are not filled.

**TABLE 3.1 – EMPLOYMENT AND VACANCIES BY PROGRAMME, 31 MARCH 2008.**

| Programme   | Number of posts | Number of posts filled | Vacancy Rate | Number of posts filled additional to the establishment |
|---|-----------------|------------------------|--------------|--|
| Administration, Permanent                         | 754             | 601                    | 20.3         | 50   |
| Administration, Temporary                         |                 |                        |              |  |
| Pr1:administration, Permanent                     | 8584            | 2075                   | 75.8         | 149  |
| Pr2:public ordinary school education, Permanent   | 56427           | 52098                  | 4329         | 0  |
| Pr2:public ordinary school education, Temporary   | 1461            | 3967                   | 0            | 2506   |
| Pr4:public special school educat, Permanent       | 602             | 455                    | 147          | 0  |
| Pr5:further education and training, Permanent     | 1090            | 748                    | 31.4         | 13   |
| Pr5:further education and training, Temporary     | 2               | 2                      | 0            | 0  |
| Pr6:adult basic education and training, Permanent | 14              | 14                     | 0            | 0  |
| Pr7:early childhood development, Permanent        | 4               | 4                      | 0            | 0  |
| Pr8:auxiliary and associated services, Permanent  | 493             | 417                    | 15.4         | 20   |
| Suspense account control, Permanent               | 0               | 0                      | 0            | 0  |
| Teachers training, Permanent                      | 222             | 219                    | 1.4          | 0  |
| <b>TOTAL</b>                                      | <b>75306</b>    | <b>59982</b>           | <b>20.3</b>  | <b>784</b>   |

## HUMAN RESOURCE MANAGEMENT

**TABLE 3.2 – EMPLOYMENT AND VACANCIES BY SALARY BANDS, 31 MARCH 2008**

| Salary band   | Number of posts | Number of posts filled | Vacancy Rate | Number of posts filled additional to the establishment |
|---|-----------------|------------------------|--------------|--|
| Lower skilled (Levels 1-2), Permanent               | 1933            | 1416                   | 26.7         | 6  |
| Skilled (Levels 3-5), Permanent                     | 3104            | 1759                   | 43.3         | 23   |
| Skilled (Levels 3-5), Temporary                     | 17              | 17                     | 0            | 0  |
| Highly skilled production (Levels 6-8), Permanent   | 59356           | 50529                  | 14.9         | 514  |
| Highly skilled production (Levels 6-8), Temporary   | 16              | 16                     | 0            | 0  |
| Highly skilled supervision (Levels 9-12), Permanent | 10363           | 5746                   | 44.6         | 13   |
| Senior management (Levels 13-16), Permanent         | 59              | 41                     | 30.5         | 0  |
| Other, Permanent                                    | 6               | 6                      | 0            | 0  |
| Contract (Levels 1-2), Permanent                    | 129             | 129                    | 0            | 41   |
| Contract (Levels 3-5), Permanent                    | 305             | 305                    | 0            | 186  |
| Contract (Levels 6-8), Permanent                    | 13              | 13                     | 0            | 1  |
| Contract (Levels 9-12), Permanent                   | 4               | 4                      | 0            | 0  |
| Contract (Levels 13-16), Permanent                  | 1               | 1                      | 0            | 0  |
| <b>TOTAL</b>  | <b>75306</b>    | <b>59982</b>           | <b>20.3</b>  | <b>784</b>   |

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**TABLE 3.3 – EMPLOYMENT AND VACANCIES BY CRITICAL OCCUPATION, 31 MARCH 2008**

| Critical occupations   | Number of posts | Number of posts filled | Vacancy Rate | Number of posts filled additional to the establishment |
|--|-----------------|------------------------|--------------|--|
| Administrative related, Permanent                              | 16              | 7                      | 56.3         | 0  |
| All artisans in the building metal machinery etc., Permanent   | 3               | 2                      | 33.3         | 0  |
| Archivists curators and related professionals, Permanent       | 1               | 1                      | 0            | 0  |
| Artisan project and related superintendents, Permanent         | 1               | 1                      | 0            | 0  |
| Building and other property caretakers, Permanent              | 71              | 25                     | 64.8         | 0  |
| Bus and heavy vehicle drivers, Permanent                       | 6               | 2                      | 66.7         | 0  |
| Cleaners in offices workshops hospitals etc., Permanent        | 832             | 503                    | 39.5         | 45   |
| Client inform clerks(switchb receipt inform clerks), Permanent | 66              | 36                     | 45.5         | 0  |
| Communication and information related, Permanent               | 1               | 1                      | 0            | 0  |
| Educationists., Permanent                                      | 34              | 23                     | 32.4         | 0  |
| Farm hands and labourers, Permanent                            | 19              | 2                      | 89.5         | 1  |
| Finance and economics related, Permanent                       | 13              | 3                      | 76.9         | 0  |
| Financial and related professionals, Permanent                 | 778             | 312                    | 59.9         | 0  |
| Financial clerks and credit controllers, Permanent             | 1326            | 555                    | 58.1         | 8  |
| Food services aids and waiters, Permanent                      | 69              | 55                     | 20.3         | 0  |
| Food services workers, Permanent                               | 2               | 2                      | 0            | 0  |
| Handcraft instructors, Permanent                               | 4               | 4                      | 0            | 4  |
| Head of department/chief executive officer, Permanent          | 1               | 1                      | 0            | 0  |
| Health sciences related, Permanent                             | 3               | 0                      | 100          | 0  |
| Horticulturists foresters agricul.& forestry techn, Permanent  | 2               | 0                      | 100          | 0  |
| Household and laundry workers, Permanent                       | 50              | 41                     | 18           | 10   |
| Household food and laundry services related, Permanent         | 6               | 0                      | 100          | 0  |
| Housekeepers laundry and related workers, Permanent            | 1               | 0                      | 100          | 0  |
| Human resources & organisat developm & relate prof, Permanent  | 144             | 68                     | 52.8         | 0  |
| Human resources clerks, Permanent                              | 573             | 297                    | 48.2         | 152  |
| Human resources related, Permanent                             | 173             | 93                     | 46.2         | 0  |
| Library mail and related clerks, Permanent                     | 16              | 5                      | 68.8         | 3  |
| Light vehicle drivers, Permanent                               | 10              | 6                      | 40           | 1  |
| Logistical support personnel, Permanent                        | 1015            | 189                    | 81.4         | 0  |

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| Critical occupations  | Number of posts | Number of posts filled | Vacancy Rate | Number of posts filled additional to the establishment |
|---|-----------------|------------------------|--------------|--|
| Material-recording and transport clerks, Permanent                | 268             | 34                     | 87.3         | 0  |
| Messengers porters and deliverers, Permanent                      | 66              | 45                     | 31.8         | 0  |
| Motor vehicle drivers, Permanent                                  | 2               | 2                      | 0            | 0  |
| Nursing assistants, Permanent                                     | 1               | 1                      | 0            | 1  |
| Other administrat & related clerks and organisers, Permanent      | 355             | 67                     | 81.1         | 4  |
| Other administrat & related clerks and organisers, Temporary      | 2               | 2                      | 0            | 0  |
| Other administrative policy and related officers, Permanent       | 6               | 2                      | 66.7         | 0  |
| Other information technology personnel., Permanent                | 2               | 1                      | 50           | 1  |
| Other occupations, Permanent                                      | 68003           | 56739                  | 16.6         | 504  |
| Other occupations, Temporary                                      | 31              | 31                     | 0            | 0  |
| Professional nurse, Permanent                                     | 1               | 0                      | 100          | 0  |
| Rank: Administration clerk grade i, Permanent                     | 2               | 0                      | 100          | 0  |
| Rank: Cleaner i., Permanent                                       | 2               | 1                      | 50           | 0  |
| Rank: Education specialist (feti), Permanent                      | 30              | 26                     | 13.3         | 0  |
| Rank: Education specialist (office-based), Permanent              | 6               | 6                      | 0            | 0  |
| Rank: Education specialist (school-based), Permanent              | 6486            | 5481                   | 1005         | 0  |
| Rank: Education specialist additional (office-based), Permanent   | 1               | 1                      | 0            | 1  |
| Rank: Education specialist chief (office-based), Permanent        | 2               | 2                      | 0            | 0  |
| Rank: Education specialist deputy chief (office-based), Permanent | 13              | 4                      | 69.2         | 1  |
| Rank: Education specialist senior (feti), Permanent               | 2               | 0                      | 100          | 0  |
| Rank: Education specialist senior (office-based), Permanent       | 58              | 58                     | 0            | 1  |
| Rank: Educational specialist: first (o), Permanent                | 1               | 0                      | 100          | 0  |
| Rank: Head of department (c), Permanent                           | 9               | 7                      | 22.2         | 0  |
| Rank: Head of department (s), Permanent                           | 2               | 0                      | 100          | 0  |
| Rank: Lecturer (c), Permanent                                     | 51              | 49                     | 3.9          | 1  |
| Rank: Lecturer (feti), Permanent                                  | 35              | 31                     | 11.4         | 6  |
| Rank: Lecturer: senior (c), Permanent                             | 4               | 4                      | 0            | 0  |
| Rank: Principal (p2), Permanent                                   | 1               | 1                      | 0            | 0  |
| Rank: Principal (p3s3t3ss3), Permanent                            | 2               | 2                      | 0            | 0  |
| Rank: Principal (p4s4t4ss4), Permanent                            | 1               | 0                      | 100          | 0  |
| Rank: Principal deputy (school-based), Permanent                  | 4               | 3                      | 25           | 0  |

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| Critical occupations                                     | Number of posts | Number of posts filled | Vacancy Rate | Number of posts filled additional to the establishment |
|--|-----------------|------------------------|--------------|--|
| Rank: Principal gr10, Permanent                          | 5               | 1                      | 80           | 0  |
| Rank: Principal gr7, Permanent                           | 8               | 8                      | 0            | 0  |
| Rank: Principal gr8, Permanent                           | 10              | 10                     | 0            | 0  |
| Rank: Principal gr9, Permanent                           | 12              | 8                      | 33.3         | 0  |
| Rank: Teacher (school-based), Permanent                  | 291             | 241                    | 17.2         | 16   |
| Risk management and security services, Permanent         | 30              | 2                      | 93.3         | 0  |
| Secretaries & other keyboard operating clerks, Permanent | 114             | 58                     | 49.1         | 23   |
| Security guards, Permanent                               | 30              | 28                     | 6.7          | 0  |
| Security officers, Permanent                             | 1               | 1                      | 0            | 0  |
| Senior managers, Permanent                               | 522             | 199                    | 61.9         | 0  |
| Staff nurses and pupil nurses, Permanent                 | 1               | 0                      | 100          | 0  |
| Trade labourers, Permanent                               | 6               | 5                      | 16.7         | 0  |
| <b>TOTAL</b>   | <b>75306</b>    | <b>59982</b>           | <b>20.3</b>  | <b>784</b>   |

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## 5.4 JOB EVALUATION

The following table (Table 4.1) summarises the number of jobs that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

**TABLE 4.1 – JOB EVALUATION, 1 APRIL 2006 TO 31 MARCH 2008**

| Salary band                              | Number of posts | Number of Jobs Evaluated | % of posts evaluated by salary bands | Posts Upgraded |                      | Posts downgraded |                      |
|--|-----------------|--------------------------|--------------------------------------|----------------|----------------------|------------------|----------------------|
|  |                 |                          |                                      | Number         | % of posts evaluated | Number           | % of posts evaluated |
| Lower skilled (Levels 1-2)               | 2178            | 0                        | 0                                    | 0              | 0                    | 0                | 0                    |
| Contract (Levels 1-2)                    |                 |                          |                                      |                |                      |                  |                      |
| Contract (Levels 3-5)                    |                 |                          |                                      |                |                      |                  |                      |
| Contract (Levels 6-8)                    |                 |                          |                                      |                |                      |                  |                      |
| Contract (Levels 9-12)                   |                 |                          |                                      |                |                      |                  |                      |
| Contract (Band C)                        |                 |                          |                                      |                |                      |                  |                      |
| Skilled (Levels 3-5) 2266                | 0               | 0                        | 0                                    | 0              | 0                    | 0                |                      |
| Highly skilled production (Levels 6-8)   | 1169            | 0                        | 0                                    | 0              | 0                    | 0                | 0                    |
| Highly skilled supervision (Levels 9-12) | 515             | 3                        | 1%                                   | 0              | 0                    | 0                | 0                    |
| Senior Management Service Band A         | 39              | 2                        | 5%                                   | 0              | 0                    | 0                | 0                    |
| Senior Management Service Band B         | 13              | 1                        | 8%                                   |                |                      |                  |                      |
| Senior Management Service Band C         | 4               | 0                        | 0                                    | 0              | 0                    | 0                | 0                    |
| Senior Management Service Band D         | 1               | 0                        | 0                                    | 0              | 0                    | 0                | 0                    |
| Other                                    |                 |                          |                                      |                |                      |                  |                      |
| <b>TOTAL</b>                             | <b>5016</b>     | <b>6</b>                 |                                      | <b>0</b>       | <b>0</b>             | <b>0</b>         | <b>0</b>             |

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**TABLE 4.2 – PROFILE OF EMPLOYEES WHOSE SALARY POSITIONS WERE UPGRADED DUE TO THEIR POSTS BEING UPGRADED, 1 APRIL 2007 TO 31 MARCH 2008**

| Beneficiaries                      | African | Asian | Coloured | White | Total |
|------------------------------------|---------|-------|----------|-------|-------|
| Female                             | 0       | 0     | 0        | 0     |       |
| Male                               | 0       | 0     | 0        | 0     |       |
| Total                              |         |       |          |       |       |
| <b>Employees with a disability</b> |         |       |          |       |       |

**TABLE 4.3 – Employees whose salary level exceed the grade determined by job evaluation, 1 April 2007 to 31 March 2008 (in terms of PSR 1.V.C.3)**

| Occupation  | Number of employees | Job evaluation level | Remuneration level | Reason for deviation |
|---|---------------------|----------------------|--------------------|----------------------|
|   | 1                   | 14                   | 15                 | Scarce skills        |
| Total Number of Employees whose salaries exceeded the level determined by job evaluation in 2007/08 |                     |                      |                    |                      |
| Percentage of total employment  |                     |                      |                    |                      |

Table 4.4 summarises the beneficiaries of the above in terms of race, gender, and disability.

**TABLE 4.4 – PROFILE OF EMPLOYEES WHOSE SALARY LEVEL EXCEED THE GRADE DETERMINED BY JOB EVALUATION, 1 APRIL 2007 TO 31 MARCH 2008 (IN TERMS OF PSR 1.V.C.3)**

| Beneficiaries | African | Asian | Coloured | White | Total |
|---------------|---------|-------|----------|-------|-------|
| Female        |         |       |          |       |       |
| Male          |         | 1     | 1        |       |       |
| Total         |         | 1     | 1        |       |       |

|                             |  |
|-----------------------------|--|
| Employees with a disability |  |
|-----------------------------|--|

[If there were no cases where the remuneration bands exceeded the grade determined by job evaluation, use the following table as TABLE 4.3]

|  |   |
|--|---|
| Total Number of Employees whose salaries exceeded the grades determined by job evaluation in 2007/08 | 1 |
|--|---|

# HUMAN RESOURCE MANAGEMENT

## 5.5 EMPLOYMENT CHANGES

This section provides information on changes in employment over the financial year. Turnover rates provide an indication of trends in the employment profile of the department. The following tables provide a summary of turnover rates by salary band (Table 5.1) and by critical occupations (Table 5.2). (These "critical occupations" should be the same as those listed in Table 3.3).

**TABLE 5.1 – ANNUAL TURNOVER RATES BY SALARY BAND FOR THE PERIOD 1 APRIL 2007 TO 31 MARCH 2008**

| Salary Band   | Number of employees per band as on 1 April 2007 | Appointments and transfers into the department | Terminations and transfers out of the department | Turnover rate |
|---|---|--|--|---------------|
| Lower skilled (Levels 1-2), Permanent               | 2160  | 10   | 97   | 4.5           |
| Skilled (Levels 3-5), Permanent                     | 1005  | 229  | 234  | 23.3          |
| Skilled (Levels 3-5), Temporary                     | 51  | 0  | 24   | 47.1          |
| Highly skilled production (Levels 6-8), Permanent   | 50826   | 3275   | 6092   | 12            |
| Highly skilled production (Levels 6-8), Temporary   | 14  | 0  | 1  | 7.1           |
| Highly skilled supervision (Levels 9-12), Permanent | 6551  | 42   | 164  | 2.5           |
| Senior Management Service Band A, Permanent         | 12  | 0  | 0  | 0             |
| Senior Management Service Band B, Permanent         | 17  | 1  | 1  | 5.9           |
| Senior Management Service Band C, Permanent         | 3   | 2  | 0  | 0             |
| Senior Management Service Band D, Permanent         | 2   | 0  | 1  | 50            |
| Other, Permanent                                    | 80  | 0  | 2  | 2.5           |
| Contract (Levels 1-2), Permanent                    | 167   | 250  | 174  | 104.2         |
| Contract (Levels 3-5), Permanent                    | 390   | 69   | 256  | 65.6          |
| Contract (Levels 6-8), Permanent                    | 14  | 3  | 11   | 78.6          |
| Contract (Levels 9-12), Permanent                   | 2   | 2  | 0  | 0             |
| Contract (Band C), Permanent                        | 1   | 0  | 0  | 0             |
| <b>TOTAL</b>  | <b>61295</b>                                    | <b>3883</b>                                    | <b>7057</b>                                      | <b>11.5</b>   |

## HUMAN RESOURCE MANAGEMENT

**TABLE 5.2 – ANNUAL TURNOVER RATES BY CRITICAL OCCUPATION FOR THE PERIOD 1 APRIL 2007 TO 31 MARCH 2008**

| Occupation:  | Number of employees per occupation as on 1 April 2007 | Appointments and transfers into the department | Terminations and transfers out of the department | Turnover rate |
|--|---|--|--|---------------|
| Administrative related, Permanent  | 7   | 2  | 1  | 14.3          |
| All artisans in the building metal machinery etc., Permanent                   | 12  | 0  | 0  | 0             |
| Archivists curators and related professionals, Permanent                       | 1   | 0  | 0  | 0             |
| Artisan project and related superintendents, Permanent                         | 1   | 0  | 0  | 0             |
| Building and other property caretakers, Permanent                              | 88  | 0  | 4  | 4.5           |
| Bus and heavy vehicle drivers, Permanent                                       | 3   | 0  | 0  | 0             |
| Cleaners in offices workshops hospitals etc., Permanent                        | 1186  | 62   | 112  | 9.4           |
| Cleaners in offices workshops hospitals etc., Temporary                        | 1   | 0  | 0  | 0             |
| Client inform clerks (switchboard reception clerks), Permanent                 | 16  | 2  | 1  | 6.3           |
| Communication and information related, Permanent                               | 1   | 1  | 0  | 0             |
| Diplomats, Permanent   | 0   | 0  | 1  | 0             |
| Educationists., Permanent  | 240   | 0  | 2  | 0.8           |
| Farm hands and labourers, Permanent  | 20  | 1  | 2  | 10            |
| Finance and economics related, Permanent                                       | 10  | 1  | 1  | 10            |
| Financial and related professionals, Permanent                                 | 27  | 4  | 1  | 3.7           |
| Financial clerks and credit controllers, Permanent                             | 143   | 95   | 22   | 15.4          |
| Food services aids and waiters, Permanent                                      | 134   | 13   | 11   | 8.2           |
| Food services workers, Permanent   | 14  | 0  | 1  | 7.1           |
| Head of department/chief executive officer, Permanent                          | 3   | 1  | 1  | 33.3          |
| Horticulturists foresters agricultural & forestry technicians, Permanent       | 2   | 0  | 0  | 0             |
| Household and laundry workers, Permanent                                       | 148   | 1  | 21   | 14.2          |
| Household food and laundry services related, Permanent                         | 1   | 0  | 0  | 0             |
| Housekeepers laundry and related workers, Permanent                            | 8   | 0  | 2  | 25            |
| Human resources & organisational development & related professional, Permanent | 96  | 14   | 3  | 3.1           |
| Human resources clerks, Permanent  | 504   | 188  | 300  | 59.5          |
| Human resources related, Permanent   | 21  | 2  | 6  | 28.6          |
| Legal related, Permanent   | 1   | 0  | 0  | 0             |
| Library mail and related clerks,   | 13  | 1  | 1  | 7.7           |

## HUMAN RESOURCE MANAGEMENT

| Occupation:  | Number of employees per occupation as on 1 April 2007 | Appointments and transfers into the department | Terminations and transfers out of the department | Turnover rate |
|--|---|--|--|---------------|
| Permanent  |   |  |  |               |
| Light vehicle drivers, Permanent                             | 10  | 1  | 1  | 10            |
| Logistical support personnel, Permanent                      | 70  | 2  | 0  | 0             |
| Material-recording and transport clerks, Permanent           | 10  | 12   | 2  | 20            |
| Messengers porters and deliverers, Permanent                 | 380   | 5  | 30   | 7.9           |
| Motor vehicle drivers, Permanent                             | 9   | 0  | 2  | 22.2          |
| Nursing assistants, Permanent                                | 1   | 1  | 1  | 100           |
| Other administrat & related clerks and organisers, Permanent | 884   | 6  | 23   | 2.6           |
| Other administrat & related clerks and organisers, Temporary | 11  | 0  | 2  | 18.2          |
| Other administrative policy and related officers, Permanent  | 46  | 0  | 0  | 0             |
| Other occupations, Permanent                                 | 56527   | 3425   | 6446   | 11.4          |
| Other occupations, Temporary                                 | 53  | 0  | 23   | 43.4          |
| Photographic lithographic and related workers, Permanent     | 1   | 0  | 0  | 0             |
| Professional nurse, Permanent                                | 2   | 0  | 0  | 0             |
| Rank: Education specialist (school-based), Permanent         | 18  | 0  | 0  | 0             |
| Rank: Lecturer (c), Permanent                                | 1   | 0  | 0  | 0             |
| Rank: Principal deputy (school-based), Permanent             | 3   | 0  | 0  | 0             |
| Rank: Principal gr10, Permanent                              | 1   | 0  | 0  | 0             |
| Rank: Principal gr9, Permanent                               | 6   | 0  | 0  | 0             |
| Rank: Teacher (school-based), Permanent                      | 167   | 0  | 0  | 0             |
| Rank: Unknown, Permanent                                     | 18  | 0  | 0  | 0             |
| Risk management and security services, Permanent             | 1   | 0  | 0  | 0             |
| Road workers, Permanent                                      | 1   | 0  | 0  | 0             |
| Secretaries & other keyboard operating clerks, Permanent     | 138   | 31   | 21   | 15.2          |
| Security guards, Permanent                                   | 193   | 0  | 11   | 5.7           |
| Senior managers, Permanent                                   | 22  | 11   | 1  | 4.5           |
| Staff nurses and pupil nurses, Permanent                     | 1   | 1  | 0  | 0             |
| Trade labourers, Permanent                                   | 20  | 0  | 1  | 5             |
| <b>TOTAL</b>   | <b>61295</b>  | <b>3883</b>                                    | <b>7057</b>                                      | <b>11.5</b>   |

## HUMAN RESOURCE MANAGEMENT

**TABLE 5.3 – REASONS WHY STAFF ARE LEAVING THE DEPARTMENT**

| Termination Type                        | Number      | % of total |
|---|-------------|------------|
| Death, Permanent                        | 310         | 4.4        |
| Resignation, Permanent                  | 356         | 5          |
| Resignation, Temporary                  | 1           | 0          |
| Expiry of contract, Permanent           | 5963        | 84.5       |
| Expiry of contract, Temporary           | 22          | 0.3        |
| Discharged due to ill health, Permanent | 12          | 0.2        |
| Dismissal-misconduct, Permanent         | 4           | 0.1        |
| Retirement, Permanent                   | 370         | 5.2        |
| Other, Permanent                        | 17          | 0.2        |
| Other, Temporary                        | 1           | 0          |
| <b>TOTAL</b>                            | <b>7057</b> | <b>100</b> |

**TABLE 5.4 – PROMOTIONS BY CRITICAL OCCUPATION**

| Occupation   | Employees as at 1 April 2007 | Promotions to another salary level | Salary level promotions as a % of employees by occupation | Progressions to another notch within a salary level | Notch progressions as a % of employees by occupation |
|--|------------------------------|------------------------------------|---|---|--|
| Administrative related                                     | 7                            | 2                                  | 28.6  | 1   | 14.3   |
| Advocates  | 0                            | 1                                  | 0   | 0   | 0  |
| All artisans in the building metal machinery etc.          | 12                           | 0                                  | 0   | 2   | 16.7   |
| Archivists curators and related professionals              | 1                            | 0                                  | 0   | 0   | 0  |
| Artisan project and related superintendents                | 1                            | 0                                  | 0   | 0   | 0  |
| Building and other property caretakers                     | 88                           | 0                                  | 0   | 1   | 1.1  |
| Bus and heavy vehicle drivers                              | 3                            | 0                                  | 0   | 2   | 66.7   |
| Cleaners in offices workshops hospitals etc.               | 1187                         | 0                                  | 0   | 27  | 2.3  |
| Client inform clerks (switchboard reception inform clerks) | 16                           | 0                                  | 0   | 4   | 25   |
| Communication and information related                      | 1                            | 0                                  | 0   | 0   | 0  |
| Educationists.   | 240                          | 0                                  | 0   | 7   | 2.9  |
| Farm hands and labourers                                   | 20                           | 0                                  | 0   | 0   | 0  |
| Finance and economics related                              | 10                           | 2                                  | 20  | 3   | 30   |
| Financial and related professionals                        | 27                           | 1                                  | 3.7   | 2   | 7.4  |
| Financial clerks and credit controllers                    | 143                          | 3                                  | 2.1   | 16  | 11.2   |
| Food services aids and waiters                             | 134                          | 0                                  | 0   | 7   | 5.2  |
| Food services workers                                      | 14                           | 0                                  | 0   | 6   | 42.9   |
| Head of department/chief executive officer                 | 3                            | 0                                  | 0   | 0   | 0  |
| Horticulturists foresters agricul. & forestry techn        | 2                            | 0                                  | 0   | 0   | 0  |
| Household and laundry workers                              | 148                          | 0                                  | 0   | 12  | 8.1  |
| Household food and laundry services related                | 1                            | 0                                  | 0   | 0   | 0  |
| Housekeepers laundry and related workers                   | 8                            | 0                                  | 0   | 1   | 12.5   |

## HUMAN RESOURCE MANAGEMENT

| Occupation   | Employees as at 1 April 2007 | Promotions to another salary level | Salary level promotions as a % of employees by occupation | Progressions to another notch within a salary level | Notch progressions as a % of employees by occupation |
|--|------------------------------|------------------------------------|---|---|--|
| Human resources & organisat developm & relate prof | 96                           | 8                                  | 8.3   | 2   | 2.1  |
| Human resources clerks                             | 504                          | 0                                  | 0   | 40  | 7.9  |
| Human resources related                            | 21                           | 4                                  | 19  | 4   | 19   |
| Legal related                                      | 1                            | 0                                  | 0   | 1   | 100  |
| Library mail and related clerks                    | 13                           | 0                                  | 0   | 0   | 0  |
| Light vehicle drivers                              | 10                           | 0                                  | 0   | 0   | 0  |
| Logistical support personnel                       | 70                           | 0                                  | 0   | 3   | 4.3  |
| Material-recording and transport clerks            | 10                           | 0                                  | 0   | 1   | 10   |
| Messengers porters and deliverers                  | 380                          | 0                                  | 0   | 11  | 2.9  |
| Motor vehicle drivers                              | 9                            | 0                                  | 0   | 0   | 0  |
| Nursing assistants                                 | 1                            | 0                                  | 0   | 0   | 0  |
| Other administrat & related clerks and organisers  | 895                          | 0                                  | 0   | 55  | 6.1  |
| Other administrative policy and related officers   | 46                           | 0                                  | 0   | 6   | 13   |
| Other occupations                                  | 56580                        | 413                                | 0.7   | 23201   | 41   |
| Photographic lithographic and related workers      | 1                            | 0                                  | 0   | 0   | 0  |
| Professional nurse                                 | 2                            | 0                                  | 0   | 0   | 0  |
| Rank: Education specialist (school-based)          | 18                           | 0                                  | 0   | 0   | 0  |
| Rank: Lecturer (c)                                 | 1                            | 0                                  | 0   | 0   | 0  |
| Rank: Principal deputy (school-based)              | 3                            | 0                                  | 0   | 0   | 0  |
| Rank: Principal gr10                               | 1                            | 0                                  | 0   | 0   | 0  |
| Rank: Principal gr9                                | 6                            | 0                                  | 0   | 0   | 0  |
| Rank: Teacher (school-based)                       | 167                          | 0                                  | 0   | 0   | 0  |
| Rank: Unknown                                      | 18                           | 0                                  | 0   | 0   | 0  |
| Risk management and security services              | 1                            | 0                                  | 0   | 0   | 0  |
| Road workers                                       | 1                            | 0                                  | 0   | 0   | 0  |
| Secretaries & other keyboard operating clerks      | 138                          | 0                                  | 0   | 20  | 14.5   |
| Security guards                                    | 193                          | 0                                  | 0   | 8   | 4.1  |
| Senior managers                                    | 22                           | 2                                  | 9.1   | 1   | 4.5  |
| Staff nurses and pupil nurses                      | 1                            | 0                                  | 0   | 0   | 0  |
| Trade labourers                                    | 20                           | 0                                  | 0   | 0   | 0  |
| <b>TOTAL</b>                                       | <b>61295</b>                 | <b>436</b>                         | <b>0.7</b>  | <b>23444</b>  | <b>38.2</b>  |
|  |                              |                                    |   |   |  |
|  |                              |                                    |   |   |  |

## HUMAN RESOURCE MANAGEMENT

**TABLE 5.5 – PROMOTIONS BY SALARY BAND**

| Salary Band   | Employees 1 April 2007 | Promotions to another salary level | Salary bands promotions as a % of employees by salary level | Progressions to another notch within a salary level | Notch progressions as a % of employees by salary band |
|---|------------------------|------------------------------------|---|---|---|
| Lower skilled (Levels 1-2), Permanent               | 2160                   | 0                                  | 0   | 48  | 2.2   |
| Skilled (Levels 3-5), Permanent                     | 1005                   | 1                                  | 0.1   | 166   | 16.5  |
| Skilled (Levels 3-5), Temporary                     | 51                     | 0                                  | 0   | 0   | 0   |
| Highly skilled production (Levels 6-8), Permanent   | 50826                  | 37                                 | 0.1   | 20408   | 40.2  |
| Highly skilled production (Levels 6-8), Temporary   | 14                     | 0                                  | 0   | 0   | 0   |
| Highly skilled supervision (Levels 9-12), Permanent | 6551                   | 383                                | 5.8   | 2818  | 43  |
| Senior management (Levels 13-16), Permanent         | 34                     | 13                                 | 38.2  | 1   | 2.9   |
| Other, Permanent                                    | 80                     | 2                                  | 2.5   | 0   | 0   |
| Contract (Levels 1-2), Permanent                    | 167                    | 0                                  | 0   | 1   | 0.6   |
| Contract (Levels 3-5), Permanent                    | 390                    | 0                                  | 0   | 2   | 0.5   |
| Contract (Levels 6-8), Permanent                    | 14                     | 0                                  | 0   | 0   | 0   |
| Contract (Levels 9-12), Permanent                   | 2                      | 0                                  | 0   | 0   | 0   |
| Contract (Levels 13-16), Permanent                  | 1                      | 0                                  | 0   | 0   | 0   |
| <b>TOTAL</b>  | <b>61295</b>           | <b>436</b>                         | <b>0.7</b>  | <b>23444</b>  | <b>38.2</b>   |

# HUMAN RESOURCE MANAGEMENT

## 5.6 EMPLOYMENT EQUITY

**Table 6.1:** – Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2008.

| Occupational categories (SASCO)                       | Male         |           |           |            | Female       |           |           |             | Total        |
|---|--------------|-----------|-----------|------------|--------------|-----------|-----------|-------------|--------------|
|   | African      | Coloured  | Indian    | White      | African      | Coloured  | Indian    | White       |              |
| Legislators, senior officials and managers, Permanent | 2693         | 2         | 4         | 66         | 82           | 2         | 1         | 22          | 2872         |
| Professionals, Permanent                              | 21246        | 14        | 26        | 309        | 30218        | 16        | 36        | 976         | 52904        |
| Professionals, Temporary                              |              |           |           |            |              |           |           |             |              |
| Clerks, Permanent                                     | 647          | 0         | 0         | 4          | 960          | 1         | 0         | 90          | 1702         |
| Clerks, Temporary                                     |              |           |           |            |              |           |           |             |              |
| Service and sales workers, Permanent                  | 179          | 0         | 0         | 0          | 27           | 0         | 0         | 1           | 207          |
| Craft and related trades workers, Permanent           | 13           | 0         | 0         | 0          | 1            | 0         | 0         | 0           | 14           |
| Plant and machine operators and assemblers, Permanent | 19           | 0         | 0         | 0          | 2            | 0         | 0         | 0           | 21           |
| Elementary occupations, Permanent                     | 1342         | 0         | 0         | 15         | 1368         | 2         | 1         | 81          | 2809         |
| Elementary occupations, Temporary                     |              |           |           |            |              |           |           |             |              |
| Other, Permanent                                      |              |           |           |            |              |           |           |             |              |
| <b>TOTAL</b>  | <b>26139</b> | <b>16</b> | <b>30</b> | <b>394</b> | <b>32658</b> | <b>21</b> | <b>38</b> | <b>1170</b> | <b>60466</b> |

## HUMAN RESOURCE MANAGEMENT

**Table 6.2 – Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2008**

| Occupational Bands  | Male      |          |          |          | Female    |          |          |          | Total     |
|---|-----------|----------|----------|----------|-----------|----------|----------|----------|-----------|
|   | African   | Coloured | Indian   | White    | African   | Coloured | Indian   | White    |           |
| Top Management  | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0         |
| Senior Management   | 0         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 0         |
| Professionally qualified and experienced specialists and mid-management   | 5         | 0        | 0        | 0        | 0         | 0        | 0        | 0        | 5         |
| Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents | 14        | 0        | 0        | 0        | 15        | 0        | 0        | 0        | 29        |
| Semi-skilled and discretionary decision making  | 1         | 0        | 0        | 0        | 3         | 0        | 0        | 0        | 4         |
| Unskilled and defined decision making   | 16        | 0        | 0        | 0        | 8         | 0        | 0        | 0        | 24        |
| Not Available, Permanent  |           |          |          |          |           |          |          |          |           |
| Contract (Top Management), Permanent  |           |          |          |          |           |          |          |          |           |
| Contract (Professionally qualified), Permanent  |           |          |          |          |           |          |          |          |           |
| Contract (Skilled technical), Permanent   |           |          |          |          |           |          |          |          |           |
| Contract (Semi-skilled), Permanent  |           |          |          |          |           |          |          |          |           |
| Contract (Unskilled), Permanent   |           |          |          |          |           |          |          |          |           |
| <b>TOTAL</b>  | <b>36</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>26</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>62</b> |

## HUMAN RESOURCE MANAGEMENT

**TABLE 6.3 – RECRUITMENT FOR THE PERIOD 1 APRIL 2006 TO 31 MARCH 2008**

| Occupational Bands  | Male        |          |          |           | Female      |          |          |           | Total       |
|---|-------------|----------|----------|-----------|-------------|----------|----------|-----------|-------------|
|   | African     | Coloured | Indian   | White     | African     | Coloured | Indian   | White     |             |
| Top Management  | 0           | 0        | 0        | 1         | 1           | 0        | 0        | 0         | 2           |
| Senior Management   | 1           | 0        | 0        | 0         | 0           | 0        | 0        | 0         | 1           |
| Professionally qualified and experienced specialists and mid-management   | 26          | 0        | 0        | 0         | 16          | 0        | 0        | 0         | 42          |
| Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents | 838         | 1        | 0        | 25        | 2318        | 0        | 3        | 90        | 3275        |
| Semi-skilled and discretionary decision making  | 106         | 0        | 0        | 1         | 120         | 0        | 0        | 2         | 229         |
| Unskilled and defined decision making   | 5           | 0        | 0        | 0         | 5           | 0        | 0        | 0         | 10          |
| Contract (Top Management), Permanent  | 1           | 0        | 0        | 0         | 1           | 0        | 0        | 0         | 2           |
| Contract (Skilled technical), Permanent   | 0           | 0        | 0        | 0         | 0           | 0        | 0        | 3         | 3           |
| Contract (Semi-skilled), Permanent  | 18          | 0        | 0        | 1         | 47          | 0        | 0        | 3         | 69          |
| Contract (Unskilled), Permanent   | 84          | 0        | 0        | 0         | 166         | 0        | 0        | 0         | 250         |
| <b>TOTAL</b>  | <b>1079</b> | <b>1</b> | <b>0</b> | <b>28</b> | <b>2674</b> | <b>0</b> | <b>3</b> | <b>98</b> | <b>3883</b> |

# HUMAN RESOURCE MANAGEMENT

## EMPLOYEES WITH DISABILITIES

Table 6.4 – Promotions for the period 1 April 2006 to 31 March 2008

| Occupational Bands   | Male        |           |           |            | Female       |           |           |            | Total         |
|--|-------------|-----------|-----------|------------|--------------|-----------|-----------|------------|---------------|
|  | African     | Coloured  | Indian    | White      | African      | Coloured  | Indian    | White      |               |
| Top Management, Permanent  | 0           | 0         | 0         | 0          | 1            | 0         | 0         | 0          | 1             |
| Senior Management, Permanent   | 7           | 0         | 0         | 0          | 6            | 0         | 0         | 0          | 13            |
| Professionally qualified and experienced specialists and mid-management, Permanent                       | 1949        | 2         | 12        | 63         | 1106         | 2         | 4         | 76         | 3214          |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent | 7865        | 9         | 8         | 48         | 12308        | 8         | 11        | 195        | 20452         |
| Semi-skilled and discretionary decision making, Permanent  | 70          | 0         | 0         | 2          | 87           | 0         | 1         | 7          | 167           |
| Unskilled and defined decision making, Permanent   | 25          | 0         | 0         | 0          | 23           | 0         | 0         | 0          | 48            |
| Not Available, Permanent   | 1           | 0         | 0         | 1          | 0            | 0         | 0         | 0          | 2             |
| Contract (Semi-skilled), Permanent   | 0           | 0         | 0         | 0          | 2            | 0         | 0         | 0          | 2             |
| Contract (Unskilled), Permanent  | 1           | 0         | 0         | 0          | 0            | 0         | 0         | 0          | 1             |
| <b>TOTAL</b>   | <b>9918</b> | <b>11</b> | <b>20</b> | <b>114</b> | <b>13533</b> | <b>10</b> | <b>16</b> | <b>278</b> | <b>23,900</b> |
| Employees with disabilities  | 10          | 0         | 0         | 0          | 8            | 0         | 0         | 0          | 18            |

TABLE 6.5 – TERMINATIONS FOR THE PERIOD 1 APRIL 2006 TO 31 MARCH 2008

| Occupational Bands  | Male    |          |        |       | Female  |          |        |       | Total |
|---|---------|----------|--------|-------|---------|----------|--------|-------|-------|
|   | African | Coloured | Indian | White | African | Coloured | Indian | White |       |
| Top Management  | 1       | 0        | 0      | 0     | 0       | 0        | 0      | 0     | 0     |
| Senior Management   | 1       | 0        | 0      | 0     | 0       | 0        | 0      | 0     | 0     |
| Professionally qualified and experienced specialists and mid-management   | 90      | 0        | 3      |       | 50      | 50       | 50     | 13    | 164   |
| Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents | 1782    | 1        | 1      | 63    | 4013    | 2        | 7      | 224   | 6,093 |
| Semi-skilled and discretionary decision making  | 106     | 0        | 0      | 3     | 137     | 0        | 1      | 11    | 258   |
| Unskilled and defined decision making   | 50      | 0        | 0      | 0     | 47      | 0        | 0      | 0     | 97    |
| Not Available, Permanent  | 2       | 0        | 0      | 0     | 0       | 0        | 0      | 0     | 2     |
| Not Available, Temporary  |         |          |        |       |         |          |        |       |       |

## HUMAN RESOURCE MANAGEMENT

| Occupational Bands                      | Male        |          |          |           | Female      |          |          |           | Total       |
|---|-------------|----------|----------|-----------|-------------|----------|----------|-----------|-------------|
|   | African     | Coloured | Indian   | White     | African     | Coloured | Indian   | White     |             |
| Contract (Top Management), Permanent    |             |          |          |           |             |          |          |           |             |
| Contract (Skilled technical), Permanent | 2           | 0        | 0        | 0         | 8           | 0        | 0        | 1         | 11          |
| Contract (Semi-skilled), Permanent      | 68          | 0        | 0        | 1         | 183         | 0        | 0        | 4         | 256         |
| <b>Total</b>                            | <b>2165</b> | <b>1</b> | <b>4</b> | <b>76</b> | <b>4545</b> | <b>3</b> | <b>8</b> | <b>11</b> | <b>6813</b> |

|                             |   |   |   |   |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|---|---|---|---|
| Employees with disabilities | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
|-----------------------------|---|---|---|---|---|---|---|---|---|

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### 6.6 – Disciplinary action for the period 1 April 2006 to 31 March 2007

|                     | Male    |          |        |       | Female  |          |        |       | Total |
|---------------------|---------|----------|--------|-------|---------|----------|--------|-------|-------|
|                     | African | Coloured | Indian | White | African | Coloured | Indian | White |       |
| Disciplinary action | 98      |          |        |       |         |          |        |       | 98    |
|                     |         |          |        |       |         |          |        |       |       |

Summary of disciplinary procedures

| Category of case   | Number of cases beginning of quarter | of at of | Total monthly personnel expenditure on these officials at start of quarter | Number of new cases opened during quarter | Number of cases resolved during quarter | Number of Unresolved cases older than 3 months |
|--|--------------------------------------|----------|--|---|---|--|
| Cases involving officials with salary packages >R100 000 that may result in dismissals | 81                                   |          | N/A  | 26  | 15                                      | 58   |
| Cases involving officials with salary packages <R100 000 that may result in dismissals |                                      |          |  |   |   |  |

### 5.7 PERFORMANCE REWARDS

To encourage good performance, the department has granted the following performance rewards during the year under review. The information is presented in terms of race, gender, and disability (Table 6.1), salary bands (table 6.2) and critical occupations (Table 6.3).

**TABLE 7.1 – PERFORMANCE REWARDS BY RACE, GENDER, AND DISABILITY, 1 APRIL 2007 TO 31 MARCH 2008**

|                             | Beneficiary Profile     |                                    |                         | Cost          |                           |
|-----------------------------|-------------------------|------------------------------------|-------------------------|---------------|---------------------------|
|                             | Number of beneficiaries | Total number of employees in group | % of total within group | Cost (R'000)  | Average cost per employee |
| African                     |                         |                                    |                         |               |                           |
| Male                        | 2290                    | 25644                              | 8.9                     | 17,789        | 7,768                     |
| Female                      | 2179                    | 32684                              | 6.7                     | 14,185        | 6,510                     |
| Asian                       |                         |                                    |                         |               |                           |
| Male                        | 7                       | 43                                 | 16.3                    | 175           | 25,020                    |
| Female                      | 4                       | 47                                 | 8.5                     | 115           | 28,695                    |
| Coloured                    |                         |                                    |                         |               |                           |
| Male                        | 0                       | 16                                 | 0                       | 0             | 0                         |
| Female                      | 2                       | 19                                 | 10.5                    | 5             | 2,674                     |
| White                       |                         |                                    |                         |               |                           |
| Male                        | 21                      | 360                                | 5.8                     | 291           | 13,845                    |
| Female                      | 181                     | 1108                               | 16.3                    | 1,117         | 6,173                     |
| Employees with a disability | 41                      | 61                                 | 67.2                    | 214           | 5,223                     |
| <b>Total</b>                | <b>4725</b>             | <b>59982</b>                       | <b>7.9</b>              | <b>33,892</b> | <b>7,173</b>              |

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**TABLE 7.2 – PERFORMANCE REWARDS BY SALARY BANDS FOR PERSONNEL BELOW SENIOR MANAGEMENT  
SERVICE, 1 APRIL 2006 TO 31 MARCH 2008**

| Salary Bands                             | Beneficiary Profile     |                     |                                | Cost               |                           |  |
|--|-------------------------|---------------------|--------------------------------|--------------------|---------------------------|--|
|  | Number of beneficiaries | Number of employees | % of total within salary bands | Total Cost (R'000) | Average cost per employee | Total cost as a % of the total personnel expenditure |
| Lower skilled (Levels 1-2)               | /                       | 1341                | 1341                           | 2,948              | 2,616                     | 8,75%  |
| Skilled (Levels 3-5)                     | 1147                    | 1809                | 1809                           | 3,509              | 3,059                     | 10,41%   |
| Highly skilled production (Levels 6-8)   | 1534                    | 49070               | 49070                          | 11,456             | 7,468                     | 33,99%   |
| Highly skilled supervision (Levels 9-12) | 686                     | 7264                | 7264                           | 15,193             | 22,147                    | 45,08%   |
| Contract (Levels 1-2)                    | 16                      | 280                 | 280                            | 31                 | 1,938                     | 0,09%  |
| Contract (Levels 3-5)                    | 207                     | 161                 | 161                            | 553                | 2,671                     | 1,64%  |
| Contract (Levels 6-8)                    | 2                       | 6                   | 6                              | 16                 | 8,000                     | 0,05%  |
| Contract (Levels 9-12)                   | 0                       | 4                   | 4                              | 0                  | 0                         | 0%   |
| Periodical Remuneration                  | 0                       | 3356                | 3356                           | 0                  | 0                         | 0%   |
| Abnormal Appointment                     | 0                       | 361                 | 361                            | 0                  | 0                         | 0%   |
| <b>TOTAL</b>                             | <b>4719</b>             | <b>63652</b>        | <b>63652</b>                   | <b>33706</b>       | <b>7143</b>               | <b>1005</b>  |

**TABLE 7.3 – PERFORMANCE REWARDS BY CRITICAL OCCUPATIONS, 1 APRIL 2007 TO 31 MARCH 2008**

| Critical Occupations                                     | Beneficiary Profile     |                     |                              | Cost               |                           |
|--|-------------------------|---------------------|------------------------------|--------------------|---------------------------|
|  | Number of beneficiaries | Number of employees | % of total within occupation | Total Cost (R'000) | Average cost per employee |
| Administrative related                                   | 6                       | 31                  | 19.4                         | 51                 | 8,500                     |
| Advocates  | 0                       | 1                   | 0                            | 0                  | 0                         |
| All artisans in the building metal machinery etc.        | 9                       | 12                  | 75                           | 64                 | 7,111                     |
| Archivists curators and related professionals            | 1                       | 1                   | 100                          | 6                  | 6,000                     |
| Artisan project and related superintendents              | 1                       | 1                   | 100                          | 18                 | 18,000                    |
| Building and other property caretakers                   | 76                      | 83                  | 91.6                         | 203                | 2,671                     |
| Bus and heavy vehicle drivers                            | 2                       | 3                   | 66.7                         | 11                 | 5,500                     |
| Cleaners in offices workshops hospitals etc.             | 836                     | 1127                | 74.2                         | 2,248              | 2,689                     |
| Client inform clerks (switchboard receipt inform clerks) | 14                      | 17                  | 82.4                         | 114                | 8,143                     |
| Communication and information related                    | 1                       | 2                   | 50                           | 14                 | 14,000                    |
| Educationists.   | 0                       | 160                 | 0                            | 0                  | 0                         |
| Farm hands and labourers                                 | 15                      | 20                  | 75                           | 46                 | 3,067                     |
| Finance and economics related                            | 5                       | 10                  | 50                           | 75                 | 15,000                    |
| Financial and related professionals                      | 28                      | 30                  | 93.3                         | 266                | 9,500                     |
| Financial clerks and credit controllers                  | 160                     | 224                 | 71.4                         | 881                | 5,506                     |
| Food services aids and waiters                           | 128                     | 126                 | 101.6                        | 393                | 3,070                     |
| Food services workers                                    | 14                      | 13                  | 107.7                        | 49                 | 3,500                     |

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| Critical Occupations                                | Beneficiary Profile     |                     |                              | Cost               |                           |
|---|-------------------------|---------------------|------------------------------|--------------------|---------------------------|
|   | Number of beneficiaries | Number of employees | % of total within occupation | Total Cost (R'000) | Average cost per employee |
| Head of department/chief executive officer          | 0                       | 3                   | 0                            | 0                  | 0                         |
| Horticulturists foresters agricul. & forestry techn | 2                       | 2                   | 100                          | 14                 | 7,000                     |
| Household and laundry workers                       | 123                     | 128                 | 96.1                         | 381                | 3,098                     |
| Household food and laundry services related         | 0                       | 1                   | 0                            | 0                  | 0                         |
| Housekeepers laundry and related workers            | 8                       | 6                   | 133.3                        | 24                 | 3,000                     |
| Human resources & organisat developm & relate prof  | 91                      | 131                 | 69.5                         | 858                | 9,429                     |
| Human resources clerks                              | 353                     | 385                 | 91.7                         | 1,686              | 4,776                     |
| Human resources related                             | 13                      | 24                  | 54.2                         | 213                | 16,385                    |
| Legal related                                       | 1                       | 1                   | 100                          | 8                  | 8,000                     |
| Library mail and related clerks                     | 12                      | 13                  | 92.3                         | 69                 | 5,750                     |
| Light vehicle drivers                               | 9                       | 10                  | 90                           | 34                 | 3,778                     |
| Logistical support personnel                        | 67                      | 71                  | 94.4                         | 603                | 9,000                     |
| Material-recording and transport clerks             | 8                       | 18                  | 44.4                         | 43                 | 5,375                     |
| Messengers porters and deliverers                   | 349                     | 352                 | 99.1                         | 910                | 2,607                     |
| Motor vehicle drivers                               | 8                       | 7                   | 114.3                        | 27                 | 3,375                     |
| Nursing assistants                                  | 0                       | 1                   | 0                            | 0                  | 0                         |
| Other administrat & related clerks and organisers   | 654                     | 868                 | 75.3                         | 4,022              | 6,150                     |
| Other administrative policy and related officers    | 43                      | 46                  | 93.5                         | 402                | 9,349                     |
| Other occupations                                   | 1396                    | 55609               | 2.5                          | 19,067             | 13,658                    |
| Photographic lithographic and related workers       | 1                       | 1                   | 100                          | 4                  | 4,000                     |
| Professional nurse                                  | 2                       | 2                   | 100                          | 11                 | 5,500                     |
| Rank: Unknown                                       | 0                       | 22                  | 0                            | 0                  | 0                         |
| Risk management and security services               | 1                       | 1                   | 100                          | 12                 | 12,000                    |
| Road workers  | 1                       | 1                   | 100                          | 2                  | 2,000                     |
| Secretaries & other keyboard operating clerks       | 104                     | 145                 | 71.7                         | 624                | 6,000                     |
| Security guards                                     | 162                     | 175                 | 92.6                         | 366                | 2,259                     |
| Senior managers                                     | 1                       | 76                  | 1.3                          | 12                 | 12,000                    |
| Staff nurses and pupil nurses                       | 1                       | 1                   | 100                          | 8                  | 8,000                     |
| Trade labourers                                     | 19                      | 21                  | 90.5                         | 52                 | 2,737                     |
| <b>TOTAL</b>  | <b>4725</b>             | <b>59982</b>        | <b>7.9</b>                   | <b>33891</b>       | <b>7173</b>               |

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

| Salary Band  | Beneficiary Profile     |                     |                        | Total Cost (R'000) | Average cost per employee | Total cost as a % of the total personnel expenditure |
|--------------|-------------------------|---------------------|------------------------|--------------------|---------------------------|--|
|              | Number of beneficiaries | Number of employees | % of total within band |                    |                           |  |
| Band A       | 0                       | 6                   | 33                     | 18.2               | 186                       | 3,100  |
| Band B       | 0                       | 0                   | 8                      | 0                  | 0                         | 0  |
| Band C       | 0                       | 0                   | 5                      | 0                  | 0                         | 0  |
| Band D       | 0                       | 0                   | 1                      | 0                  | 0                         | 0  |
| <b>Total</b> | <b>0</b>                | <b>6</b>            | <b>47</b>              | <b>12.8</b>        | <b>186</b>                | <b>3100</b>  |

### 5.8 FOREIGN WORKERS

The tables below summarise the employment of foreign nationals in the department in terms of salary bands and by major occupation. The tables also summarise changes in the total number of foreign workers in each salary band and by each major occupation.

**TABLE 8.1 – Foreign Workers, 1 April 2007 to 31 March 2008, by salary band**

| Salary Band                              | 1 April 2007 |            | 31 March 2008 |            | Change     |            |
|--|--------------|------------|---------------|------------|------------|------------|
|  | Number       | % of total | Number        | % of total | Number     | % change   |
| Lower skilled (Levels 1-2)               |              |            |               |            |            |            |
| Skilled (Levels 3-5)                     |              |            |               |            |            |            |
| Highly skilled production (Levels 6-8)   | 0            | 0          | 164           | 0,3        | 164        | 0,3        |
| Highly skilled supervision (Levels 9-12) |              |            |               |            |            |            |
| Senior management (Levels 13-16)         |              |            |               |            |            |            |
| <b>Total</b>                             | <b>0</b>     | <b>0</b>   | <b>164</b>    | <b>0,3</b> | <b>164</b> | <b>0,3</b> |

**TABLE 8.2 – FOREIGN WORKER, 1 APRIL 2007 TO 31 MARCH 2008, BY MAJOR OCCUPATION**

| Major Occupation           | 1 April 2007 |            | 31 March 2008 |            | Change   |          |
|----------------------------|--------------|------------|---------------|------------|----------|----------|
|                            | Number       | % of total | Number        | % of total | Number   | % change |
| Elementary occupations     | 0            | 0          | 0             | 0          | 0        | 0        |
| Other occupations          | 0            | 0          | 0             | 0          | 0        | 0        |
| Rank: principal gr10       | 0            | 0          | 0             | 0          | 0        | 0        |
| Rank: principal gr9        | 0            | 0          | 0             | 0          | 0        | 0        |
| Elementary occupations     | 0            | 0          | 0             | 0          | 0        | 0        |
| Professionals and managers | 0            | 0          | 0             | 0          | 0        | 0        |
| <b>Total</b>               | <b>0</b>     | <b>0</b>   | <b>0</b>      | <b>0</b>   | <b>0</b> | <b>0</b> |

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### 5.9 LEAVE UTILISATION FOR THE PERIOD 1 JANUARY 2007 TO 31 DECEMBER 2007

The Public Service Commission identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave (Table 9.1) and disability leave (Table 9.2). In both cases, the estimated cost of the leave is also provided.

**TABLE 9.1 – Sick leave, 1 January 2007 to 31 December 2007**

| Salary Band                              | Total days   | % days with medical certification | Number of Employees using sick leave | % of total employees using sick leave | Average days per employee | Estimated Cost (R'000) |
|--|--------------|-----------------------------------|--------------------------------------|---------------------------------------|---------------------------|------------------------|
| Lower skilled (Levels 1-2)               | 1659         | 89.8                              | 284                                  | 3.1                                   | 6                         | 285                    |
| Skilled (Levels 3-5)                     | 2055         | 84.6                              | 370                                  | 4                                     | 6                         | 444                    |
| Highly skilled production (Levels 6-8)   | 35972.5      | 86.1                              | 7382                                 | 80.6                                  | 5                         | 15,100                 |
| Highly skilled supervision (Levels 9-12) | 5112.5       | 87.6                              | 1039                                 | 11.3                                  | 5                         | 3,577                  |
| Senior management (Levels 13-16)         | 63           | 100                               | 9                                    | 0.1                                   | 7                         | 130                    |
| Contract (Levels 1-2)                    | 45           | 86.7                              | 19                                   | 0.2                                   | 2                         | 6                      |
| Contract (Levels 3-5)                    | 146          | 62.3                              | 50                                   | 0.5                                   | 3                         | 26                     |
| Contract (Levels 6-8)                    | 2            | 100                               | 1                                    | 0                                     | 2                         | 1                      |
| Contract (Levels 13 – 16)                | 1            | 100                               | 1                                    | 0                                     | 1                         | 3                      |
| <b>TOTAL</b>                             | <b>45056</b> | <b>86.3</b>                       | <b>9155</b>                          | <b>100</b>                            | <b>5</b>                  | <b>19572</b>           |

**TABLE 9.2 – Disability leave (temporary and permanent), 1 January 2007 to 31 December 2007**

| Salary Band                              | Total days taken | % days with medical certification | Number of Employees using disability leave | % of total employees using disability leave | Average days per employee | Estimated Cost (R'000) |
|--|------------------|-----------------------------------|--|---|---------------------------|------------------------|
| Lower skilled (Levels 1-2)               | 188              | 100                               | 1  | 20  | 188                       | 32                     |
| Skilled (Levels 3-5)                     | 0                | 0                                 | 0  | 0   | 0                         | 0                      |
| Highly skilled production (Levels 6-8)   | 127              | 100                               | 3  | 60  | 42                        | 56                     |
| Highly skilled supervision (Levels 9-12) | 139              | 100                               | 1  | 20  | 139                       | 173                    |
| Senior management (Levels 13-16)         | 0                | 0                                 | 0  | 0   | 0                         | 0                      |
| <b>Total</b>                             | <b>454</b>       | <b>100</b>                        | <b>5</b>                                   | <b>100</b>                                  | <b>91</b>                 | <b>261</b>             |

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Table 9.3 summarises the utilisation of annual leave. The wage agreement concluded with trade unions in the PSCBC in 2000 requires management of annual leave to prevent high levels of accrued leave being paid at the time of termination of service.

**TABLE 9.3 – ANNUAL LEAVE, 1 JANUARY 2007 TO 31 DECEMBER 2007**

| <b>Salary Bands</b>                     | <b>Total days taken</b> | <b>Average per employee</b> |
|---|-------------------------|-----------------------------|
| Lower skilled (Levels 1-2)              | 6686.26                 | 12                          |
| Skilled Levels 3-5)                     | 6636.32                 | 10                          |
| Highly skilled production (Levels 6-8)  | 30176.4                 | 6                           |
| Highly skilled supervision(Levels 9-12) | 8087.08                 | 7                           |
| Senior management (Levels 13-16)        | 517                     | 15                          |
| Contract (Levels 1-2)                   | 224                     | 5                           |
| Contract (Levels 3-5)                   | 774                     | 8                           |
| Contract (Levels 6-8)                   | 36                      | 12                          |
| Contract (Levels 9-12)                  | 0                       | 0                           |
| Contract (Levels 13-16)                 | 21                      | 21                          |
| <b>TOTAL</b>                            | <b>53158.06</b>         | <b>7</b>                    |

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**TABLE 9.4 – CAPPED LEAVE, 1 JANUARY 2007 TO 31 DECEMBER 2007**

| Salary Bands                             | Total days of capped leave taken | Average number of days taken per employee | Average capped leave per employee as at 31 December 2005 |
|--|----------------------------------|---|--|
| Lower skilled (Levels 1-2)               | 14                               | 4   | 73   |
| Skilled Levels 3-5)                      | 127                              | 4   | 98   |
| Highly skilled production (Levels 6-8)   | 11873                            | 3   | 80   |
| Highly skilled supervision (Levels 9-12) | 2978                             | 3   | 102  |
| Senior management (Levels 13-16)         | 41                               | 21  | 124  |
| <b>Total</b>                             | <b>15033</b>                     | <b>3</b>                                  | <b>84</b>  |

**TABLE 9.5 – Leave payouts for the period 1 April 2007 to 31 March 2008**

The following table summarises payments made to employees as a result of leave that was not taken.

| REASON  | Total Amount (R'000) | Number of Employees | Average payment per employee |
|---|----------------------|---------------------|------------------------------|
| Leave payout for 2007/08 due to non-utilisation of leave for the previous cycle | 58                   | 3                   | 19333                        |
| Capped leave payouts on termination of service for 2007/08                      | 11,110               | 2,073               | 5359                         |
| Current leave payout on termination of service for 2007/08                      | 39                   | 5                   | 7800                         |
| <b>Total</b>  | <b>11207</b>         | <b>2081</b>         | <b>5385</b>                  |

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## 5.10 HIV AND AIDS & HEALTH PROMOTION PROGRAMMES

**TABLE 10.1 – Steps taken to reduce the risk of occupational exposure**

| Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any) | Key steps taken to reduce the risk   |
|--|--|
| Cleaners   | Provided protective equipments and training on proper utilization of those equipments. |
| Maintenance workers  | Provided protective equipment and training on proper utilization.                      |
| Educators  | Provided of First Aid kits. Training will be provided in the next financial year.      |

**TABLE 10.2 – DETAILS OF HEALTH PROMOTION AND HIV AND AIDS PROGRAMMES (TICK THE APPLICABLE BOXES AND PROVIDE THE REQUIRED INFORMATION)**

| Question   | Yes | No | Details, if yes  |
|--|-----|----|--|
| 1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.  | Yes |    | Senior Manager: Ms Mothata   |
| 2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose. | Yes |    | Senior Manager;<br>3 Managers<br>Budget: 52m   |
| 3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.   | Yes |    | EAP policy developed. Referrals for rehabilitation. Counselling. Proactive programs like Personal Financial Management |
| 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.                          |     | No | The process for stabling a Health Advisory Committees is underway.   |

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|  |            |  |
|--|------------|--|
| <p>5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.</p> | <p>Yes</p> | <p>Draft policies.<br/>Employee Wellness Programme.<br/>HIV &amp; AIDS.<br/>Occupational Health and Safety.<br/>Employee Assistance Programme.</p>   |
| <p>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.</p>  | <p>Yes</p> | <p>EWP policies.<br/>Disease management programmes.<br/>Support groups.</p>  |
| <p>7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have you achieved.</p>  | <p>Yes</p> | <p>A Service provider is appointed to conduct VCT.<br/>Utilization levels:<br/>Head office: 30%<br/>Pilot phase in 4 out of 5 Districts [ Sekhukhune, Vhember, Capricorn, Mopani -37%]</p> |
| <p>8. Has the department developed measures/indicators to monitor &amp; evaluate the impact of its health promotion programme? If so, list these measures/indicators.</p>  | <p>Yes</p> | <p>Registers</p>   |

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### 5.11 Labour relations

The following collective agreements were entered into with trade unions within the department.

**TABLE 11.1 – Collective agreements, 1 April 2006 to 31 March 2007**

| Subject Matter  | Date            |
|---|-----------------|
| ELRC: PROVINCIAL<br>Collective Agreement No 1 of 2007<br>Permanent appointment of temporary educators at Further Education and Training Colleges. | 12 October 2007 |
| ELRC: NATIONAL<br>Collective agreement No 1 of 2007<br>Vote weight for the trade union that is parties to the Council.                            | 29 March 2007   |
| Collective Agreement No 2 of 2007<br>Shop Steward in Education  | July 2007       |
| Collective Agreement No 3 of 2007<br>Levy Agreement   | 17 July 2007    |
| Collective Agreement No 4 of 2007<br>Implementation of the further Education and Training Colleges Act.   | 17 July 2007    |
| Collective Agreement No 5 of 2007<br>Further Agreement on the transfer of Employees from Department of Education to Individual FET Colleges       | 31 August 2007  |
| PSCBC<br>Collective No 1 of 2007<br>Improvement of Conditions of Service and Salary Increment   | July 2007       |
| CCPLP:  |                 |

If there were no agreements, then use the following table

Total collective agreements 7

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The following table summarises the outcome of disciplinary hearings conducted within the department for the year under review.

*TABLE 11.2 – Misconduct and disciplinary hearings finalised, 1 April 2006 to 31 March 2007*

| Outcomes of disciplinary hearings | Number    | % of total  |
|-----------------------------------|-----------|-------------|
| Correctional counselling          | -         |             |
| Verbal warning                    | -         |             |
| Written warning                   | -         |             |
| Final written warning             | 13        | 31.0%       |
| Suspended without pay             |           |             |
| Fine                              |           |             |
| Demotion                          |           |             |
| Dismissal                         | 06        | 14.3%       |
| Not guilty                        |           |             |
| Case withdrawn                    | 23        | 54.8%       |
| <b>Total</b>                      | <b>42</b> | <b>100%</b> |

If there were no disciplinary hearings, then use the following table

|                                 |      |
|---------------------------------|------|
| Disciplinary hearings – 2007/08 | None |
|---------------------------------|------|

*TABLE 11.3 – Types of misconduct addressed at disciplinary hearings*

| Type of misconduct | Number    | % of total  |
|--------------------|-----------|-------------|
|                    | 17        | 35%         |
| 32                 |           | 65%         |
| <b>Total</b>       | <b>49</b> | <b>100%</b> |

*TABLE 11.4 – Grievances lodged for the period 1 April 2006 to 31 March 2007*

|  | Number     | % of Total |
|--|------------|------------|
| Number of grievances resolved            | 49         | 33.6       |
| Number of grievances not resolved        | 97         | 66.4       |
| <b>Total number of grievances lodged</b> | <b>146</b> | <b>100</b> |

*TABLE 11.5 – Disputes lodged with Councils for the period 1 April 2006 to 31 March 2007*

|  | Number    | % of Total |
|--|-----------|------------|
| Number of disputes upheld              | 23        | 38.3       |
| Number of disputes dismissed           | 37        | 61.7       |
| <b>Total number of disputes lodged</b> | <b>60</b> | <b>100</b> |

*TABLE 11.6 – Strike actions for the period 1 April 2006 to 31 March 2007<sup>1</sup>*

|  |  |
|--|--|
| Total number of person working days lost               |  |
| Total cost (R'000) of working days lost                |  |
| Amount (R'000) recovered as a result of no work no pay |  |

*TABLE 11.7 – Precautionary suspensions for the period 1 April 2006 to 31 March 2007*

|  |          |
|--|----------|
| Number of people suspended                         | 1        |
| Number of people whose suspension exceeded 30 days | 1        |
| Average number of days suspended                   | 120 days |
| Cost (R'000) of suspensions                        |          |

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### 12.1 – SKILLS DEVELOPMENT FOR THE PERIOD 1 APRIL 2007 TO 31 MARCH 2008 PARDESI S

| Occupational categories                    | Male         |          |           |          | Female       |          |           |           |              |
|--|--------------|----------|-----------|----------|--------------|----------|-----------|-----------|--------------|
|  |              | Coloured | Indian    | White    | African      | Coloured | Indian    | White     |              |
| Legislators, senior officials and managers | 9            | -        | -         | -        | 9            | -        | 1         |           | 19           |
| Professionals 9 Educators at all levels    | 22146        | -        | 62        | 2        | 32085        | -        | -         | 14        | 54309        |
| Technicians and associate professionals    | 317          | -        | 12        | 6        | 246          | -        | 18        |           | 599          |
| Clerks                                     | 1439         | -        | 14        | -        | 1988         | -        | -         | 12        | 3453         |
| Service and sales workers                  |              |          |           |          |              |          |           |           |              |
| Skilled agriculture and fishery workers    |              |          |           |          |              |          |           |           |              |
| Craft and related trades workers           |              |          |           |          |              |          |           |           |              |
| Plant and machine operators and assemblers |              |          |           |          |              |          |           |           |              |
| Elementary occupations                     | 249          | 455      |           |          |              |          |           |           | 704          |
| <b>Total</b>                               | <b>24160</b> | <b>0</b> | <b>88</b> | <b>8</b> | <b>34783</b> | <b>0</b> | <b>19</b> | <b>26</b> | <b>59084</b> |
| Employees with disabilities                |              |          |           |          |              |          |           |           |              |

## HUMAN RESOURCE MANAGEMENT

### 12.2 – TRAINING PROVIDED 1 APRIL 2007 TO 31 MARCH 2008

| Occupational Categories                    | Gender | Number of employees trained as at April 2006 | Training provided within the reporting period |  |  |       |
|--|--------|--|---|--|--|-------|
|  |        |  | Learnerships                                  | Skills Programmes & other short courses  | Other forms of training  | Total |
| Legislators, senior officials and managers | Female | 10   | N/A   | Job Evaluation<br>SMS Conference<br>Bid Committees<br>Wellness Indaba  |  | 10    |
|  | Male   | 9  | N/A   | Bid Committees<br>SMS Conference<br>Job Evaluation<br>Supply Chain Management  |  | 9     |
| Professionals                              | Female | 30130  | N/A   | Maths, Science & Technology Offering<br>Authorship for Educators<br>HIV/ AIDS Management<br>Personal Finance Management<br>Disciplinary Procedures<br>Sport Coaching                                   | SASA<br>Setting of NSC & Procedures<br>National Curriculum Statement<br>Peer Education<br>Adjudication                         | 32099 |
|  | Male   | 20620  | N/A   | Maths, Science & Technology Offering<br>Authorship for Educators<br>HIV/ AIDS Management<br>Personal Finance Management<br>Disciplinary Procedures<br>Sport Coaching<br>School Leadership & Management | SASA<br>Setting of NSC & Procedures<br>National Curriculum Statement<br>Peer Education<br>Adjudication<br>Examination Policies | 22210 |
| Technicians and associate professionals    | Female | 264  |   | Certification<br>Training<br>National Curriculum Statement<br>HIV/AIDS Management<br>Project Management<br>Moderation<br>Mentoring   | School Governance<br>Skills Development<br>Facilitation<br>Assessment<br>Site based assessment tasks<br>ABET Assessment        | 264   |

## HUMAN RESOURCE MANAGEMENT

| Occupational Categories | Gender | Number of employees trained as at April 2006 | Training provided within the reporting period |  |  |       |
|-------------------------|--------|--|---|--|--|-------|
|                         |        |  | Learnships                                    | Skills Programmes & other short courses  | Other forms of training  | Total |
|                         | Male   | 335  |   | Certification Training<br>National Curriculum Statement<br>HIV/AIDS Management Project<br>Management Moderation<br>Mentoring   | School Governance<br>Skills Development<br>Facilitation<br>Assessment<br>Site based assessment tasks<br>ABET Assessment  | 335   |
| Clerks                  | Female | 2000   |   | Job Evaluation<br>Project Management<br>Records Management<br>Data Analysis<br>Ms Access & Excel<br>Emerging Management<br>Development Programme<br>Diversity Management<br>Supply Chain Management<br>HRM & Business Skills | Induction & Re – Orientation<br>Management of HIV/AIDS<br>Advance Management<br>Development Programme<br>Executive Management<br>Development Programme<br>Skills Development<br>Facilitation<br>Training of Trainers | 2000  |

## HUMAN RESOURCE MANAGEMENT

| Occupational Categories                    | Gender | Number of employees trained as at April 2006 | Training provided within the reporting period |  |  |               |
|--|--------|--|---|--|--|---------------|
|  |        |  | Learnerships                                  | Skills Programmes & other short courses  | Other forms of training  | Total         |
|  | Male   | 1453   |   | Job Evaluation<br>Project Management<br>Records Management<br>Data Analysis<br>Ms Access & Excel<br>Emerging Management<br>Development Programme<br>Diversity Management<br>Supply Chain Management<br>HRM & Business Skills<br>Anti Corruption & Risk Management<br>Detecting, Prevention and Management of Fraud | Induction & Re – Orientation<br>Management of HIV/AIDS<br>Advance Management<br>Development Programme<br>Executive Management<br>Development Programme<br>Skills Development<br>Facilitation<br>Training of Trainers<br>System Administrator | 1453          |
| Service and sales workers                  | Female |  |   |  |  |               |
|  | Male   |  |   |  |  |               |
| Skilled agriculture and fishery workers    | Female |  |   |  |  |               |
|  | Male   |  |   |  |  |               |
| Craft and related trades workers           | Female |  |   |  |  |               |
|  | Male   |  |   |  |  |               |
| Plant and machine operators and assemblers | Female |  |   |  |  |               |
|  | Male   |  |   |  |  |               |
| Elementary occupations                     | Female | 355  | N/A   | Cooking<br>Cleaning<br>Foundation<br>Management<br>Development Programme   | ABET<br>Training   | 355           |
|  | Male   | 349  | N/A   | Gardening<br>Cleaning<br>Foundation<br>Management<br>Development Programme   | ABET<br>Training   | 349           |
| Sub Total                                  | Female |  |   |  |  | 34 728        |
|  | Male   |  |   |  |  | 24 356        |
| <b>TOTAL</b>                               |        |  |   |  |  | <b>59,084</b> |

## HUMAN RESOURCE MANAGEMENT

### 13. INJURY ON DUTY.

The following tables provide basic information on injury on duty.

**TABLE 13.1 – INJURY ON DUTY, 1 APRIL 2007 TO 31 MARCH 2008**

| <b>Nature of injury on duty</b>       | <b>Number</b> | <b>% of total</b> |
|---------------------------------------|---------------|-------------------|
| Required basic medical attention only | 0             | 0                 |
| Temporary Total Disablement           | 0             | 0                 |
| Permanent Disablement                 | 0             | 0                 |
| Fatal                                 | 0             | 0                 |
| <b>Total</b>                          | <b>0</b>      | <b>0</b>          |

# HUMAN RESOURCE MANAGEMENT

## 5.14 UTILISATION OF CONSULTANTS

**TABLE 14.1 – REPORT ON CONSULTANT APPOINTMENTS USING APPROPRIATED FUNDS**

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

**TABLE 14.2 – ANALYSIS OF CONSULTANT APPOINTMENTS USING APPROPRIATED FUNDS, IN TERMS OF HISTORICALLY Disadvantaged Individuals (HDIs): 2007/08**


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

**Table 14.3 – Report on consultant appointments using Donor funds**

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

**Table 14.4 – Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs)**

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



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**DEPARTMENT OF  
EDUCATION**

**Cnr. Biccard & 24 Excelsior Street  
Polokwane 0700**

**Private Bag X9489  
Polokwane 0700**

**Tel: 015 290 7601/7890  
Fax: 015 297 0937**