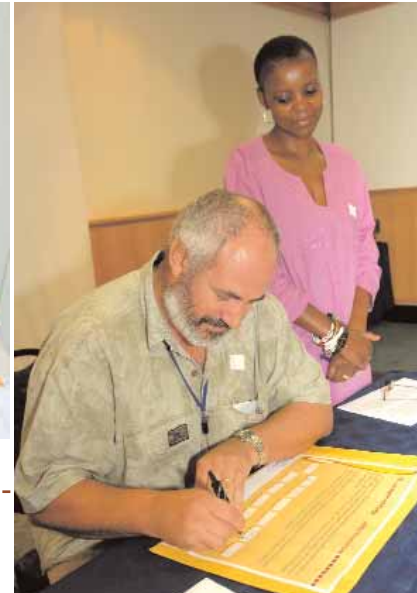




PART 4

**HUMAN RESOURCE OVERSIGHT
FOR THE PERIOD APRIL 2006 TO
MARCH 2007**





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

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

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



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

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



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

TABLE 1.2 CONSULTATION ARRANGEMENTS FOR CUSTOMERS

Type of arrangements	Actual and potential customers	Actual achievements
<p>1. Marketing, advertising and distribution</p> <p>The Directorate: Marketing, Advertising and Distribution markets GCIS products and services to government clients and provides the following services to client departments:</p> <ul style="list-style-type: none"> - media bulk-buying - Panel of Advertising, PR, Events Management and Production Agencies - distribution of information products - management of the Government's Corporate Identity. 	<p>The Presidency, government departments, all government communicators, ministerial liaison officers (MLOs), and the marketing, advertising and communication industry.</p>	<p>Clients' needs are addressed through these consultation processes. There is also a clearer understanding of the roles and responsibilities of GCIS in enhancing the government communication system and its operations in ways that contribute to the process of further consolidating the democracy and taking the country onto a higher growth and development path.</p>
<p>2. Cluster meetings</p> <p>Managing, convening and providing strategic support to the communication clusters.</p>	<p>Heads of communication (HoCs) and MLOs.</p>	<p>Cluster meetings were convened and strategic support provided.</p>
<p>3. Government Communicators' Forum (GCF)</p> <p>Through National Liaison, the GCF has been established to provide strategic direction for government communicators. It assists in developing communication strategies in line with the overall communication strategy. The GCF also assists communicators with the assessment of the communication environment and the communicators' communication needs. To ensure the enhanced quality of services provided, key performance areas were developed.</p>	<p>HoCs and MLOs.</p>	<p>Three GCF meetings were held to assess the work of government communicators. Based on this regular interaction and frequent assessments, there is clear evidence that the work of government communicators is improving.</p>
<p>4. Project Desk</p> <p>The Project Desk serves as the professional delivery mechanism for meeting government's communication needs through mobilising GCIS' expertise. It is a gateway for clients to source GCIS expertise. It also serves as a single entry point for client requests. The Project Desk is responsible for coordinating project portfolios aligned to government's communication priorities and themes during the financial year.</p>	<p>Government departments.</p>	<p>Meetings with clients were held before and after the completion of projects to ensure that throughout the project phase clients' needs and expectations were fully understood and met. Clients are also required to complete a questionnaire at the end of the project, providing feedback about the quality of services provided by GCIS. Exit reports for all transversal projects are compiled, indicating lessons learned and what can be done in future to enhance the quality of output. Independent project management maturity assessment was conducted to deepen the project management culture in GCIS, thereby strengthening the effectiveness of campaign implementation.</p>

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

TABLE 1.3 SERVICE-DELIVERY ACCESS STRATEGY

Access strategy	Actual achievements
1. Government Online – Government Information (<i>www.info.gov.za</i>) and Government Services (<i>www.services.gov.za</i>) websites.	The intended users of the websites are South African citizens, government, business, the media and the international community. Intermediaries (such as Thusong Service Centres), assist in facilitating use of the website by those unable to directly use the Internet. The Government Information Website is updated on a daily basis to keep up with the latest information on government and its Programme of Action. Usage statistics increased from 11 254 508 page views in 2005/06 to 12 478 302 in 2006/07. The Government Services Website is now available in 11 languages. Usage statistics totalled 2 678 552.
2. Establishing Thusong Service Centres.	The organisation established 96 Thusong Service Centres around the country. These centres play an important role in providing government-related information and services to the public and especially those at grassroots level.
3. Establishing information resource centres (IRCs).	A follow-up training session focusing on Batho Pele and customer service was held for all IRC secretaries in September 2006.
4. The publishing of information directories.	GCIS produces four directories on a yearly basis. They are: <ul style="list-style-type: none"> • <i>Directory of Contacts</i> • <i>Media Directory</i> • <i>Profile Directory</i> • <i>South African Government Directory.</i>
5. Government and Media Liaison.	The unit has successfully built BuaNews into an effective government news agency which disseminates government news and information to community, mainstream and international media electronically.
7. Information Centre.	The centre handles all enquiries from various clients. It distributes government-related information and provides government contact information and profiles electronically and in hard copy.



TABLE 1.4 SERVICE-INFORMATION TOOL

Type of information tool	Actual achievements
1. Thusong Service Centres (formerly multi-purpose community centres).	GCIS co-ordinated the establishment of 96 Thusong Service Centres around the country. These centres play an important role in providing government-related information to the public and especially those at grassroots level.
2. Government directories.	GCIS produces information directories, which are distributed widely to the public, both electronically and in hard copy. They are: <ul style="list-style-type: none"> • <i>Directory of Contacts</i> • <i>Media Directory</i> • <i>Profile Directory</i> • <i>South African Government Directory.</i>
3. Government Communicators' Forum (GCF).	The GCF meets three times a year to discuss issues relating to government communication and the implementation of the Government's Programme of Action.
4. Government Online: Government Information (www.info.gov.za) and Government Services (www.services.gov.za) websites.	The Government Information Website is updated on a daily basis to keep up with the latest information on government and its Programme of Action. It provides, among other things, information on government structures and functions, contact information, speeches and media statements, government documents such as Acts and Bills, tender bulletins, links to government and other related websites. The Government Services Website provides information about government services offered to citizens, organisations, businesses and foreign nationals.

TABLE 1.5 COMPLAINTS MECHANISM

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

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

TABLE 2.1 – Personnel costs by programme

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

TABLE 2.2 – Personnel costs by salary band

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

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

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

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

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

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

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

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

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

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

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

TABLE 4.1 – Job evaluation

Salary band	Number of posts	Number of jobs evaluated	% of posts evaluated	Number of posts upgraded	% of upgraded posts evaluated	Number of posts downgraded	% of downgraded posts evaluated
Lower skilled (levels 1 – 2)	25	0	0	0	0	0	0
Contract (levels 3 – 5)	10	0	0	0	0	0	0
Contract (levels 9 – 12)	1	0	0	0	0	0	0
Contract (Band A)	1	0	0	0	0	0	0
Contract (Band D)	1	0	0	0	0	0	0
Skilled (levels 3 – 5)	23	0	0	0	0	0	0
Highly skilled production (levels 6 – 8)	222	0	0	0	0	0	0
Highly skilled supervision (levels 9 – 12)	154	0	0	0	0	0	0
Senior Management Service Band A	20	0	0	0	0	0	0
Senior Management Service Band B	8	0	0	0	0	0	0
Senior Management Service Band C	2	0	0	0	0	0	0
Total	467	0	0	0	0	0	0

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

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

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

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

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

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

TABLE 5.1 – Annual turnover rates by salary band

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

TABLE 5.2 – Annual turnover rates by critical occupation

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

TABLE 5.3 – Reasons why staff are leaving the department

Termination type	Number	Percentage of total resignations	Percentage of total employment	Total	Total employment
Death, permanent	4	9,3	1	43	395
Resignation, permanent	33	76,7	8,4	43	395
Expiry of contract, permanent	2	4,7	0,5	43	395
Retirement, permanent	4	9,3	1	43	395
Total	43	100	10,9	43	395

Resignations as % of employment

10,9

TABLE 5.4 – Promotions by critical occupation

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

TABLE 5.5 – Promotions by salary band

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

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

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

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

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

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

TABLE 6.3 – Recruitment

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

TABLE 6.4 – Promotions

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

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

TABLE 6.5 – Terminations

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

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

TABLE 6.6 – Disciplinary action

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

TABLE 6.7 – Skills development

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

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

TABLE 7.1 – Performance rewards by race, gender and disability

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

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

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

TABLE 7.3 – Performance rewards by critical occupation

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

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

Critical occupations	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)	% of SMS wage bill	Personnel cost SMS (R'000)
Band A	15	18	83,3	384	2 560	3,9	9 968
Band B	7	11	63,6	265	3 786	4,8	5 559
Band C	3	3	100	140	4 667	6,2	2 247
Band D	0	1	0	0	0	0	0
Total	25	33	75,8	789	3 156	4,4	17 774

TABLE 8.1 – Foreign workers by salary band

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

TABLE 8.2 – Foreign workers by major occupation

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

TABLE 9.1 – Sick leave for January 2006 to December 2006

Salary band	Total days	% days with medical certification	Number of employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated cost (R'000)	Total number of days with medical certification	Total number of employees using disability leave
Lower skilled (levels 1 – 2)	128	75,8	18	6	7	20	298	97
Skilled (levels 3 – 5)	223	91	26	8,7	9	45	298	203
Highly skilled production (levels 6 – 8)	824	84,2	126	42,3	7	301	298	694
Highly skilled supervision (levels 9 – 12)	583	82,8	106	35,6	6	451	298	483
Senior management (levels 13 – 16)	120	88,3	22	7,4	5	223	298	106
Total	1 878	84,3	298	100	6	1 040	298	1 583

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

Salary band	Total days	% days with medical certification	Number of employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated cost (R'000)	Total number of days with medical certification	Total number of employees using disability leave
Lower skilled (levels 1 – 2)	6	100	1	6,3	6	1	6	16
Skilled (levels 3 – 5)	3	100	1	6,3	3	1	3	16
Highly skilled production (levels 6 – 8)	73	100	8	50	9	27	73	16
Highly skilled supervision (levels 9 – 12)	89	100	6	37,5	15	68	89	16
Total	171	100	16	100	11	97	171	16

TABLE 9.3 – Annual leave for January 2006 to December 2006

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

TABLE 9.4 – Capped leave for January 2006 to December 2006

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

TABLE 9.5 – Leave payouts

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

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

Units/categories of employees identified to be at high risk of contracting HIV and related diseases (if any)	Average payment per employee (R)
None	

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

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	√		Leah Madalane: Director Training Services.
2. Does the department have a dedicated unit or have you designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	√		One person. Employee Health and Wellness Programme (EHWP) Co-ordinator: Sylvia Maponyane. R100 000 was allocated to the EHWP during the reporting period.
3. Has the department introduced an employee assistance or health promotion programme for your employees? If so, indicate the key elements/services of the programme.	√		Crisis intervention, assessment and referral, training of staff on EHWP-related issues, and the following programmes: health screening, health wellness, health education and programme promotion marketing.
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	√		Leah Madalane, Sylvia Maponyane, Carlyn Steenkamp, Melton Neba., Tebogo Kgomo: IC, Segametsi Molawa: CS, Mariette van Jaarsveld: G&ML, Frik Nieman: Finance, Watson Kamanga: PSA .
5. Has the department reviewed the employment policies and practices of your department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	√		HIV and AIDS Policy, EHWP Policy, Occupational Health and Safety Policy, Disability Policy.
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	√		The policies mentioned above, among other things, protect those perceived to be HIV-positive from discrimination.
7. Does the department encourage its employees to undergo voluntary counselling and testing? If so, list the results that you have achieved.	√		The organisation, through the EHWP, provides general health screening sessions. During these sessions, voluntary counselling and testing services are provided. However, the department does not have access to the results as these are given to the individuals concerned.
8. Has the department developed measures/indicators to monitor and evaluate the impact of your health promotion programme? If so, list these measures/indicators.	√	√	No special indicators were developed. The number of condoms distributed in a fiscal year, number of employees trained, the level of HIV and AIDS awareness among employees, the use of disability leave provisions, and the number of ill-health retirements were used to give an indication on the impact of the programme.

TABLE 11.1 – Collective agreements

Subject matter	Date
None	

TABLE 11.2 – Misconduct and disciplinary hearings finalised

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

TABLE 11.3 – Types of misconduct addressed and disciplinary hearings

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

TABLE 11.4 – Grievances lodged

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

TABLE 11.5 – Disputes lodged

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

TABLE 11.6 – Strike actions

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

TABLE 11.7 – Precautionary suspensions

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

TABLE 12.1 – Training needs identified

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

TABLE 12.2 – Training provided

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

TABLE 13.1 – Injury on duty

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

TABLE 14.1 – Report on consultant appointments using appropriated funds

Project title	Total number of consultants who worked on the project	Duration: work days	Contract value in Rand
Assess the communication environment and the communication/information needs of the South African public	1	2 years	R 6 959 928 00
National qualitative research: To assess the communication environment, awareness and public perceptions on government's long-term programmes and communication initiatives	1	1 year	R 817 423 00
Assessment of the impact that the African Peer Review Mechanism (APRM) marketing and communication strategy had on the South African public	1	2 months	R 297 540 00
Towards Batho Pele Service Centres: An evaluation of the sustainability of integrated service delivery in 25 multi-purpose community centres that have been operational for three years	1	3 months	R 498 000 00
Assessment of perceptions on the government magazine	1	3 months	R 399 980 00
Total number of projects	5	Total duration: work days	Total contract value in Rand
			R 8 972 871 00

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

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