

# ANNUAL REPORT



GOVERNMENT COMMUNICATION  
AND INFORMATION SYSTEM (GCIS)

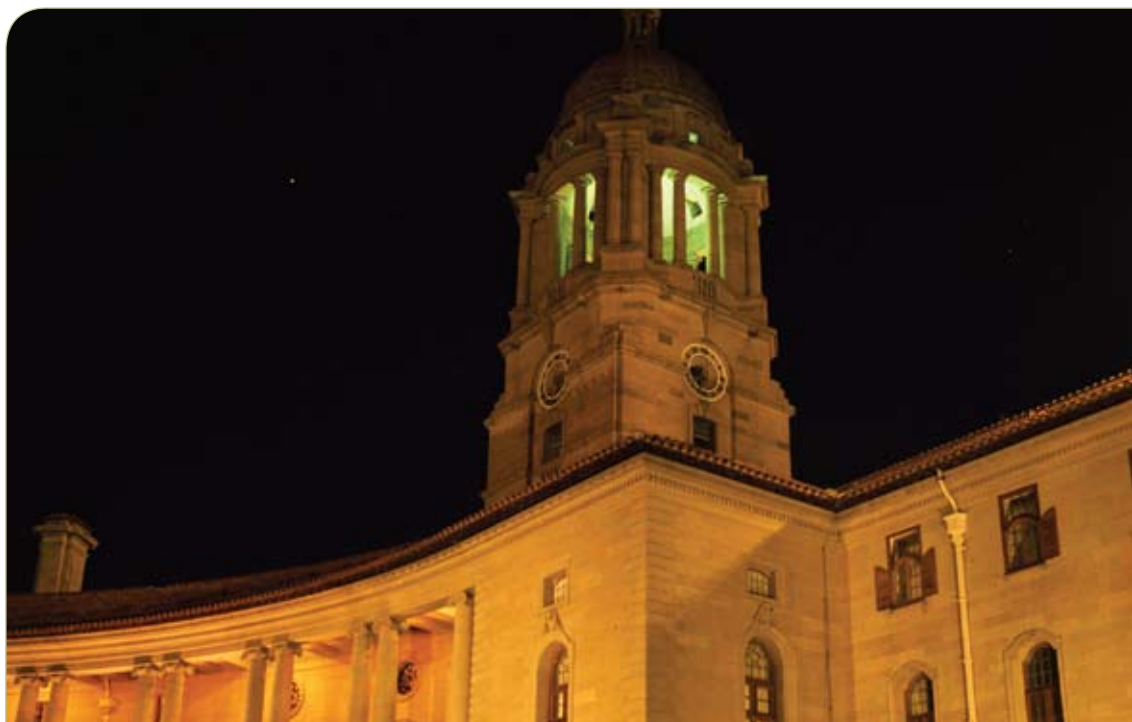
"helping to meet the communication and information  
needs of government and the people"

07  
08



government  
communications

Department  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA



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

Dear Minister Pahad

**GOVERNMENT COMMUNICATIONS (GCIS) ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

It is an honour to present you with the *Annual Report* of the GCIS for the financial year 1 April 2007 to 31 March 2008.

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

Themba Maseko  
CHIEF EXECUTIVE OFFICER AND ACCOUNTING OFFICER

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## PART ONE: INFORMATION ON THE MINISTRY

### PART ONE: INFORMATION ON THE MINISTRY



## PART ONE: INFORMATION ON THE MINISTRY

### The work that the Ministry is involved in:

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

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

As a Member of Parliament, the Minister in The Presidency attended plenary sittings of the National Assembly and also responded to both written and oral questions in the National Assembly and National Council of Provinces.

### Institutions reporting to the Executive Authority:

The Minister in the Presidency acts as Executive Authority for the:

- Government Communications
- Media Development and Diversity Agency (MDDA)
- International Marketing Council (IMC)
- Office on the Rights of the Child
- Office on the Status of Disabled People
- Office on the Status of Women
- National Youth Commission.

### Bills submitted to the legislature during the financial year:

None

### Official visits abroad

Place	Date	Purpose
Athens, Greece	May 2007	Attend the Union of European Football Associations Champions League Final 2007
Zurich, Switzerland	May 2007	Visit to the Home of FIFA
Zurich, Switzerland	May 2007	Attend the 57th Ordinary FIFA Congress
People's Republic of China	September 2007	Media visit
India	October 2007	Setting up an IMC Office – country manager

## PART TWO: EXECUTIVE SUMMARY BY THE CHIEF EXECUTIVE OFFICER AND THE CORPORATE STRATEGY

### PART TWO: EXECUTIVE SUMMARY BY THE CHIEF EXECUTIVE OFFICER





## EXECUTIVE SUMMARY BY THE CHIEF EXECUTIVE OFFICER

### INTRODUCTION

- As we reflect on the 2007/08 financial year that has just passed, we look back with pride on the many great strides we made thus far. On 18 May 2008 we celebrated 10 years of the new Government Communication and Information System that was launched on 18 May 1998.
- We indeed also remind ourselves that more work still needs to be done to ensure the Government Communication System functions in a coherent and integrated manner to be an effective vehicle to bridge the many barriers that divided our people for so many years.
- When this report is tabled in Parliament, the implementation of our priorities for 2008/09 – the last fiscal year of the current government – will be in full swing after which a new government will be elected.
- Acceleration of implementation of the priorities for the first year – financial year 2008/09 – of the Medium-Term Strategic Framework 2008/09 to 2010/2011 will continue without fail.
- Critical among these priorities is to communicate the mandated targets for 2014 (millennium development goals), the Accelerated and Shared Growth Initiative for South Africa targets, hosting the 2010 FIFA World Cup™ and the Five-Year Strategic Agenda for Local Government Communication, and communication on interventions to achieve government's goals of halving poverty and unemployment by 2014.

### REVIEW OF THE FINANCIAL YEAR 2007/08

- The Partnership against HIV and AIDS, comprising government and civil society, has seen one million copies of a simplified version of the National Strategic Plan for HIV and AIDS and Sexually Transmitted Infections for 2007 – 2011 (NSP) being produced and funded by the South African National AIDS Council (SANAC) Secretariat. The English version was distributed on World AIDS Day on 1 December 2007. Translation into the other 10 official languages and printing thereof commenced in the last quarter of the 2007/08 financial year and is expected to be distributed during the next financial year.
- Our partnership with civil society to eliminate the vulnerability of women and children against all forms of abuse continues to move from strength to strength under the auspices of the 16 Days of Activism for No Violence against Women and Children Campaign. This campaign constitutes a foundation for the 365 Days Programme and National Action Plan. The campaign continues to receive wider publicity.
- Both these campaigns are proof that the partnership of civil society and government is critical if we are to address issues of gender abuse, which often make children and women vulnerable to HIV infections.
- GCIS facilitated the 2010 National Communication Partnership, a voluntary association of public- and private-sector communicators working together to take advantage of the 2010 World Cup opportunities for the country and continent. Our primary objective is to ensure that communication is heightened about our country's readiness to host the event, and to work with others to leverage

## EXECUTIVE SUMMARY BY THE CHIEF EXECUTIVE OFFICER

this opportunity to improve South Africa and Africa's image internationally, and unify the nation around development goals.

- The Izimbizo Programme continues to demonstrate the value of unmediated, face-to-face communication as the most appropriate methodology for communication across government.
- Progress was made regarding the transformation of the marketing, advertising and communication industry in 2007/08 through the adoption of the industry charter. It is envisaged that the gazetting of the charter will be finalised in the 2008 calendar year. The GCIS will provide secretariat support to the industry council and ensure, together with the Department of Trade and Industry, that the scorecard is monitored to promote transformation of the industry.
- In collaboration with National Treasury and the Association for Communication and Advertising, the GCIS developed Best Practice Guidelines for the Procurement of Advertising to facilitate participation by emerging Broad-Based Black Economic Empowerment companies in government contracts. The guidelines are being introduced to government communicators, counterparts in parastatals and industry members through workshops.
- The GCIS' public entities – the Media Development and Diversity Agency and the International Marketing Council – made great strides in fostering partnerships in developing media diversity and marketing the SA Brand, respectively. The primary focus was to ensure alignment between the agencies and the GCIS' vision and mission. We are finalising a shareholder compact that will address governance arrangements, including the clarification of roles and responsibilities between GCIS and the agencies. These entities will present their annual reports for the year under review separately.
- A further communication priority is to disseminate information that expands access to the opportunities that democracy has brought, to help overcome the exclusion or marginalisation of a substantial part of our society. The reach of such information will be extended by shifting towards media with wider reach and by creating new platforms and products with wider appeal.
- One of the GCIS' core mandates is broadening the dissemination of the Programme of Action information as outlined in the President's State of the Nation Address by introducing additional information communication platforms and mechanisms. In line with the Languages Bill, the department is setting up a language unit to extend its translation capacity of all communication products.
- In relation to second-economy initiatives, a sound partnership between GCIS and our sister departments within the Economic Cluster has seen the Economic Opportunities Project growing in stature.
- *Vuk'uzenzele* continues to make a positive impact on the hearts and minds of many of our people, with each edition eliciting a wave of enquiries and great interest as evidenced by the letters and messages we receive.
- The roll-out of Thusong Service Centres (formerly multi-purpose community centres) to broaden public access to government information and services at community level is on track towards the target of at least one per local municipality by 2014.
- Promoting awareness of and engagement with institutions and programmes on continental and regional integration and development was one of the key priorities in the reporting period. This includes ensuring that the public is kept informed of South Africa's efforts to contribute to the resolution of conflict and the promotion of peace, democracy and development. We are continuing to work with the Department of



## EXECUTIVE SUMMARY BY THE CHIEF EXECUTIVE OFFICER

Foreign Affairs to raise awareness of developments regarding the African Union and its institutions as well as the Southern African Development Community (SADC). GCIS, through the International Relations, Peace and Security Cluster is central in profiling the trade-agreement activities within the SADC region.

- The SADC Media Awards are in their fourth year. In 2008/09, GCIS will encourage the stakeholders in the media industry and civil society to review the purpose of these awards to ensure that they are representative of all key media sectors.
- Strengthening the working interface between government and the media is a constant preoccupation. A meeting between the South African National Editors' Forum and Cabinet and a workshop between the media and government contributed towards strengthening relationships. Networking sessions between the media and government were also held during the year under review with the aim of building and strengthening relationships.
- Fostering a positive communication environment is one of our core priorities. The use of BuaNews stories by both community and mainstream media continued to increase. GCIS has signed seven agreements with international news agencies in an endeavour to exchange news and information about the country and the continent.
- In 2007/08, four bimonthly cluster media briefings were held by ministers on the implementation of government's Programme of Action. The President briefed the media in February 2008 on the Programme of Action, informed by the State of the Nation Address.
- Government's ability to communicate effectively and in an integrated and disciplined manner depends on an efficient government communication system. A review of the functioning of the government-wide communication system is underway. The results of this review will inform interventions required to further strengthen and capacitate the system to fulfil its mandate. The system in the main continues to improve in terms of co-ordination and ensures integrated planning and implementation around communication priorities – as evidenced by the work of the communication clusters. With specific reference to capacitating the local government communication system, GCIS has continued to work with provinces and the South African Local Government Association to take this forward. Provincial core team workshops were held in all provinces to implement the guidelines adopted. Flowing from the provincial workshops, 34 communication strategies were developed for certain district municipalities.
- Further details about progress made thus far to implement our priorities for the year under review are detailed in this annual report.

GCIS CORPORATE STRATEGY APRIL 2008 – MARCH 2011

GCIS CORPORATE STRATEGY APRIL 2008 – MARCH 2011



## GCIS CORPORATE STRATEGY APRIL 2008 – MARCH 2011

### VISION

Helping to meet the communication and information needs of government and the public.

### MISSION

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

### STRATEGIC OBJECTIVE

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

### GCIS APPROACH

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

**1. Providing leadership in government communication and ensuring better performance by the communication system**

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

**2. Building a framework of communication partnerships informed by an encompassing vision around common development objectives**

GCIS must take overall responsibility for promoting partnership among all communicators, inside and outside of government, in articulating a shared vision and value system for a caring society and in broadening access to the means of receiving and imparting information. This includes improving relations with the media and with communicators in parastatal bodies and the private sector, including in international marketing efforts.

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

GCIS will need to intensify the provision of basic information to the public about the rights of citizens and how to take advantage of government's socio-economic programmes as well as about the general process of policy development and implementation. Attention will be paid to further improve the accessibility of our products and the effectiveness of distribution strategies in reaching all citizens.



## GCIS CORPORATE STRATEGY APRIL 2008 – MARCH 2011

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

Given the critical role of the regional environment and the development of our continent, GCIS should encourage and collaborate with other departments across government and society to enhance public awareness of developments in the region and on the continent and promote engagement with regional and continental institutions and programmes. Attention should be paid to support efforts to profile the benefits of African development to both our country and continent.

### **5. Communication research and information/a more effective, efficient and well-informed GCIS**

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

## **KEY ISSUES**

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

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

#### **Special attention to:**

- Strengthening and integrating the government communication system, by consolidating co-ordination forums such as the government communication forums.
- Enhancing analysis of the communication environment within which GCIS operates.
- Improving the monitoring of government communication to enable proactive communication on the work of government and extend and strengthen communication partnerships outside government in pursuance of a value system for social cohesion central to a caring society.

#### **Ongoing attention to:**

- Better integration of communication across government, budgeting for communication, and in understanding policies and the PoA.
- Continue to develop capacity of provincial and local government communication.
- More effective internal communication in government, including communication to enhance the understanding of policies to promote more effective implementation of programmes and service delivery.
- More effective tools of interaction with the public, improving the quality of our products, enhancing existing platforms and introducing new ones and improving relations with the media.

## GCIS CORPORATE STRATEGY APRIL 2008 – MARCH 2011

- Ensuring that the Imbizo approach of interactive governance takes root throughout government.
- Better assessment of the impact of our communication, including peer assessment by communicators and the public.
- Sustaining the GCIS Peer Review Process to ensure that in the medium term a uniform standard of excellence is achieved among heads of communication (HoCs).
- An active GCIS role in advising communication components on their development requirements and in ensuring that government communication capacity matches the needs.
- GCIS assistance in content development, branding and quality control over critical information products, including government websites.
- Working with the IMC, GCIS must continue to play a greater role in co-ordinating government's efforts and enhancing the communication capacity of South African missions abroad.
- Recognising excellence in government communication through the Government Communicators' Awards.
- Promoting wider use of BuaNews.

### **2. Building a framework of communication partnerships**

#### **Special attention to:**

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

#### **Ongoing attention to:**

- Better interaction with communication practitioners in state-owned enterprises and the private sector, and a new mindset and paradigm in government to relate to sectoral partners in both policy and communication processes.
- Articulating and communicating a shared and unifying vision for the decade to 2014, informed by the last year in the five-year mandate of government and with a common understanding of challenges and achievements.
- Consolidating partnerships in Thusong Service Centres, working closely with community development workers (CDWs) and local government.
- Ensuring that all government communicators, across departments and spheres, work in partnership informed by the common vision.
- Promoting diversity in the media and through the MDDA helping to establish and sustain community and small commercial media.
- Building partnership with the media to implement recommendations of the Cabinet/South African National Editors' Forum meeting that was held in of August 2007.
- Encouraging the creation of communication partnerships at provincial and local level.

## GCIS CORPORATE STRATEGY APRIL 2008 – MARCH 2011

### **3. Promoting awareness of the opportunities that democracy has brought and how to access them**

#### **Special attention to:**

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

#### **Ongoing attention to:**

- Ensuring awareness among intended beneficiaries of the opportunities for socio-economic development that government programmes offer and how to access them.
- Effective assessment of the reach of our communication and the quality of products, including attention to accessibility and language.
- Strengthening unmediated communication with communities, including through radio, izimbizo, development communication and *Vuk'uzenzele*.
- Integrated communication through senior communication officers (SCOs), CDWs, Thusong Service Centres and the Internet.
- Better research into public information needs.
- Combining communication in support of second-economy interventions with communication to promote job-creating growth of the First Economy.
- Enhancing relations between GCIS and the Policy Co-ordination and Advisory Services (PCAS) unit in The Presidency to achieve better understanding of the implementation of the Accelerated and Shared Growth Initiative for South Africa (AsgiSA) and the impact of government's PoA.

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

#### **Special attention to:**

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

#### **Ongoing attention to:**

- Promoting better working relations between government communication structures to drive communication on the regional integration, including free trade and strengthening our role in the International Relations, Peace and Security Cluster.
- Promoting popular/stakeholder participation in continental/regional institutions.
- Popularising the vision of a shared destiny for the country, region and continent and linking national interest to mutual development.



**5. Communication research and information/a more effective, efficient and well-informed GCIS**

**Special attention to:**

- Improving application of research in the work of GCIS and government communication as a whole, and continued institutionalisation of project management in GCIS, both in service delivery and in the development of the organisation.

**Ongoing attention to:**

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

**Key campaigns for 2008/09**

**THEME ONE: Governance and Administration**

Focus issues:

- Improving the state machinery's effectiveness to meet the people's needs
- Batho Pele
- Anti-Corruption Campaign
- Strengthening internal communication within the Public Service.

**THEME TWO: International Relations, Peace and Security**

Focus issues:

- South Africa's role as a permanent member of the United Nations Security Council
- The deepening of communication on regional integration in the African Union and Southern African Development Community
- Focused communication support to international trade agreements such as the Economic Partnership Agreement and World Trade Organisation Doha agreement.



## GCIS CORPORATE STRATEGY APRIL 2008 – MARCH 2011

### **THEME THREE: Economic, Investment and Employment**

Focus issues:

- Communication on the sectoral implementation of the Industrial Policy Action Plan
- Infrastructure investment and development
- Profile the achievements of the Joint Initiative on Priority Skills Acquisition and the progress on intervention under AsgiSA
- Second-economy communication, including a mass campaign on economic opportunities.

### **THEME FOUR: Justice, Crime Prevention and Security**

Focus issues:

- Review of the criminal justice system
- Anti-Crime Campaign, intensifying partnerships for implementation
- 365 Days Programme, National Action Plan against Gender Violence and 16 Days of Activism.

### **THEME FIVE: Social Sector**

Focus issues:

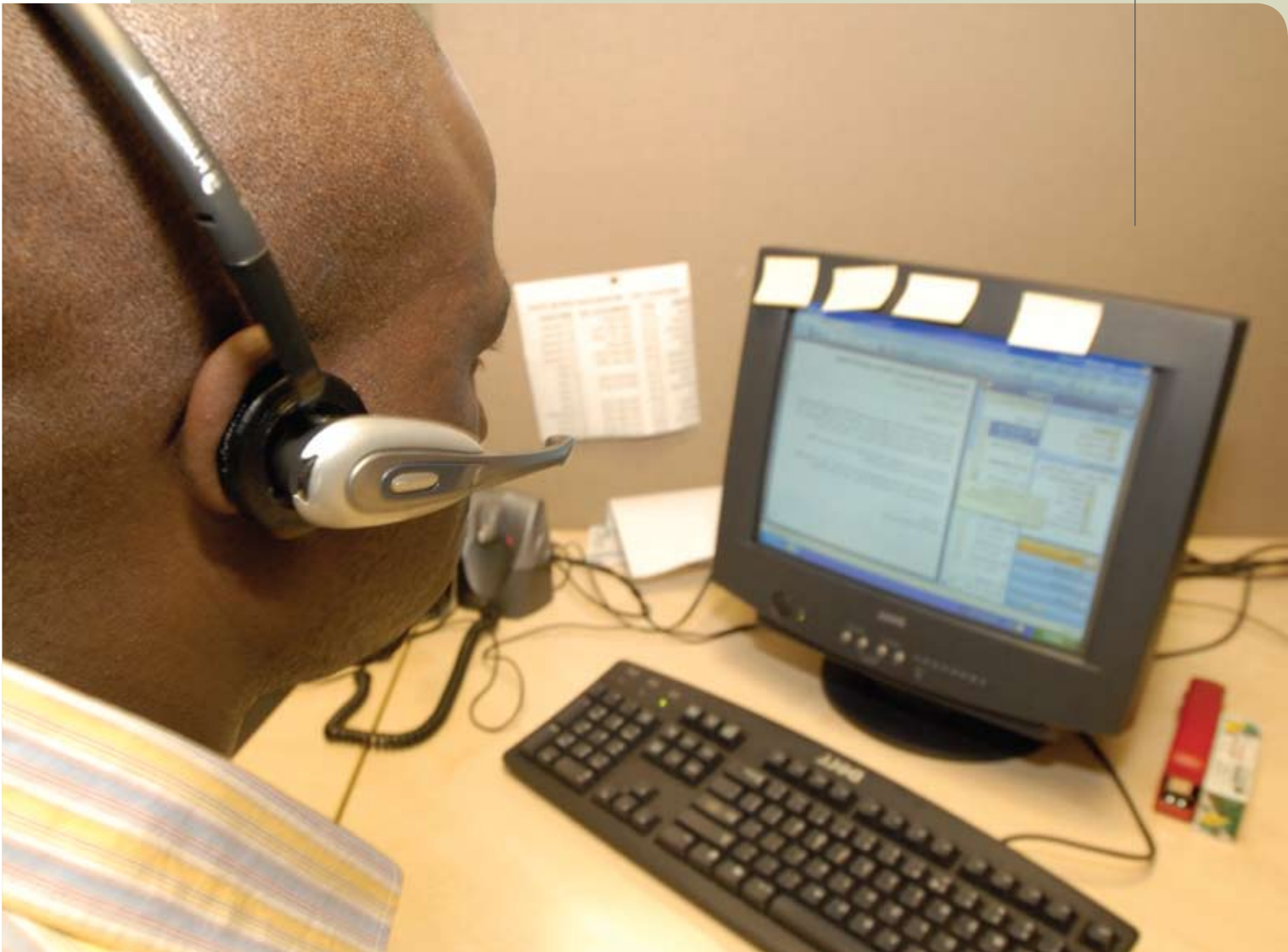
- War on poverty, ensuring those who have to benefit from government's programmes do so
- National social security
- Communication around comprehensive infrastructure programmes
- National Orders and national commemorative days.

### **THEME SIX: Transversal campaigns**

- Imbizo
- Communication on the implementation of the National Strategic Plan for HIV and AIDS
- 2010 FIFA World Cup™
- State of the Nation Address
- Healthy Life Style, including Safer Holidays Campaign.

## PART THREE: PROGRAMME PERFORMANCE

### PROGRAMME 1: ADMINISTRATION



## PROGRAMME 1: ADMINISTRATION

### AIM

Administration is responsible for management and provides support services to the department. Its functions are human-resource management, internal audit, information technology, financial management, procurement and auxiliary services. The Project Desk provides project management and co-ordination services to cross-cutting projects driven by GCIS and on behalf of other departments.

### CHIEF DIRECTORATE: CORPORATE SERVICES

The Chief Directorate: Corporate Services aims to provide an efficient and effective support service to GCIS.

### SERVICE-DELIVERY OBJECTIVES AND INDICATORS

The chief directorate has the following subprogrammes:

- **Human Resources** is responsible for managing human resource-related issues to promote effective practices in the organisation. It is also responsible for Internal Communication and the Information Centre.
- **Human-Resource Development** is responsible for human-resource development in GCIS as well as the Employee Health and Wellness Programme (EHWP). It is also responsible for human-resource development for the government-wide communication system through the Professional Certificate in Government Communication and Marketing.
- **Legal Services** is responsible for ensuring legal compliance with the Constitution and legislative prescripts in the Public Service domain.

### SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

#### *Human Resources*

##### **Recruitment and selection**

- Human Resources plays an important role in determining the staffing needs of the organisation.
- The organisation has met and exceeded its employment equity targets of 2% and is currently sitting on 2,6%.
- Employment statistics are updated on the first day of each month.
- Employment equity statistics are reviewed on a quarterly basis to ensure that the organisation is still meeting its targets.
- The employment equity statistics of each chief directorate are produced and provided to the relevant managers to use for recruitment and selection.

## PROGRAMME 1: ADMINISTRATION

- These statistics are also produced and provided to the Department of Labour.
- Human-resource processes and procedures are now firmly established.
- Provincial directors are now taking more responsibility for the appointment of staff in the provincial offices.
- Quick turnaround times have been met, with 90% of the posts filled within two months.

### **Retention Strategy**

- The Retention Strategy has been developed to ensure that critical skills are retained in the organisation.
- The strategy also assists the organisation to understand the reasons why staff members resign.
- The strategy has been communicated to all senior staff members for implementation.

### **Verification of qualifications**

- All the qualifications of staff members are being verified in line with the requirements of the Public Service Commission to eliminate fraudulent qualifications in the Public Service.

### **Leave statistics**

- Monthly leave statistics are produced for management review to ensure that staff take their leave timely and that this does not impact on the organisation's service-delivery programmes.
- A policy for taking leave over the festive season has been developed and implemented.
- Staff's leave credits are communicated well in advance to staff so that proper arrangements can be made for taking leave.
- The implementation of the Policy on Incapacity Leave for Ill-Health Retirement in the organisation has had a positive impact on the use and management of incapacity leave.
- Human Resources has a dedicated staff member to ensure compliance with the policy.
- The eight-week sick leave rule is being implemented in the organisation with positive results.

### **Maintenance of sound labour relations**

- Training was conducted for senior managers on how to handle discipline in the workplace.
- The organisation's policies were updated for the reporting period and communicated to all staff members.
- The Bargaining Council met four times during this period and is operating effectively.
- Information-sharing sessions have been extended to provincial offices to give staff in the provinces an opportunity to raise issues which they feel could assist the organisation in meeting its mandate.
- Policies and procedures are available to all staff members on the intranet.
- All disciplinary matters are dealt with in terms of the prescripts.

## PROGRAMME 1: ADMINISTRATION

### Performance evaluation of staff

- The Performance Management and Development System is fully implemented in the organisation.
- All staff members annually enter into performance agreements on 1 April.
- The performance cycle runs from 1 April of one year to 31 March of the following year.
- All staff members are evaluated according to their employment status in the organisation.
- Permanent staff members are evaluated biannually while staff on probation are evaluated quarterly.
- Staff members who perform above expectation receive merit awards while those who perform below expectation are provided with the necessary training and mentoring.
- Roadshows are also conducted to ensure that all staff members understand the organisation's policies.

### Information Centre

The Information Centre is responsible for the collection, re-packaging and dissemination of government and government-related information and information products.

The Information Centre consists of four units:

- the **Information Resource Centre (IRC)**
- the **Directories**
- the **Call Centre**
- the **GCIS Library**.

### Information Resource Centre

- A range of print and electronic government information is made freely available to clients.
- The IRC serves as a distribution point for GCIS products, including the *Vuk'uzenzele* magazine.
- Two Internet access points allow clients to search and download electronic government information.
- Audio-visual equipment allows for the screening of government educational and promotional material as well as the State of the Nation Address and the Budget Speech.
- The suitably qualified staff members participate in information exchanges with provincial IRCs and government information centres (GICs).

### Directories

- The electronic directories on the GCIS website are updated on a daily basis, while the hard-copy products are updated annually.
- The directory products have been extended to include the *Faces of Government* poster, which is published annually.



## PROGRAMME 1: ADMINISTRATION

- A new chapter on Thusong Service Centres was added to the *South African Government Directory*.
- All products are published on CD-Rom for distribution to GICs.
- The Distribution Strategy is regularly reviewed and expanded to reach more district and rural communities.
- Good co-operation exists between staff and clients.

### Call Centre

- Suitably qualified staff handle all client enquiries, including telephonic, e-mail and postal queries, within 24 hours.
- The Call Centre also provides assistance to *Vuk'uzenzele* by responding to postal enquiries written to the Editor.
- Enquiries are captured on an internal database for strategic analysis.
- Monthly statistics are provided to management for content and performance analysis.
- Close working relationships are maintained with service-providers.
- Various information and communications technologies are used to provide a speedy response to enquiries.

### Library

- The Library provides access to a range of print and electronic material, including books, journals, electronic news databases and audio-visual material.
- Two librarians provide services ranging from current awareness, journal and newspaper-subscription management to inter-library loans.
- The DBText/InMagic library management system provides an automated online catalogue, which can also be accessed by provincial offices.
- Intranet pages market the latest books ordered, current events and displays as well as the contents of the most recent journal editions.
- The Library Policy is regularly reviewed and implemented.

### Internal Communication

Internal Communication is responsible for establishing a communication-orientated culture in the GCIS and for strengthening communication links between Head Office and the nine provincial offices, including the Parliamentary Office. The section also aims to promote understanding of government's Programme of Action, thereby helping to ensure that public servants play their role to the full in accelerating progress towards a better life for all.

### Production of an internal newsletter

- Internal Communication continued with the production of a monthly newsletter aimed at informing and updating staff on both organisational and government programmes.

## PROGRAMME 1: ADMINISTRATION

- The section ensured staff members' participation in the newsletter by circulating a general invitation to contribute via e-mail.

### Information-sharing sessions

- The section continued with information-sharing sessions aimed at providing staff with a platform to share ideas, information and/or frustrations.
- In the past years, these sessions were only confined to Head Office and in 2007/08, provincial offices were accommodated for the first time.

### Promotion of Access to Information Act, 2000

- The *GCIS Manual* was updated and forwarded to the South African Human Rights Commission and the Department of Justice and Constitutional Development as required in terms of the Act.
- The co-ordination of issues relating to the Promotion of Access to Information Act, 2000 was done. This included the updating of contact details of information officers for publishing in the *Telkom Directories*.

### Communication to staff

- Internal Communication continued with the optimum use of existing mediums to communicate both organisational and government messages.
- The *Did you Know?* messages were extended to other government departments.

### Co-ordination of social platforms

- The celebration of national days was done to provide staff with an opportunity to observe and understand the significance thereof.
- Other social-event platforms such as the monthly cake-and-tea and the year-end functions were organised to instil a communication-orientated culture in the organisation.

### Exit interviews

- The section continued conducting exit interviews with departing staff members.
- Reports were communicated to relevant managers for action with consolidated reports communicated to both the GCIS Indibano and Executive Committee.

### Intranet

- The section continued with the updating of the site to ensure that the latest information is available.
- The site also houses articles on events organised within the department to ensure that colleagues in the provincial offices are kept informed.

## PROGRAMME 1: ADMINISTRATION

### **Staff orientation**

- In the reporting period, new staff members were taken on a walk-about and introduced to fellow colleagues.
- Organisational policies, procedures and best practices are shared with new staff on their first day at work.

### **Internal Communicator's Forum**

- The section inherited the co-ordination of the Internal Communicator's Forum.
- A database containing the contact details of internal communicators in government is updated on a monthly basis.

### ***Legal Services***

Legal Services is responsible for ensuring legal compliance with the Constitution and legislative prescripts in the Public Service domain. This includes the following:

#### **Editing of draft Bills in the Public Service and those of relevance to GCIS**

- Legal Services is instrumental in the vetting of legislation that is being piloted in the Public Service and providing advice.
- Legal Services has to this end provided the organisation with an advisory note containing comments on the draft Public Administration Management Bill (known as draft legislation for a single public service).
- It has also ensured that the organisation is kept informed of developments on legislation affecting it.

#### **Ensuring compliance with the Constitution and other empowering legislation**

- Legal Services has proactively provided advisory notes to ensure compliance with the Constitution of the Republic of South Africa, 1996, the Public Service Act, 1994 (Proclamation 103 of 1994), labour legislation and the Intergovernmental Relations Framework Act, 2005.
- Legal Services has drawn causation when using these pieces of legislations to ensure that the organisation complies fully.

#### **Rendering legal opinions and advice to the organisation**

- Legal Services has rendered legal opinions, providing advisory notes and legal advice to GCIS.

#### **Drafting and editing international Memoranda of Understanding (MoUs)**

- Legal Services has drafted a number of MoUs for the organisation.
- A standard MoU has been produced and has been incorporated into the workshop on contracts.

## PROGRAMME 1: ADMINISTRATION

### **Assisting in drafting and managing implementation protocols**

- Legal Services edited and drafted the implementation protocols for the organisation in terms of the Intergovernmental Relations Framework Act, 2000, specifically Section 35.
- It has developed the standard Implementation Protocol/Service Level Agreement to assist the provincial offices when dealing with interdepartmental issues in the Thusong Service Centres.

### **Dealing with litigation for and against GCIS**

- Legal Services has handled and administered a few litigious matters internally and others going to the Labour Court.

### **Drafting and editing of contracts/service level agreements**

- Legal Services has drafted contracts between the organisation and outside service-providers.
- It has been involved in the negotiations of other contracts.
- Legal Services has also vetted contracts to ensure that they are legally unimpeachable.

### ***Human-Resource Development***

The directorate is responsible for the capacity-building and the health and wellness of all GCIS employees.

It performs the following functions:

- developing the skills profile of staff through in-house and external training
- organising and managing the training of the youth through the programme of learnership and internship
- organising training for government communication officers from all spheres of government on communication
- managing the staff's wellness, including the well-being of employees living with disabilities.

### **Bursaries**

Seventy-one staff members received bursaries, registered with different institutions, in the year under review.

Of these, two were studying towards doctorates, seven towards masters degrees, 31 towards B-Tech/degrees, two towards honours degrees, while 14 were doing diploma courses, four certificate courses and 11 were attending Adult Basic Education and Training (Abet) programmes. Sixty-three of the bursary recipients were Africans, two were white, five were coloured and one was Indian. Thirty-five were male while 36 were female.

## PROGRAMME 1: ADMINISTRATION

### Short courses

Three hundred and seventy staff members were sent for various short courses during the year under review.

### Management development programme

Sixty-three staff members attended various management courses offered by different institutions.

- Ten staff members attended the Advanced Development Programme of whom six completed it successfully.
- Eight staff members attended the Programme in Project Management at the University of Pretoria; one staff member left GCIS at the beginning of the programme, five successfully completed the programme and two will repeat the modules not completed. Eleven more were registered with the programme in 2008.
- Six Senior Management Service (SMS) members started the South African Management Development Institute (Samdi) Executive Development Programme (EDP). The programme is expected to run until the end of 2008.
- Three SMS members started the Senior Management Programme at the University of Pretoria.
- Three staff members registered for MAP with the University of the Witwatersrand. One completed the MAP successfully and the others will continue in the 2008/09 financial year.
- Thirty-four SMS members attended Project Khaedu and 26 were deployed.

Factors impacting on achieving the strategic objective:

- With regard to short courses, staff members attend courses not identified as per their key performance areas.
- Some staff members registered for the EDP had to enlist for programmes elsewhere due to delays in implementation.

### Induction of new staff

Sixty-eight new staff members attended induction between April 2007 and March 2008. New staff members employed in the provinces were inducted at their respective provincial offices.

Factors impacting on achieving the strategic objective:

- None. The programme has been successfully run.

### Adult Basic Education and Training

#### Life/entrepreneurial skills

From April 2007 to March 2008, 11 general assistants (eight females and three males) were registered in Abet programmes, doing different life skill courses. Male general assistants were registered and received their certificates in Basic and Advance Upholstery, as well as in General Maintenance.

## PROGRAMME 1: ADMINISTRATION

nance. The females graduated in Basic and Advanced Dress-Making, as well as Basic and Advanced Catering.

### Financial fitness training

Ten Abet learners and interested staff members on Level 7 and below attended the Financial Fitness workshop, which covered, among other things, modules on debt elimination. The workshop included a monthly follow-up and debt counselling for six months from the date of the workshop.

### Learnerships

Ten learners completed the Learnership National Certificate in Marketing and Communication in June 2007. They are awaiting certification by the Services Sector Education and Training Authority.

Ten more learners started the same learnership in October 2007, which will end in September 2008. One of the learners withdrew from the programme to pursue a university course.

### Internships

Seventy-five interns were placed in different sections at Head Office, including the provinces, during the year under review. The programme gave the interns the necessary workplace learning exposure in preparing them for the world of work. Some of the interns received full-time employment in GCIS while still on the programme while some were employed immediately on completion of the internship programme.

### Training of government communication officers

Fourty students registered for the 2007 Professional Certificate in Government Communication and Marketing course, and 38 wrote the exam. One student dropped out, stating work-related reasons, and one did not write the exam. Thirty-one out of 38 passed. Seven did not submit their portfolio of evidence and hence could not be deemed competent.

### Student distribution

National departments	=	19
GCIS	=	4
Provincial	=	14
Local	=	2
State-owned	=	1
<b>TOTAL</b>	<b>=</b>	<b>40</b>

Eight students received an A symbol. Eight got Bs, five got Cs, seven Ds and seven did not submit their portfolio of evidence and hence, could not be deemed competent.



## PROGRAMME 1: ADMINISTRATION

The top five students were:

STUDENTS	MARKS	DEPT./INSTITUTIONS
Ms Shirazaan Taylor	88%	Statistics South Africa
Mr Ofentse Selekwa	82%	Dept. of Sport, Arts and Culture, North West
M Howard Ndaba	80%	Dept. of Health, Gauteng
Ms Candice Williams	79%	Dept. of Water Affairs and Forestry
Ms Tracey Fared	78%	Dept. of Water Affairs and Forestry



## PROGRAMME 1: ADMINISTRATION

Factors impacting on achieving the strategic objective:

- Lack of funding for the programme for 2009.

### **Employee Health And Wellness Programme (EHWP)**

#### **Employee Wellness Needs Survey**

The programme conducted a questionnaire-based survey to gather staff's health and wellness needs to develop a needs-driven Employee Health and Wellness Action Plan for 2007 to 2008. The questionnaire was completed by 147 staff members.

#### **General health screening**

One hundred and twenty staff members attended a general health screening conducted over three days. The screening included blood pressure, sugar level, cholesterol, Body Mass Index, Voluntary Counselling and Testing for HIV and AIDS (VCT) and tuberculosis testing and screening. Generally, the results were good. Medical advice was given where needed.

#### **Male and female wellness screening**

The Male and Female Wellness Screening Programme took place in February 2008. The wellness programme included pap smears, prostate checks, VCT, blood-pressure tests, as well as sexual health consulting. Some 76 females and 41 males attended the screening. Generally, the results showed that GCIS staff were healthy and where attentive medical intervention was needed, appropriate referrals were made.

#### **Eye screening**

Eye screening was conducted on 78 staff members. The report of the screening indicated that very few cannot conduct their work activities efficiently or effectively due to poor vision.

#### **Counselling**

During 2007/08, 28 colleagues (from Head Office and the provincial offices) were referred to psychologists for various psycho-social problems. Common referral trends were for work-related stress, relationship difficulties and trauma debriefing.

#### **Dealing with work stress – massage programme**

Professionally trained massage therapists were invited to massage staff for a month to alleviate job stress and increase morale. The response by staff was overwhelming as always.

#### **Bua Fela sessions**

Various sessions were conducted during which service-providers were invited to address different health and wellness topics. Some of the topics discussed during the period under review included: diet and chronic disease, family relationships, heart disease, breast cancer, emotional intelligence and travel destinations in South Africa.

## PROGRAMME 1: ADMINISTRATION

### **Take a Girl Child to Work Programme**

GCIS participated in this Cell C-initiated programme to address the issue of career/workplace equality with special reference to women. Human-Resource Development hosted 15 learners from the Magaliesburg district and Pretoria. The scholars were placed in various sections for workplace exposure. The learners gave positive feedback, especially with regard to some careers they were not previously exposed to (e.g. video, radio, etc.) Generally, the two days were viewed by the learners as fruitful and eye-opening.

### **Women's Day Celebration: 8 August 2007**

Eighty staff members attended this celebration with the theme *Celebrating Women*. The guest speaker for the event was Dr Fisha from Mendusa who delivered a lecture on *The Legacy of Women*. Those who attended were pampered with a manicure by Beautiko Academy.

### **First Aid Training: Level 2**

Fifteen staff members attended the First Aid Level 2 Training, which included the first-aid representatives in the provincial offices.

### **General assistance from the Employee Health And Wellness Programme**

Where necessary, colleagues in need were offered transport assistance for medical treatment and support.

### **World AIDS Day Celebration**

Approximately 80 staff members attended. Some of the highlights of the day included a speaker from Love Life who delivered a brief speech to staff and the Stage Fright Drama Group who performed a play. Three of our learners wrote and presented a theatrical poem.

### **Health and wellness articles for *let's talk***

The following articles were written:

- June: *Fighting winter colds and flu*
- July: *Cancer among men and women*
- August: *Tips for a healthier lifestyle*
- September: *Women's Day article*
- October: *October is Mental Health Awareness Month*
- November: *Female staff to benefit from Bua Fela Session on breast cancer*
- December: *Stay safe this festive season*
- January: *Learners' experiences since joining GCIS*
- February: *Disability sensitisation training.*

### **Factors impacting on achieving the strategic objective**

As much as the programme is implemented effectively at Head Office, there are challenges in implementing similar activities in the provinces due to a lack of funding. There is no budget allocated for the programme in the provinces.

## PROGRAMME 1: ADMINISTRATION

### Employees with disabilities

The programme managed to achieve the following:

- five wheelchairs were taken for general service
- one Ambutech folding cane was bought
- two Roho pressure care cushions were procured
- JAWS (computer software for the blind) was upgraded from 6,1 to 8,1
- a pair of prosthesis sleeves and two sets of sleeve socks were bought
- two sets of elbow crutches and 14 sets of crutch rubbers were also purchased
- one swivel high back chair was bought
- one Rolability wheelchair with extra support was purchased
- a hearing aid was purchased
- a stress ball to treat carpal tunnel syndrome was given to a colleague
- a spare wheelchair was purchased for the organisation
- two colleagues with disabilities attended the 2007 International Day of People with Disabilities celebrations held in the Western Cape in December
- one Disability Sensitisation Seminar was held by PADI (People Awareness on Disability Issues).

### Factors impacting on achieving the strategic objective

- No budget is allocated to this programme.



## PROGRAMME 1: ADMINISTRATION

### CHIEF DIRECTORATE: INFORMATION MANAGEMENT AND TECHNOLOGY (IM&T)

#### AIM

The Chief Directorate: IM&T is responsible for establishing and supporting information management and technology systems within GCIS. It also supports GCIS in the efficient and effective use of information and communications technology (ICT).

#### SERVICE-DELIVERY OBJECTIVES AND INDICATORS

The chief directorate has the following subprogrammes:

- **Electronic Information Resources** is responsible for developing, maintaining and updating the South African Government Information, South African Government Services, GCIS and related websites
- **Information Technology (IT)** is responsible for maintaining, supporting and providing ICT for GCIS
- **Systems Development** is responsible for GCIS' in-house systems development, maintenance, support and training, and the co-ordination of outsourced information-systems development projects.

#### SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

##### *Electronic Information Resources*

During the review period, the directorate continued to improve the accessibility and comprehensiveness of government information on the Internet by means of the South African Government Information website ([www.info.gov.za](http://www.info.gov.za)). There was a growth in the total of information items posted to the website – 2 336 legislative and other documents were posted to the website (compared to 1 640 in 2006/07) and 6 269 speeches and statements by government role-players (compared to 5 634 in 2006/07), while 1 820 government and national events, special days, press conferences and conferences were announced (compared to 1 923 during 2006/07). Other prominent postings included the Government's Programme of Action, cluster reports, presidential izimbizo and imbizo focus weeks, the State of the Nation Address (SoNA), parliamentary media briefings, the Budget Vote and departmental budget votes. Usage statistics for the website increased from 13 478 302 page views in the previous reporting period to 17 564 339 in 2007/08.

During 2007/08, further improvements to the Government Information Website were implemented. From a content perspective, improvements included the addition of translated versions of the SoNA and national orders in all official languages, improved accessibility of speeches/statements made by the President, MECs and departments, the posting of speeches and profiles of some former government leaders, improvement of the South African National AIDS Council and Government Visits pages, and enhancing the search facility's functionality. An effort was also made to give more prominence to important government events.

## PROGRAMME 1: ADMINISTRATION

From a system perspective, the process to migrate approximately 15 000 static documents (e.g. Acts, Bills and annual reports) to a database, which was developed as part of a content-management system (CMS) during the previous review period, was completed. Among other advantages, this system will now allow a greater flexibility in displaying documents, as well as improved approval processes during the uploading of documents into the system. The search functionality on the website was developed further to enable users to search for information in this database. Furthermore, improvements were implemented on the Events CMS application.

The 2007/08 review of services information on the Government Services Website was completed – Electronic Information Resources continued to facilitate the review and translation (in 11 languages) of information provided by government departments, as well as its uploading on the website. At the end of the review period, information on 368 services was available on the website. Usage statistics for the website during the review period totalled 4 474 438 page views (compared to 2 678 552 during 2006/07).

During the review period, content on the GCIS website was reviewed twice, and the back-end was improved through the development and implementation of style sheets. The directorate's support to other GCIS units included the updating of the BuaNews, Government Communicators' Forum (GCF), Thusong Service Centre and SA 2010 websites, redevelopment of the Thusong website, assistance and advice with regard to the maintenance of the *Vuk'uzenzele* website and specifications for the SA 2010 website. The directorate also facilitated the development of websites of the CMS for the GCF and for the Interdepartmental Communicators' Forum, which will be implemented in the next reporting period.

Other output of the directorate included advice on web-related issues to the departments of home affairs, health and agriculture, the Office of the Public Protector, National Prosecuting Authority and Mpumalanga Premier's Office. The directorate also updated the International Investment Council Website on a continuous basis. Website content-management training was also given in Mpumalanga as part of the Presidential National Commission's Municipal Websites Project.

### ***Information Technology***

During the period under review, IT continued to support the GCIS users on the desktop and server environments. The Technology Refresh Project, which started in the last reporting period to replace all servers in the GCIS regional offices, was completed during this period. Sections were supported with their general IT equipment procurement needs to fulfil new requirements and replace end-of-life equipment. The Communications Centre was supported with the replacement of the recording system.



## PROGRAMME 1: ADMINISTRATION

With the implementation of the Next Generation Network (NGN) at the State Information Technology Agency (Sita), IT was able to implement Voice-Over Internet Protocol (VOIP) telephony, enabling telephone calls on the computer data network. The move of the *Vuk'uzenzele* Unit into new offices was supported by providing the server room, infrastructure and other related IT support. It piloted and implemented the new *Vuk'uzenzele* office as the first VOIP installation in GCIS. IT initiated a project with Sita to implement VOIP in the GCIS' Parliamentary Office.

In the back office (server) and network environment, the availability of services was maintained through the Sita service level agreements. Capacity was monitored and managed through the procurement of additional bandwidth and servers to meet the needs of GCIS users. IT procured additional servers for the GCIS Sharepoint Project and for the implementation of infrastructure-management tools. It completed the roll-out of Microsoft Operations Manager and Software Management Service as the infrastructure-management tools for the server and desktop environment.

IT started with the implementation of third-generation (3G) connectivity with Sita, enabling remote access to the GCIS Virtual Private Network (VPN) by GCIS staff working outside the office. This also provided connectivity to many Thusong Service Centres without fixed-line infrastructure, enabling GCIS' communication officers at the centres to access Internet, e-mail and GCIS systems.

Licence agreements were maintained through the renewal of enterprise agreements with Microsoft via Sita. IT continued to maintain additional software and security systems through licence agreements and renewals. These included the renewal of anti-virus software licences and e-mail and Internet filtering systems.

### ***Systems Development***

During the period under review, existing systems were enhanced to meet new functionality requirements of the systems users in GCIS. In the Ward Information Management System (WIMS), new functionalities such as a knowledge centre and more reports were added. The Project Information Management System (PIMS) was revamped with a more attractive new look and feel. The revamp of new PIMS enables project teams to report within the project-management life cycle. It also allows the DCEOs' offices to easily manage and monitor executive assignments and provides other new functionalities. A new security model and the latest technology were used to revamp the PIMS.

The Enterprise Service Desk System was introduced. This system will include eight modules to allow relevant business units to easily manage enquiries and requests into their units and monitor the services levels in addressing them. A new development database and reporting technologies were used. The IT Helpdesk module was implemented and other modules will be implemented in the following reporting periods.

## PROGRAMME 1: ADMINISTRATION

Systems Development initiated and is leading the GCIS SharePoint Project, which will serve as the GCIS Intranet and Enterprise Document Management System. It will also seek to provide basic automation of leave applications and the requisition processes online. The configuration of the system has been completed. The system was expected to be implemented in May 2008. To ensure consistent implementation of the GCIS File Plan in its paper-based and its electronic form, the GCIS File plan was reviewed, updated and built into the GCIS SharePoint.

External systems-development projects were undertaken and outsourced to Sita. Enhancements are in progress on existing external systems: Media and Imbizo. The development of the new Corporate Identity Management System is almost completed and is scheduled for implementation in the next reporting period.



## PROGRAMME 1: ADMINISTRATION

### CHIEF DIRECTORATE: PROJECT DESK

#### AIM

The Chief Directorate: Project Desk is responsible for the disciplined implementation of project-management and co-ordination services to cross-cutting projects driven by GCIS, and on behalf of other departments. It serves as a professional delivery mechanism for meeting government communication needs, through mobilising GCIS expertise and setting up project teams.

The chief directorate's responsibilities and functions include:

- serving as member of the Exco, the strategising body chaired by the CEO
- providing strategic leadership to the chief directorate
- co-ordinating project-management consultancy within the organisation
- strengthening the project-management culture in GCIS as an organisational performance enhancer
- providing leadership and guidance to the development, implementation and monitoring of the Government Communication Programme (GCP) portfolio of projects
- providing leadership to and co-ordinating government communication for the 2010 World Cup.

### SERVICE-DELIVERY OBJECTIVES AND INDICATORS

The chief directorate has the following subprogrammes:

- **Project Desk** is responsible for overseeing the implementation of project-management office functions in GCIS, facilitating the GCIS' ability to manage its entire collection of projects as one or more interrelated portfolios and serving as a single source of information on project activity across the enterprise
- the **2010 FIFA World Cup Communication Programme Unit** is responsible for providing leadership to and co-ordinating government communication for the 2010 World Cup.



## SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
Management	Strategic leadership.	Regular meetings and support for heads of Project Desk and 2010 sections.	Weekly management meetings.	<b>Actual</b> Weekly management meetings with managers. Post-Exco meetings took place every week.
Project Desk	Facilitate 70 communication strategy sessions for GCP projects and ad hoc projects and key messages.	Strategies developed in line with GCIS guidelines.	Quarterly reports.	80 communication strategies and 51 key messages were developed for GCP and ad hoc projects.
	Commission a service-provider to train approximately 30 GCIS and government heads of communication (HoCs) on communication strategy development and writing.	Increased capacity and capability in GCIS and government communication system to develop and write quality communication strategies.	June 2007 – August 2007.	25 of the 30 HOCs were trained in communication-strategy development. 81 provincial staff members were trained in MS Project, 16 in Project Management theory and 80 senior communication officers in communication strategising. Ad hoc PIMS training was provided to supervisors and project leaders during the course of the year. A total of 202 (excluding PIMS training) employees were trained in different fields, co-ordinated by Project Desk.
	Conduct Ms Project 2002/03 training for GCIS staff - approximately 20 from Head Office and 25 from the provinces.	Improved use of MS Project software in the organisation.	July 2007 – January 2008.	81 Provincial and Local Liaison staff from provincial offices and 20 Head Office staff trained in MS Project. The Procurement process delayed the appointment of the service-provider for the facilitation skills training and the training will take place in May 2008 with all project leaders.
	Purchase an organisation-wide enterprise Ms Project Licence to cater for GCIS staff.	Improved capacity in application and use of project-management tools in GCIS.	July 2007.	MS Project server purchased by IT and will be implemented.
	Stage information-sharing sessions for cross-pollination of views, experiences and practices on MS Project application.	Project-management culture and practice promoted in the organisation.	July 2007.	Established a forum of Project Management Community of Practice attended by project leaders to share project-management knowledge, information, challenges, etc. The forum meets monthly.
	Review and update project management handbook(s) and other manuals.	Updated handbooks and manuals optimally used for improved project-management processes and procedures.	31 March 2007.	<i>Regional/Provincial Project Management Training Handbook</i> was updated and used. Other project-management manuals were updated at the end of 2006/07. They will be reviewed again in 2009.



## SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
				Actual
Project Desk	Draft reports for project teams on behalf of supervisors and leaders.	1 April 2007 – 31 March 2008.	Quarterly reports.	Project reports, including PowerPoint presentations, were developed by Project Desk for project supervisors and leaders.
	Monitor and evaluate the implementation of project plans in consultation with supervisors and leaders.	A professional process adhered to by the project-management community in GCIS.	1 April 2007 – 31 March 2008.	Projects' progress was constantly monitored by Project Desk through PIMS.
	Implement all project closure processes, including drafting exit reports and sending out client satisfaction assessment template.	A professional process adhered to by the project-management community in GCIS.	1 April 2007 – 31 March 2008.	Exit reports were prepared for some completed projects.
2010 FIFA World Cup Communication Programme	Convene Technical Co-ordination Committee (TCC) Marketing and Communication Cluster.	Meetings convened.	Four meetings.	Three meetings convened. Business Opportunities Conference communication co-ordinated from 19 – 20 June with Department of Trade and Industry and Organising Committee (OC). National government, including the TCC Marketing and Communication Cluster convened in July, September, November 2007 and February and April 2008.
	Convene 2010 Intergovernmental Forum.	Meetings convened.	Two meetings.	One Intergovernmental Forum convened. Meetings delayed pending the outcome of the brand alignment currently underway within the OC.
	Provide Secretariat support for the 2010 National Communication Partnership (NCP) of public, private and civil-society communicators.	Meetings convened.	Six meetings.	Task team meetings convened monthly, except in August when the meeting was replaced by the 2010 NCP Conference on 15 August 2007.
	Convene core group meetings.	Meetings convened.	Two meetings.	One core group meeting co-ordinated. Core group is being incorporated into clusters.
	Building relationships with African communicators through existing continental and Southern African Development Communication (SADC) events.	Representation of the 2010 NCP at events.	Participation in three events.	The partnership participated in the FCB Africa Conference on 22 June 2007 and African Broadcasters Conference from 11 – 12 June 2007. A meeting with The African Editors Forum (TEAF) took place on 14 June 2007. Major component of plan implemented with inclusion of TEAF, African Union of Broadcasters and Southern African Broadcasters' Association into the partnership. Annual conference was themed on an African element and included communicators from the continent. Participated in the third International Events Management Imbizo (2 July 2007). Attended the African Union of Broadcasters' General Assembly and participated in the Southern African Broadcasters' Association Annual General Meeting (21 October 2007).



## SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
	Popular publication: One million copies, 11 official languages and in Braille.	Publication produced and distributed.	Annual.	Mass publication produced in 11 languages and Braille. 1,2 million copies produced and distributed as per GCIS Distribution Strategy. Production for 2008 finalised. Publication for embassies, embassy events and intermediaries.
	Booklet overview of government's programme for the World Cup.	Booklet produced.	Update twice.	2 000 government information booklets updated and reprinted; used at the Preliminary Draw and by embassies and government departments. Remaining booklets distributed to embassies and stakeholders. <i>South Africa 2010 Pocket Book</i> distributed to key stakeholders – 1 320 books distributed.
	2010 government website.	Site launched.	Launched June 2007.	Website launched on 7 June 2007 and mutual link to FIFA implemented. CMS development commenced. Web developer appointed on contract to maintain the website. Site maintenance ongoing. 2010 website redesigned and ready for testing. Maintenance is done in-house from mid-March 2008.
	Media briefings by ministers and senior government officials.	Briefings held.	Four briefings.	Briefing by Deputy Minister of Finance was held in May 2007. 1 000 days community radio live broadcast and phone-in on 40 radio stations. Media briefing and liaison around the Business Opportunities Conference. Briefing by Deputy Minister of Finance in November 2007 on readiness, infrastructure, etc. Media briefing to launch the <i>2010 Mid-Term Report</i> . GCIS supported the Deputy President's visits to host cities with media liaison and key messages. Co-ordination of media liaison in response to electricity and other arising urgent matters.
	Communication around major milestones.	Communication for two events.	Two events.	Communication for the 2010 NCP Conference, including media tour of Johannesburg. Media briefings and liaison around the Preliminary Draw; provision of products and host-country information desk. Support to Sport and Recreation South Africa (SRSA) for Soccerex. Support to SRSA for jazz festival promotional activities.
	International research on public opinion on South Africa and Africa in the context of the World Cup.	Delivery of data.	Two sets of data.	First set of data obtained in December 2007 and analysis begun in January 2008. Presentation of the research to the International Marketing Council (IMC)/GCIS Ecxo, submitted to the Minister and provided to the Inter-Ministerial Committee meeting chaired by the Deputy President. Analysis completed and presented to 2010 NCP and the OC Marketing and Communication Board subcommittee (which includes the OC, SA Tourism, IMC and national government).
	Research in South Africa on public opinion of the hosting of the World Cup, using existing research GCIS instruments.	Delivery of data.	One set of data.	Data obtained from GCIS Tracker. Another set of data obtained from Markinor.
	Qualitative analysis of local and international media.	Reports compiled.	Fortnightly.	Reports distributed to government, NCP, OC and FIFA. Daily analysis and overview analysis provided to these partners for the Preliminary Draw. Reports distributed to government, NCP, OC and FIFA.



## PROGRAMME 1: ADMINISTRATION

### CHIEF DIRECTORATE: CHIEF FINANCIAL OFFICER

#### AIM

The chief directorate provides overall financial management, supply chain management and auxiliary services to the department. It oversees the implementation of the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999), the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act 5 of 2000), the Occupational Health and Safety Act (OHSA), 1993 (Act 85 of 1993), and the Management Information Security Standards (MISS). The chief directorate assists and guides top management on issues such as budget planning and management, financial management and administration, supply chain management and contracts as well as auxiliary services, including security.

#### SERVICE-DELIVERY OBJECTIVES AND INDICATORS

The chief directorate has the following directorates:

- **Finance**, which includes Financial Administration and the Budget Office.

**The Budget Office** is responsible for budget management and planning, which includes the Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), monthly projections and virements, Adjustments Estimates, expenditure control and monitoring, arrangement of the Budget Committee and the annual Budget Lekgotla.

**Financial Administration** comprises salaries, bookkeeping, subsistence and travel, transport, petty cash, departmental projects and the switchboard.

The directorate is responsible for financial year closing and drafting of the annual financial statements.

- **Supply Chain Management** is responsible for procurement, and asset and warehouse management for the department. It is furthermore responsible for the auxiliary services that entail security, registry and general maintenance of the building.

#### SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

##### **Finance**

Visits were undertaken to regional offices to ensure that control measures were properly adhered to in respect of financial management. Monthly expenditure and suspense accounts were monitored and controlled through monthly projections, monthly budget committee meetings, monthly financial control forum meetings and quarterly performance evaluation reports. All budget submissions and reconciliations were compiled and submitted within due dates, according to required standards. It continued to ensure that the department fully complies with the PFMA, 1999, Treasury Regulations and departmental financial policies. The effective financial controls can be attested to by the last Audit Report for the year ending 2006/07, which was unqualified with only one matter of emphasis relating to information technology.



## PROGRAMME 1: ADMINISTRATION

### ***Supply Chain Management***

The division strives for timeous service in the procurement and payment of service-providers. The unit has consistently evaluated the system put in place to monitor the period from which the request is logged to the time in which service is rendered and the supplier is fully paid. It has logged in an average success rate of 85%.

The directorate has again this year fully accounted for the departmental assets. The strategy of getting quarterly reports from all regional offices has enhanced the accountability of assets throughout the year. Discrepancies were picked up sooner and easily tracked and resolved at the earliest.

### **CHIEF DIRECTORATE: INTERNAL AUDIT AIM**

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

### **SERVICE-DELIVERY OBJECTIVES AND INDICATORS**

The chief directorate has the following subprogrammes:

- ***Risk Management*** is largely responsible for facilitating the GCIS risk assessment and mitigation process, including raising awareness among all staff regarding the importance of risk management in the governance process. The unit is also responsible for other advisory services such as proactively participating in the review and drafting of internal control policies and procedures. Other consulting services include the co-ordination of and secretarial support for the GCIS bimonthly internal audit committee meetings and quarterly audit committee meetings.
- ***Information Systems Audit*** is responsible for auditing all information communication technologies within GCIS.
- ***General Internal Audit*** is responsible for all compliance and performance audits.

### **SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON IT**

#### **Consulting services**

#### ***Risk management facilitation***

As part of its mission to bring about a systematic and disciplined approach to risk management, the unit facilitated the development of the GCIS Wide Risk-Management Strategy and Plan by conducting workshops with all GCIS' business units.

The process began by reviewing existing risk registers to evaluate how effective they were mitigated. This led to a roll-over of the risks not yet mitigated and new risks emerging.

## PROGRAMME 1: ADMINISTRATION

Flowing from the revised risk register for the year under review, updated risk-mitigation plans were developed and follow-ups done for all significant risks identified.

The unit also contributed to risk awareness in GCIS by developing articles for distribution to all employees and running awareness workshops in four provincial GCIS offices.

The unit, as part of its consulting services, is also responsible for the co-ordination of and secretarial support to the bimonthly internal audit committee and quarterly audit committee meetings to look at the system of internal control, governance and risk management. By the end of the financial year, six internal audit committee and four quarterly audit committee meetings were held as planned.

The unit also continued to provide audit committee meetings' co-ordination and secretarial support to the Media Development and Diversity Agency – one of GCIS' public entities. By financial year-end, all four meetings were held as planned.

The unit participates in various strategic initiatives of the organisation to provide essential advisory services. This includes the Chief Audit Executive attending the weekly GCIS executive committee meetings and taking part in systems development and other initiatives to enhance the control environment.

### **Assurance services**

#### ***Information Systems Audit***

A dedicated unit for information and communication audits was established during the year under review and a number of audit projects were undertaken to review the system of internal control in line with the approved annual audit plan. Recommendations were made and have either been implemented or are in the process of being implemented. Ongoing monitoring is taking place.

#### ***General Internal Audit***

The General Internal Audit Unit provides assurance services to GCIS in terms of the traditional audits such as compliance and audit of performance information. All projects that were planned in terms of the annual audit plan were carried out as planned. The recommendations made have been implemented or are in the process of being implemented. Ongoing monitoring is taking place.

## PROGRAMME 2: POLICY AND RESEARCH

### AIM

Policy and Research analyses media coverage, monitors the implementation of government's programmes and provides research services. It ensures that communication products are informed by the public's information needs, through research that aims to identify what government information the public is interested in. It also tracks the mood of the nation. Having managed the process towards establishing the Media Development and Diversity Agency (MDDA), it continues to provide institutional support to the agency.

**MEASURABLE OBJECTIVE:** Inform government communication policy and strategy with results of research and analyses of trends in the communication environment.

### SERVICE-DELIVERY OBJECTIVES AND INDICATORS

The chief directorate has three subprogrammes:

- **Management** is responsible for providing overall leadership, management and planning of activities
- **Policy** is responsible for contributing to the analysis and monitoring of government policy and programmes and their implementation
- **Research** assesses government and public information and communication needs, evaluates government communication initiatives and products and assesses the mood of the nation.

### SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

Two ongoing, countrywide research projects – the quantitative Tracker project and a qualitative project – assist the Government to keep track of the mood, perceptions and information needs of the public. Six national government departments bought into the Tracker project. Twenty research projects were conducted to enhance the effectiveness of various government communication products and initiatives – e.g. izimbizo, the 2010 FIFA Soccer World Cup™, communication regarding the State of the Nation Address and communication by local government. Ad hoc projects were conducted on request of other government role-players and communication research advice and support provided on request.

Primary research conducted by the Research unit is supported and enriched by the acquisition of research findings and reports from sources other than GCIS – both the private and public sector.

Limited financial and human resources result in the unit not always being able to attend to requests to conduct research projects on behalf of either GCIS or other departments, to provide advice and/or support, to do appropriate additional analysis and interpretation of findings or to share research findings.

Agreement was reached with the public broadcaster to do a 16-part programme on African language stations. An economic opportunities publication has been updated and the format was changed from cartoons to real pictures. For the first time, a 12-page pull-out copy of all provinces, focusing on provincial-specific programmes, was published.

## PROGRAMME 2: POLICY AND RESEARCH

Limited funding is one of the challenges facing the campaign, as more money would be required for the TV series as well as the workshops by provincial offices.

The directorate also aims to ensure that the Imbizo approach takes root through government by co-ordinating imbizo weeks (in April and October).

The directorate does maintenance of the database as a system for ensuring systematic feedback to imbizo as well as of the Media Access Database, which is used to index newspaper clippings and international headlines to share them with relevant stakeholders. It also provides administrative support to the MDDA, by co-ordinating meetings between the MDDA and GCIS CEOs as well as the meetings with the Minister in The Presidency.

Subprogramme	Output	Measure/Indicators	Actual performance against target	
			Target	Actual
Management.	Strategic leadership and integration of the work of the subprogrammes and liaison with other departments and The Presidency.	Regular and good-quality output.	Timeous and quality work as required and according to the annual cycle of governance.	Ongoing.
Policy.	Contributes to the analysis and monitoring of government policy and programmes and their implementation.	Effectiveness of analyses.	Daily analysis, regular reports, proposed policies adopted.	Daily monitoring and quarterly research presentations on media content analysis.
Research.	Research and information gathering to enhance effective government communication.	Effectiveness of research initiatives on government communication.	Regular advice and products in response to requests and needs.	Ongoing, regular presentations on research findings.

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

### AIM

G&ML provides strategic communication support to government departments and institutions by convening communicators' forums, providing an effective government news service and by building and maintaining good relations with national and foreign media. It facilitates the development of communication strategies by clusters, national departments and provinces within the framework of the national communication strategy.

**MEASURABLE OBJECTIVE:** Effective communication of government activities through the development of communication strategies and services for local and foreign media and government departments.

### SERVICE-DELIVERY OBJECTIVES AND INDICATORS

The chief directorate has the following subprogrammes:

- **National Liaison** is responsible for co-ordinating strategic communication activities and programmes across government
- **International and Media Liaison** is responsible for ongoing media-liaison services and co-ordinates international communication and marketing programmes in collaboration with other stakeholders
- **News Services** is responsible for providing government and development-related news and information to community media and national and international mainstream media
- the **Parliamentary Office** is responsible for providing strategic communication support to government departments, and parliamentary correspondents and for providing an information service to Members of Parliament (MPs) and the public
- the **Communication Centre** is responsible for monitoring the national, international, electronic and print media to provide government with information on media coverage that is relevant to its various line functions.

### SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

Government has resolved that communication should be recognised as a strategic element in service delivery. This recognition will, among other things, ensure the optimum functioning of government's communication co-ordinating forums. There are ongoing efforts to ensure that these forums function optimally and are able to meet the key government objectives of informing the public. The creation of these forums was to ensure improved co-ordination and integration of government communication and strategising, thus making sure that government communicates more effectively in an integrated manner.

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

The functionality of these forums will contribute to the realisation of the overall mandate of GCIS of ensuring that the communication and information needs of the South African Government and public are met. These will further assist in planning ahead for media liaison, thus ensuring that the relations with the media are well maintained and there is improved planning for the Programme of Action (PoA) and cluster media briefings.

The Parliamentary Office provides strategic communication support to government departments with regard to their parliamentary programme. An ongoing task of this office is to ensure that government departments interact with parliamentary correspondents for better coverage of the PoA. Through the Information Resource Centre (IRC) in Parliament, MPs and the public are able to get information that they can use.

The efforts to improve and strengthen government communication also look at the rapid response of government, ensuring that government-related news are well monitored for government to plan better. The importance of ensuring that government is kept abreast of all issues being covered both at home and throughout the world necessitated a pilot programme through which officials in the Communication Centre worked night shifts to monitor government coverage in the media. The programme has been successful – the only challenge is a lack of sufficient funds. In an attempt to improve positive coverage of government, G&ML has developed plans to have ministers and directors-general (DGs) briefing the media on an ongoing basis. Communicators are encouraged to be pro-active in their communication and where possible set an agenda for government communication.

Production and distribution of government news and information are continuing with BuaNews producing three editions per day, which are distributed on weekdays and one on weekends. Efforts have been made by the directorate to ensure that stories and feature articles reach clients in a high ready-to-use standard. It consults government departments for news and information and the media on placement of feature articles. To further strengthen the dissemination of government information, the directorate is constantly in consultation with international media on new partnerships and international channels for the dissemination of news.

The development and co-ordination of communication strategies for the Government's international programme is another key area for the G&ML, working with various stakeholders, such as the Department of Foreign Affairs; International Marketing Council; the International Relations, Peace and Security Cluster; and other government departments. The unit is further responsible for ongoing media-liaison services and co-ordinates international communication and marketing programmes in collaboration with other stakeholders.

Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
National Liaison.	Management of communicators' co-ordinating structures.	Communicators' forums meet regularly.	Three Government Communicators' Forum (GCF) meetings a year.	Three GCF meetings and one special GCF.
			Three Ministerial Liaison Officer (MLO) Forum meetings a year.	Two MLO Forum meetings took place and one meeting was postponed due to the unavailability of MLOs.
			Three provincial heads of communication (HoCs) meetings with GCIS Exco.	Two meetings with provinces took place in GCIS and the other two took place at the GCF during breakaway sessions – totalling four meetings.
			Monthly meetings of communication clusters.	Cluster meetings took place throughout the year – with others being postponed to other dates.
	Facilitation of strategy development.	Cluster communication strategies approved by Cabinet.	Pre-Cabinet meetings a week before scheduled Cabinet meetings.	13 meetings took place – out of 20 scheduled annual meetings.
			Approval of cluster strategies by DGs.	All cluster strategies were approved by the Forum of South African Directors-General.
			<i>Government Communicators' Handbook</i> .	The new edition of the handbook was released in April 2007 – 2 000 copies were printed. In April 2008, 2 000 copies were reprinted.
			<i>Bua Magazine</i> .	Four issues of the magazine were published.
International and Media Liaison.	Ongoing media liaison.	Better and more informed media reporting on the work of government.	Updates of the calendar of events, database of communicators and the GCF web page.	The updates on all the information products are done continuously.
			Media briefings after the State of the Nation Address (SoNA).	The parliamentary media briefings after the SoNA were held as planned with all clusters presenting.
			Four cluster media briefings on the PoA.	All four sets of PoA media briefings were held by all clusters.
			Post mid-year Cabinet Lekgotla briefing.	President Thabo Mbeki addressed the post-Cabinet Lekgotla media briefing in July 2007.
	Maintaining good relations with the media.	Better co-operation and improved relations.	One meeting between government and editors.	The South African National Editors' Forum-Cabinet meeting was held in June 2007.
			Four media-networking sessions.	Four media-networking sessions were held, including a media workshop with communicators.



Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
News Services.	Production and distribution of government and development news.	News and feature articles produced daily and used by the media.	Three news issues per day and one feature article a week.	Three news editions produced daily. Target for features was exceeded with 71 produced in the reporting period.
Parliamentary Office.	Communication and media-liaison support to government departments in Parliament.	Successful media events held.	Cluster media briefings following the SoNA.	All clusters addressed the media.
			Budget Vote briefings.	Provided support to departments with budget votes.
	Information service to MPs and the public.	Informed legislators and public of government's PoA.	Four cluster media briefings.	Successful cluster briefings were held.
		Better co-ordination and improved relations	Post-Cabinet media briefings.	17 post-Cabinet briefings, including post-Cabinet Lekgotla briefing.
		Co-ordination of media opportunities at Parliament.	Provision of information as required. Open days for the public.	Distributed info packs bimonthly to MPs and regularly to public, including <i>Vuk'uzenzele</i> . The IRC couriered publications to 96 constituency offices, distributed about 87 758 publications, including 38 931 to MPs. It received 8 625 enquiries (walk-in, telephonic and e-mails).
	Maintaining good relations with the Parliamentary Press Gallery Association (PGA) and local media.		Three media-networking sessions with the PGA.	Held three networking sessions and a workshop with the PGA.
	Strengthening partnership with Parliament.		Regular meetings with Parliament's media team.	Provided support at the World Association of Newspapers Conference in Cape Town. Introduced SMS service of briefings and transcriptions of post-Cabinet briefings.
Communication Centre.	Production/distribution of press clippings. Electronic media monitoring.	Timely dissemination of products and reports to various clients.	Daily dissemination to government departments and South African missions abroad.	Successful joint SoNA media accreditation and co-operation with events at the parliamentary precinct.
				The Communication Centre introduced a night shift in February 2008 to detect breaking news and alert government communicators timeously to communication challenges.
				Monitoring of the regional print media was also introduced. The Communication Centre is now also monitoring major newspapers of five provinces (Gauteng, Western Cape, KwaZulu-Natal, Eastern Cape and Limpopo).

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

### AIM

P&LL provides a development communication and information service in liaison with provincial and local government and community organisations, and extends government's information infrastructure. It facilitates the establishment of Thusong Service Centres, formerly known as multi-purpose community centres, to broaden public access to government services and information available to the public, particularly in rural areas. It works with provincial government and the South African Local Government Association (Salga) in developing the communication capacity of local government.

**MEASURABLE OBJECTIVE:** Disseminate government information to and communicate with the public through the establishment of one-stop information centres and networks to integrate communication at local government level.

### SERVICE-DELIVERY OBJECTIVES AND INDICATORS

The programme has three subprogrammes:

- **Management** is responsible for the overall responsibility, management and planning of the programme
- **Provincial Co-ordination** provides a range of support services to regional offices in implementing their development-communication mandate but also assists in co-ordinating partnerships nationally within and outside government for utilising the services and products of GCIS regional offices
- **Provincial directorates** promote government's development-communication mandate by identifying and meeting public needs for government information and supporting communication campaigns in partnership with provincial and local government.

### SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

During 2007/08, 27 new Thusong Service Centres were established, bringing the total number of operational centres to 123 countrywide by the end of March 2008. Typical services found in these centres include those from the departments of home affairs, labour, social development, health, the South African Social Security Agency, GCIS as well as telecentres, the Post Office, libraries, agricultural extension offices and municipal services. Some progress has been made in 2007/08 in opening offices of the Small Enterprise Development Agency and the Umsombomvu Youth Fund in these centres to provide economic opportunities and services. Community development workers (CDWs), the South African Police Service, non-governmental organisations and community-based organisations also offer services through the centres. A total of 784 new distribution points were established in district municipalities in collaboration with partners.

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

One hundred and seven P&LL staff members underwent training in Development Communication, General Administration, Project Management, Financial Administration for Non-Financial Staff, Working with Community Media, etc. There was also training for information resource centre (IRC) officers, and a landmark training session for administrative officers of GCIS provincial directorates and Head Office. Training in the new file plan system of GCIS has been conducted for all provincial directors, administration officers and secretaries. A handbook was developed to guide the establishment of government IRCs. Training in Development Communication has taken place in all provinces and with 10 national departments. A set of guidelines has been developed for the roll-out of audio-visual centres in Thusong Service Centres, emanating from the partnership between GCIS and the Film Resource Unit.

The capacity-building process in Thusong Service Centres was taken further with the second round of training for 13 centre managers from North West, Free State, Limpopo and Gauteng. This was in collaboration with the Gauteng Provincial Government (KwaZulu-Natal and Mpumalanga governments co-ordinated their provincial training). The focus was on the effective promotion of the centres, quality service delivery, the management of service standards and monitoring.

The eighth annual assessment workshop for the Thusong Service Centre programme was held with stakeholders from national, provincial and local spheres. The session assessed progress in finalising provincial Thusong Service Centre business plans and identified steps to be taken in developing a more comprehensive monitoring and evaluation system for the centres and the programme.

During the course of 2007, all provinces other than Gauteng and KwaZulu-Natal held workshops which assessed the communication system at municipal level and recommended a series of local-specific interventions aimed at strengthening the way municipalities communicate. GCIS, together with Salga and the Department of Provincial and Local Government, released a set of guidelines for the communication system in local government as adopted by the President's Co-ordinating Council in June 2007.

Ward councillor training took place in North West, Northern Cape and the Free State. All provincial core teams on local government communication are now functioning well and 38 district communication forums (DCFes) are fully operational.

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

Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
Management.	Strategic leadership and communication partnerships.	Regular meetings and support for the chief directorate.	Bimonthly.	Regular meetings of the Management Forum were held as planned, at least on a monthly basis.
Regional/Provincial Co-ordination.	Support services.	According to P&LL systems.	March 2008.	Done.
	Co-ordination of capacity-building.	Training for regional directorates.	Three meetings of the National Intersectoral Steering Committee (NISSC). Monthly monitoring and evaluation reports. Annual Thusong Service Centre assessment workshop.	Done.  Two NISSC meetings. 276 monthly monitoring and evaluation reports.  Annual Thusong Service Centre workshop conducted.
	Support to national Thusong Service Centre processes.	According to standards set in the Second-Generation Business Plan.	Thusong Service Centre manager training – one per year. Roll-out of Thusong Service Centre brand, according to targets.	Thusong Service Centre manager training included Gauteng, Limpopo, North West and Free State centre managers.  32 Thusong Service Centres branded.
	Monitor the communication campaigns of regional offices according to set standards.	Functional Ward Information Management System (WIMS).	Weekly and monthly reports.	Weekly and monthly status reports done on development communication projects. Five Development Communication Learning Network meetings conducted. One national and provincial session on development communication rapid response. 10 bilateral visits done.
	Development-communication partnerships.	Joint campaigns, training and information sessions and regular meetings with communication structures at national, provincial and local level.	Provincial capacity-building sessions with provincial local government core teams (one per province each year).	Completed one National Local Government Communication System workshop and one Provincial Core Team workshop for seven provinces.
	Support to communication structures at local government level.	Development of systems and structures.	Guidelines for local government communication systems adopted by all provincial and municipal forums. All district municipalities with communication strategies by 2008.	Completed ward councillor training in three provinces, namely North West, Northern Cape and Free State.

Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
Regional offices/ Provincial Liaison.	Rural distribution network and channels for government information.	Identification of contact points in communities to facilitate distribution.	Steady expansion of contact points.	A total of 838 distribution points were established.
	Community information projects.	Communication and information projects based on community's information needs.	Projects to meet needs as assessed.	4 186 development communication projects captured on WIMS and 2 496 exit reports.
	Thusong Service Centre roll-out.	Establishment of Thusong Service Centres.	As per the guidelines of the Second-Generation Thusong Service Centre Strategy.	GCIS facilitated the establishment of 27 Thusong Service Centres, bringing the total to 1 23 Thusong Service Centres.
	Establishment of district GCIS offices.	Additional information centres established each year.	As per staffing plan of districts and available funds.	None.

## PROGRAMME 5: COMMUNICATION SERVICE AGENCY (CSA)

### AIM

The CSA produces communication products and provides services such as media bulk-buying; the production of videos, radio programmes and photographs; content development; design; and the marketing and distribution of government material.

**MEASURABLE OBJECTIVE:** To produce and distribute information through appropriate platforms and mechanisms to reach all the intended public.

### SERVICE-DELIVERY OBJECTIVES AND INDICATORS

The chief directorate has four subprogrammes:

- **Management** is responsible for overall leadership, management and planning of the programme.
- **Marketing, Advertising and Distribution** manages the corporate identity of government and develops strategies for marketing, distribution, event management and advertising for inclusion in campaign and project plans for government. It also handles the bulk-buying of media space for government advertising.
- **Product Development** develops broadcast strategies for inclusion in campaign and project communication plans. It is responsible for the production of videos and radio programmes for other departments. The subprogramme also produces advertisements, documentaries and information and promotional products. It provides a comprehensive graphic design, layout and exhibition design service as well as a photographic service to government clients.
- **Content Development** is responsible for developing and updating the content strategy and producing key messages and content for government information products in consultation with the rest of the department. It provides an ad hoc publication and editorial service to government clients and annually produces the *SA Yearbook* and *Pocket Guide to South Africa*. It also produces the *Style Guide for Government Communicators*.

### SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

In 2007/08, 1 037 requests for communication services and products were received and implemented. This was an increase of 341 from the previous financial year. These services and products were provided to The Presidency, government departments and state organs such as Parliament and the legislatures.

These services and products included the development of content; editing, proofreading and translation of various government information products; the development of media-placement strategies and the placement of government advertisements in print and electronic media; the distribution of information products; recording, radio broadcasting and photographing of key government events; as well as the designing and production of print products.

## PROGRAMME 5: COMMUNICATION SERVICE AGENCY (CSA)

The CSA continued to lead the mass multimedia campaign around the annual State of the Nation Address (SoNA). During the period under review, the campaign was expanded to achieve a follow-up, mid-year burst of communication on the 2007 Programme of Action (PoA) through the production of a publication in all official languages, as well as a five-part drama series with the objective of communicating government's achievements in implementing its PoA.

In the period under review, the CSA produced a range of multimedia products in support of the SoNA 2008 Campaign. These included a PoA 2008 publication, a photo-story publication based on the content of the PoA, a six-part radio drama series and a DVD.

As in previous years, the CSA also contributed multimedia products for, among other things, the 16 Days of Activism Campaign, the Anti-Crime Campaign, the imbizo campaigns, the celebrations of various awareness months and anniversaries, the national orders award ceremonies, and the Government Communicator of the Year Awards.

In the period under review, the print order of the *South Africa Yearbook 2007/08* totalled 45 000 copies and the *Pocket Guide to South Africa 2007/08*'s circulation totalled 20 000 copies. Some 27 000 copies of the *South Africa Yearbook 2007/08* were distributed to schools, public libraries and tertiary institutions free of charge. This is a key deliverable for government as it serves as the only official comprehensive record of government's work for the year.

The CSA also continued leading the GCIS' involvement in the process towards the transformation of the marketing, advertising and communication industry. Regular monthly meetings with the industry, through the Monitoring and Steering Committee for the Marketing, Advertising and Communication Industry, were convened. The draft charter for the industry has been submitted to the Minister of Trade and Industry for ratification and gazetting.

The development of an electronic version of the *Corporate Identity Manual* has reached its final developmental stages and will be operational in the new financial year. The *Editorial Style Guide* was also published on the GCIS website and distributed to all government communicators.



Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
			Target	Actual
Management.	Strategic leadership.	Regular meetings and support for heads of CSA sections.	Weekly management meetings.	Weekly management meetings.
Marketing, Advertising and Distribution.	Insightful and creative briefs for advertising agencies.	Number of advertising/PR campaigns to be implemented.	11 campaigns per year.	Five campaigns as per client requests.
	Management and development of media-placement campaigns.	Number of media-placement briefs to be implemented.	80 media-placement campaigns.	206 media-placement campaigns.
	Marketing and distribution strategies and plans.	Number of marketing and distribution strategies drafted and managed per year.	Six major campaigns.	18 distribution campaigns.
	Equitable advertising reports.	Number of advertising spend reports per year.	Four per year.	Four reports.
	Research on the Advertising Transformation Index.	Research report benchmarked against the previous year's report.	One per year. One marketing audit per year.	One report. One marketing audit implemented.
Content Development.	Management of marketing and PR activities for GCIS and government.	Adherence to GCIS processes and systems with regard to accessing services. Increase in requests for assistance from other departments.	Five roadshows (government). Two roadshows (external stakeholders). Two evaluation sessions.	11 roadshows undertaken. Two external roadshows undertaken. Three evaluation sessions undertaken.
	SA Yearbook.	Produce SA Yearbook and side products on time and within budget.	45 000 soft-cover copies by March 2008. 27 000 distributed to schools, libraries, etc.	45 000 soft-cover copies printed by March 2008. 27 000 distributed to schools, public libraries and tertiary institutions.
	Coherent integration of content and creative representation in communication campaigns.	Demonstrated by information products and improved public impact.	Review of Content Strategy.	Content Strategy updated.

Subprogramme	Output	Measure/Indicators	Target	Actual performance against target
			Target	Actual
Product Development (audio-visual).	Comprehensive product-development service in support of key government information campaigns.	Relevant audio packages produced for community radio stations (CRS).	60 live link-ups per year with CRS.	59 link-ups with stations conducted.
		Fighting agreements with CRS fostered and maintained.	Visit 35 CRS in four provinces during 2007.	56 radio stations visited in six provinces.
		Agreement with public broadcaster and other stakeholders for fighting/broadcasting of CSA video programmes.	Recording 66 events, producing two advertisements and developing 11 video programmes.	Video recording of 195 events, six adverts produced and 18 video programmes produced.
		Production of relevant video programmes on key government programmes and events for distribution to the public.	Seven <i>Talk-to-your-Minister</i> programmes. Live coverage of President and Deputy President izimbizo and Opening of Parliament.	Seven <i>Talk-to-your-Minister</i> programmes. Live coverage of President and Deputy President izimbizo and Opening of Parliament and Budget Vote speech.
		Production of radio advertisements.	45 radio advertisements on request for departments.	29 radio adverts produced. Six radio dramas produced. Five events recorded.
Product Development (photographic and design).		Photographic images of all major government events and key programmes documented for archival purposes and for use in GCIS publications and in the media.	Coverage of 200 photographic events on key government activities.	383 events photographed.
		Design, development and production/printing of government information products.	100 designs, including the SoNA tabloid/magazine in all official languages, five episodes of the SoNA photostory, and design and layout of <i>GCIS Annual Report</i> .	162 designs, including the PoA magazine in all official languages, six episodes of the SoNA photostory, design and layout of <i>GCIS Annual Report</i> , the <i>SA Yearbook</i> and <i>Pocket Guide to South Africa</i> .
		Assist with the management of Corporate Identity.	20 requests for assistance with government branding.	22 requests for assistance with government branding handled.

## PROGRAMME 6: INTERNATIONAL MARKETING AND MEDIA DEVELOPMENT

### AIM

The programme aims to market South Africa to the international community and promote development and diversity in the South African media.

The International Marketing and Media Development Programme consists of transfer payments to the two public entities under the control of the department, namely the International Marketing Council (IMC) and the Media Development and Diversity Agency (MDDA).

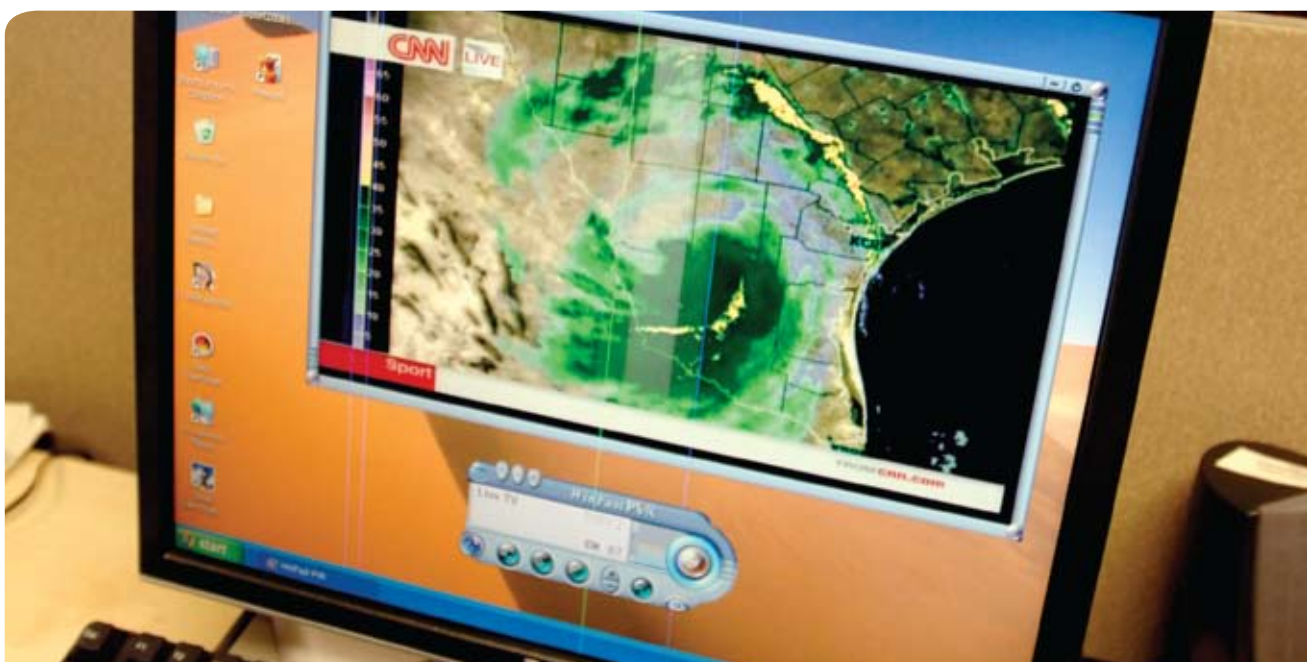
The MDDA was established in terms of the MDDA Act 2002, (Act 14 of 2002). The IMC was registered as a trust in terms of the Trust Act. Both public entities were also listed as Schedule 3A public entities in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

To ensure sound governance of the public entities, monthly meetings were held between GCIS and the two public entities to:

- consider the public entities' strategic plans
- monitor and evaluate their operational and financial performance, including evaluation of their quarterly reports prior to transfer of funds being effected.

A process is underway to finalise the shareholder compact (accountability arrangements) between GCIS and the two public entities to formally regulate the relationship. The shareholder compact will be operational from the financial year 2008/09 onwards.

The two GCIS public entities prepare and table their annual reports separately in Parliament.



## PROGRAMME 7: VUK'UZENZELE GOVERNMENT MAGAZINE

### AIM

The *Vuk'uzenzele* programme produces and distributes *Vuk'uzenzele* magazine, which provides the public with information on economic and other opportunities and how to access them. The magazine is produced and distributed every two months in three versions, namely, printed copies, Braille and the Internet.

**MEASURABLE OBJECTIVE:** To produce and distribute a magazine that enhances government's un-mediated and direct communication.

### SERVICE-DELIVERY ACHIEVEMENTS AND FACTORS IMPACTING ON THEM

During 2007/08, *Vuk'uzenzele* sustained a print run of 1,5 million copies for five editions and two million for the sixth one. The five editions consisted of 32 pages while the sixth one, which incorporated the Programme of Action as outlined in the State of the Nation Address, consisted of 48 pages.

*Vuk'uzenzele* comes out in three versions, namely normal printed copies in A4 size, Braille and online. The online version is updated each time a new edition is published and it coincides with the first day of distribution of the normal hard copies. For each edition, at least 527 copies of Braille are printed and distributed to organisations for the blind, schools for the blind, individual subscribers and through the GCIS provincial offices.

The magazine is distributed in all nine provinces in peri-urban, rural and deep rural areas with particular focus on the poorer sectors of society. Of the 32 pages, nine are translated into all official languages and they are distributed in areas where these languages are spoken. *Vuk'uzenzele's* distribution is in large part door to door with bulk distribution at government clinics, hospitals, police stations, Thusong Service Centres, rural post offices, etc. The distribution of the magazine is done by a contracted service-provider whose core business is the distribution of leaflets, which have a much wider reach than the normal limits of print distribution.

Another part of the distribution strategy focuses on the individual subscribers who contact GCIS through the Batho Pele Gateway Call Centre and GCIS Information Centre. Batho Pele Gateway's monthly reports indicate that since April 2007 it has been rated between number one and five in its top 10 enquiries. It was also found that 98% of the top 10 enquiries were around issues covered in the magazine i.e. education and training, how to start a business, bursaries, learnership opportunities, etc.

By 31 March 2008, individual subscribers stood at 1 503 while online subscribers totalled 1 275. GCIS continues to use the overruns produced with every print run to increase the reach of the magazine beyond its current footprint.

## PROGRAMME 7: *VUK'UZENZELE* GOVERNMENT MAGAZINE

*Vuk'uzenzele* continues to gain popularity and this is proved by the continued Tracker Research findings. The latest findings, whereby 1 899 respondents were interviewed countrywide, revealed that the majority of 61% claimed to have read the magazine and 31% had reportedly paged through it. Furthermore, 85% of those who had access and read or paged through the magazine said that they found it useful. More than two-thirds of the respondents were happy with the magazine being in English and other languages mostly spoken in their areas.

Overall assessment of *Vuk'uzenzele* magazine shows some reassuring levels of increase or stabilisation of awareness and usage. This confirms the research findings from a qualitative survey that was undertaken in April 2007 in which the people expressed that the magazine communicated essential, relevant and beneficial information regarding socio-economic opportunities, thus rendering it useful.

*Vuk'uzenzele* has been registered with the Audit Bureau of Circulation of South Africa (ABC) since June 2007. The ABC is a section 21 company which promotes the interests of bipartite groupings in the buying and selling of advertising and promotional material in the *Vuk'uzenzele* magazine. It guarantees accurate and comparable circulation and attendance figures, fully and fairly disclosed by the clients. An independent auditing firm was appointed for a year to perform an audit on the quantities printed and distributed. By March 2008, two audit certificates had been issued.

The magazine has dedicated five pages to promoting and profiling advertisers' and promoters' products and services at a reasonable market-related advertising fee. *Vuk'uzenzele* has managed to reach a target of five paid adverts for each edition in the past year. The challenge remains to get a balance of adverts from both private and the public sectors per edition, and *Vuk'uzenzele* continues to strive to maintain a balance in this regard.

As part of the Second-Economy Programme, *Vuk'uzenzele* has been working closely with the Chief Directorate: Policy and Research in the production and delivery of the Second-Economy and *Vuk'uzenzele* content through the SABC's 12 African language stations and TV. The campaign promotes general awareness and understanding of government's programme aimed at addressing the challenges of the Second Economy, therefore expanding the reach of the magazine to a vast majority of people at grassroots level and those with no access to a hard copy.

The radio and TV programme will strengthen the positioning of the magazine to the current readers. *Vuk'uzenzele* contributed financially to the programme from its marketing budget. Some 1 500 posters for the first two editions and 2 000 posters for the last four editions were produced and placed at the bulk distribution points, informing the public about the new published edition.

Subprogramme	Output	Measure/Indicators	Actual performance against target	
			Target	Actual
Management.	Strategic leadership.	Regular meetings and support for <i>Vuk'uzenzele</i> staff.	Weekly meetings.	A total of 41 weekly chief directorate meetings were held in 2007/08.
<i>Vuk'uzenzele</i> .	Printing of the magazine.	Regular publication of target number of the magazine.	Every second month with a print run of 1,4 million and two million for the March edition.	A total of 9,5 million were printed as follows: five editions with a print run of 1,5 million copies each and one edition with two million copies.
	Production of Braille and web-version of the magazine.	Regular production of Braille and publication of the web-version.	Every second month, with 600 copies in Braille.	The web-version was updated each time a new edition was published. Six web-versions of the magazine were updated in the past year. A total of 3 290 Braille versions were printed and distributed accordingly. The print run was reduced to 527 after receiving returns of the copies.
	Promotion of the magazine.	Increased public awareness, demand and readership, assessed through own research, the All Media Products Survey and calls to Gateway Call Centre.	Steady increase in awareness, readership and readership response.	1 500 posters for the first two editions and 2 000 posters for the last four editions were produced each time a new edition was published, bringing the total produced to 11 000 posters. They were put up at bulk distribution points prompting the public to collect copies of the latest edition at those specific points. Two radio ads were also flighted, promoting the availability of the magazine. <i>Vuk'uzenzele</i> contributed financially to the Second-Economy Programme to expand the reach of the magazine.
	Distribution of the magazine.	Extended reach among targeted public, assessed through the ABC.	Every second month.	A total of 9,5 million copies were distributed as follows: five editions with a print run of 1,5 million copies each and one edition with two million copies.



## PART FOUR: HUMAN-RESOURCE OVERSIGHT STATISTICS

### HUMAN-RESOURCE OVERSIGHT STATISTICS





## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008

### Government Communication and Information System

#### INTRODUCTION

Three areas underpin the main services provided by GCIS to its clients:

1. The conceptualisation, formulation, communication and implementation of the Government Communication Strategy, which is supported by two subprocesses:

- identification of public information needs
- identification of government's communication needs.

2. The second process is that of co-ordination and strategic support. This works at two levels:

- national, provincial and local government communicators
- political principals.

This process refers to the development of government communication strategies (based on public information needs and government communication needs), the establishment of communication structures, the role of government spokespersons, the development of communication products and the servicing of political principals.

3. The third refers to the actual communication and implementation aspects. This works at two levels:

- the role GCIS plays in relation to advising on staffing and structure
- the development of products and the rendering of services.

## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008

### Government Communication and Information System

**TABLE 1.1 MAIN SERVICES FOR THE SERVICE-DELIVERY IMPROVEMENT AND STANDARDS**

Main services	Actual/potential customers	Standard of service	Actual achievements against standards
1. Formulating and administration of 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 is being 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.	Surveys conducted, resulting in recommendations to improve government communication.	Surveys were conducted by the Research Unit and results presented to all the stakeholders.
4. Conducting public information and communication needs studies.	Public, government.	Information and communication needs studies conducted. 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.
5. Providing communication and information research advice.	Government.	Effectiveness of research-based initiatives (impact on government communication) established through monitoring and analysis.	18 projects successfully completed and research findings presented.
6. Providing media support services.	Parliament, Cabinet, Press Gallery and ministerial liaison officers (MLOs).	Provided, among other things, through the Information Resource Centre (IRC), information services to Members of Parliament (MPs), the public and the diplomatic corps.	The Parliamentary Office recorded 1 405 (1 127/month) physical visit enquiries, 362 enquiries requiring more than two hours attention and a total of 6 858 (623/month) telephone enquiries and 344 (31/month) requests for bulk publications during the period April 2007 to March 2008. During this period, 87 758 publications were distributed of which 27 868 were to MPs (Dec/Jan were combined into one month).
		Provided strategic and administrative support to the Presidential Press Corps and MLOs and media liaison for key events consistent with the Government's Communication Strategy.	Done.

## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008 Government Communication and Information System

**TABLE 1.1 MAIN SERVICES FOR THE SERVICE-DELIVERY IMPROVEMENT AND STANDARDS – continues**

Main services	Actual/potential customers	Standard of service	Actual achievements against standards
7. Arrange fortnightly pre-Cabinet and post-Cabinet meetings.	Media, government communicators.	Arranged pre-Cabinet and post-Cabinet briefings to ensure government's work is communicated to the public.	Done, biweekly, including a post-Cabinet Lekgotla briefing.
8. Holding parliamentary briefing weeks every second month.	Media, diplomats and general public.	Arranged parliamentary media briefing weeks after the State of Nation Address (SoNA) and every two months by each cluster chairperson.	Four Programme of Action (PoA) briefings and one SoNA briefing.
9. Assisting South African missions to develop communication capacity.	Department of Foreign Affairs.	Effective information flow through the Department of Foreign Affairs and International Marketing Council (IMC).	On a weekly basis.
10. Providing secretarial services, content and leadership to the Government Communicators' Forum (GCF).	Government communicators.	At least three GCF meetings annually.	The first meeting of the current financial year will take place on 12 August 2008. The meeting will largely be looking at planning the communication programme of government and reviewing progress since the last GCF.
11. Accrediting foreign journalists.	Foreign journalists and opinion-makers.	To accredit foreign journalists and media whenever there are international events.	Done.
12. Developing media communication strategies for government campaigns.	All government departments.	Communication strategies developed and approved by the communication clusters.	Thirteen communication strategies and nine key messages for government campaigns developed across five government communication clusters and approved. Fortnightly Bua Briefs produced.
13. Developing content strategy and messages for government information products.	Government.	Content strategy and messages developed for government information products.	Content and key messages for government campaigns developed on request.
14. Developing content and key messages for products for transversal campaigns.	Government.	Content and key messages developed for transversal campaigns products.	Content and key messages for SoNA, PoA, national commemorative days, 16 Days of Activism, attacks on foreign nationals and release of crime stats done.
15. Managing and co-ordinating training of government and state-owned enterprises' (SoEs) communication officers.	Communicators and MLOs in all spheres of government and SoEs.	Communication officers completing the training they registered for with the institutions and improving on service delivery.	Communication training plans and programmes developed and training, including listing of training offered by service-providers, communicated to the target audience as and when necessary.
16. Monitoring, evaluating and analysing print and electronic media.	The Presidency and all ministries.	Print and electronic media monitored, evaluated and analysed.	Done on a weekly basis.

## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008 Government Communication and Information System

**TABLE 1.1 MAIN SERVICES FOR THE SERVICE-DELIVERY IMPROVEMENT AND STANDARDS – continues**

Main services	Actual/potential customers	Standard of service	Actual achievements against standards
17. Developing marketing, advertising and distribution strategies.	The Presidency and all ministries.	Marketing, advertising and distribution strategies developed and implemented.	Done.
18. Managing and administering bulk-buying.	Government departments, The Presidency and Thusong Service Centres.	Media bulk-buying properly managed and administered.	Done. There are, however, areas that require improvements. These are being addressed through the transformation of the marketing, advertising and communication industry.
19. Developing a distribution network.	Government departments and Thusong Service Centres.	Distribution networks developed.	Done. Distribution models have been adapted to facilitate more effective reach. Printed products are distributed to LSM 1-6 communities at interactive public mobilisation vents and directly to homes.
20. Managing the Corporate Identity (CI) of government.	Government departments and Thusong Service Centres.	CI of government properly managed.	<i>CI Manual</i> has been developed and training workshops will be conducted at all departments next financial year. Additionally, the Corporate Identity Management System (CIMS), enabling departments to internally manage their brand application was developed and implemented. Thirteen departments attended related training sessions. Three national departments were assisted in developing their own brand manuals.
21. Recording footage for broadcast purposes.	Government.	Recordings for radio and television broadcast produced.	59 live radio link-ups were conducted, seven <i>Talk-to-your-Minister</i> programmes, video coverage of 195 events, six adverts produced and 18 video productions completed, 29 radio adverts produced, six radio dramas produced, five radio recordings of events and 13 video products, including adverts, documentaries and inserts produced.
22. Designing and producing publications.	Thusong Service Centres, Cabinet, The Presidency, national government departments.	Government information-related publications designed and produced.	Publications for SoNA, PoA, national orders, 16 Days of Activism, Women's Month and other departmental requests produced.
23. <i>Government Online</i> – Government Information and Government Services websites.	Government, public, media, business, international community.	Government website properly managed.	The Government Information Website is updated on a daily basis. The annual review of content on the Government Services Website was completed and information that had changed was translated into all official languages.
24. Disseminating information.	Government, public, international community.	Government information disseminated.	Done through BuaNews and other information-dissemination media as well as through the activities of the Information Centre.
25. Developing products for transversal campaigns.	Public, private sector, NGOs.	Products for transversal campaigns developed.	Done through the development of multimedia products for, among other things, the national commemorative days, SoNA, PoA and the 16 Days of Activism Campaign.
26. Photographic and video assignments of transversal campaigns.	The Presidency, government departments and GCIS.	Photographs and videos taken for transversal campaigns.	Photographs and videos taken for transversal campaigns.
27. Professional Certificate in Government Communication and Marketing (PCGCM).	Government communication officers at national, provincial levels and parastatals.	Empower government communicators with communication and marketing skills.	The programme was launched in 2004. By July 2008, 209 (47 in 2004, 40 in 2005, 39 in 2006, 40 in 2007 and 40 in 2008) communication officers had been trained.

TABLE 1.2 CONSULTATION ARRANGEMENTS FOR CUSTOMERS

Type of arrangements	Actual and potential customers	Actual achievements
<b>1. Marketing, Advertising and Distribution</b> The directorate markets the services GCIS provides to departments, e.g. media bulk-buying.	The Presidency, ministers, government departments, all government communicators, ministerial liaison officers (MLOs) and media.	Clients' needs are addressed through consultation. This promotes understanding of GCIS' roles and responsibilities in enhancing government communication to help further consolidate democracy and take the country to a higher growth and development path.
<b>2. Cluster meetings</b> Convene and provide strategic direction to communication clusters, and help assess the communication environment.	Heads of communication (HoCs) and MLOs.	Cluster meetings continue to be convened as per schedule and strategic support provided.
<b>3. Government Communicators' Forum (GCF)</b> The GCF provides strategic direction to communicators. It helps develop communication strategies in line with the overall strategy. It helps communicators assess the environment and their communication needs. To ensure improved services, key performance indicators are used.	HoCs and MLOs.	Based on the regular interaction and frequent assessment of the broader implementation of the work of government, there is increased communication with the public. Although there is visible progress, there is still a lot of work to be done through structures like the GCF and other communication forums.
<b>4. Project Desk</b> The Project Desk is a single entry point for clients to source GCIS expertise for the communication of government's programmes and policies.	Government departments.	Scoping meetings with clients before and after projects ensure that clients' needs are fully understood and met. A post-project client questionnaire gives feedback on GCIS service. Exit reports for transversal projects are compiled to draw lessons for improved future output.
<b>5 Thusong Service Centres (previously called multi-purpose community centres)</b> GCIS is establishing Thusong Service Centres in every district as one-stop government service centres. They promote community development and participation and provide feedback on what information the public requires.	South African public.	By March 2008, 123 Thusong Service Centres had been established in all provinces. Clients are also consulted through GCIS' nine provincial offices and 27 Thusong Service Centres were established during the past year. 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.

## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008 Government Communication and Information System

**TABLE 1.2 CONSULTATION ARRANGEMENTS FOR CUSTOMERS**

Type of arrangements	Actual and potential customers	Actual achievements
<b>7. Electronic Information Resources</b> The unit provides advice and support to departments and provinces regarding website publishing to contribute towards improved professionalism of government websites.	Government departments and provinces.	Ad hoc support was provided to government departments and provinces to ensure improved professionalism of government websites in terms of functionality and usability.
<b>8. Research</b> The Directorate: Research provides advice and support to other government departments on communication research.	Government departments.	Communication research advice was provided and research projects outsourced and managed on behalf of government departments to enhance effectiveness in government communication.

**TABLE 1.3 SERVICE DELIVERY ACCESS STRATEGY**

Access strategy	Actual achievements
1. <i>Government Online</i> – Government Information and Government Services websites	The intended users of the website are South African citizens, government, media and the international community. Intermediaries (such as Thusong Service Centres), assist in facilitation use of the website by those unable to directly use the Internet. The Government Information Website was updated on a daily basis to keep up with the latest information on government and its Programme of Action. Usage statistics increased from 13 478 302 page views in the previous year to 17 564 339 in 2007/08. The Government Services Website was updated with information as provided by government departments. Usage statistics totalled 4 474 438 page views (compared to 2 678 552 during 2006/07).
2. Establishment of Thusong Service Centres (multi-purpose community centres).	27 were established in 2007/08 and 123 were operational by March 2008. They play an important role in providing government-related information and services to the public and especially those at grassroots level. A seven-point improvement plan has been developed largely in partnership with the Department of Public Service and Administration to clean up the first generation of Thusong Service Centres.
3. Establishment of information resource centres (IRCs).	GCIS has established IRCs in all regional offices around the country to make government-related information more accessible to the public.
4. The publishing of information directories and <i>Faces of Government</i> wall chart.	GCIS produces four directories and a wall chart on an annual basis. They are: <ul style="list-style-type: none"> <li>• <i>Directory of Contacts</i></li> <li>• <i>Media Directory</i></li> <li>• <i>Profile Directory</i></li> <li>• <i>South African Government Directory</i> (twice annually)</li> <li>• <i>Faces of Government</i> wall chart.</li> </ul>



## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008

### Government Communication and Information System

**TABLE 1.3 SERVICE-DELIVERY ACCESS STRATEGY**

Access strategy	Actual achievements
5. Government and Media Liaison.	Has successfully built up BuaNews as an effective government news agency, which disseminates government news and information to community media, mainstream media and the international media electronically.
7. Information Centre.	The centre handles all enquiries from various clients in a variety of formats. It distributes government and related information and provides government contact information and profiles electronically and in hard copy.
8. <i>Vuk'uzenzele</i> magazine.	It is accessible online at <a href="http://www.info.gov.za/vukuzenzele/">www.info.gov.za/vukuzenzele/</a> . It is updated and published every second month, each time the hard copy is published. To date, the magazine has seen 18 edition since its launch in September 2005. During this period, 9,5 million copies were published in all official languages.
9 Communication Centre.	The <i>Early Morning Edition</i> of the <i>Daily News Report</i> (a summary of broadcast news and current affairs programmes) is now compiled during the night and is available early to enable government communicators to respond to news reports. The <i>Daily News Report</i> as well as the selection of cuttings are available at 7:30 and set the agenda for the Rapid Response discussions.

**TABLE 1.4 SERVICE INFORMATION TOOL**

Type of information tool	Actual achievements
1 Thusong Service Centres.	GCS has established 123 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 and wall chart.	GCS produces information directories and a wall chart, which are distributed widely to the public both electronically and in hard copy. They are: <ul style="list-style-type: none"> <li>• <i>Directory of Contacts</i></li> <li>• <i>Media Directory</i></li> <li>• <i>Profile Directory</i></li> <li>• <i>South African Government Directory</i></li> <li>• <i>Faces of Government</i> wall chart.</li> </ul>
3. Government Communicators' Forum (GCF).	The GCF meets three times a year to discuss the communication and information needs of government communicators.
4. <i>Government Online</i> – Government Information and Government Services websites.	The Government Information Website was updated on a daily basis to keep up with the latest information on government and its Programme of Action. It provided, among other things, information on government structures and functions, contact information, speeches and media statements, government documents such as Acts and Bills, tender bulletins and links to government and other related websites. The Government Services Website provided information about government services offered to citizens, organisations, businesses and foreign nationals.



TABLE 1.4 SERVICE INFORMATION TOOL – continues

Type of information tool	Actual achievements
5. <i>Vuk'uzenzele</i> .	<p>For five editions of the magazine, 16 million copies (32 pages) were printed. For the sixth edition, two million copies (48 pages) were printed. To date, 18 editions have been printed and distributed nationwide. A web version is also available on <i>Government Online</i> (<a href="http://www.gov.za">www.gov.za</a>). The magazine is printed in all official languages and is also available in the Braille version to cater for the visually impaired groups.</p>
6. Communication Centre.	<p>The Communication Centre aims to inform government of events that receive media coverage and of the reported perceptions related to these events. Products are electronically distributed to the Government and media. They are:</p> <ul style="list-style-type: none"> <li>• the <i>Diary of Government Activity</i>: an index of media briefings, conferences and other important communication opportunities for government communicators, issued daily</li> <li>• the <i>Daily News and Actuality Report</i>: a summary of broadcast news coverage issued three times daily to keep clients abreast of developments in the communication environment</li> <li>• the <i>Selection of Cuttings</i>: a selection of 40 pages featuring cuttings from the national newspapers, compiled to give an overview of the main issues in the print media for the day</li> <li>• national and regional newspaper clippings: an average of 600 articles relevant to government departments' line functions are scanned and e-mailed to clients daily.</li> </ul> <p>Transcriptions and DVD/CD copies of broadcasts are supplied on request.</p>
7. Information Call Centre.	<p>The centre handles all enquiries from various clients in a variety of formats. It responds to clients with:</p> <ul style="list-style-type: none"> <li>• legislation, regulations, policy and other documents and speeches in hard copy or electronic format</li> <li>• information, forms and contacts for government services</li> <li>• referrals to relevant contacts within government departments and parastatals.</li> </ul>



## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008 Government Communication and Information System

**TABLE 1.5 COMPLAINTS MECHANISM**

Complaint mechanism	Actual achievements
1. Government Communicators' Forum (GCF).	The GCF is convened three times a year and in some cases it can also be convened four times annually to provide strategic direction, guidance and support to communicators and help them assess implementation and provide practical advice on communication issues. The GCF also brings an opportunity for the CEO of GCIS to inform communicators about the strategic priorities as adopted by the Government and to get feedback on various makgotla decisions.
2. Project Desk (PD).	PD uses a client-satisfaction questionnaire, which provides for positive and negative feedback as well as suggestions, and which clients are required to complete upon closure of the project or service rendered. Project team meetings also provide a platform for direct expression of dissatisfaction by the clients. In addition to the above, the questionnaire is in a process of being refined, as part of the overall <i>GCIS Project Management (PM) Handbook</i> review to better inform client-liaison strategies and PMI practices. After the completion of every project, closure workshops are held, whereby the client is represented. The output thereof is an exit report. The report addresses issues such as the project constraints, team performance, lessons learnt and recommendations.
3. Communication clusters.	The clusters meet on a monthly basis to look into the communication programme of government and to strengthen integration of messages and co-ordinated planning on all issues relating to the strategic communication of government service delivery. During these meetings, the different departments are also afforded an opportunity to raise issues or any challenges they experience and these are dealt with as a matter of urgency.
4. Pre-Cabinet briefings	The briefings assist government to be proactive in its communication and to plan better for all communication around Cabinet decisions. During these pre-Cabinet meetings, GCIS consults with all stakeholders and address any challenges that may impact on the work of pre-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.
6. Communication Service Agency	Any queries related to production are referred to the responsible units for their attention and response. Problems are also brought to the attention of the relevant supervisors for follow up and to provide solutions. Some challenges are escalated to senior management and production meetings which are held weekly.

HUMAN-RESOURCES OVERSIGHT – APRIL 2007 TO MARCH 2008 –  
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM



HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008  
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 percent of total expenditure	Average compensation of employees cost per employee (R'000)	Employment
P1: Administration	105,706	54,347	3,272	0	51.4	127	428
P2: Policy and Research	17,966	5,065	124	0	28.2	12	428
P3: Government and Media Liaison	18,575	12,007	144	0	64.6	28	428
P4: Prov and Local Liaison	45,296	29,700	235	0	65.6	69	428
P5: Communication Service Agency	37,821	11,866	387	0	31.4	28	428
P6: Intern Market and Med Devel	123,087	0	0	0	0	0	428
P7: Government Publication	32,465	3,175	29	0	9.8	7	428
Theft and losses	0	0	0	0	0	0	428
<b>Z=Total as on financial systems (BAS)</b>	<b>380,916</b>	<b>116,160</b>	<b>4,191</b>	<b>0</b>	<b>30.5</b>	<b>271</b>	<b>428</b>

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)	1,268	1.2	105,667	104,246	12
Skilled (levels 3-5)	2,234	2.1	77,034	104,246	29
Highly skilled production (levels 6-8)	31,991	30.7	156,819	104,246	204
Highly skilled supervision (levels 9-12)	34,321	32.9	270,244	104,246	127
Senior management (levels 13-16)	24,145	23.2	603,625	104,246	40
Other	135	0.1	0	104,246	0
Contract (levels 1-2)	64	0.1	7,111	104,246	9
Contract (levels 3-5)	5	0	0	104,246	0
Contract (levels 6-8)	81	0.1	81,000	104,246	1
Contract (levels 9-12)	362	0.3	181,000	104,246	2
Contract (levels 13-16)	2,184	2.1	546,000	104,246	4
Periodical remuneration	3,525	3.4	11,711	104,246	301
<b>TOTAL</b>	<b>100,315</b>	<b>96.2</b>	<b>137,606</b>	<b>104,246</b>	<b>729</b>



HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008  
Government Communication and Information System

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 ass. (R'000)	Medical ass. as % of personnel cost	Total personnel cost per programme (R'000)
D: Information Technology	2,706	64.4	0	0	34	0.8	132	3.1	4,201
Dir: News Services	1,970	65.3	105	3.5	25	0.8	61	2	3,016
P1: Information Centre	1,559	72.6	0	0	37	1.7	122	5.7	2,148
P1: CD: Administration	15,340	36.6	8	0	500	1.2	840	2	41,953
P2: CD: Policy and Research	3,295	65.1	0	0	75	1.5	114	2.3	5,065
P3: CD: Media Liaison	5,933	66	52	0.6	201	2.2	304	3.4	8,991
P4: CD: Prov and Local Liaison	19,547	65.8	0	0	460	1.5	1,297	4.4	29,700
P5: CD: Communication Service Agency	6,824	62.2	51	0.5	120	1.1	310	2.8	10,978
P5: SD: Support Services	642	72.3	0	0	22	2.5	35	3.9	888
P7: Government Publication	1,988	62.6	1	0	5	0.2	65	2	3,174
SD: Electronic Information Resources	2,313	68.5	0	0	54	1.6	126	3.7	3,375
SD: Provisioning Administration	1,888	70.7	61	2.3	63	2.4	133	5	2,671
<b>TOTAL</b>	<b>64,005</b>	<b>55.1</b>	<b>278</b>	<b>0.2</b>	<b>1,596</b>	<b>1.4</b>	<b>3,539</b>	<b>3</b>	<b>116,160</b>

HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008  
Government Communication and Information System

TABLE 2.4 - Salaries, overtime, home-owners allowance (HOA) and medical aid by salary band

Salary bands	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 ass. (R'000)	Medical ass. as % of personnel cost	Total personnel cost per salary band (R'000)
Lower skilled (levels 1-2)	845	64.2	0	0	77	5.8	74	5.6	1,317
Skilled (levels 3-5)	1,512	35.6	4	0.1	112	2.6	178	4.2	4,245
Highly skilled production (levels 6-8)	22,138	57	159	0.4	627	1.8	1,720	4.7	38,820
Highly skilled supervision (levels 9-12)	24,171	61.7	115	0.3	439	1.1	1,021	2.6	39,526
Senior management (levels 13-16)	13,459	52.1	0	0	341	1.3	546	2.1	25,849
Other	135	100	0	0	0	0	0	0	135
Contract (levels 1-2)	64	100	0	0	0	0	0	0	64
Contract (levels 3-5)	5	100	0	0	0	0	0	0	5
Contract (levels 6-8)	69	85.2	0	0	0	0	0	0	81
Contract (levels 9-12)	269	74.1	0	0	0	0	0	0	363
Contract (levels 13-16)	1,338	60.1	0	0	0	0	0	0	2,226
Periodical remuneration	0	0	0	0	0	0	0	0	3,529
<b>TOTAL</b>	<b>64,005</b>	<b>55.1</b>	<b>278</b>	<b>0.2</b>	<b>1,596</b>	<b>1.4</b>	<b>3,539</b>	<b>3</b>	<b>116,160</b>





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**TABLE 3.1 - Employment and vacancies by programme at end of period**

Programme	Number of posts	Number of posts filled	Vacancy rate	Number of posts filled additional to the establishment
D: Information Technology, permanent	15	15	0	0
Dir: News Services, permanent	14	11	21.4	0
P1: Information Centre, permanent	13	11	15.4	0
P1: CD: Administration, permanent	104	98	5.8	14
P2: CD: Policy and Research, permanent	20	18	10	0
P3: CD: Media Liaison, permanent	44	39	11.4	0
P4: CD: Prov and Local Liaison, permanent	157	143	8.9	1
P5: CD: Communication Service Agency, permanent	41	41	0	0
P5: SD: Support Services, permanent	5	5	0	0
P7: Government Publication, permanent	9	8	11.1	1
Sd: Electronic Information Resources, permanent	16	16	0	0
Sd: Provisioning Administration, permanent	24	23	4.2	0
<b>TOTAL</b>	<b>462</b>	<b>428</b>	<b>7.4</b>	<b>16</b>

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

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	13	12	7.7	0
Skilled (levels 3-5), permanent	29	29	0	0
Highly skilled production (levels 6-8), permanent	223	203	9	0
Highly skilled supervision (levels 9-12), permanent	140	128	8.6	2
Senior management (levels 13-16), permanent	41	40	2.4	1
Contract (levels 3-5), permanent	9	9	0	9
Contract (levels 6-8), permanent	1	1	0	1
Contract (levels 9-12), permanent	2	2	0	2
Contract (levels 13-16), permanent	4	4	0	1
<b>TOTAL</b>	<b>462</b>	<b>428</b>	<b>7.4</b>	<b>16</b>

## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008

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

Critical occupations	Number of posts	Number of posts filled	Vacancy rate	Number of posts filled additional to the establishment
Administrative-related, permanent	2	1	50	0
Auxiliary and related workers, permanent	1	1	0	0
Cleaners in offices, workshops, hospitals etc. permanent	12	11	8.3	0
Client information clerks (switchb, recept, inform clerks), permanent	2	2	0	0
Communication and information-related, permanent	113	105	7.1	4
Finance and economics-related, permanent	9	7	22.2	0
Financial and related professionals, permanent	7	6	14.3	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 organisat developm and related prof, permanent	5	5	0	0
Human resources clerks, permanent	3	3	0	0
Human resources-related, permanent	4	4	0	0
Language practitioners, interpreters and other commun, permanent	132	118	10.6	1
Library, mail and related clerks, permanent	4	4	0	0
Light vehicle drivers, permanent	2	2	0	0
Logistical support personnel, permanent	3	3	0	0
Material-recording and transport clerks, permanent	12	11	8.3	0
Messengers, porters and deliverers, permanent	5	5	0	0
Other administrat and related clerks and organisers, permanent	20	18	10	0
Other administrative policy and related officers, permanent	6	6	0	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	45	42	6.7	9
Security officers, permanent	2	2	0	0
Senior managers, permanent	45	44	2.2	2
Trade labourers, permanent	5	5	0	0
<b>TOTAL</b>	<b>462</b>	<b>428</b>	<b>7.4</b>	<b>16</b>

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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)	13	0	0	0	0	0	0
Contract (levels 3-5)	9	0	0	0	0	0	0
Contract (levels 6-8)	1	0	0	0	0	0	0
Contract (levels 9-12)	2	0	0	0	0	0	0
Contract (Band A)	2	0	0	0	0	0	0
Contract (Band B)	1	0	0	0	0	0	0
Contract (Band D)	1	0	0	0	0	0	0
Skilled (levels 3-5)	29	2	6.9	2	100	0	0
Highly skilled production (levels 6-8)	223	15	6.7	2	13.3	0	0
Highly skilled supervision (levels 9-12)	140	11	7.9	3	27.3	0	0
Senior Management Service Band A	30	0	0	0	0	0	0
Senior Management Service Band B	9	0	0	0	0	0	0
Senior Management Service Band C	2	0	0	0	0	0	0
<b>TOTAL</b>	<b>462</b>	<b>28</b>	<b>6.1</b>	<b>7</b>	<b>25</b>	<b>0</b>	<b>0</b>

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

Beneficiaries	African	Asian	Coloured	White	Total
Female	3	0	0	1	4
Male	3	0	0	0	3
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>
Employees with a disability	0	0	0	0	0

**TABLE 4.3 - Employees whose salary level exceed 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	No of employees in dept
	0				
	0				
<b>Total</b>	<b>0</b>				
Percentage of total employment	0				0

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employees with a disability	0	0	0	0	0



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**TABLE 5.1 - Annual turnover rates by salary band**

Salary band	Employment at beginning of period (April 2007)	Appointments	Terminations	Turnover rate
Lower skilled (levels 1-2), permanent	21	1	4	19
Skilled (levels 3-5), permanent	23	0	0	0
Highly skilled production (levels 6-8), permanent	216	40	23	10.6
Highly skilled supervision (levels 9-12), permanent	125	19	20	16
Senior Management Service Band A, permanent	26	0	2	7.7
Senior Management Service Band B, permanent	12	2	0	0
Senior Management Service Band C, permanent	3	0	1	33.3
Contract (levels 1-2), permanent	0	10	11	0
Contract (levels 3-5), permanent	0	1	0	0
Contract (levels 6-8), permanent	0	1	0	0
Contract (levels 9-12), permanent	0	4	3	0
Contract (Band A), permanent	1	1	0	0
Contract (Band D), permanent	1	0	0	0
<b>TOTAL</b>	<b>428</b>	<b>79</b>	<b>64</b>	<b>15</b>

**TABLE 5.2 - Annual turnover rates by critical occupation**

Occupation	Employment at beginning of period (April 2007)	Appointments	Terminations	Turnover rate
Administrative-related, permanent	6	0	0	0
Cleaners in offices, workshops, hospitals, etc, permanent	10	1	3	30
Client inform clerks (switchb, receipt, inform clerks), permanent	1	0	0	0
Communication and information-related, permanent	97	21	21	21.6
Computer programmers, permanent	1	0	0	0
Finance and economics-related, permanent	10	0	1	10
Financial and related professionals, permanent	6	0	1	16.7
Financial clerks and credit controllers, permanent	6	1	0	0
Food services aids and waiters, permanent	2	0	0	0
Head of department/chief executive officer, permanent	1	0	0	0
Human resources and organisat developm and related prof, permanent	5	1	0	0
Human resources clerks, permanent	3	0	0	0
Human resources-related, permanent	4	0	0	0
Information technology-related, permanent	1	0	0	0

## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008

### Government Communication and Information System

**TABLE 5.2 - Annual turnover rates by critical occupation – continues**

Occupation	Employment at beginning of period (April 2007)	Appointments	Terminations	Turnover rate
Language practitioners, interpreters and other commun, permanent	125	30	16	12.8
Library, mail and related clerks, permanent	4	0	0	0
Light vehicle drivers, permanent	2	0	0	0
Logistical support personnel, permanent	3	0	0	0
Material-recording and transport clerks, permanent	22	4	9	40.9
Messengers porters and deliverers, permanent	7	0	1	14.3
Other administrat and related clerks and organisers, permanent	20	1	2	10
Other administrative policy and related officers, permanent	7	0	0	0
Other information technology personnel, permanent	10	3	2	20
Printing and related machine operators, permanent	3	0	0	0
Secretaries and other keyboard operating clerks, permanent	36	14	6	16.7
Security officers, permanent	2	0	0	0
Senior managers, permanent	28	3	2	7.1
Trade labourers, permanent	6	0	0	0
<b>TOTAL</b>	<b>428</b>	<b>79</b>	<b>64</b>	<b>15</b>

**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	6.3	0.9	64	428
Resignation, permanent	36	56.3	8.4	64	428
Expiry of contract, permanent	15	23.4	3.5	64	428
Discharged due to ill health, permanent	1	1.6	0.2	64	428
Dismissal-misconduct, permanent	1	1.6	0.2	64	428
Retirement, permanent	5	7.8	1.2	64	428
Other, permanent	2	3.1	0.5	64	428
<b>TOTAL</b>	<b>64</b>	<b>100</b>	<b>15</b>	<b>64</b>	<b>428</b>

#### Resignations as % of employment

15

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**TABLE 5.4 - Promotions by critical occupation**

Occupation	Employment at beginning of period (April 2007)	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	6	1	16.7	4	66.7
Cleaners in offices, workshops, hospitals, etc.	10	0	0	10	100
Client inform clerks (switchb, recept, inform clerks)	1	0	0	1	100
Communication and information-related	97	35	36.1	61	62.9
Community development workers	0	1	0	0	0
Computer programmers	1	1	100	0	0
Finance and economics-related	10	4	40	6	60
Financial and related professionals	6	1	16.7	6	100
Financial clerks and credit controllers	6	3	50	6	100
Food services, aids and waiters	2	0	0	2	100
Head of department/chief executive officer	1	0	0	0	0
Human resources and organisat developm & related prof	5	0	0	3	60
Human resources clerks	3	2	66.7	0	0
Human resources-related	4	0	0	3	75
Information technology-related	1	1	100	1	100
Language practitioners, interpreters and other commun	125	13	10.4	67	53.6
Library, mail and related clerks	4	1	25	3	75
Light vehicle drivers	2	0	0	2	100
Logistical support personnel	3	0	0	2	66.7
Material-recording and transport clerks	22	8	36.4	1	4.5
Messengers, porters and deliverers	7	0	0	6	85.7
Other administrat and related clerks and organisers	20	0	0	15	75
Other administrative policy and related officers	7	2	28.6	4	57.1
Other information technology personnel	10	5	50	5	50
Printing and related machine operators	3	0	0	3	100
Secretaries and other keyboard operating clerks	36	3	8.3	21	58.3
Security officers	2	0	0	1	50
Senior managers	28	3	10.7	19	67.9
Trade labourers	6	0	0	6	100
<b>TOTAL</b>	<b>428</b>	<b>84</b>	<b>19.6</b>	<b>258</b>	<b>60.3</b>



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**TABLE 5.5 - Promotions by salary band**

Salary band	Employment at beginning of period (April 2007)	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	21	0	0	24	114.3
Skilled (levels 3-5), permanent	23	3	13	30	130.4
Highly skilled production (levels 6-8), permanent	216	25	11.6	135	62.5
Highly skilled supervision (levels 9-12), permanent	125	42	33.6	46	36.8
Senior management (levels 13-16), permanent	41	14	34.1	23	56.1
Contract (levels 13-16), permanent	2	0	0	0	0
<b>TOTAL</b>	<b>428</b>	<b>84</b>	<b>19.6</b>	<b>258</b>	<b>60.3</b>

**TABLE 6.1 - Total number of employees (incl. employees with disabilities) per occupational category**

Occupational categories	Male, African	Male, Coloured	Male, Indian	Male, total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, total Blacks	Female, White	Total
Legislators, senior officials and managers, permanent	9	4	3	16	2	8	1	3	12	2	32
Professionals, permanent	106	17	0	123	13	106	8	5	118	22	277
Clerks, permanent	17	6	0	23	1	48	5	1	54	9	87
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	13	0	0	13	0	11	1	0	12	0	25
<b>TOTAL</b>	<b>152</b>	<b>27</b>	<b>3</b>	<b>182</b>	<b>16</b>	<b>173</b>	<b>15</b>	<b>9</b>	<b>196</b>	<b>33</b>	<b>428</b>

	Male, African	Male, Coloured	Male, Indian	Male, total Blacks	Male, White	Female, African	Female, Coloured	Female, Indian	Female, total Blacks	Female, White	Total
Employees with disabilities	4	1	1	6	1	3	0	0	2	1	10

**TABLE 6.2 - Total number of employees (incl. 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	0	1	1	0	2	0	3
Senior management, permanent	11	6	2	19	4	6	0	4	10	4	37
Professionally qualified and experienced specialists and mid-management, permanent	43	7	0	50	9	48	2	3	53	15	127
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	69	13	0	82	3	93	9	2	104	14	203
Semi-skilled and discretionary decision-making, permanent	16	0	0	16	0	11	2	0	13	0	29
Unskilled and defined decision-making, permanent	5	0	0	5	0	7	1	0	8	0	13
Contract (top management), permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (senior management), permanent	2	0	0	2	0	1	0	0	1	0	3
Contract (professionally qualified), permanent	2	0	0	2	0	0	0	0	0	0	2
Contract (skilled technical), permanent	0	0	0	0	0	1	0	0	1	0	1
Contract (unskilled), permanent	3	1	0	4	0	5	0	0	5	0	9
<b>TOTAL</b>	<b>152</b>	<b>27</b>	<b>3</b>	<b>182</b>	<b>16</b>	<b>173</b>	<b>15</b>	<b>9</b>	<b>197</b>	<b>33</b>	<b>428</b>

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**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	0	0	0	1	0	1	2	0	2
Professionally qualified and experienced specialists and mid-management, permanent	5	0	0	5	3	7	0	1	8	3	19
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	17	0	0	17	1	19	2	0	21	1	40
Unskilled and defined decision-making, permanent	0	0	0	0	0	1	0	0	1	0	1
Contract (senior management), permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (professionally qualified), permanent	3	0	0	3	0	1	0	0	1	0	4
Contract (skilled technical), permanent	0	0	0	0	0	1	0	0	1	0	1
Contract (semi-skilled), permanent	1	0	0	1	0	0	0	0	0	0	1
Contract (unskilled), permanent	3	1	0	4	0	5	1	0	6	0	10
<b>TOTAL</b>	<b>30</b>	<b>1</b>	<b>0</b>	<b>31</b>	<b>4</b>	<b>35</b>	<b>3</b>	<b>2</b>	<b>40</b>	<b>4</b>	<b>79</b>

**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	1	2	1	4	1	0	5	0	8
Senior management, permanent	10	5	1	16	4	4	0	3	7	2	29
Professionally qualified and experienced specialists and mid-management, permanent	30	7	1	38	7	29	1	0	30	13	88
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	68	11	0	79	1	61	4	2	67	13	160
Semi-skilled and discretionary decision-making, permanent	12	0	0	12	0	18	3	0	21	0	33
Unskilled and defined decision-making, permanent	12	0	0	12	0	11	1	0	12	0	24
<b>TOTAL</b>	<b>133</b>	<b>23</b>	<b>3</b>	<b>159</b>	<b>13</b>	<b>127</b>	<b>10</b>	<b>5</b>	<b>142</b>	<b>28</b>	<b>342</b>

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	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	2	1	7	0	2	0	0	2	0	9

**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
Top management, permanent	0	0	0	0	1	0	0	0	0	0	1
Senior management, permanent	1	0	0	1	0	1	0	0	1	0	2
Professionally qualified and experienced specialists and mid-management, permanent	11	0	1	12	1	5	0	0	5	2	20
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	9	0	0	9	0	10	1	0	11	3	23
Unskilled and defined decision-making, permanent	1	0	0	1	0	3	0	0	3	0	4
Contract (professionally qualified), permanent	1	0	0	1	0	1	0	0	1	1	3
Contract (unskilled), permanent	3	0	0	3	0	6	1	1	8	0	11
<b>TOTAL</b>	<b>26</b>	<b>0</b>	<b>1</b>	<b>27</b>	<b>2</b>	<b>26</b>	<b>2</b>	<b>1</b>	<b>29</b>	<b>6</b>	<b>64</b>

**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
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>

TABLE 6.7 - Skills development

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	7	0	3	10	2	5	1	1	7	4	23
Professionals	27	5	1	33	4	28	1	2	31	10	78
Clerks	18	2	0	20	1	41	4	1	46	8	75
Service and sales workers	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	3	0	0	3	0	7	0	0	7	0	10
<b>TOTAL</b>	<b>55</b>	<b>7</b>	<b>4</b>	<b>66</b>	<b>7</b>	<b>81</b>	<b>6</b>	<b>4</b>	<b>91</b>	<b>22</b>	<b>186</b>
Employees with disabilities	1	0	0	0	0	1	0	0	0	1	3

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	82	171	48	1,269	15,477
African, male	65	148	43.9	1,176	18,089
Asian, female	5	9	55.6	147	29,489
Asian, male	2	2	100	124	61,788
Coloured, female	7	15	46.7	159	22,692
Coloured, male	13	26	50	293	22,563
Total blacks, female	94	195	48.2	1,575	16,759
Total blacks, male	80	176	45.5	1,593	19,908
White, female	27	32	84.4	553	20,488
White, male	8	15	53.3	309	38,687
Employees with a disability	6	10	60	120	20,055
<b>TOTAL</b>	<b>215</b>	<b>428</b>	<b>50.2</b>	<b>4,151</b>	<b>19,307</b>

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**TABLE 7.2 - Performance rewards by salary band for personnel below Senior Management Service**

Salary band	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)
Lower skilled (levels 1-2)	7	12	58.3	36	5,143
Skilled (levels 3-5)	21	29	72.4	129	6,143
Highly skilled production (levels 6-8)	84	204	41.2	983	11,702
Highly skilled supervision (levels 9-12)	71	127	55.9	1,318	18,563
Contract (levels 1-2)	0	9	0	0	0
Contract (levels 6-8)	0	1	0	0	0
Contract (levels 9-12)	0	2	0	0	0
<b>TOTAL</b>	<b>183</b>	<b>384</b>	<b>47.7</b>	<b>2466</b>	<b>13475</b>

**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	3	100	59	19,667
Cleaners in offices, workshops, hospitals, etc.	9	11	81.8	46	5,111
Client inform clerks (switchb, recept, inform clerks)	1	1	100	12	12,000
Communication and information-related	61	105	58.1	1,192	19,541
Computer programmers	1	0	0	19	19,000
Finance and economics-related	9	8	112.5	273	30,333
Financial and related professionals	5	5	100	70	14,000
Financial clerks and credit controllers	4	7	57.1	44	11,000
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 organisat developm & related prof	1	5	20	18	18,000
Human resources clerks	2	3	66.7	18	9,000
Human resources-related	2	4	50	29	14,500
Information technology-related	0	1	0	0	0
Language practitioners interpreters & other commun	33	125	26.4	442	13,394
Library, mail and related clerks	3	4	75	26	8,667
Light vehicle drivers	2	2	100	11	5,500
Logistical support personnel	2	3	66.7	27	13,500
Material-recording and transport clerks	6	12	50	53	8,833
Messengers porters and deliverers	2	6	33.3	10	5,000
Other administrat and related clerks and organisers	12	18	66.7	112	9,333
Other administrative policy and related officers	3	7	42.9	41	13,667

TABLE 7.3 - Performance rewards by critical occupation – continues

Critical occupations	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)
Other information technology personnel	4	12	33.3	72	18,000
Printing and related machine operators	3	3	100	18	6,000
Secretaries and other keyboard operating clerks	20	42	47.6	208	10,400
Security officers	1	2	50	6	6,000
Senior managers	22	30	73.3	1,322	60,091
Trade labourers	3	6	50	19	6,333
<b>TOTAL</b>	<b>215</b>	<b>428</b>	<b>50.2</b>	<b>4,152</b>	<b>19,312</b>

TABLE 7.4 - Performance-related rewards (cash bonuses) by salary band for Senior Management Service (SMS)

SMS band	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)	% of SMS wage bill	Personnel cost SMS (R'000)
Band A	21	31	67.7	848	4,038	5.2	16,307
Band B	7	9	77.8	489	6,986	7.2	6,823
Band C	4	3	133.3	350	8,750	11.9	2,935
Band D	0	1	0	0	0	0	0
<b>TOTAL</b>	<b>32</b>	<b>44</b>	<b>72.7</b>	<b>1,687</b>	<b>5,271.9</b>	<b>6.5</b>	<b>26,065</b>



**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
Lower skilled (levels 1-2)	1	50	0	0	-1	50	2	0	-2
Highly skilled production (levels 6-8)	1	50	0	0	-1	50	2	0	-2
<b>TOTAL</b>	<b>2</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>-2</b>	<b>100</b>	<b>2</b>	<b>0</b>	<b>-2</b>

**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	50	0	0	-1	50	2	0	-2
Elementary occupations	1	50	0	0	-1	50	2	0	-2
<b>TOTAL</b>	<b>2</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>-2</b>	<b>100</b>	<b>2</b>	<b>0</b>	<b>-2</b>

TABLE 9.1 - Sick leave for Jan 2007 to Dec 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)	Total number of employees using sick leave	Total number of days with medical certification
Lower skilled (levels 1-2)	109	97.2	12	3.7	9	18	328	106
Skilled (levels 3-5)	215	92.6	21	6.4	10	43	328	199
Highly skilled production (levels 6-8)	1028	87	157	47.9	7	394	328	894
Highly skilled supervision (levels 9-12)	683	85.5	109	33.2	6	554	328	584
Senior management (levels 13-16)	217	91.2	26	7.9	8	403	328	198
Contract (levels 6-8)	4	100	1	0.3	4	2	328	4
Contract (levels 9-12)	1	0	1	0.3	1	1	328	0
Contract (levels 13-16)	1	0	1	0.3	1	2	328	0
<b>TOTAL</b>	<b>2,258</b>	<b>87.9</b>	<b>328</b>	<b>100</b>	<b>7</b>	<b>1,417</b>	<b>328</b>	<b>1,985</b>

TABLE 9.2 - Disability leave (temporary and permanent) for Jan 2007 to Dec 2007

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)	56	100	1	50	56	10	56	2
Senior management (levels 13-16)	63	100	1	50	63	125	63	2
<b>TOTAL</b>	<b>119</b>	<b>100</b>	<b>2</b>	<b>100</b>	<b>60</b>	<b>135</b>	<b>119</b>	<b>2</b>

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TABLE 9.3 - Annual leave for Jan 2007 to Dec 2007

Salary band	Total days taken	Average days per employee	Number of employees who took leave
Lower skilled (levels 1-2)	267	18	15
Skilled (levels 3-5)	680	23	30
Highly skilled production (levels 6-8)	4,072.84	17	233
Highly skilled supervision (levels 9-12)	2894	19	154
Senior management (levels 13-16)	875	19	45
Contract (levels 6-8)	18	18	1
Contract (levels 9-12)	16	5	3
Contract (levels 13-16)	36	12	3
<b>TOTAL</b>	<b>8858.84</b>	<b>18</b>	<b>484</b>

TABLE 9.4 - Capped leave for Jan 2007 to Dec 2007

	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2007	Number of employees who took capped leave	Total number of capped leave available at 31 December 2007	Number of employees as at 31 December 2007
Highly skilled production (levels 6-8)	15	3	31	5	2,220	72
Highly skilled supervision (levels 9-12)	19	4	36	5	1,756	49
Senior management (levels 13-16)	10	3	44	3	1,090	25
<b>TOTAL</b>	<b>44</b>	<b>3</b>	<b>35</b>	<b>13</b>	<b>5,066</b>	<b>146</b>

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 2007/08	209	32	6,531
Current leave payout on termination of service for 2007/08	196	28	7,000
<b>TOTAL</b>	<b>405</b>	<b>60</b>	<b>6,750</b>

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**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)	Key steps taken to reduce the risk
NA	NA

**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: Human Resource Development (HRD) since its introduction in 2002.
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.	✓		Since 2007, the unit has three dedicated employees running the Employee Health and Wellness Programme (EHWP) at a budget of R250K. They are Sylvia Maponyane, Carlyn Steenkamp and Kolani Neba, (who is responsible for the well-being of employees living with disabilities). The programme has also been introduced in the provincial offices by having identified 10 champions and trained them to drive the process in the provinces.
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.	✓		Since 2007, the unit's staff has increased to three (listed above) to render more effective and efficient services to staff.
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.	✓		A committee does not exist any longer. The function is now in the hands of the three staff members running the unit within the Directorate: HRD.
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 reviewed.	✓		Policies are reviewed on a yearly basis to update them where necessary. These are the: HIV and AIDS Policy, EHWP Policy, Disability Policy and Occupational Health and Safety 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 purpose of the policies mentioned above is to protect those affected and infected from discrimination by supervisors or the organisation as a whole. Other measures are to conduct seminars for staff, write articles for the in-house magazine on the subjects now and then and distribute condoms in the toilets for easy access to staff. Voluntary counselling happens twice a year through service-providers coming to GCIS. In the year under review, more than 100 staff members underwent different tests and those who needed further handling were referred to general practitioners.
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing (VCT)? If so, list the results that you have achieved.	✓		VCT happens twice a year through service-providers who come to the organisation and staff are encouraged to participate.
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 have been developed. The unit will look into it as soon as all the other processes are entrenched.

## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008

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**TABLE 11.1 - Collective agreements**

Subject Matter	Date
None	

**TABLE 11.2 - Misconduct and Discipline Hearings Finalised**

Outcomes of disciplinary hearings	Number	Percentage of Total	Total
TOTAL	5	100	5

**TABLE 11.3 - Types of Misconduct Addressed and Disciplinary Hearings**

Type of misconduct	Number	Percentage of Total	Total
Poor work performance	1	20	1
In Subordination	1	20	1
Poor work performance and absenting from work without prior permission	2	40	2
Financial misconduct	1	20	1
<b>TOTAL</b>	<b>5</b>	<b>100</b>	<b>5</b>

**TABLE 11.4 - Grievances Lodged**

Number of grievances addressed	Number	Percentage of Total	Total
TOTAL	0	0	0

**TABLE 11.5 - Disputes Lodged**

Number of disputes addressed	Number	% of total
Upheld	0	0
Dismissed	1	100
<b>TOTAL</b>	<b>1</b>	

**TABLE 11.6 - Strike Actions**

Strike Actions	
Total number of person working days lost	88
Total cost of working days lost	R26 453.17
Amount recovered as a result of no work no pay	R26 453.17

**TABLE 11.7 - Precautionary Suspensions**

Precautionary Suspensions	
Number of people suspended	1
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	13
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	2	0	2
	Male	0	0	3	0	3
Professionals	Female	0	0	38	0	38
	Male	0	0	31	0	31
Clerks	Female	0	0	49	0	49
	Male	0	0	36	0	36
Service and sales workers	Female	0	0	0	0	0
	Male	0	0	2	0	2
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	1	0	1
Elementary occupations	Female	0	0	8	0	8
	Male	0	0	7	0	7
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>177</b>	<b>0</b>	<b>177</b>



**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	14	0	11	0	11
	Male	18	0	12	0	12
Professionals	Female	141	0	41	0	41
	Male	136	0	37	0	37
Clerks	Female	63	7	54	0	61
	Male	24	3	21	0	24
Service and sales workers	Female	0	0	0	0	0
	Male	2	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	5	0	0	0	0
Elementary occupations	Female	12	0	7	0	7
	Male	13	0	3	0	3
<b>TOTAL</b>	<b>Total</b>	<b>428</b>	<b>10</b>	<b>186</b>	<b>0</b>	<b>196</b>

**TABLE 13.1 - Injury on duty**

Nature of injury on duty	Number	% of total
Required basic medical attention only	2	100
Temporary total disablement	0	0
Permanent disablement	0	0
Fatal	0	0
<b>TOTAL</b>	<b>2</b>	



## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008 Government Communication and Information System

**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
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 840,000.00
2010 World Cup International Communication Research	1	2 years 8 months	R4 977,632.01
Assessing the Impact and People's Perceptions of the Izimbizo Held in Various Provinces of South Africa 2005-2007	1	4 months	R 725,000.00
Continuous Quantitative Tracking Research to Assess the Communication Environment and the Communication/Information Needs of the South African Public	1	2 years	R 7,745,435.00
Assessment of School Users' Satisfaction and Needs on the <i>South Africa Yearbook</i>	1	6 weeks	R 300,000.00
Assessment of the Impact of the recent Industrial Action by Public Service Unions	1	6 weeks	R 3,078,000.00
Research Review of the Government-Wide Communication System	1	7 weeks	R 1,421,143.00
Awareness and Impact Assessment of the Communication Initiatives on Second-Economy Interventions	1	4 months	R 259,748.00
<b>Total number of projects</b>	<b>Total individual consultants</b>	<b>Total duration: Work days</b>	<b>Total contract value in Rand</b>
8	8		R 18,621,958.01

**TABLE 14.2 - Analysis of consultant appointments using appropriated funds, i.t.o. historically disadvantaged individuals (HDI)**

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups who worked on the project
National Qualitative Research: To Assess the Communication Environment, Awareness and Public Perceptions on Government's Long-Term Programmes and Communication Initiatives	100%	30%	n/p
2010 World Cup International Communication Research	21%	0%	n/p
Assessing the Impact and People's Perceptions of the Izimbizo Held in Various Provinces of South Africa 2005-2007	100%	66.67%	n/p
Continuous Quantitative Tracking Research to Assess the Communication Environment and the Communication/Information Needs of the South African Public	38%	67%	n/p
Assessment of School Users' Satisfaction and Needs on the <i>South Africa Yearbook</i>	17.10%	67%	n/p
Assessment of the Impact of the recent Industrial Action by Public Service Unions	17.10%	67%	n/p
Research Review of the Government-Wide Communication System	30%	66%	n/p
Awareness and Impact Assessment of the Communication Initiatives on Second-Economy Interventions	100%	100%	n/p



## HR OVERSIGHT STATISTICS - APRIL 2007 to MARCH 2008

### Government Communication and Information System

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

Project title	Total number of consultants who 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			

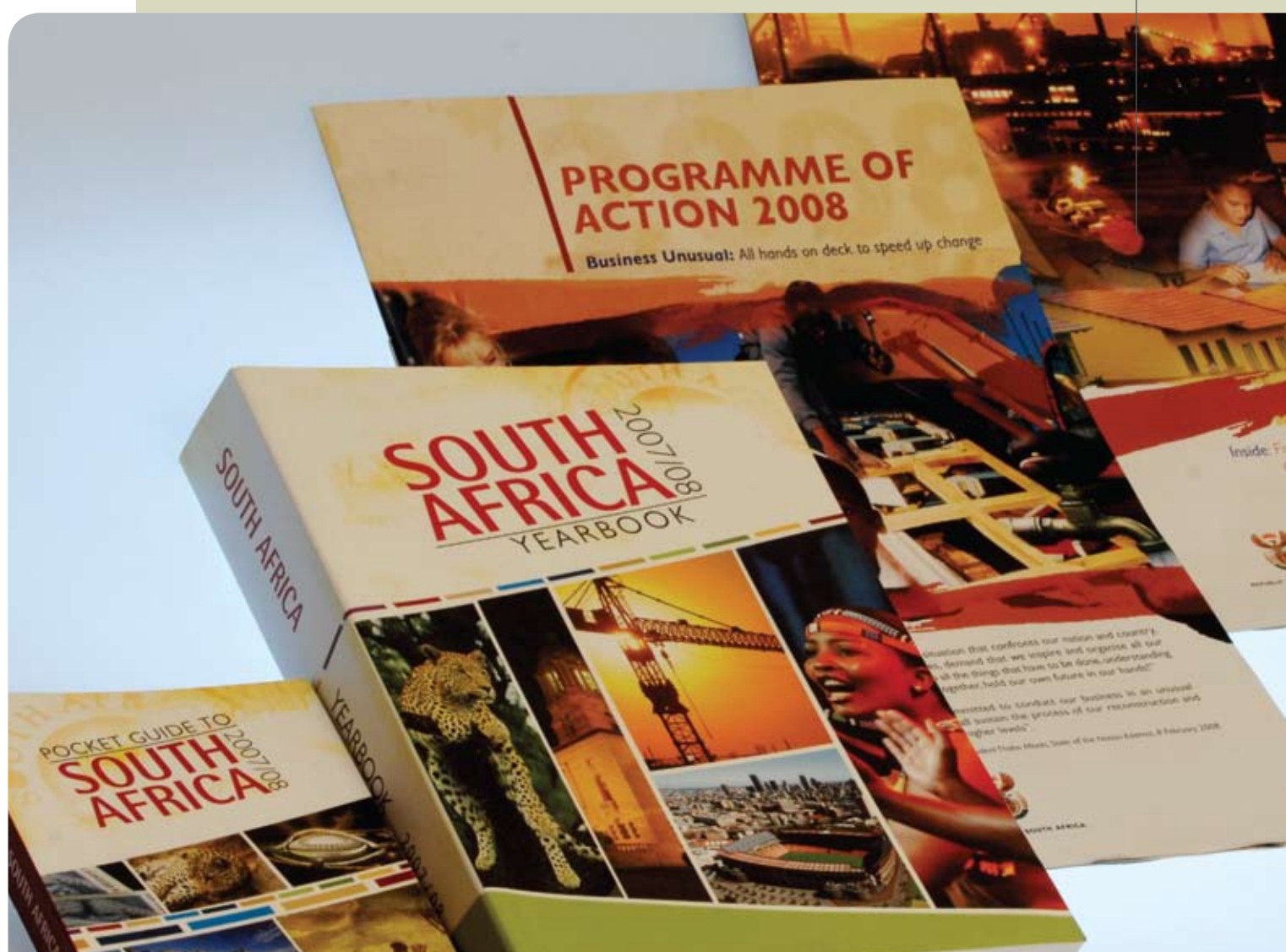
**TABLE 14.4 - Analysis of consultant appointments using donor funds, i.t.o. historically disadvantaged individuals (HDIs)**

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups who worked on the project
N/A			



## PART FIVE: ANNUAL FINANCIAL STATEMENTS

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

### 1. General review of the state of financial affairs

Government Communications (GCIS) was allocated R375 812 000 for the 2007/08 financial year. An additional R8 200 000 was allocated during the Adjustments Estimates, resulting in a total of R384 012 000 voted funds. The breakdown of the additional funds is as follows:

- R1,4 million was rolled over from the 2006/07 financial year in respect of the employer's contribution to non-statutory forces pension
- R1,8 million was received for salary increases following the Public Service Bargaining Coordinating Council resolution
- R3 million was shifted to GCIS from 12 national departments in the Economic Cluster to jointly fund the Mass Communication Campaign on Second-Economy Interventions, which GCIS is co-ordinating on behalf of the cluster
- R150 000 was donated by the SABC and R50 000 by Standard Bank to fund the annual Government Communicators' Awards ceremony
- R1,8 million in respect of the sale of advertising space in *Vuk'uzenzele* was used to increase the printing order and distribution of the magazine.

From the allocated budget of R384, 012 million, R380, 916 million (99,2%) was spent, resulting in an underspending of R3,096 million (0,8%). The breakdown of this underspending is as follows:

- R2 500 000 in respect of the Mass Communication Campaign on Second-Economy Interventions. It was planned that the SABC would flight a range of advertisements during January and February 2008. However, this did not happen as all advertising space was sold out and time was allocated to the Africa Cup of Nations soccer tournament. National Treasury was requested to roll over the funds to the 2008/09 financial year.
- R365 000 in respect of Property Management (municipal services). The expected invoices for municipal services were not received at year-end from the Department of Public Works.
- R154 000 in respect of the upgrading of the switchboard. The extension lines and capacity of the switchboard had to be upgraded due to an increase in the staff establishment and the fact that the *Vuk'uzenzele* staff had to relocate to another building. Although an order was issued for this service, it was not completed before financial year-end. National Treasury was requested to roll over the funds to the 2008/09 financial year.
- R77 000 in respect of the upgrading of the current security system in Head Office.

GCIS continues to adhere to sound financial management as stipulated in the Public Finance Management Act, 1999 (Act 1 of 1999), and National Treasury Regulations. The departmental financial policies are reviewed every second year to ensure that they are aligned to the changed financial environment.

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In between, the financial circulars are issued as guided by National Treasury and the Department of Public Service and Administration.

The aim of GCIS is to provide a comprehensive communication system on behalf of government, and to facilitate the participation of all South Africans in governance, reconstruction and development, nation-building and reconciliation. It is responsible for developing and consolidating the government communication system which, through dynamic co-ordination, ensures that the public is informed about government's programmes, policies and plans.

It primarily strives to ensure that communication between government and its citizens is dynamic. It uses development communication as one of its vehicles in ensuring that information, which enables the citizens to actively participate in improving their lives, is available. Direct interactive communication programmes have been implemented, especially with people in disadvantaged areas. A national communication strategy is developed each year which serves as a national communication framework for all cluster communication strategies.

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

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

GCIS' strategic objectives include:

- fostering a more positive communication environment to improve relations with the media, advertising agencies and other sectors
- having a clear understanding of the information needs of the public as well as those of government
- setting high standards for government communication
- democratising the communication environment.

Other key strategic focus areas include:

- Promoting a more efficient GCIS by improving the use of information technology in communication and developing the core competencies of communicators.
- Expanding capacity to facilitate quick and accurate analysis and timeous action and response to the public, media and government departments. The Communication Resource Centre monitors media on a 24-hour basis. The daily reports enable a rapid response team to advise accordingly.
- Providing professional media and communication services to government.
- Ensuring that information about government programmes and services is accessible to the public and co-ordinating the roll-out of Thusong Service Centres.

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

- Working with the South African Local Government Association to promote local municipalities' involvement in Thusong Service Centres and to enhance municipal communication capacity.
- Integrating and co-ordinating the international marketing of South Africa, working with the IMC, which was established in 2000.
- Promoting media development and diversity through institutional support for the MDDA, which provides support to community-based media and small commercial media projects.

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

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

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

### 2. Government Communications' main programmes

GCIS consists of the following programmes:

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



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- The *Government Publication (Vuk'uzenzele)* creates a communication vehicle that provides citizens with information on economic and other opportunities and how these can be accessed.

### **2.1 Policy decisions and strategic issues facing the department, significant events taking place and major projects undertaken or completed during the year**

In ensuring public access to government information, GCIS distributed the Programme of Action as an insert in the March 2008 edition of *Vuk'uzenzele*. This was in addition to the 13-part TV series showcasing economic opportunities, which continued from the previous financial year.

In partnership with civil society, GCIS participated in the 16 Days of Activism Campaign, profiling gender abuse in our society. It further actively participated in izimbizo. GCIS, with its allocated budget for the 2010 FIFA World Cup™, has participated in various partnership ventures meant to promote this event.

Major research projects have been undertaken to ensure that the messages of government are informed by the needs of the public. As a result, in the current financial year, the CSA has set up the Language Unit to ensure that GCIS' communication products reflect all South Africa's official languages.

The priorities of GCIS for 2008/09 to 2010/11 and beyond are to provide communication on mandated targets for 2014 in alignment with the millennium development goals, the Accelerated and Shared Growth Initiative for South Africa, the hosting of the 2010 World Cup and the Five-Year Strategic Agenda for Local Government Communication.

Although the First-Generation Thusong Service Centres were a great success and overcame many obstacles that confronted communities regarding access to government opportunities and services, many challenges still characterised these centres. To overcome these challenges and make these centres operate more efficiently and effectively, a re-engineering process was necessary in terms of the name, services rendered, branding and funding, to name but a few.

A number of issues have been identified as being critical aspects to be dealt with in the second-generation roll-out and associated business plan. These issues have emerged from research activities, including site visits, a Thusong Service Centre survey questionnaire and the Thusong Service Centre Workshop, held from 28 to 30 November 2005 in Buffalo City, in the Eastern Cape. Issues identified in the main included the inconsistency of service-delivery standards in the Thusong Service Centres as well as challenges around co-ordination and infrastructure. Recommendations have been made on how to address these challenges.

The IMC will broaden the monitoring and analysis of international media content to include such content produced in languages other than English. Consideration is being given to French, Portuguese, Spanish and Mandarin (Chinese) as languages in which the new approach could be launched. Furthermore, a process

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

has commenced to review some of the institutions that are involved in the marketing of South Africa to ensure a more streamlined approach from all these institutions.

The MDDA will in the coming years focus its work on advocacy in the community and small commercial media sector, giving grants and seed-funding support for community radio in the nodal areas; capacity-building interventions with beneficiaries; monitoring, evaluation and research to improve knowledge of the agency to better structure programme interventions; and innovations, stakeholder management and resource mobilisation.

### **Forming partnerships with stakeholders**

The department, through the 2010 National Communication Partnership Conference in August 2006, contributed to co-ordinating and establishing the 2010 communication structures within government and civil society.

GCIS, together with Unilever, the Mandela-Rhodes Foundation and the Public and Development Management School at the University of the Witwatersrand, are responsible for a course in Marketing and Communication aimed at enhancing the marketing and communication skills of all government communicators. The course started in 2004 and by March 2008, more than 135 government communicators had been trained.

### **The transformation of the marketing, advertising and communication industry**

The process of developing a draft industry charter and scorecard was completed and presented to the Minister in The Presidency for gazetting by the Minister of Trade and Industry in 2008.

### **Communication strategies and campaigns**

GCIS initiated and participated in communication campaigns aimed at informing citizens about issues regarding their freedoms and responsibilities; how they can access opportunities, resources and services; and how they can take part in changing their lives for the better. Some of the key government campaigns included:

- The State of the Nation Address 2007 profiled and promoted government's Programme of Action (PoA) through a multimedia campaign.
- Mass Campaign on Economic Opportunities: The success of the 13-part TV series *Azishe Ke!* will continue over the medium term with innovative stories of ordinary people who have benefited from the economic opportunities offered by government to improve their lives. This will be extended to the public broadcaster's African language radio stations.
- The 16 Days of Activism Campaign continues to raise awareness around women and child abuse and has succeeded in strengthening the partnership with all sectors of society. The aim is to extend the campaign to 365 days.

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

- The Imbizo Campaign continues to signify the value of unmediated, direct, face-to-face communication as the most appropriate methodology across government.

### 2.2 Major achievements

#### 2010 FIFA World Cup™

In relation to the 2010 World Cup programme, the 2010 website *www.sa2010.gov.za*, which is linked to FIFA, was launched on 7 June 2007. One thousand Days to the World Cup was marked through live community radio broadcasts and phone-in broadcasts at 40 stations. A government information booklet was printed and distributed. In the second semester of 2007/08, 2010 World Cup research was conducted.

#### Government and Media Liaison

In 2006/07 and the first quarter of 2007/08, the usage of BuaNews stories by both community and mainstream media continued to increase.

In July 2007, the President briefed the media on the key outcomes of the mid-year Cabinet Lekgotla. Interaction was co-ordinated between the media and directors-general in the justice, economic and social clusters. The communication strategies of all clusters were completed and approved by Cabinet.

#### Communication Service Agency

Two million copies of the 2007 PoA were produced in all official languages and distributed. A further 3,4 million copies were distributed as inserts in *Vuk'uzenzele*. One thousand Braille and 10 000 audio copies were also produced. Some 27 000 copies of the *South Africa Yearbook* are distributed annually to schools and libraries free of charge.

In 2007/08, the use of communication platforms and products targeted those in the Second Economy. The products included the SABC's African language radio stations and community radio adverts and dramas, photo stories in print media, the printed PoA and *Imbizo Junction* booklet covering the content of the 2007 State of the Nation Address, the Budget Speech and articles on the progress being achieved with respect to the PoA.

#### Government Publication

In 2007/08, four editions of 1,5 million copies each were printed and distributed. The Braille versions were also printed and distributed. Radio adverts were flighted for the May 2007, July 2007 and September 2007 editions to promote the availability of the magazine. An online version is also available.

#### Provincial Co-ordination and Programme Support

Twenty Thusong Service Centres were earmarked for establishment in 2007/08 and by 31 March 2008, 27 were launched, bringing the total Thusong Service Centres in operation to 123. In March 2007, the National

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

Business Plan for Thusong Service Centres was launched, paving the way forward to 2014 together with the new logo and branding for the Thusong Service Centres.

### 2.3 Virement

The following virement was approved through the Adjustments Budget process:

Main division	Original budget (R'000)	Virement (R'000)	Additional funds (R'000)	Adjustments budget allocation (R'000)
1 Administration	100,716	2,500	2,799	106,015
2 Policy and Research	16,383	(500)	3,000	18,883
3 G&ML	19,622	–	213	19,835
4 P&LL	46,330	–	–	46,330
5 CSA	39,489	(2,000)	217	37,706
6 IMC and MDDA	123,087	–	–	123,087
7 Government Publication ( <i>Vuk'uzenzele</i> )	30,185	–	1,971	32,156
<b>TOTAL</b>	<b>375,812</b>	<b>–</b>	<b>8,200</b>	<b>384,012</b>

The above is represented by:

- an increase of R3 200 000 in the compensation of employees as a result of an allocation of R1,8 million for salary increases following the Public Service Bargaining Co-ordinating Council resolution as well as R1,4 million that was rolled over from the previous financial year in respect of the employer's contribution to non-statutory forces pensions for former employees
- R3 million was shifted from 12 national departments in the Economic Cluster to jointly fund the Mass Communication Campaign on Second-Economy Interventions, which GCIS is co-ordinating on behalf of the Economic Cluster
- self-financing expenditure amounted to R2 million that was deposited into the National Revenue Fund (NRF), and comprised R200 000 that was received from two sponsors in respect of the Government Communicators' Awards and R1,8 million from the sale of advertising space in *Vuk'uzenzele* that was used for printing and distributing more copies of the magazine
- compensation of employees decreased with R175 000 that was shifted to transfers and subsidies (Households) to fund leave gratification of employees
- goods and services decreased with R598 000 to fund the purchase of capital equipment
- transfers and subsidies increased with R175 000 from compensation of employees to fund the leave gratification of employees
- the capital budget increased with R598 000 from goods and services to fund the purchase of capital equipment.

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

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

Main division	Adjustments budget (R'000)	Virement (R'000)	Final appropriation (R'000)
1 Administration	106,015	287	106,302
2 Policy and Research	18,883	1,583	20,466
3 G&ML	19,835	(1,260)	18,575
4 P&LL	46,330	(1,034)	45,296
5 CSA	37,706	115	37,821
6 IMC and MDDA	123,087	–	123,087
7 Government Publication ( <i>Vuk'uzenzele</i> )	32,156	309	32,465
<b>TOTAL</b>	<b>384,012</b>	<b>–</b>	<b>384,012</b>

The above virement is represented by:

- a decrease of R689 000 in the compensation of employees as a result of the period that lapses before vacant posts are filled (R622 000 was shifted to Goods and Services and R67 000 to Transfers and Subsidies)
- the budget of goods and services has a net decrease of R1 865 000 to fund the purchase of capital equipment (R2 487 000 was shifted to Capital Assets while R622 000 was shifted from Compensation of Employees)
- Transfers and Subsidies increased by R67 000 to fund leave gratuity
- the budget for Capital Assets increased by R2 487 000 to fund the purchasing of capital assets.

### 3. Service rendered by the department

#### 3.1 Tariff policy

GCIS produces a variety of information products, including posters, banners, photos and videos on behalf of other departments. Some of these photos and videos are sold to the public and other departments. The department also provides graphic-design services to government departments and for GCIS-initiated projects.

Tariffs are developed after determining the direct costs linked to the production of the information products. Tariffs make no provision for a profit margin. A total amount of R34 488 was generated during the 2007/08 financial year from selling photos, videos and cds.

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

The income generated from selling media space in the Government Magazine (*Vuk'uzenzele*) to private companies and other government departments amounted to R2 422 000. This is R622 000 more than the projected income of R1 800 000. Previous years' editions recovered in 2007/08 amounted to R576 000. National Treasury approved, through the Adjustments Budget, that R1 800 000 could be requested from the NRF to supplement the 2007/08 budget allocation of Programme 7 (Government Publication). Outstanding funds relating to 2007/08, which will be recovered in 2008/09, amount to R672 000. Advertising space tariffs vary between R80 000 and R100 000 for a full-page advert while an agency commission of 16,5% is offered as discount.

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

### 3.2 Inventories

Inventories kept at GCIS' main store consist of limited stock of stationery, government forms and cartridges for printers. The total value of inventory on hand at 31 March 2008 was R254 572.

### 4. Capacity constraints

Over the past few years, GCIS has been inundated with a number of requests from national departments and some provincial departments. These requests have exerted an enormous pressure on the current capacity, in terms of personnel with the necessary skills. To address these constraints, a review of GCIS as a system has been commissioned. The outcome of this review will hopefully guide the manner in which these constraints can be addressed.

### 5. Public entities

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

The IMC's main objective is the marketing of South Africa through the Brand South Africa Campaign.

To achieve its objective, the IMC will:

- Establish a brand for South Africa (Brand South Africa), which positions the country in terms of its investment and credit worthiness, exports, tourism and international relations objectives.
- Establish an integrated approach within government and the private sector towards the international marketing of South Africa.
- Build national support for the brand within South Africa itself. To achieve this, the IMC enlists the co-operation of government departments, public entities, the private sector and non-governmental organisations.
- Undertake activities relating to the FIFA 2010 Soccer World Cup™.

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

Both these public entities received transfer payments from GCIS. A once-off payment of R11,991 million was made to the MDDA in April 2007, while four quarterly transfer payments totalling R111,096 million were made to the IMC, resulting in total transfers made to these two public entities of R123,087 million. GCIS holds quarterly meetings with the MDDA and IMC to obtain reports on the full transfer given to them.

## **6. Organisations to whom transfer payments were made**

Apart from the transfer payments made to the MDDA and IMC, an amount of R242 000 was paid in respect of officials who retired or passed away.

## **7. Corporate governance arrangements**

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

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

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

Monthly and quarterly servicing of equipment takes place to ensure a safety and healthy environment.

The Budget Committee, chaired by the CEO and comprising the deputy CEOs and Chief Financial Officer, meets monthly to review the expenditure reports, which are then subsequently presented to the Exco.



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

The Occupational Health and Safety Audit was successfully conducted and recommendations implemented.

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

Corporate social activities are undertaken by the Corporate Services Programme while the departmental procurement policy and delegations ensure that supply chain management procedures are fully complied with.

### 8. Discontinued activities/activities to be discontinued

GCIS does not have activities that are to be discontinued.

### 9. New/proposed activities

New activities for the 2008/09 financial year of which funding was approved by National Treasury include:

#### **2010 FIFA World Cup™**

Funds were requested to carry out communication initiatives for the 2010 FIFA World Cup™. The 2010 World Cup Unit has been established and a project manager appointed. The unit is fully functional and progress has been made in activities such as convening technical co-ordination committee meetings and 2010 intergovernmental forums, and launching the South Africa 2010 website, which has a link to FIFA. International research on public opinion on the 2010 World Cup was done.

Additional funding will allow the department to continue its programmes and to add new activities that include:

- South Africa 2010 government/country web-portal
- advertising and marketing exhibitions (*Tour of Africa/Stories of African Soccer*)
- a popular publication
- other publications for key milestones (handover of stadiums)
- a rapid response system for 2010
- BuaNews coverage of 2010 as a service to the public
- international research on public opinion on the 2010 World Cup.

National Treasury allocated R3,314 million to GCIS for this project for 2008/09.

#### **Rental for Thusong Service Centres and operational costs for provincial offices**

To bring information closer to where communities live, GCIS requested additional funding to cover the rental and running costs of the newly opened centres. These costs will be requested on an annual basis as new centres are opened in line with the 2014 business plans on Thusong Service Centres. There was an increase in the budget provided for the funding of the lease agreements of the Thusong Service Centres. National Treasury allocated an additional R1,291 million in respect of Thusong Service Centres and R1,290 million for operational costs for 2008/09.

#### **Marketing of the Programme of Action**

R1 105 000 was allocated by National Treasury for 2008/09 that will enable GCIS to continue doing high-quality projects. The new Communication Extension Project is intended to broaden the dissemination of Programme of Action information by introducing additional information communication platforms and mechanisms. This will include the development of material that will target specific audiences such as women, youth, etc.

#### **International Marketing Council**

National Treasury allocated an additional R13 million to the IMC for 2008/09 of which R8 million is to fund accelerating work towards the 2010 World Cup, especially domestic advertising, the Media Club and advertising and marketing in Africa and China. R5 million will be used for tactical nation-building projects.

#### **Media Development and Diversity Agency**

National Treasury allocated R2 million to the MDDA for 2008/09 to address personnel with respect to monitoring and evaluation officers, legal and contract manager and support in the CEO's office.

### **10. Asset management**

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

The department has the following in place:

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

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

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

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

- the condition of all furniture and equipment is updated on the manual Asset Register of the department
- the condition of all equipment was also updated on the Logis system.
- currently, the Logis system does not cater for the updating of the condition of furniture.

### **11. Events after the reporting date**

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

### **12. Performance information**

Performance is measured through various processes. Senior managers are required to submit monthly reports to Indibano. The reports contain activities of the previous month and planned activities for the following month, together with progress thereof. In addition, a quarterly performance report of milestones is done through Internal Audit where all the activities of the Indibano reports are consolidated into one document. These reports are tabled at Exco on a quarterly basis and forwarded to National Treasury.

The Exco holds monthly meetings with the Minister in The Presidency to report on expenditure trends as well as the overall performance of activities. Expenditure and performance evaluation reports are also submitted and discussed at the quarterly audit committee meetings in addition to the Internal Audit committee meetings.

### **13. Standing Committee on Public Accounts (Scopa) resolutions**

There were no Scopa resolutions in the 2007/08 financial year.

### **14. Prior modifications to audit reports**

The Auditor-General reported under “Other Matters” in respect of general controls in the information technology environment, as part of the information-systems audit, that certain weaknesses were identified. All these weaknesses have been addressed with the State Information Technology Agency and subsequently discussed through the Audit Committee.

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

In addition, the Auditor-General also submitted audit findings in respect of performance information. GCIS has since undergone a major corrective process to ensure that the Strategic Plan, Estimates of National Expenditure and quarterly performance evaluations are linked and reflect correct information and reporting mechanisms as required.

### Approval

The annual financial statements have been approved by the Accounting Officer.



**Themba J Maseko**  
Chief Executive Officer  
Date: 31 May 2008

## REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE NO. 7: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS) FOR THE YEAR ENDED 31 MARCH 2008

### REPORT ON THE FINANCIAL STATEMENTS

#### Introduction

1. I have audited the accompanying financial statements of the GCIS, 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 117 to 167.

#### 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 to the financial statements and in the manner required by the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999). This responsibility includes:
  - designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
  - selecting and applying appropriate accounting policies
  - making accounting estimates that are reasonable in the circumstances.

#### Responsibility of the Auditor-General

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996 read with section 4 of the Public Audit Act (PAA), 2004 (Act 25 of 2004), my responsibility is to express an opinion on these financial statements based on my audit.
4. I conducted my audit in accordance with the International Standards on Auditing and General Notice 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 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.

**REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS  
AND PERFORMANCE INFORMATION OF VOTE NO. 7: GOVERNMENT COMMUNICATION AND  
INFORMATION SYSTEM (GCIS) FOR THE YEAR ENDED 31 MARCH 2008**

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 as determined by the National Treasury, as set out in accounting policy note 1.1 to the financial statements.

**Opinion**

9. In my opinion the financial statements present fairly, in all material respects, the financial position of the GCIS 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 determined by the National Treasury, as set out in accounting policy note 1.1 to the financial statements and in the manner required by the PFMA.

**Other matters**

Without qualifying my audit opinion, I draw attention to the following matter that relates to my responsibilities in the audit of the financial statements:

**Matters of governance**

10. 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:

## REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE NO. 7: GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM FOR THE YEAR ENDED 31 MARCH 2008

Matter of governance	Yes	No
<b>Audit Committee</b> <ul style="list-style-type: none"> <li>The department had an Audit Committee in operation throughout the financial year.</li> <li>The Audit Committee operates in accordance with approved, written terms of reference.</li> <li>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.</li> </ul>	✓ ✓ ✓	
<b>Internal Audit</b> <ul style="list-style-type: none"> <li>The department had an Internal Audit function in operation throughout the financial year.</li> <li>The Internal Audit function operates in terms of an approved internal audit plan.</li> <li>The Internal Audit function substantially fulfilled its responsibilities for the year, as set out in Treasury Regulation 3.2.</li> </ul>	✓ ✓ ✓	
<b>Other matters of governance</b> <ul style="list-style-type: none"> <li>The annual financial statements were submitted for auditing as per the legislated deadlines (section 40 of the PFMA).</li> <li>The financial statements submitted for auditing were not subject to any material amendments resulting from the audit.</li> <li>No significant difficulties were experienced during the audit concerning delays or the unavailability of expected information and/or the unavailability of senior management.</li> <li>The prior year's external audit recommendations have been substantially implemented.</li> </ul>	✓ ✓ ✓ ✓	

### OTHER REPORTING RESPONSIBILITIES REPORT ON PERFORMANCE INFORMATION

11. I have reviewed the performance information as set out on pages 16 to 58.

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

12. 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

- I conducted my engagement in accordance with section 13 of the PAA, 2004, read with General Notice 616 of 2008, issued in *Government Gazette No. 31057* of 15 May 2008.
- 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.
- I believe that the evidence I have obtained is sufficient and appropriate to report that no significant findings have been identified as a result of my review.



**REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL STATEMENTS  
AND PERFORMANCE INFORMATION OF VOTE NO. 7: GOVERNMENT COMMUNICATION AND  
INFORMATION SYSTEM FOR THE YEAR ENDED 31 MARCH 2008**

**APPRECIATION**

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

*Auditor-General*

Pretoria  
31 July 2008



**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**APPROPRIATION STATEMENT for the year ended 31 March 2008**

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>1 Administration</b>												
Current payment	104,343	-	(1,558)	102,785	102,189	596	99.4%	68,744	68,376			
Transfers and subsidies	145	-	22	167	167	-	100.0%	42	42			
Payment for capital assets	1,527	-	1,823	3,350	3,350	-	100.0%	2,521	2,521			
<b>2 Policy and Research</b>												
Current payment	18,883	-	1,467	20,350	17,850	2,500	87.7%	11,950	11,950			
Transfers and subsidies	-	-	-	-	-	-	0.0%	4	4			
Payment for capital assets	-	-	116	116	116	-	100.0%	140	140			
<b>3 Government and Media Liaison</b>												
Current payment	19,473	-	(1,345)	18,128	18,128	-	100.0%	16,304	16,304			
Transfers and subsidies	-	-	-	-	-	-	0.0%	9	9			
Payment for capital assets	362	-	85	447	447	-	100.0%	260	260			
<b>4 Provincial and Local Liaison</b>												
Current payment	46,162	-	(1,734)	44,428	44,428	-	100.0%	38,473	38,186			
Transfers and subsidies	30	-	45	75	75	-	100.0%	78	78			
Payment for capital assets	138	-	655	793	793	-	100.0%	548	547			
<b>5 Communication Service Agency</b>												
Current payment	36,925	-	336	37,261	37,261	-	100.0%	32,222	31,914			
Transfers and subsidies	-	-	-	-	-	-	0.0%	130	130			
Payment for capital assets	781	-	(221)	560	560	-	100.0%	618	618			

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

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
6 International Marketing and Media Development									
Transfers and subsidies	123,087	-	-	123,087	123,087	-	100.0%	93,045	93,045
7 Government Publication									
Current payment	32,156	-	280	32,436	32,436	-	100.0%	29,416	28,908
Transfers and subsidies	-	-	-	-	-	-	0.0%	1	1
Payment for capital assets	-	-	29	29	29	-	100.0%	75	75
	384,012	-	-	384,012	380,916	3,096	99.2%	294,580	293,108
Reconciliation with Statement of Financial Performance									
Prior year unauthorised expenditure approved with funding			-					1,591	
Departmental revenue				3,134				3,060	
Actual amounts per Statement of Financial Performance (total revenue)				387,146				299,231	
Prior year unauthorised expenditure approved									1,591
Actual amounts per Statement of Financial Performance Expenditure					380,916				294,699

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Appropriation per economic classification										
2007/08										2006/07
Programme per subprogramme	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										
Compensation of employees	116,848	-	(689)	116,159	116,160	(1)	100.0%	84,053	84,052	
Goods and services	141,094	-	(1,865)	139,229	136,088	3,141	97.7%	113,056	109,469	
Financial transactions in assets and liabilities	-	-	-	-	44	(44)	0.0%	-	2,117	
Transfers and subsidies										
Provinces and municipalities	-	-	-	-	-	-	0.0%	69	69	
Departmental agencies and accounts	123,087	-	-	123,087	123,087	-	100.0%	93,045	93,045	
Households	175	-	67	242	242	-	100.0%	195	195	
Payment for capital assets										
Machinery and equipment	2,808	-	1,759	4,567	4,567	-	100.0%	3,306	3,305	
Software and other intangible assets	-	-	728	728	728	-	100.0%	856	856	
Total	384,012	-	-	384,012	380,916	3,096	99.2	294,580	293,108	



GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme One - Administration										2006/07
2007/08										Actual expenditure
Programme per subprogramme	Adjusted appropriation	Virement	Final appropriation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appropriation	R'000	R'000	R'000
<b>1.1 Management</b>										
Current payment	5,402	234	5,636	5,636	-	100.0%	6,395		6,395	6,395
Transfers and subsidies	126	-	126	126	-	100.0%	3		3	3
Payment for capital assets	22	28	50	50	-	100.0%	79		79	79
<b>1.2 Corporate Services</b>										
Current payment	87,366	(792)	86,574	86,343	231	99.7%	52,565		52,565	52,565
Transfers and subsidies	19	22	41	41	-	100.0%	39		39	39
Payment for capital assets	1,505	1,795	3,300	3,300	-	100.0%	2,442		2,442	2,442
<b>1.3 Property Management</b>										
Current payment	11,575	(1,000)	10,575	10,210	365	96.5%	9,784		9,784	9,416
<b>Total</b>	<b>106,015</b>	<b>287</b>	<b>106,302</b>	<b>105,706</b>	<b>596</b>	<b>99.4%</b>	<b>71,307</b>		<b>71,307</b>	<b>70,939</b>

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Economic classification	2007/08							2006/07
	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final appropriation R'000	Actual expenditure R'000
<b>Current payments</b>								
Compensation of employees	53,599	748	54,347	54,347	-	100.0%	31,138	31,138
Goods and services	50,744	(2,306)	48,438	47,832	606	98.7%	37,606	35,351
Financial transactions in assets and liabilities	-	-	-	10	(10)	0.0%	-	1,887
<b>Transfers and subsidies</b>								
Provinces and municipalities	-	-	-	-	-	0.0%	25	25
Households	145	22	167	167	-	100.0%	17	17
<b>Payments for capital assets</b>								
Machinery and equipment	1,527	1,124	2,651	2,651	-	100.0%	1,833	1,833
Software and other intangible assets	-	699	699	699	-	100.0%	688	688
<b>Total</b>	<b>106,015</b>	<b>287</b>	<b>106,302</b>	<b>105,706</b>	<b>596</b>	<b>99.4%</b>	<b>71,307</b>	<b>70,939</b>



GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Two - Policy and Research										
Programme per subprogramme	2007/08						2006/07			
	Adjusted appropriation	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		
<b>2.1 Management</b>										
Current payment	4,507	(2,671)	1,836	1,836	-	100.0%	933	933		933
Transfers and subsidies	-	-	-	-	-	0.0%	1	1		1
Payment for capital assets	-	13	13	13	-	100.0%	12	12		12
<b>2.2 Policy</b>										
Current payment	6,959	2,220	9,179	6,679	2,500	72.8%	3,566	3,566		3,566
Transfers and subsidies	-	-	-	-	-	0.0%	2	2		2
Payment for capital assets	-	44	44	44	-	100.0%	31	31		31
<b>2.3 Research</b>										
Current payment	7,417	1,918	9,335	9,335	-	100.0%	7,451	7,451		7,451
Transfers and subsidies	-	-	-	-	-	0.0%	1	1		1
Payment for capital assets	-	59	59	59	-	100.0%	97	97		97
<b>Total</b>	<b>18,883</b>	<b>1,583</b>	<b>20,466</b>	<b>17,966</b>	<b>2,500</b>	<b>87.8%</b>	<b>12,094</b>	<b>12,094</b>		<b>12,094</b>



GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Two - Policy and Research									
Economic classification	Adjusted appropriation	Virement	2007/08				2006/07		
			R'000	Final appropriation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appropriation	Actual expenditure
Current	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Compensation of employees	5,883	(818)	5,065	5,065	-	-	100.0%	4,844	4,844
Goods and services	13,000	2,285	15,285	12,774	2,511	2,511	83.6%	7,106	7,104
Interest and rent on land	-	-	-	-	-	-	0.0%	-	-
Financial transactions in assets and liabilities	-	-	-	-	11	(11)	0.0%	-	2
<b>Transfers and subsidies</b>									
Provinces and municipalities	-	-	-	-	-	-	0.0%	4	4
<b>Capital</b>									
Machinery and equipment	-	116	116	116	-	-	100.0%	94	94
Software and other intangible assets	-	-	-	-	-	-	0.0%	46	46
<b>Total</b>	<b>18,883</b>	<b>1,583</b>	<b>20,466</b>	<b>17,966</b>	<b>2,500</b>	<b>2,500</b>	<b>87.8%</b>	<b>12,094</b>	<b>12,094</b>



GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Three - Government and Media Liaison									
Programme per subprogramme	2007/08						2006/07		
	Adjusted appropriation	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	
3.1 Management									
Current payment	3,729	225	3,954	3,954	-	100.0%	3,525	3,525	
Transfers and subsidies	-	-	-	-	-	0.0%	3	3	
Payment for capital assets	261	55	316	316	-	100.0%	150	150	
3.2 National Liaison									
Current payment	4,383	(426)	3,957	3,957	-	100.0%	3,782	3,782	
Transfers and subsidies	-	-	-	-	-	0.0%	2	2	
Payment for capital assets	-	16	16	16	-	100.0%	16	16	
3.3 International and Media Liaison									
Current payment	4,359	(592)	3,767	3,767	-	100.0%	3,409	3,409	
Transfers and subsidies	-	-	-	-	-	0.0%	1	1	
Payment for capital assets	13	-	13	13	-	100.0%	28	28	
3.4 News Services									
Current payment	4,331	(278)	4,053	4,053	-	100.0%	3,633	3,633	
Transfers and subsidies	-	-	-	-	-	0.0%	2	2	
Payment for capital assets	-	86	86	86	-	100.0%	28	28	
3.5 Parliamentary Liaison									
Current payment	2,671	(274)	2,397	2,397	-	100.0%	1,955	1,955	
Transfers and subsidies	-	-	-	-	-	0.0%	1	1	
Payment for capital assets	88	(72)	16	16	-	100.0%	38	38	
Total	19,835	(1,260)	18,575	18,575	-	100.0%	16,573	16,573	

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Three - Government and Media Liaison									
Economic classification	Adjusted appropriation	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	
<b>Current</b>									
Compensation of employees	12,834	(827)	12,007	12,007	-	100.0%	10,836	10,836	
Goods and services	6,639	(518)	6,121	6,120	1	100.0%	5,468	5,458	
Interest and rent on land	-	-	-	-	-	0.0%	-	-	
Financial transactions in assets and liabilities	-	-	-	1	(1)	0.0%	-	-	10
<b>Transfers and subsidies</b>									
Provinces and municipalities	-	-	-	-	-	0.0%	9	9	
<b>Capital</b>									
Machinery and equipment	362	85	447	447	-	100.0%	260	260	
<b>Total</b>	<b>19,835</b>	<b>(1,260)</b>	<b>18,575</b>	<b>18,575</b>	<b>-</b>	<b>100.0%</b>	<b>16,573</b>	<b>16,573</b>	



GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Four – Provincial and Local Liaison										
2007/08										2006/07
Programme per subprogramme	Adjusted appropriation	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		
4.1 Management										
Current payment	1,233	(33)	1,200	1,200	-	100.0%	951	951		
Transfers and subsidies	-	-	-	-	-	0.0%	1	1		
Payment for capital assets	5	18	23	23	-	100.0%	22	22		
4.2 Regional Co-ordination										
Current payment	5,157	147	5,304	5,304	-	100.0%	-	-		
Transfers and subsidies	-	-	-	-	-	0.0%	-	-		
Payment for capital assets	14	63	77	77	-	100.0%	-	-		
4.3 Regional Office Liaison										
Current payment	39,772	(1,848)	37,924	37,924	-	100.0%	30,641	30,641		
Transfers and subsidies	30	45	75	75	-	100.0%	74	74		
Payment for capital assets	119	574	693	693	-	100.0%	502	501		
4.4 Institutional Development										
Current payment	-	-	-	-	-	0.0%	3,776	3,489		
Transfers and subsidies	-	-	-	-	-	0.0%	1	1		
Payment for capital assets	-	-	-	-	-	0.0%	8	8		
4.5 Local Liaison and Information Management										
Current payment	-	-	-	-	-	0.0%	1,764	1,764		
Transfers and subsidies	-	-	-	-	-	0.0%	1	1		
Payment for capital assets	-	-	-	-	-	0.0%	-	-		
4.6 Provincial and Local Liaison Administration										
Current payment	-	-	-	-	-	0.0%	1,341	1,341		
Transfers and subsidies	-	-	-	-	-	0.0%	1	1		
Payment for capital assets	-	-	-	-	-	0.0%	16	16		
Total	46,330	(1,034)	45,296	45,296	-	100.0%	39,099	38,811		

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Four - Provincial and Local Liaison										
2007/08										2006/07
Economic classification	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final appropriation R'000	Actual expenditure R'000		
<b>Current</b>										
Compensation of employees	30,805	(1,105)	29,700	29,700		100.0%	24,567	24,566		
Goods and services	15,357	(629)	14,728	14,708	20	99.9%	13,906	13,419		
Financial transactions in assets and liabilities	-	-	-	20	(20)	0.0%	-	201		
<b>Transfers and subsidies</b>										
Provinces and municipalities	-	-	-	-	-	0.0%	21	21		
Households	30	45	75	75	-	100.0%	57	57		
<b>Capital</b>										
Machinery and equipment	138	655	793	793		100.0%	548	547		
<b>Total</b>	<b>46,330</b>	<b>(1,034)</b>	<b>45,296</b>	<b>45,296</b>	<b>-</b>	<b>100.0%</b>	<b>39,099</b>	<b>38,811</b>		



GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Five - Communication Service Agency										
2007/08										2006/07
Programme per subprogramme	Adjusted appropriation R'000	Virement R'000	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final appropriation R'000	Actual expenditure R'000		
<b>5.1 Management</b>										
Current payment	2,275	83	2,358	2,358	-	100.0%	2,019	2,019		
Transfers and subsidies	-	-	-	-	-	0.0%	123	123		
Payment for capital assets	19	2	21	21	-	100.0%	31	31		
<b>5.2 Regional Co-ordination</b>										
Current payment	15,705	947	16,652	16,652	-	100.0%	15,843	15,535		
Transfers and subsidies	-	-	-	-	-	0.0%	2	2		
Payment for capital assets	-	-	-	-	-	0.0%	28	28		
<b>5.3 Regional Office Liaison</b>										
Current payment	12,656	(436)	12,220	12,220	-	100.0%	9,642	9,642		
Transfers and subsidies	-	-	-	-	-	0.0%	4	4		
Payment for capital assets	730	(256)	474	474	-	100.0%	508	508		
<b>5.4 Institutional Development</b>										
Current payment	6,289	(258)	6,031	6,031	-	100.0%	4,718	4,718		
Transfers and subsidies	-	-	-	-	-	0.0%	1	1		
Payment for capital assets	32	33	65	65	-	100.0%	51	51		
<b>Total</b>	<b>37,706</b>	<b>115</b>	<b>37,821</b>	<b>37,821</b>	<b>-</b>	<b>100.0%</b>	<b>32,970</b>	<b>32,662</b>		

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Five - Communication Service Agency									
Economic classification	Adjusted appropriation	Virement	2007/08				2006/07		
			R'000	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</b>									
Compensation of employees	10,871	995	11,866	11,866	11,866	-	100.0%	10,140	10,140
Goods and services	26,054	(659)	25,395	25,395	25,393	2	100.0%	22,082	21,757
Financial transactions in assets and liabilities	-	-	-	-	2	(2)	0.0%	-	17
<b>Transfers and subsidies</b>									
Provinces and municipalities	-	-	-	-	-	-	0.0%	9	9
Households	-	(250)	531	531	531	-	0.0%	121	121
<b>Capital</b>									
Machinery and equipment	781	29	29	29	29	-	100.0%	504	504
Software and other intangible assets	-	-	-	-	-	-	100.0%	114	114
<b>Total</b>	<b>37,706</b>	<b>115</b>	<b>37,821</b>	<b>37,821</b>	<b>37,821</b>	<b>-</b>	<b>100.0%</b>	<b>32,970</b>	<b>32,662</b>





GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Six - International Marketing and Media Development									
2007/08									2006/07
Programme per subprogramme	Adjusted appropriation	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	
<b>6.1 International Marketing Council</b>									
Transfers and subsidies	111,096	-	111,096	111,096	-	100.0%	83,425	83,425	
<b>6.2 Media Development and Diversity Agency</b>									
Transfers and subsidies	11,991	-	11,991	11,991	-	100.0%	9,620	9,620	
<b>Total</b>	<b>123,087</b>		<b>123,087</b>	<b>123,087</b>	<b>-</b>	<b>100.0%</b>	<b>93,045</b>	<b>93,045</b>	

2007/08									2006/07
Economic classification	Adjusted appropriation	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	
<b>Transfers and subsidies</b>									
Dept agencies and accounts	123,087	-	123,087	123,087	-	100.0%	93,045	93,045	
<b>Total</b>	<b>123,087</b>	<b>-</b>	<b>123,087</b>	<b>123,087</b>	<b>-</b>	<b>100.0%</b>	<b>93,045</b>	<b>93,045</b>	

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
APPROPRIATION STATEMENT for the year ended 31 March 2008

Detail per Programme Seven - Government Publication									
2007/08									
Programme per subprogramme	Adjusted appropriation	Virement	Final appropriation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appropriation	Actual expenditure	2006/07
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	
<b>7.1 Vuk'uzenzele magazine</b>									
Current payment	32,156	280	32,436	32,436	-	100.0%	29,416	28,908	
Transfers and subsidies	-	-	-	-	-	0.0%	1	1	
Payment for capital assets	-	29	29	29	-	100.0%	75	75	
<b>Total</b>	<b>32,156</b>	<b>309</b>	<b>32,465</b>	<b>32,465</b>	<b>-</b>	<b>100.0%</b>	<b>29,492</b>	<b>28,984</b>	
2007/08									
Economic classification	Adjusted appropriation	Virement	Final appropriation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appropriation	Actual expenditure	2006/07
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	
<b>Current</b>									
Compensation of employees	2,856	318	3,174	3,175	(1)	100.0%	2,528	2,528	
Goods and services	29,300	(38)	29,262	29,261	1	100.0%	26,888	26,380	
<b>Transfers and subsidies</b>									
Provinces and municipalities	-	-	-	-	-	0.0%	1	1	
<b>Capital</b>									
Machinery and equipment	-	29	29	29	-	100.0%	67	67	
Software and other intangible assets	-	-	-	-	-	0.0%	8	8	
<b>Total</b>	<b>32,156</b>	<b>309</b>	<b>32,465</b>	<b>32,465</b>	<b>-</b>	<b>100.0%</b>	<b>29,492</b>	<b>28,984</b>	



## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2008

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

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

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

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

#### 3. Detail on financial transactions in assets and liabilities

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

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

##### 4.1 Per programme:

	Final appropriation	Actual expenditure	Variance	Variance as a % of final appropriation
	R'000	R'000	R'000	%
Administration	106,302	105,706	596	1%

The underspending of R596 000 is represented by the following: R365 000 in respect of Property Management (Municipal Services) of which the expected invoices for municipal services were not received at year-end from the Department of Public Works. R154 000 in respect of the extension lines and capacity of the switchboard that had to be upgraded due to an increase in the staff establishment as well as the *Vuk'uzenzele* Section that had to be accommodated separately as a result of the relocation to another building. Although an order was issued for this service, it was not completed before financial year-end. National Treasury was requested to roll over the funds to the 2008/09 financial year. R77 000 in respect of the upgrading of the security system that is postponed until GCIS relocates to a new head office building during the 2009/10 financial year.

	Final appropriation	Actual expenditure	Variance	Variance as a % of final appropriation
	R'000	R'000	R'000	%
Policy and Research	20,466	17,966	2,500	12%

An underspending of R2 500 000 in respect of the Second-Economy Interventions Project. It was planned that the SABC would flight a range of advertisements during January/February 2008 but it did not realise due to all advertising space being sold out and time allocated to the Africa Cup of Nations soccer tournament. National Treasury was requested to roll over the funds to the 2008/09 financial year.

##### 4.2 Per economic classification

	Final appropriation	Actual expenditure	Variance	Variance as a % of final appropriation
	R'000	R'000	R'000	%
<b>Current expenditure</b>				
Goods and services	139,229	136,133	3,096	2%



## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### STATEMENT OF FINANCIAL PERFORMANCE for the year ended 31 March 2008

	Note	2007/08 R'000	2006/07 R'000
<b>REVENUE</b>			
Annual appropriation	1	384,012	294,580
Appropriation for unauthorised expenditure approved	8	-	1,591
Departmental revenue	2	3,134	3,060
<b>TOTAL REVENUE</b>		<b>387,146</b>	<b>299,231</b>
<b>EXPENDITURE</b>			
<b>Current expenditure</b>			
Compensation of employees	3	116,160	84,052
Goods and services	4	136,088	109,469
Financial transactions in assets and liabilities	5	44	2,117
Unauthorised expenditure approved	8	-	1,591
<b>Total current expenditure</b>		<b>252,292</b>	<b>197,229</b>
<b>Transfers and subsidies</b>	6	123,329	93,309
<b>Expenditure for capital assets</b>			
Machinery and equipment	7	4,567	3,305
Software and other intangible assets	7	728	856
<b>Total expenditure for capital assets</b>		<b>5,295</b>	<b>4,161</b>
<b>TOTAL EXPENDITURE</b>		<b>380,916</b>	<b>294,699</b>
<b>SURPLUS FOR THE YEAR</b>		<b>6,230</b>	<b>4,532</b>
<b>Reconciliation of net surplus for the year</b>			
Voted funds to be surrendered to the Revenue Fund	12	3,096	1,472
Departmental revenue to be surrendered to the Revenue Fund	13	3,134	3,060
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>6,230</b>	<b>4,532</b>

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**STATEMENT OF FINANCIAL POSITION for the year ended 31 March 2008**

	<i>Note</i>	<b>2007/08 R'000</b>	<b>2006/07 R'000</b>
<b>ASSETS</b>			
<b>Current assets</b>		83,008	11,970
Cash and cash equivalents	9	82,690	11,208
Prepayments and advances	10	78	49
Receivables	11	240	713
<b>TOTAL ASSETS</b>		<u>83,008</u>	<u>11,970</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>		82,981	11,785
Voted funds to be surrendered to the Revenue Fund	12	3,096	964
Departmental revenue to be surrendered to the Revenue Fund	13	18	121
Payables	14	79,867	10,700
<b>Non-current liabilities</b>			
Payables	15	-	139
<b>TOTAL LIABILITIES</b>		<u>82,981</u>	<u>11,924</u>
<b>NET ASSETS</b>		<u>27</u>	<u>46</u>
<b>Represented by:</b>			
Recoverable revenue		27	46
<b>TOTAL</b>		<u>27</u>	<u>46</u>

## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### STATEMENT OF CHANGES IN NET ASSETS for the year ended 31 March 2008

	<i>Note</i>	<b>2007/08 R'000</b>	<b>2006/07 R'000</b>
<b>Recoverable revenue</b>			
Opening balance		46	1,997
Transfers		(19)	(1,951)
Irrecoverable amounts written off	5.5	-	(2,060)
Debts recovered (included in departmental receipts)		(41)	-
Debts raised		22	109
Closing balance		27	46
<b>TOTAL</b>		<u>27</u>	<u>46</u>

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**CASH FLOW STATEMENT for the year ended 31 March 2008**

	Note	2007/08 R'000	2006/07 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts		387,146	298,723
Annual appropriated funds received	1.1	384,012	294,072
Appropriation for unauthorised expenditure received	8	-	1,591
Departmental revenue received	2	3,134	3,060
Net (increase)/decrease in working capital		69,611	9,679
Surrendered to Revenue Fund		(4,201)	(7,646)
Current payments		(252,292)	(195,638)
Unauthorised expenditure - current payment	8	-	(1,591)
Transfers and subsidies paid		(123,329)	(93,309)
<b>Net cash flow available from operating activities</b>	16	<u>76,935</u>	<u>10,218</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for capital assets		(5,295)	(4,161)
<b>Net cash flows from investing activities</b>		<u>(5,295)</u>	<u>(4,161)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in net assets		(19)	(1,951)
Increase/(decrease) in non-current payables		(139)	139
<b>Net cash flows from financing activities</b>		<u>(158)</u>	<u>(1,812)</u>
Net increase/(decrease) in cash and cash equivalents		71,482	4,245
Cash and cash equivalents at beginning of period		11,208	6,963
<b>Cash and cash equivalents at end of period</b>	17	<u><u>82,690</u></u>	<u><u>11,208</u></u>

## ACCOUNTING POLICIES for the year ended 31 March 2008

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

### 1. Presentation of the financial statements

#### 1.1 Basis of preparation

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

#### 1.2 Presentation currency

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

#### 1.3 Rounding

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

#### 1.4 Comparative figures

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

#### 1.5 Comparative figures – Appropriation Statement

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



## **2. Revenue**

### **2.1 Appropriated funds**

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

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

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

### **2.2 Departmental revenue**

All departmental revenue is paid into the National Revenue Fund when received, unless otherwise stated. Amounts owing to the National Revenue Fund at the end of the financial year are recognised in the Statement of Financial Position.

Amounts receivable at the reporting date are disclosed in the disclosure notes to the annual financial statements.

#### **2.2.1 Sales of goods and services other than capital assets**

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

#### **2.2.2 Interest, dividends and rent on land**

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

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

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

## ACCOUNTING POLICIES for the year ended 31 March 2008

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

### 2.2.4 Transfers received (including gifts, donations and sponsorships)

All cash gifts, donations and sponsorships are paid into the National 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.

## 3. Expenditure

### 3.1 Compensation of employees

#### 3.1.1 Short-term employee benefits

Salaries and wages comprise payments to employees (including leave entitlements, 13th 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).

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 Revenue Fund and not in the financial statements of the employer department.

## ACCOUNTING POLICIES for the year ended 31 March 2008

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 R5 000 or more is purchased. All assets costing less than R5 000 will also be reflected under goods and services.

## 3.3 Financial transactions in assets and liabilities

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

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

## 3.4 Unauthorised expenditure

When discovered unauthorised expenditure is recognised as an asset in the Statement of Financial Position until such time as the expenditure is either approved by the relevant authority, re-

## ACCOUNTING POLICIES for the year ended 31 March 2008

covered from the responsible person or written off as irrecoverable in the Statement of Financial Performance.

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

### 3.5 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 Position.

### 3.6 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.

### 3.7 Transfers and subsidies

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

### 3.8 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.

## ACCOUNTING POLICIES for the year ended 31 March 2008

### 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 Inventory

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

### 4.6 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 notes 26 and 27 reflect the total movement in the Asset Register for the current financial year.

## ACCOUNTING POLICIES for the year ended 31 March 2008

### 5. Liabilities

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

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

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

Amounts owing to the National Revenue Fund at the end of the financial year are recognised in the Statement of Financial Position at cost.

#### 5.3 Payables

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

#### 5.4 Contingent liabilities

Contingent liabilities are included in the disclosure notes.

#### 5.5 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.

#### 5.6 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.

#### 5.7 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.

### **5.8 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 Recoverable revenue**

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

### **8. Key management personnel**

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

## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### 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 national departments (voted funds)

	Final appropriation	Actual funds received	Funds not requested/ not received	Appropriation received 2006/07
Programmes	R'000	R'000	R'000	%
Administration	106,302	106,302	-	71,307
Policy and Research	20,466	20,466	-	12,094
Government and Media Liaison	18,575	18,575	-	16,573
Provincial and Local Liaison	45,296	45,296	-	39,099
Communication Service Agency	37,821	37,821	-	32,970
International Marketing and Media Development	123,087	123,087	-	93,045
Government Publication	32,465	32,465	-	28,984
<b>Total</b>	<b>384,012</b>	<b>384,012</b>	<b>-</b>	<b>294,072</b>

	Note	2007/08 R'000	2006/07 R'000
<b>2 Departmental revenue to be surrendered to Revenue Fund</b>			
Sales of goods and services other than capital assets	2.1	2,657	1,925
Interest, dividends and rent on land	2.2	137	244
Financial transactions in assets and liabilities	2.3	340	891
Total revenue collected		3,134	3,060
<b>Total</b>		<b>3,134</b>	<b>3,060</b>

##### 2.1 Sales of goods and services other than capital assets

Sales of goods and services produced by the department	2,653	1,925
Other sales	2,653	1,925
Sales of scrap, waste and other used current goods	4	-
<b>Total</b>	<b>2,657</b>	<b>1,925</b>



**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008**

	<i>Note</i>	<b>2007/08 R'000</b>	<b>2006/07 R'000</b>
<b>2.2 Interest, dividends and rent on land and buildings</b>			
Interest		137	244
<b>Total</b>		<u>137</u>	<u>244</u>
<b>2.3 Financial transactions in assets and liabilities</b>			
<b>Nature of loss recovered</b>			
Stale cheques written back		—	1
Other receipts, including recoverable revenue		340	890
<b>Total</b>		<u>340</u>	<u>891</u>
<b>3 Compensation of employees</b>			
<b>3.1 Salaries and wages</b>			
Basic salary		64,005	56,273
Performance award		4,131	2,702
Service-based		4	3
Compensative/circumstantial		1,116	1,050
Periodic payments		2,626	1,751
Other non-pensionable allowances		15,411	11,961
<b>Total</b>		<u>87,293</u>	<u>73,740</u>
<b>3.2 Social contributions</b>			
<b>3.2.1 Employer contributions</b>			
Pension		25,315	7,199
Medical		3,539	3,101
Bargaining Council		13	12
<b>Total</b>		<u>28,867</u>	<u>10,312</u>
<b>Total compensation of employees</b>		<u>116,160</u>	<u>84,052</u>
Average number of employees		<u>424</u>	<u>420</u>
<b>4 Goods and services</b>			
Advertising		13,273	14,971
Attendance fees (including registration fees)		30	8
Bank charges and card fees		56	50

## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008

	<i>Note</i>	<b>2007/08 R'000</b>	<b>2006/07 R'000</b>
Bursaries (employees)		494	450
Catering		1,171	-
Communication		10,407	6,116
Computer services		9,789	7,773
Consultants, contractors and special services		20,504	12,235
Courier and delivery services		8,729	5,466
Drivers' licences and permits		1	1
Entertainment		-	843
External audit fees	4.1	1,241	1,083
Equipment less than R5 000		2,065	2,242
Freight service		-	757
Inventory	4.2	32,548	26,883
Legal fees		50	343
Maintenance, repair and running costs		863	1,197
Medical services		67	15
Municipal services		265	212
Operating leases		10,713	10,312
Photographic services		2	157
Plant flowers and other decorations		53	70
Printing and publications		22	6
Professional bodies and membership fees		32	34
Resettlement costs		686	489
Subscriptions		455	303
Translations and transcriptions		1,367	1,045
Travel and subsistence	4.3	13,661	12,080
Venues and facilities		3,353	2,330
Training and staff development		4,191	1,998
<b>Total</b>		<u>136,088</u>	<u>109,469</u>
<b>4.1 External audit fees</b>			
Regularity audits		<u>1,241</u>	<u>1,083</u>
<b>Total external audit fees</b>		<u>1,241</u>	<u>1,083</u>

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008**

	<i>Note</i>	<b>2007/08 R'000</b>	<b>2006/07 R'000</b>
<b>4.2 Inventory</b>			
Domestic consumables		771	611
Fuel, oil and gas		1	-
Parts and other maintenance material		155	155
Stationery and printing		31,613	26,115
Medical supplies		8	2
<b>Total inventory</b>		<u>32,548</u>	<u>26,883</u>
<b>4.3 Travel and subsistence</b>			
Local		12,830	11,609
Foreign		831	471
<b>Total travel and subsistence</b>		<u>13,661</u>	<u>12,080</u>
<b>5 Financial transactions in assets and liabilities</b>			
Material losses through criminal conduct:		30	35
Theft	5.4	29	23
Other material losses	5.1	1	12
Other material losses written off	5.2	7	18
Debts written off	5.3	7	2,064
<b>Total</b>		<u>44</u>	<u>2,117</u>

**5.1 Other material losses**  
**Nature of losses**

<b>Incident</b>	<b>Disciplinary steps taken/criminal proceedings</b>		
Loss of furniture due to arson – reported to SAPS	None	1	-
Missing furniture at Parliamentary Office	None	-	6
Departmental entertainment	None	-	6
<b>Total</b>		<u>1</u>	<u>12</u>

A case of arson was opened at the SAPS with case number 92/08/2007

**5.2 Other material losses written off**  
**Nature of losses**

Accidents with rented vehicles	7	18
<b>Total</b>	<u>7</u>	<u>18</u>



## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008

	<i>Note</i>	2007/08 R'000	2006/07 R'000
<b>5.3 Debts written off</b>			
<b>Nature of debts written off</b>			
Ex-personnel debt		-	2,061
Tax debt		7	3
<b>Total</b>		<u>7</u>	<u>2,064</u>
<b>5.4 Details of theft</b>			
Theft of two laptops		23	-
Theft of radio from hired vehicle		2	-
Theft of camera		4	-
Theft of equipment – Mount Frere MPCC		-	20
Damage to GG vehicle that was stolen and recovered		-	1
Digital camera		-	2
<b>Total</b>		<u>29</u>	<u>23</u>
<b>5.5 Irrecoverable amounts written off</b>			
Receivables written off		-	2,060
Debt iro of former CEO, Mr S Kotane		-	1,882
Debt iro Mr L Shezi		-	178
<b>Total</b>		<u>-</u>	<u>2,060</u>
<b>6 Transfers and subsidies</b>			
Provinces and municipalities	<i>Annexure 1A</i>	-	69
Departmental agencies and accounts	<i>Annexure 1B</i>	123,087	93,045
Households	<i>Annexure 1C</i>	242	195
<b>Total</b>		<u>123,329</u>	<u>93,309</u>
<b>7 Expenditure on capital assets</b>			
Machinery and equipment	26	4,567	3,305
Software and other intangible assets		728	856
Computer software	27	728	856
<b>Total</b>		<u>5,295</u>	<u>4,161</u>

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008**

	2007/08 R'000	2006/07 R'000
<b>8 Unauthorised expenditure</b>		
<b>8.1 Reconciliation of unauthorised expenditure</b>		
Opening balance	-	1,591
Amounts approved by Parliament (with funding)	-	(1,591)
Current expenditure		(1,591)
Unauthorised expenditure awaiting authorisation	-	-

<b>9 Cash and cash equivalents</b>		
Consolidated Paymaster General Account	92,897	15,127
Disbursements	(10,325)	(4,027)
Cash on hand	118	108
<b>Total</b>	<u>82,690</u>	<u>11,208</u>

<b>10 Pre-payments and advances</b>		
<b>Description</b>		
Travel and subsistence	78	49
<b>Total</b>	<u>78</u>	<u>49</u>

**11 Receivables**

		Less than one year	One to three years	Older than three years	Total	Total
		R'000	R'000	R'000	R'000	R'000
Staff debtors	11.1	16	-	-	16	48
Other debtors	11.2	68	-	67	135	117
Intergovernmental receivables Annexure		89	-	-	89	548
<b>Total</b>		<u>173</u>	<u>-</u>	<u>67</u>	<u>240</u>	<u>713</u>

**11.1 Staff debtors**

Employees	14	34
Private telephone	1	13
Tax debt	1	1
<b>Total</b>	<u>16</u>	<u>48</u>



## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008

	<i>Note</i>	2007/08 R'000	2006/07 R'000
<b>11.2 Other debtors</b>			
Theft and Losses – pending matters		21	-
Ex-employees		114	117
<b>Total</b>		<u>135</u>	<u>117</u>
<b>12 Voted funds to be surrendered to the Revenue Fund</b>			
Opening balance		964	4,703
Transfer from Statement of Financial Performance		3,096	1,472
Voted funds not requested/not received	12.1	-	(508)
Paid during the year		(964)	(4,703)
Closing balance		<u>3,096</u>	<u>964</u>
<b>12.1 Voted funds not requested/not received</b>			
Funds not to be requested		-	508
		<u>-</u>	<u>508</u>
<b>13 Departmental revenue to be surrendered to the Revenue Fund</b>			
Opening balance		121	4
Transfer from Statement of Financial Performance		3,134	3,060
Paid during the year		(3,237)	(2,943)
Closing balance		<u>18</u>	<u>121</u>

#### 14 Payables – current

Description				2007/08	2006/07
		30 Days	30+ Days	Total	Total
		R'000	R'000	R'000	R'000
Amounts owing to other entities		72,008	7,841	79,849	10,593
Advances received	14.1	-	-	-	98
Clearing accounts	14.2	4	-	4	-
Other payables	14.3	14	-	14	9
<b>Total</b>		<u>72,026</u>	<u>7,841</u>	<u>79,867</u>	<u>10,700</u>

#### 14.1 Advances received

International Marketing Council	-	98
<b>Total</b>	<u>-</u>	<u>98</u>

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008**

	2007/08 R'000	2006/07 R'000
<b>14.2 Clearing accounts</b>		
Salary Reversal Account	4	-
<b>Total</b>	<u>4</u>	<u>-</u>
<b>14.3 Other payables</b>		
Income Tax	14	9
<b>Total</b>	<u>14</u>	<u>9</u>

**15 Payables – Non-current**

Description				2007/08	2006/07
	One to two years	Two to three years	More than three years	Total	Total
	R'000	R'000	R'000	R'000	R'000
Amounts owing to other entities	-	-	-	-	139
<b>Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>139</u>

**16 Net cash flow available from operating activities**

Net surplus/(deficit) as per Statement of Financial Performance	6,351	4,532
Add back non-cash/cash movements not deemed operating activities	70,584	5,686
(Increase)/decrease in receivables – current	473	3,438
(Increase)/decrease in prepayments and advances	(29)	12
(Increase)/decrease in other current assets	-	1,591
Increase/(decrease) in payables – current	69,167	4,638
Expenditure on capital assets	5,295	4,161
Surrenders to Revenue Fund	(4,322)	(7,646)
Voted funds not requested/not received	-	(508)
<b>Net cash flow generated by operating activities</b>	<u><b>76,935</b></u>	<u><b>10,218</b></u>

**17 Consolidated Paymaster General Account**

	92,897	15,127
Disbursements	(10,325)	(4,027)
Cash on hand	118	108
<b>Total</b>	<u><b>82,690</b></u>	<u><b>11,208</b></u>



## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008

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

		<i>Note</i>	2007/08 R'000	2006/07 R'000
<b>18 Contingent liabilities</b>				
Motor vehicles guarantees	Employees	<i>Annexure 2</i>	302	-
Housing loan guarantees	Employees	<i>Annexure 2</i>	204	466
Other departments (interdepartmental unconfirmed balances)		<i>Annexure 4</i>	59,998	1,972
<b>Total</b>			<u>60,504</u>	<u>2,438</u>
<b>19 Commitments</b>				
<b>Current expenditure</b>				
Approved and contracted			18,132	16,490
			<u>18,132</u>	<u>16,490</u>
<b>Non-current expenditure</b>				
Approved and contracted			447	454
			<u>447</u>	<u>454</u>
<b>Total commitments</b>			<u>18,579</u>	<u>16,944</u>

#### 20 Accruals

			2007/08	2006/07
By economic classification	30 Days	30+ Days	Total	Total
	R'000	R'000	R'000	R'000
Goods and services	2,829	758	3,587	3,032
Machinery and equipment	65	20	85	72
Software and other intangible assets	-	64	64	6
<b>Total</b>	<u>2,894</u>	<u>842</u>	<u>3,736</u>	<u>3,110</u>



**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended**  
**31 March 2008**

	<i>Note</i>	<b>2007/08 R'000</b>	<b>2006/07 R'000</b>
<b>Listed by programme level</b>			
Programme 1: Administration		862	966
Programme 2: Policy and Research		110	27
Programme 3: Government and Media Liaison		326	215
Programme 4: Provincial and Local Liaison		192	436
Programme 5: Communication Service Agency		49	808
Programme 7: Government Publication		2,197	658
<b>Total</b>		<u>3,736</u>	<u>3,110</u>
Confirmed balances with departments	<i>Annexure 4</i>	19,851	8,760
<b>Total</b>		<u>19,851</u>	<u>8,760</u>
<b>21 Employee benefits</b>			
Leave entitlement		2,636	1,430
Thirteenth cheque		2,669	4,400
Performance awards		4,803	4,101
Capped leave commitments		4,223	3,909
<b>Total</b>		<u>14,331</u>	<u>13,840</u>
<b>22 Lease commitments</b>			
<b>22.1 Operating leases</b>		<b>Machinery and equipment</b>	<b>Total</b>
<b>2007/08</b>		<b>R'000</b>	<b>R'000</b>
Not later than one year		428	428
Later than one year and not later than five years		276	276
<b>Total present value of lease liabilities</b>		<u>704</u>	<u>704</u>
<b>2006/07</b>			
Not later than one year		501	501
Later than one year and not later than five years		444	444
<b>Total present value of lease liabilities</b>		<u>945</u>	<u>945</u>
<b>23 Receivables for departmental revenue</b>			
		<b>2007/08 R'000</b>	<b>2006/07 R'000</b>
Sales of goods and services other than capital assets		672	531
<b>Total</b>		<u>672</u>	<u>531</u>



## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended 31 March 2008

2007/08  
R'000

2006/07  
R'000

Receivables for departmental revenue amounts to R672 000 in respect of the sale of advertising space in the *Vuk'uzenzele* magazine.

#### 24 Irregular expenditure

##### 24.1 Reconciliation of irregular expenditure

Opening balance	-	663
Less: amounts condoned	-	663
Current expenditure	-	663
<b>Irregular expenditure awaiting condonement</b>	-	-

#### 25 Key management personnel

	No of individuals	Total	Total
Description		R'000	R'000
Level 15 to 16	4	2,473	2,342
Level 14 (includes CFO)	11	5,985	4,666
<b>Total</b>		<b>8,458</b>	<b>7,008</b>

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER for the year ended**  
**31 March 2008**

**26 Tangible capital assets**

	Opening balance	Current year adjust- ments to prior year balances	Additions	Disposals	Closing balance
	Cost R'000	Cost R'000	Cost R'000	Cost R'000	Cost R'000
<b>MACHINERY AND EQUIPMENT</b>	29,337	(113)	4,567	1,576	32,215
Transport assets	124	-	6	-	130
Specialised military assets	-	-	-	-	-
Computer equipment	15,893	(121)	2,477	1,066	17,183
Furniture and office equipment	8,195	(11)	1,530	168	9,546
Other machinery and equipment	5,125	19	554	342	5,356
<b>Total</b>	<b>29,337</b>	<b>(113)</b>	<b>4,567</b>	<b>1,576</b>	<b>32,215</b>

**26.1 ADDITIONS TO TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED**  
**31 MARCH 2008**

	Cash Cost R'000	Total Cost R'000
<b>MACHINERY AND EQUIPMENT</b>	4,567	4,567
Transport assets	6	6
Computer equipment	2,477	2,477
Furniture and office equipment	1,530	1,530
Other machinery and equipment	554	554
<b>TOTAL CAPITAL ASSETS</b>	<b>4,567</b>	<b>4,567</b>



**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS for the year ended**  
**31 March 2008**

**26.2 DISPOSALS OF TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED**  
**31 MARCH 2008**

	<b>Non-cash fair value R'000</b>	<b>Total cost R'000</b>
<b>MACHINERY AND EQUIPMENT</b>	1,576	1,576
Computer equipment	1,066	1,066
Furniture and Office equipment	168	168
Other machinery and equipment	342	342
<b>TOTAL</b>	<u>1,576</u>	<u>1,576</u>

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

	<b>Opening balance R'000</b>	<b>Additions R'000</b>	<b>Disposals R'000</b>	<b>Closing balance R'000</b>
<b>MACHINERY AND EQUIPMENT</b>				
Transport assets	-	124	-	124
Computer equipment	7,115	9,358	580	15,893
Furniture and office equipment	1,915	6,400	120	8,195
Other machinery and equipment	1,973	3,277	125	5,125
<b>TOTAL TANGIBLE ASSETS</b>	<u>11,003</u>	<u>19,159</u>	<u>825</u>	<u>29,337</u>

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER for the year ended**  
**31 March 2008**

**27 Intangible capital assets**

**MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED**  
**31 MARCH 2008**

	Opening balance Cost	Additions Cost	Disposals Cost	Closing balance Cost
	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	1,343	728	8	2,063
TOTAL INTANGIBLE ASSETS	1,343	728	8	2,063

**27.1 ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED**  
**31 MARCH 2008**

	Cash cost R'000	Total cost R'000
COMPUTER SOFTWARE	728	728
TOTAL	728	728

**27.2 DISPOSALS OF INTANGIBLE CAPITAL PER ASSET REGISTER FOR THE YEAR ENDED**  
**31 MARCH 2008**

	Non-cash Fair value R'000	Total cost R'000
COMPUTER SOFTWARE	8	8
TOTAL	8	8

**27.3 CAPITAL INTANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH**  
**2007**

	Opening balance cost R'000	Additions cost R'000	Disposable cost R'000	Closing cost R'000
COMPUTER SOFTWARE	1,508	856	1,021	1,343
TOTAL INTANGIBLE ASSETS	1,508	856	1,021	1,343

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
ANNEXURE 1A – STATEMENT OF CONDITIONAL GRANTS PAID TO MUNICIPALITIES**

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER		SPENT		2006/07
	Division of Revenue Act	Roll overs	Adjustments	Total available	Actual transfer	% of available funds transferred	Amount received by municipality	Amount spent by municipality	
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	Division of Revenue Act
Cacadu	-	-	-	-	-	0.0%	-	-	4
Motheo	-	-	-	-	-	0.0%	-	-	2
Ehlanzeni	-	-	-	-	-	0.0%	-	-	1
Frances Baard	-	-	-	-	-	0.0%	-	-	2
Capricorn	-	-	-	-	-	0.0%	-	-	2
Tshwane	-	-	-	-	-	0.0%	-	-	50
Greater JHB	-	-	-	-	-	0.0%	-	-	3
Cape Metropolitan	-	-	-	-	-	0.0%	-	-	1
Ethekwini	-	-	-	-	-	0.0%	-	-	2
Central	-	-	-	-	-	0.0%	-	-	2
	-	-	-	-	-		-	-	69



**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
ANNEXURE 1B – STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS**

AGENCY	TRANSFER ALLOCATION				TRANSFER		2006/07
	Adjusted Appropriation Act	Roll overs	Adjustments	Total available	Actual transfer	% of available funds transferred	
	R'000	R'000	R'000	R'000	R'000	%	R'000
International Marketing Council	111,096	-	-	111,096	111,096	100.0%	83,425
Media Development and Diversity Agency	11,991	-	-	11,991	11,991	100.0%	9,620
	123,087	-	-	123,087	123,087		93,045

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
ANNEXURE 1C – STATEMENT OF TRANSFERS/SUBSIDIES TO HOUSEHOLDS**

HOUSEHOLD	TRANSFER ALLOCATION				EXPENDITURE		2006/07
	Adjusted Appropriation Act	Roll overs	Adjustments	Total available	Actual transfer	% of available transferred	
	R'000	R'000	R'000	R'000	R'000	%	R'000
Leave gratuity in respect of retirement of five officials	-	-	187	187	187	100%	-
Leave gratuity in respect of ill-health of one official	-	-	5	5	5	100%	-
Leave gratuity in respect of death of three officials	-	-	50	50	50	0.0%	-
Leave gratuity in respect of death of four officials	-	-	-	-	-	0.0%	17
Leave gratuity in respect of retirement of four officials	-	-	-	-	-	0.0%	178
<b>Total</b>			242	242	242		195



## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

### ANNEXURE 1D – STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED FOR THE YEAR ENDED 31 MARCH 2008

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2007/08 R'000	2006/07 R'000
<b>Received in cash</b>			
Standard Bank	Sponsorship for Government Communicators Awards (GCA)	50	100
South African Broadcasting Corporation (SABC)	Sponsorship for GCA	150	100
Mercury Media	Sponsorship for GCA	-	100
<b>Subtotal</b>		<b>200</b>	<b>300</b>
<b>Received in kind</b>			
Mercury Media	Ipod	1	-
Mercury Media	Set of Chivas Regal Whiskey	2	-
Amazing Group	Four weekend vouchers for accommodation for two people at the Villa Palmeria Guest House	8	-
Mangwanani River Valley (Pty) Limited	Two persons – African Queen Premier Spa package	7	-
Primedia	Sponsorships for two media workshops	70	-
SABC	GCIS year-end function	30	-
Mercury Media	Sponsorship for GCA – venue; printing of 1 000 copies of GCA booklet, design and printing of a newspaper, networking lounge at the venue, goodie bags for guests and prizes for lucky draw, dinner for two at Annica's place in Sandton, two hampers from Slaone Florists	194	-
SABC	Sponsorship for GCA – DJ and photographer	32	-
Three cities Group	Sponsorship for GCA – two nights accommodation for two people at three venues at the Kruger Park	50	-
ITEC	Sponsorship for GCA – printer for lucky draw	10	-
Datacentrix	Sponsorship for GCA – printer and projector for lucky draw	1	-
Primedia	GCIS golf day	60	-
SABC	GCIS golf day	100	-
Formeset Printers	GCIS golf day	48	-
Mercury Media	GCIS golf day	395	-
Siemens	Accommodation, catering and promotional bags for Ministerial Liaison Officer's Forum	-	30
Jet Travel	Bed and breakfast plus dinner for secretaries course	-	1
Independent Group Jazz	Independent Festival Tickets	-	2
<b>Subtotal</b>		<b>1,008</b>	<b>33</b>
<b>Total</b>		<b>1,208</b>	<b>333</b>



**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7**  
**ANNEXURE 1D (continued) – STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS**  
**RECEIVED FOR THE YEAR ENDED 31 MARCH 2007**

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

## GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7

2007/08	R'000
2006/07	R'000

Computer equipment (12 computer screens, four computers)  
Office equipment (one modem, one scanner Hp, 10 printers, seven fax machines and one Honda generator)  
Office furniture (one pigeon hole, seven tray desks, one stove, four shelving storages, one calculating sharp machine, two tiksterlafels, four bar stools of wood, 11 bookcases, one bed, five whiteboards, one white board stand, two customer apparels, one credenza, one visitors chair, two chair managers visitors, one waste bin, nine desks flat top, two dining room tables, two hi-back tilt chairs, 13 rotary chairs, 23 tables office, two OHP Bell and Howell, 41 Filing cabinets, 96 straight chairs, three stand office machines, 12 stands telephone, one cupboard, one heater and three newspaper stands)  
Audiovisual equipment (eight TVs, 13 video machines, one amplifier – jell, one fostex speaker and one distributor film, one steel dect 16-mm and one telecinema machine)  
Photographic equipment (one camera, three tripods and one flash pentax)

The following were recipients of the above items: Mafukuzela P School, Jongilanga P School, Arebaokeng Day Care, Childline Sebokeng, Department of Arts and Culture, Klipvalley P School, George Multipurpose Centre, Eletheni P School, Nkululeko P School, Lucretia Intermediate School, Ngazi Ndlovu Secondary School, Chweni P School, Tiboneleni P School, Central College, Mmaasekaka P School, Tswelopele Adult School, Oranienkrag Middelbare Skool, Zamaleke P School, Clearmont P School, Lindela TSC Kwanxamalala, Magoekeni P School, Laerskool Langlaaenseland, Selang P School and Mafubaka P School.

- Computer equipment (21 computers, 25 monitors, six printers, one sun park server, one sun park station 4, two sun monitors and four external hard drives)
- Office equipment (five fax machines and one scanner)

Office furniture (two stand telephones, three shelving cabinets, two newspaper stand telephones, two rotary chairs, four storage cabinets, two TV trolleys, four cupboards, two leather settees, one chair straight upholstered, one credenza sliding door, two waste receptacles, one letter tray, one pot plant, one shelving wood frame, two filecharts, and one multi-screen frame electric)

Audiovisual equipment (four televisions, eight video machines, one sony betamax, one power amplifier, one editing controller, five goldstar monitors, one video light, PA system, one fostex transmitter and one fostex speaker)

Photographic equipment (four camera lenses, two camera flash gun metz, two camera flash units and two cameras still picture) The following schools were recipients of the above items: Skandam State-Aided School, Seale Secondary School, Worcester Boy Scouts, Tsemalethu Primary School, Khlipha Primary School, Boegoeborg Primary School, Phumala Primary School, Matsuul Primary School Nemisa. Laerskool Visserhoek en Samuel Intermediate.

Subtotal	-
Remissions, refunds, and payments made as an act of grace	-
Subtotal	-
Total	-

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
ANNEXURE 2 – STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2008 – LOCAL

Guarantor institution	TRANSFER ALLOCATION						EXPENDITURE			2006/07
	Guarantee in respect of	Original guaranteed capital amount	Opening balance 01/04/2007	Guarantee drawdowns during the year	Guarantee repayments/ cancelled/ reduced/ released during the year	Currency revaluations	Closing balance 31/03/2008	Guaranteed interest outstanding 31/03/2008	Realised losses not recoverable, i.e. claims paid out	
	R'000	R'000	R'000	R'000	R'000	R'000		R'000	R'000	
Stannic	Motor vehicles	302	-	302	-	-	302	-	-	
		302	-	302	-	-	302	-	-	
Absa	Housing	265	135	-	102	-	33	-	-	
Old Mutual		20	60	-	13	-	47	-	-	
First National Bank (Firststrand, Saambou)		230	119	-	52	-	67	-	-	
Nedbank (People's Bank)		405	33	-	33	-	-	-	-	
Standard Bank		158	119	47	109	-	57	-	-	
		1,078	466	47	309	-	204	-	-	
	Total	1,380	466	349	309	-	506			

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
ANNEXURE 3 – INTERGOVERNMENTAL RECEIVABLES

Department	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
Government entity						
Public Service and Administration	-	-	53	-	53	-
Justice and Constitutional Development	-	-	24	-	24	-
Foreign Affairs	-	-	1	-	1	-
Correctional Services	-	-	11	488	11	488
Local Government: Gauteng	-	-	-	46	-	46
Office of the Premier: Gauteng	-	-	-	14	-	14
<b>Total</b>	-	-	89	548	89	548



GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
ANNEXURE 4 INTERDEPARTMENTAL PAYABLES

DEPARTMENTS	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>							
Provincial and Local Government		1,300	-	-	-	1,300	-
Education		3,286	-	-	-	3,286	-
Presidency		69	-	-	-	6	-
Transport		15,196	-	-	-	15,196	-
Housing		-	8,712	11,446	-	11,446	8,712
Water Affairs and Forestry		-	-	3,481	1,881	3,481	1,881
Defence		-	-	1,232	-	1,232	-
Public Service and Administration		-	-	4,325	-	4,325	-
Health		-	-	7,841	-	7,841	-
Justice		-	-	3,867	-	3,867	-
Labour		-	-	9,728	-	9,728	-
Minerals and Energy		-	-	12,457	-	12,457	-
South African Police Service		-	-	5,621	-	5,621	-
<b>Subtotal</b>		19,851	8,712	59,998	1,881	79,849	10,593

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM VOTE 7  
ANNEXURE 4 INTERDEPARTMENTAL PAYABLES (continues)

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>Non-current</b>						
Communication	-	8	-	-	-	8
Environmental Affairs and Tourism	-	8	-	-	-	8
Provincial and Local Government	-	8	-	-	-	8
Transport	-	8	-	-	-	8
Agriculture	-	8	-	-	-	8
National Treasury	-	8	-	-	-	8
Land Affairs	-	-	-	9	-	9
Public Works	-	-	-	8	-	8
Science and Technology	-	-	-	8	-	8
Public Enterprises	-	-	-	8	-	8
Trade and Industry	-	-	-	9	-	9
Housing	-	-	-	8	-	8
Arts and Culture	-	-	-	8	-	8
Minerals and Energy	-	-	-	8	-	8
Labour	-	-	-	9	-	9
Small Enterprise Development Agency	-	-	-	8	-	8
Water Affairs and Forestry	-	-	-	8	-	8
<b>Subtotal</b>	-	48	-	91	-	139
<b>Total</b>	19,851	8,760	59,998	1,972	79,849	10,732



## REPORT OF THE AUDIT COMMITTEE

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

### **Audit Committee members and attendance**

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

<b>Name of member</b>	<b>Number of meetings attended</b>
ZP Manase (Chairperson)	4
G Mampone	2
I Mackay Langa	4
M Vuso	1
Y Mjiako	0
L Lloyd	4

### **Audit Committee responsibility**

The Audit Committee reports that it has complied with its responsibilities arising from section 38(1)(a) of the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999), 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 control**

The system of controls is designed to provide cost-effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. In line with the PFMA, 1999 requirements, Internal Audit provides the Audit Committee and management with assurance that the internal controls are appropriate and effective. This is achieved by means of the risk-management process, as well as the identification of corrective actions and suggested enhancements to the controls and processes. From the various reports of the internal auditors, the Audit Report on the Annual Financial Statements and Performance Information and the management report of the Auditor-General, it was noted that no significant or material non-compliance with prescribed policies and procedures have been reported. Accordingly, we can report that the system of internal control for the period under review was efficient and effective.

### **The quality of in-year management and monthly/quarterly reports submitted in terms of the PFMA, 1999**

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.

### **Evaluation of financial statements**

The Audit Committee has:

- reviewed and discussed the audited annual financial statements and performance information to be included in the Annual Report, with the Auditor-General and the Accounting Officer
- reviewed the Auditor-General's management letter and management's response thereto.

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

**Ms ZP Manase**  
**Chairperson of the Audit Committee**

Date: 31 July 2008



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