

ANNUAL REPORT 2013|2014

DEPARTMENT OF
CORRECTIONAL SERVICES
VOTE 21



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA



**ANNUAL REPORT
2013|2014**

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SERVICES
VOTE 21**



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PART A: GENERAL INFORMATION



1. Department's General Information

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2. List of Abbreviations/ Acronyms

ACSA	African Correctional Services Association
AET:	Adult Education and Training
AFIS	Automated Fingerprint Identification System
AFS	Annual Financial Statements
AGSA	Auditor-General South Africa
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
ARV	Anti-Retroviral
CDC	Chief Deputy Commissioner
CEU	Code Enforcement Unit
CJS	Criminal Justice System
CMC	Case Management Committee
CPA	Criminal Procedure Act
CSF	Community Safety Forum
CSIR	Council for Scientific and Industrial Research
CSPB	Correctional Supervision and Parole Board
DBE	Department of Basic Education
DCS	Department of Correctional Services
DHA	Department of Home Affairs
DHET	Department of Higher Education and Training
DIU	Departmental Investigation Unit
DOJCD	Department of Justice and Constitutional Development
DPW	Department of Public Works
EAP	Employee Assistance Programme
EC	Eastern Cape
EE	Employment Equity
EM	Electronic Monitoring
EMPP	Electronic Monitoring Pilot Project
FET	Further Education and Training
FMPPI	Framework for Managing Programme Performance Information
FoVoC	Foundation for Victims of Crime
FS/NC	Free State and Northern Cape
GCIS	Government Communication and Information System
GITO	Government Information Technology Office
HDI	Historically Disadvantaged Individual
HIV	Human Immunodeficiency Virus
HoCC	Head of Correctional Centre
HQ	Head Quarters
HR	Human Resource
HRD	Human Resource Development
ICDL	International Computer Drivers License
ICT	Information and Communications Technology
IJS	Integrated Justice System
IPMER	Integrated Performance Monitoring Evaluation and Reporting
IRC	Integrated Resource Centre
IT	Information Technology
ITAC	Image Turn Around Campaign
JCPS	Justice, Crime Prevention and Security
KZN	KwaZulu-Natal

LMN Limpopo, Mpumalanga and North West
 MIC Management Information Centre
 MISP Master Information Systems Plan
 MTEC Medium Term Expenditure Council
 NBAC National Building Advisory Committee
 NCCS National Council on Correctional Services
 NCS National Curriculum Statement
 NGO Non Governmental Organization
 NT National Treasury
 NVCS National Victims of Crime Survey
 OPSC Office of the Public Service Commission
 ORP Offender Rehabilitation Path
 OSD Occupational Specific Dispensation
 PFMA Public Finance Management Act
 RC Regional Commissioner

RDF Remand Detention Facility
 RDOMS Remand Detainee Offender Management System
 SANDF South African National Defence Force
 SAPS South African Police Service
 SCOPA Steering Committee on Public Accounts
 SDIP Service Delivery Improvement Plan
 SHERQ Safety Health Environment and Risk Quality
 SIU Special Investigation Unit
 TIL Temporary Incapacity Leave
 VOM Victim-Offender Mediation
 VOD Victim Offender Dialogue
 VPN Virtual Private Network
 WC Western Cape
 WSP Workplace Skills Plan





It is important to reflect on what has been achieved over the past two decades by South Africans working together. This report provides an analysis of the achievements, as well as challenges faced by DCS during the 2013/2014 financial year.

Advocate Michael Masutha, MP
Minister of Justice and Correctional Services

3. Foreword by the Minister

I am delighted to present the Department of Correctional Services (DCS) 2013/2014 Annual Report. This year (2014) represents a historic milestone of 20 years of freedom, and democracy, for our country.

It is important to reflect on what has been achieved over the past two decades by South Africans working together. This report provides an analysis of the achievements, as well as the challenges of DCS during the 2013/2014 financial year.

Correctional Services is a far cry from the prison system inherited from the apartheid regime in 1994. The transformation programme of our democratic government necessitated that prisons shift from institutions of humiliation to institutions of new beginnings. It is through a rehabilitation/correctional services approach, initiated by founding President Nelson Mandela that South Africa continues to reap the fruits of the implementation of the ideals of the Constitution of the Republic of South Africa. During 2013/2014, we urged citizens, and everyone living in South Africa, to contribute positively to building a country free from racism, sexism, rape, drug abuse and abuse of our elderly, women and children.

The rehabilitation approach of our democratic government brought many changes in the provision of correctional services. Overcrowding is the single most pressing concern facing the corrections community around the world. As at 28th March 2014, 157 170 people were in custody of which 113 458 were sentenced offenders and 43 712 were remand detainees. The number of remand detainees is a major concern, and progress is being made to address this. Since 2004, the inmate population has reduced by 30 470 resulting in a saving of more than R1.4 billion to the fiscus. The DCS has learnt that one way to manage the inmate population is to utilize technology, such as electronic monitoring. Electronic tagging is aimed at enhancing public safety, which enables the Department to monitor offenders and awaiting trial persons, throughout the country, 24-hours-a-day.

The White Paper on Corrections highlights the importance of rehabilitation of offenders. To date, rehabilitation and security, has improved significantly. From 1994 to March 2014, the DCS achieved a 99.97% success rate in secure custody of inmates and the department reduced escapes by 96% from 1 244 in 1994 to 58 in 2013.

Education is central to rehabilitation. To this end, the DCS increased full-time correctional centre schools from only one in 2009 to 13 in 2014. In 2013, we announced that, as from 1st April 2013, it is compulsory for

every inmate, without a qualification equivalent to Grade 9, to complete Adult Education and Training (AET) level 1 to 4. From 2012 to 2013, 31,542 inmates participated in education programmes. During the 2013 academic year, 289 inmates wrote Grade 9 to 11 examinations obtained an average pass rate of 73%.

The number of inmates who wrote Grade 12 examinations doubled, and those who gained university admission also increased. In the 2013 Grade 12 examinations, inmates achieved distinctions in 56 subjects. The DCS will continue to urge correctional officials to take education seriously so that they become role models for offenders. Through the Reading for Redemption Programme, a culture of reading and writing, is being inculcated in correctional centres.

As per the National Framework on Offender Labour, the DCS is increasing the number of offenders who participate in offender labour and skills development programmes. As part of creating an active offender community, offenders must work and study and leave correctional centres with a skill in one hand and a certificate on the other. To this end, 200 inmates completed the Accredited Artisan Development Skills Programme, in conjunction with the Department of Higher Education and Training, to deal with the shortage of critical skills in South Africa. This also contributes towards government's Decade of the Artisan programme, with the goal of producing 30 000 artisans annually. A total of 9,403 inmates received training in welding, electrics, plumbing, building, carpentry, painting, tiling and chef assistance. In addition to the DCS budget, from April 2012 to March 2014, approximately R50 million was spent from the National Skills Fund to train offenders in welding, plumbing, bricklaying, plastering, electrics, carpentry and agricultural skills programmes. Agricultural production is being increased to a self-sustainable level, where products produced are used to feed inmates. Over the past two years, offenders produced about 30 million kilograms of vegetables, fruit and meat at correctional centre farms and abattoirs.

During 2013/2014, the DCS opened the Brandvlei Correctional Centre - a new generation centre built to align with the philosophy of addressing rehabilitation and reintegration. The Brandvlei Correctional Centre reflects progressive thinking, design and advancement which compliments the new goals of rehabilitating inmates and equipping them with skills. The DCS, in collaboration with the Hillsong Africa Foundation, donated wheelchairs to the Vuk'uhamba Centre for the disabled. Wheelchairs were also donated to centres in Oudtshoorn, George, Knysna, Mosselbay, Prince Albert and Plettenberg Bay. Inmates are increasingly ploughing back into communities to atone for the harm caused by their criminal acts. The Victim-Offender Dialogue (VOD) programme is critical in breaking the cycle of crime. The Worcester VODs, pertaining to the 1996 Christmas bombing in Worcester, have highlighted the importance of bringing victims, and offenders, together to foster reconciliation and healing.

Remorse, regret, reconciliation and rehabilitation are cornerstones for the successful reintegration of offenders back into communities. Communities are integral in the fight against crime.

The DCS declared 2013 the "Year of the Correctional Official", which led to the "I Matter, You matter, We Matter" campaign to uplift the profile of correctional officials as well as the way they see themselves and are seen by the public. Twenty five (25) senior female correctional officials were awarded certificates for completing the Emerging Management Development Programme (EMDP), and 17 middle managers completed the Advanced Management Development Programme (AMDP), provided by PALAMA and the University of Pretoria. A further 21 officials were awarded post-graduate certificates in executive leadership from Vaal University. Correctional Officials are agents of change, and their behaviour has a direct influence on offenders. It is these officials who have a pivotal role to play in social cohesion and nation-building. Education, life-long learning and reading by correctional officials will ensure that a positive attitude is cultivated towards rehabilitation. On an annual basis, the work of outstanding correctional officials is acknowledged during the National Corrections Excellence Awards. The majority of our officials are honourable and law-abiding. We will fight fraud and corruption with vigour. In giving effect to the department's anti-corruption strategy, since 2009/2010 more than 171 DCS officials have been dismissed, demoted or suspended for various offences related to fraud and corruption. This noble profession of corrections has no place for criminals. Hence, criminal behaviour amongst those who taint our standing and reputation in society must be rooted out. We refuse to allow a few individuals to reverse the gains already achieved.

As DCS, there is much to celebrate in our 20 years of freedom and democracy. In this regard, we wish to extend our sincere gratitude to organised labour, the NGO sector as well as the business community who have partnered with the department in contributing to a just, peaceful and safer South Africa through effective and humane incarceration as well as rehabilitation and social reintegration of offenders. We are also grateful for the immense support received from individuals, families, government departments, the religious community, traditional leaders, the Office of the Inspecting Judge as well as the Portfolio Committee. We also appreciate the role played by the media in promoting our rehabilitation programmes. The DCS has made significant strides since 1994, but working together we can do more to win the battle against crime and re-offending.



Advocate Michael Masutha, MP
Minister of Justice and Correctional Services



The achievements which are summarised in this report reflect our commitment towards contributing to a just, peaceful and safer South Africa through effective and humane incarceration of inmates, rehabilitation and social reintegration of offenders.

Mr Thabang Makwetla
Deputy Minister of Correctional Services

4. Deputy Minister Statement

The Department of Correctional Services has made great strides towards achieving its goals during the 2013/2014 financial year, and I therefore take great pride in writing this Statement.

The achievements which are summarized in this report reflect our commitment towards contributing to a just, peaceful and safer South Africa through effective and humane incarceration of inmates and the rehabilitation and social reintegration of offenders.

Since the advent of democracy in South Africa we have indeed made good progress in changing prisons into correctional centres, universities of crime into centres of new beginnings, with a focus on the rehabilitation and correction of offending behaviour. From 1994 to 2014, the DCS ensured that South Africa is safe, through improved vigilance which has led to a 99.97% success rate in the secure custody of inmates

As at 28th March 2014, there were 157,170 inmates across South Africa of which 43,712 (28%) were remand detainees and 113,458 were sentenced offenders. On average, 15% of remand detainees (approximately 8,700 inmates) are in custody despite having been granted bail. The number of remand detainees decreased over time due to cluster efforts such as the non-custodial placement of RD's with bail as a result of the submission of bail review applications to court in line with section 63 of the Criminal Procedure Act

(Act 51 of 1977) and cooperation within the cluster department on specific interventions. The implementation of 49G contributed to the decrease of those detained for longer than 2 years. The latter requires the DCS to submit applications in respect of RDs to court for consideration of their detention initially before completion of a period of two years and therefore if the court decides that they should continue with detention, applications are submitted annually.

To this end, we continued to develop and implement a range of policies and legislation aimed at making the Department a significant agent of social change. Amongst approved policies, we have developed the White Paper on Remand Detention to improve the management of remand detainees within Department of Correctional Services' facilities.

An Electronic Monitoring Pilot Project (EMPP) was introduced in 2012 as a measure to contribute to the alleviation of overcrowding in the long run. In the year under review, the Department developed an Electronic Monitoring Policy and Procedures which were approved for national implementation. The EM was initially used for lifers going on parole and the department will extend its use to those awaiting trial, thus allowing persons accused of a crime to maintain links with their communities while they await the finalization of their cases. This will also ease the reintegration back into communities both for those acquitted and those ultimately found guilty.

The Electronic Monitoring Pilot Project was launched on 28 March 2012 and has been extended until 30 June 2014. The EM programme will be fully rolled out from 01 July 2014 to reach 1 000 persons by March 2015.



It is still our intention to submit proposals to the JCPS Cluster on the consideration of the use of electronic monitoring as part of alternative sentencing.

Looking back twenty years ago, we are proud, as the Department of Correctional Services (DCS), to report that we have transformed prisons from sites of gross human rights violations to centres of safe custody and rehabilitation. Rehabilitation of offenders is at the centre of all our programmes. We ensured continued improvements quantitatively and qualitatively in the delivery of education services in Correctional Services. We cov-

ered a wide range of areas including Adult Basic Education, formal education and skills development.

We are happy with progress made in mainstreaming education in the rehabilitation of particularly young offenders since 2009 and the ongoing improvement of education outcomes in Correctional Services. We have increased fulltime schools that are accredited by the Department of Basic Education (DBE) for eligible young offenders from only one in 2009 to 13 in 2014. The numbers of students registered to write matriculation examinations increased from 27 to 140 during the fourth

term of government, with a major increase of 86% in 2013 alone. We have more than doubled the number of students passing their matriculation examination with university admission certificates from 14 in 2012 to 30 in 2013. Although the overall pass rate has declined to 59% in the class of 2013 within correctional centres, with 67 of 114 candidates that wrote examinations passing, the reach and the impact of our interventions continues to increase in leaps and bounds.

Inspired by our vision of providing the best Correctional Services for a safer South Africa, we continued to extend our services to growing numbers of people and communities. These efforts included a series of outreach campaigns, aimed at raising awareness of our services among communities, and ensuring that offenders are giving back to the community and demonstrating remorse for crimes committed. The DCS handed over hundreds of refurbished desks, as well as computers donated by business to numerous schools, has adopted various orphanages, old age homes and schools, and continues to donate surplus products to disadvantaged communities. The DCS has ensured that offender labour has been utilised effectively to build homes for child-headed families, and the indigent.

We have a Memorandum of Agreement (MoA) with the Department of Basic Education (DBE) to use offender labour to build schools and supply furniture across the country as a good gesture of giving back to communities. This includes the manufacturing and delivery of school furniture, the restoration of school furniture, the construction of school infrastructures, maintenance and refurbishment of schools and the establishment of school gardens. To date offenders and officials have built and renovated several houses and schools in disadvantaged communities performing tasks as tiling, re-roofing, installing built-in cupboards, painting and plastering, cutting the grass and trees, clearing bushes and cleaning yards. The commitment of offenders contributes to effective rehabilitation, social reintegration and breaking the cycle of crime.

The DCS produced vegetables on 21 Correctional Centre farms, fruits on 15 farms, milk on 17 farms, red meat on 21 farms beef and five small stock farming units, chicken on 3 (three) farms as well as eggs on 7 (seven) farms. There are red meat abattoirs on 17 farms, white meat abattoirs on three farms, and 15 farms focused on piggeries. The DCS has production workshops which operate as business units, including 6 bakeries, 10 wood workshops, 10 steel workshops, 19 textile workshops, a shoe factory and three sanitary towel units. Offenders who came to Correctional Centres with little knowledge of agricultural production have acquired skills in vegetables, fruits, milk, pork, egg and meat production at Correctional Centre farms, as well as abattoirs.

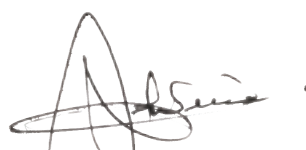
Our Victim-Offender Dialogues have given practical effect to Restorative Justice in our criminal justice system, and have given victims of crime a voice. None of these

activities would be possible without the initiative, foresight and dedication of correctional officials.


The Department cannot realize its vision on its own. As such I wish to commend the following key partners, amongst others, in civil society and other spheres of government who continue to work so tirelessly to help us achieve our goals:

- The Department of Basic Education which facilitated the accreditation of 13 fulltime schools in Correctional Services, their deployment of educators to some of these schools, their sponsorship of the development needs of our educators and their donation of computers and books, as well as NSFAS which funds many students;
- Van Schaik, Pearson, Oxford, and Vivlia Publishers and Booksellers for the donation of books
- The National Youth Development Agency (NYDA) for the donation of computers, and TV monitors to the Usethubeni Youth Centre;
- The Liberty Foundation for the donation of maths and science books to all our fulltime schools and a digital library as well as South African Institute of Chartered Accountants (SAICA) for providing bursaries to about ten top performing students from the Usethubeni Youth Centre who are studying at the Nelson Mandela Metropolitan University; and
- The NGOs including the National Application Centre (NAC) for books and eight bursaries for students at the University of KwaZulu Natal.
- Mustek who donated 11 computers
- The Nedbank Foundation and other sponsors who assisted with the building material for three classrooms and a kitchen. Learners also received school shoes, schoolbags and T-shirts branded with the departmental logo.
- Then Foundation for Victims of Crime (FoVoC) who partnered with the DCS to ensure that a victim of crime received a decent house in the LMN Region.
- The New Life after Prison Forum provided parolees with tools to enable them to start their own businesses. Since the partnership with New Life after Prison Forum, 162 tools have been handed over to parolees and probationers across the country.
- The DCS has entered into a partnership with the Working on Fire Association who employed 22 Parolees who qualified as Fire-fighters.

I also wish to thank the Minister, Advocate Michael Masutha, the Acting National Commissioner, Mr. Z.I. Modise and all members of staff of the Department of Correctional Services for their hard work and support during the period under review.



Mr Thabang Makwetla, MP
Deputy Minister of Correctional Services



In 2013, department adopted a new vision and mission in an effort to better focus our department. The strategy and strategic goals were subsequently re-aligned with this Vision.

Mr Z I Modise
Acting National Commissioner
Department of Correctional Services

5. Report of the Accounting Officer

I have pleasure in presenting this annual report of the Department of Correctional Services for the period 01 April 2013 to 31 March 2014. The 2013/2014 financial year marked yet another challenging year as we continued with efforts towards the execution of our constitutional and legal mandate and strove to achieve our vision of “providing the best Correctional Services for a safer South Africa”.

In 2013, the department adopted a new vision and mission in an effort to better focus our department. The strategy and strategic goals were subsequently re-aligned with this vision.

The Correctional Official is critical to the success of implementing a safe and secure environment where rehabilitation and corrections can take place effectively. In 2005, through the White Paper on Corrections, the department defined the behaviours that embody an

ideal correctional official. The ideal Correctional Official should embody the values that the DCS hopes to instill in the offender as it is this Correctional Official who assists and facilitates the correction and rehabilitation processes of the offender. An attitude of serving with excellence, a principled way of relating to others and above all a just and caring attitude are essential ingredients of the behavior of a Correctional Official.

Included in the definition of an ideal Correctional Official is competence, self-development, vigilance and taking responsibility for assigned tasks. The DCS continued with the Strategic Plan and Annual Performance Plan that focused on various key areas of performance which have been incorporated into five different programmes, namely, Administration, Incarceration, Rehabilitation, Care and Social Reintegration.

The core mandate of the DCS is to incarcerate in a humane manner, ensuring safety and security of officials and offenders as well as enabling safer communities where people live and feel safe. We acknowledge that a safe country where people also feel safe is the cornerstone of democracy and necessary condition for the achievement of socio economic success.

The year 2014 marked 20 years of democracy and reflection on the successes and challenges thereof. During this period, the department moved from a military

type of incarceration to that of rehabilitation. The following were key achievements noted during the 20 year period:

- Improved rehabilitation and re-integration of offenders;
- An improved remand detention management system;
- Reduction of overcrowding;
- Victim Offender Dialogue with respect to restorative justice'
- 99.97% success in the secure detention of inmates;
- An early childhood development programme and
- Improved stakeholder relations to name a few.

After 9 years of implementing the White Paper on Corrections, a review of the implementation affirmed the direction the department had taken with respect to restructuring to create areas of specialization and focus, specifically with respect to Security, Rehabilitation, Facilities, Incarceration and Community Corrections.

This enables the department to ensure a professional, efficient and effective correctional service. It also affirmed that policies and programmes being implemented were aligned with the aspirations of the White Paper on Corrections.

We continue to face challenges with overcrowding, as the DCS receives sentenced offenders and remand detainees from the justice and criminal cluster, which is impacted by the levels of crime in the country. Our facilities are constantly under review and we will continue to monitor and down manage the numbers of people contributing to overcrowding.

Keeping offenders in a humane and safe manner comes with its own challenges during rehabilitation, offenders continue to act out some of the behaviours they were incarcerated for until such time as they may be fully rehabilitated. This creates challenges inter alia in respect of security where, in some instances, assaults are one of the major challenges we have to address. Our Chief Security Officer, together with the Regional Commissioners and Area Commissioners play a critical role in ensuring the physical safety of all those involved in the business of corrections.

We continue to monitor deaths due to unnatural causes and have taken steps ensuring that the approach to monitoring of these unnatural deaths is improved.

Corrections is a risk-management business of the Government that keeps people who pose a threat to society and our democracy away from society until they have been rehabilitated and their threat to themselves and society at large is minimised.

This calls for ensuring that there are sustained efforts in managing secure incarceration, rehabilitation and down-managing overcrowding including making use of alternative methods of incarceration that are safe and enable ease of social re-integration

We have commissioned additional beds and additional correctional facilities in an attempt to manage overcrowding and to create a safe environment where corrections and rehabilitation can take place.

The department's inmate population was reduced from 188,000 in 2004 to 157,170 in 2013. Nearly 28% of South Africa's inmate population are remand detainees and on average, 15% of remand detainees are in custody because they cannot afford bail. Whilst we have reduced overcrowding and incarceration rates over the past ten years, the reduction should be a lot more and will be doubling our efforts to ensure we meet our targets for 2030 as envisaged in the National Development Plan, Vision 2030. The current reduction in overcrowding resulted in substantive savings as reflected in our financial section of the report.

Various strategies have been implemented to down manage overcrowding through offender population management. This included a reduction of the length of detention of remand detainees, use of alternative sentencing methods such as conversion of custodial sentences to correctional supervision; and the introduction of electronic monitoring. Capital Expenditure programmes resulted in an increase in bed space. In addition, sustained efforts were made to ensure that parole systems are functional and effective, and that the case management of remand detainees was improved.

Improved social re-integration was boosted by the piloting of Halfway Houses for parolees without monitorable addresses. This also contributed to the down-management of overcrowding.

South Africa continues to play a leadership role in Corrections on the African continent. Since the launch of the African Correctional Services Association (ACSA) in 2008, South Africa has continued to Chair the African Correctional Services Association. The membership has increased from 11 to over 30 member states.

In the 2013/2014 financial year we were able to establish a Head Office for ACSA, which also houses its Secretariat. This will enable ACSA to be a dynamic and vibrant institution that is able to successfully execute various protocols, resolutions, conventions and declarations adopted over time.

The department has seconded the Deputy Commissioner of Inter-governmental Relations to be the Principal Executive Officer of ACSA. The Deputy Principal Officer is a secondment by Swaziland.

We are confident that the year 2013/2014 demonstrated that DCS has the ability to ensure a South Africa that is safe and where citizens are and feel safe, as well as being a key player in the Justice, Crime Prevention and, Security Cluster.

Overview of the financial results of the department:

Departmental receipts

Departmental receipts	2013/2014			2012/2013		
	Estimate Amount R'000	Actual Amount Collected R'000	(Over)/Under Collection R'000	Estimate Amount R'000	Actual Amount Collected R'000	Over/Under Collection R'000
Tax revenue				-	-	-
Non- tax revenue						
Sale of goods and services other than capital assets	49,438	54,134	(4,696)	46,583	48,583	(2000)
Transfers received	-	5	(5)	-	213	(213)
Fines, penalties and forfeits	21,110	16,484	4,626	20,105	17,118	2,987
Interest, dividends and rent on land	517	319	198	493	538	(45)
Sale of capital assets	1,500	3,246	(1,746)	1,500	14,773	(13,273)
Transactions in financial assets and liabilities	58,522	42,942	15,580	57,740	45,790	11,950
Total	131,087	117,130	13,957	126,421	127,015	(594)

During the 2013/2014 financial year, an amount of R117 million was collected against the annual target of R131 million. Vehicles that have reached their useful life span and damaged beyond economical repair were sold.

Revenue in the Department is mostly generated from selling products made in correctional centre workshops, hiring out of offender labour and also letting accommodation facilities to personnel. One third of revenue generated from hiring out offender labour is also used to supplement budget for inmates' gratuity.

All tariffs are calculated according to the applicable inflation rate for the reporting period. The changes in 2013/2014 financial year were due to the inflationary adjustment and were accordingly approved by the Accounting Officer.

A total amount of R3,670 million was written off in respect of debts and losses.

Free Services

The total expenditure for the 2013/2014 financial year for free services amounted to R43, 556 (R51, 511 million – 2012/2013 financial year) this amount consists of Employees' Compensation in respect of 203 officials (274 officials - 2012/2013 financial year) working directly for Clubs and Messes and R1 million was spent in the 2013/2014 financial year for two officials in the Head Office Biokinetics Centre (R1,298 million - 2012/2013 financial year) for two officials.

Programme Expenditure

Programme Name R'000	2013/2014			2012/2013		
	Final Appropriation R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000
1. Administration	5,153,497	5,152,997	500	4,770,671	4,655,952	114,719
2. Incarceration	10,046,507	10,046,507	-	9,498,331	9,478,466	19,865
3. Rehabilitation	998,027	950,045	47,982	967,505	841,626	125,879
4. Care	1,799,173	1,799,173	-	1,724,490	1,668,873	55,617
5. Social Reintegration	751,289	751,289	-	739,286	668,637	70,649
Total	18,748,493	18,700,011	48,482	17,700,283	17,313,554	386,729

Programme Rehabilitation:

The actual spending (under spending) of R950 million (95.20%) against the final appropriation of R998 million was mainly due to vacancies under the Compensation of Employees item. The PERSAL system reported a funded permanent posts establishment of 2,242 of which the average funded filled posts were 1,937 leaving 305 funded vacant posts for the financial year.

Summary of payments by sub-programmes

Sub- Programme Name R'000	2013/2014			2012/2013		
	Final Appropriation R'000	Actual Expenditure R'000	(Over)/ Under Expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	(Over)/ Under Expenditure R'000
Programme: Administration						
Ministry	34,382	34,382	-	38,544	38,544	-
Management	908,599	908,099	500	881,009	767,963	113,046
Corporate Services	1,355,278	1,355,278	-	1,245,978	1,245,978	-
Finance	1,026,568	1,026,568	-	930,309	928,636	1,673
Internal Audit	65,082	65,082	-	50,136	50,136	-
Office Accommodation	1,763,048	1,763,048	-	1,624,272	1,624,272	-
Staff Accommodation	540	540	-	423	423	-
TOTAL	5,153,497	5,152,997	500	4,770,671	4,655,952	114,719
Programme: Incarceration						
Security Operations	5,942,403	5,942,403	-	5,746,233	5,746,233	-
Facilities	1,882,603	1,882,603	-	1,863,777	1,863,777	-
Remand Detention	507,384	507,384	-	267,464	247,599	19,865
Offender Management	1,714,117	1,714,117	-	1,620,857	1,620,857	-
TOTAL	10,046,507	10,046,507	-	9,498,331	9,478,466	19,865
Programme: Rehabilitation						
Correctional Programmes	29,235	29,235	-	27,333	27,333	-
Offender Development	686,714	638,732	47,982	682,060	556,181	125,879
Psychological, Social and Spiritual Services	282,078	282,078	-	258,112	258,112	-
TOTAL	998,027	950,045	47,982	967,505	841,626	125,879
Programme: Care						
Nutritional Services	1,072,665	1,072,665	-	1,045,156	1,004,001	41,155
Health Services	627,797	627,797	-	598,773	584,311	14,462
Hygienic Services	98,711	98,711	-	80,561	80,561	-
TOTAL	1,799,173	1,799,173	-	1,724,490	1,668,873	55,617
Programme: Social Reintegration						
Parole Administration	66,864	66,864	-	92,221	62,980	29,241
Supervision	609,211	609,211	-	593,924	552,516	41,408
Community Reintegration	38,780	38,780	-	33,537	33,537	-
Office Accommodation	36,434	36,434	-	19,604	19,604	-
Total	751,289	751,289	-	739,286	668,637	70,649
GRAND TOTAL	18,748,493	18,700,011	48,482	17,700,283	17,313,554	386,729

Virements/Roll-overs

Virements

All virements and shifting of funds for the period under review were in line with section 43 of the PFMA Act, Treasury Regulations 6.3.1 and were approved by the Accounting Officer. All approved virements and shifting of funds were reported to the National Treasury and Executive Authority.

- Programme Administration:**

The net decrease of R134,051 million was mainly due to funds which were shifted from savings realised under this programme under Compensation of Employees as result of vacancies under Programme Care.

- Programme Incarceration:**

The net increase of R82,272 million was mainly due to funds which were shifted to this program under Compensation of Employees from Programmes Administration and Rehabilitation.

- Programme Rehabilitation:**

The net decrease of R79,260 million was mainly due to funds shifted from this programme to Programme Incarceration due to savings realised from Compensation of Employees as result of vacancies.

- **Programme Care:**

The net increase of R182,165 million was mainly due to funds shifted to this programme under Goods and Services on the item Agency Support/Outsourced Services for the inmate nutritional services catering contract from the Administration, Rehabilitation and Social Reintegration programme under Compensation of Employees

- **Programme Social Reintegration:**

The net decrease of R51,126 million was mainly due to funds shifted from this Programme under Compensation of Employees to Programme Care for nutritional services and to all programmes for transfer payments of members severance/exit packages.

Rollovers

There was no request made by the department for the roll-over of funds from the 2012/2013 to the 2013/2014 financial year.

Fruitless and Wasteful Expenditure

As at 31 March 2014, the balance of fruitless and wasteful expenditure was R8,058 million, of which R1,162 million relates to cases incurred in the year under review. Prevalent cases of fruitless and wasteful expenditure reported are for cancellation fees on accommodation and other events. The department will continue with awareness sessions amongst staff members on incidences that give rise to fruitless and wasteful expenditure so as to minimize the reoccurrence of fruitless and wasteful cases.

Public Private Partnerships (PPPs)

The department has two (2) Public Private Partnerships (PPPs) correctional centres, namely the Kutama-Sinthumule and Mangaung Correctional Centres (MCC).

The Mangaung Correctional Centre was involved in labour unrest and there was a general state of instability in the operations of the correctional centre. As a result, on 9 October 2013 the Department temporarily took over the management and the operations of the correctional centre in accordance with Section 112 of the Correctional Services Act. 111 of 1998.

One of the Chief Deputy Commissioners was appointed as the temporary manager for MCC and deployed with the Emergency Support Team (EST) to ensure the safety and security of officials, inmates, service providers and the general public.

A total of 46 notices were issued for breach of contract against the Contractor which largely emanated from failure by the Contractor to meet minimum staffing levels.

At the end of the reporting period the Mangaung Correctional Centre was still under the management of the Department.

Discontinued activities

There were no activities to be discontinued.

Supply Chain Management

The procurement systems for the department are in place for consideration of bids. A departmental procurement plan was approved by the Accounting Officer and submitted to the National Treasury for monitoring. Monthly monitoring of the bids advertised from the procurement plan was conducted. There were no unsolicited bid proposals for 2013/2014 financial year. The department has an early warning system in respect of contracts that are to expire within three (3) months to avoid unnecessary extensions.

To address the qualified audit opinion, all Senior and middle managers were deployed country wide to conduct asset verification for the 2013/2014 financial year. The purpose of the operation was to verify all the assets in order to identify discrepancies and immediately rectify them.

Challenges in Supply Chain Management

The department does not have a structure that caters for asset management. Centre based officials are performing both security and asset management functions and as a result are not permanently available to perform asset management functions. A reviewed structure which includes dedicated asset management and contract management units down to Centre level is yet to be approved and funded.

The transversal logistical system (LOGIS) does not adequately meet the reporting requirements, especially, the functionality on inter-store transfers.

The inventory functionality does not cater for the accounting of manufacturing workshops stock movement.

Gifts and Donations received in kind from non-related parties

The value of donations received in kind during the 2013/2014 financial year is R404,987.20. These comprise of service dogs, sports and recreation items and other accessories to promote offender well-being.

The table below depicts donations received in kind from non-related parties

Nature of Donation	Amount (R'000)
Animals	13
Sports and Recreation	93
Computer Equipment	6
Books	13
Food	8
Electric Appliances	24
Toys	5
Other	243
Total	405


Exemptions and deviations received from the National Treasury

There were no exemptions/ deviations that were requested from National Treasury.

Events after the reporting date

The Ministry of Correctional Services was integrated with the Ministry of Justice and Constitutional Development under one Ministry.

As I present this annual report and reflect on our achievements and the lessons learned during the year under review, I take this opportunity to express my sincere gratitude to both the Minister and the Deputy Minister for their continued strategic leadership and support. I also acknowledge and appreciate the commitment and dedication of our staff who worked very hard each day to ensure that we achieve our goals. I am grateful to all our stakeholders for the constructive engagements and partnerships we had.



Z.I. Modise
Acting National Commissioner
Department of Correctional Services

6. Statement of Responsibility and Confirmation of Accuracy for the Annual Report

To the best of my knowledge and belief, I confirm the following:

All information and amounts disclosed throughout the annual report are consistent.

The annual report is complete, accurate and is free from any omissions.

The annual report has been prepared in accordance with the guidelines on the annual report as issued by the National Treasury.

The Annual Financial Statements (Part E) have been prepared in accordance with the modified cash standard and the relevant frameworks and guidelines issued by the National Treasury.

The Accounting Officer is responsible for the preparation of the annual financial statements and for the judgements made in this information.

The Accounting Officer is responsible for establishing, and implementing a system of internal control that has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.

The external auditors are engaged to express an independent opinion on the annual financial statements.

In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the department for the financial year ended 31 March 2014.

Yours faithfully



Z.I. Modise
Acting National Commissioner
Department of Correctional Services

7. Strategic Overview

7.1 Vision

Providing the best Correctional Services for a safer South Africa

7.2 Mission

Contributing to a just, peaceful and safer South Africa through effective and humane incarceration of inmates and the rehabilitation and social reintegration of offenders

7.3 Values

Development

- Enablement and empowerment
- Faith in the potential of people
- Provision of opportunities and facilities for growth

Integrity

- Honesty
- Disassociation from all forms of corruption and unethical conduct
- Sound business practices

Effectiveness

- Productivity
- The best work methods
- Excellent services

Ubuntu

- Serving with kindness and humanity

Accountability

- Desiring to perform well
- Accepting accountability for your behaviour
- Commitment

Justice

- Fair treatment
- Justice for all
- Fairness and equality before the law

Security

- Safety of employees, inmates and the community

Equity

- Non-discrimination
- Affirmative action
- Gender equality
- Integration of disability issues

8. Legislative and Other Mandates

8.1 Constitutional Mandates

The Constitution of the Republic of South Africa (Act No. 108 of 1996) lays the basis for the mandate of the Department of Correctional Services. The Constitution compels the department to comply with the following sections in terms of the treatment of offenders:

- Section 9 – Equality
- Section 10 - Human dignity
- Section 12 - Freedom and security of the person
- Section 27 - Right to health care services
- Section 28 - Children's rights
- Section 29 - Right to education
- Section 31 - Freedom of religion
- Section 35 - Rights to humane treatment and to communicate and be visited by family, next of kin etc.

8.2 Legislative Mandates

Correctional Services Act (No.111 of 1998) as amended.

The Act seeks to provide amongst others, for a correctional system; the establishment, functions and control of the Department of Correctional Services; the custody of all offenders under conditions of human dignity; the rights and obligations of sentenced offenders; the rights and obligations of unsentenced offenders; a system of community corrections; release from correctional centres and placement under correctional supervision, on day parole and parole; a National Council for Correctional Services; a Judicial Inspectorate; Independent Correctional Centre Visitors; an internal service evaluation; officials of the Department; joint venture correctional facilities; penalties for offences; the repeal and amendment of certain laws; and matters connected therewith.

Correctional Services Amendment Act (No. 25 of 2008)

This Act makes further provision for the manner in which inmates are detained and the manner in which correctional centres are managed; to authorize the National Council to determine, under certain conditions, the period before an offender may be placed on parole; to make further provision for matters relating to Correctional Supervision and provide for compliance management and monitoring of relevant prescriptions, a Departmental Investigation Unit and a unit dealing with the institution of disciplinary procedures; to further regulate matters relating to officials of the Department of Correctional Services and the powers of the Minister to make regulations; and to provide for matters related to the Correctional Matters Amendment Act (Act. 5 of 2011)

The main elements of the amendment are the introduction of a chapter that deals with remand detainees as a category of inmates on its own and the medical parole provisions. The Act repeals the incarceration framework introduced by the Correctional Services Amendment Act (Act 25 of 2008).

Criminal Procedure Act (No. 51 of 1977)

The following sections of the Criminal Procedure Act, 1977 (Act No 51 of 1977) are of particular importance to the DCS, namely, section 63A, Chapter 28 and section 299A. Section 63A of the CPA, provides for a procedure in terms of which the Court may, on application by a Head of a Correctional Centre and if not opposed by the Director of Public Prosecutions concerned, order the release of certain accused on warning in lieu of bail or order the amendment of the bail conditions imposed by that court on the accused. Section 63A also forms the basis of a protocol between JCPS departments to encourage the utilization of this provision to assist accused persons who do not pose a danger to society to be released from detention under circumstances where the bail set by the court cannot be afforded by the accused or his or her family. Chapter 28 of the CPA deals with sentencing and the whole Chapter is applicable to the DCS's mandate. Offenders must be detained in accordance with the sentences handed down under this Chapter. The granting of parole and the conversion of sentences to correctional supervision is also done in accordance with this Chapter, read together with the Correctional Services Act, 1998 (Act No 111 of 1998). Finally, section 299A of the CPA regulates victim involvement in the decisions of parole boards.

8.3 Policy Mandates

The White Paper on Corrections in South Africa (2005) obliges management to:

- capacitate the Department of Correctional Services to play its role as a security institution responsible for the promotion of public safety through breaking the cycle of crime;

- develop the Department of Correctional Services into an institution of rehabilitation and social reintegration; and
- promote corrections as a societal responsibility.

The White Paper on Remand Detention Management in South Africa, 2014 which was approved in March 2014 by the then Executive Head, Mr S Ndebele after consultation with the Cabinet, several stakeholders and the Portfolio Committee of DCS is relevant in relation to the mandate of remand detention and consistent with the Correctional Matters Amendment Act (Act 5 of 2011 and other local and international policies and protocols.

8.4 Relevant Court Rulings

Significant developments in terms of court rulings that have an ongoing impact on operations of correctional services in the past year include two rulings that confirm that there are two systems of parole applicable to lifers sentenced before 1 October 2004. No offender has a right to parole, offenders have a right to be considered for parole and all the judgments handed down in 2011 merely provide them with the right to be considered but the granting of parole is not guaranteed. In terms of the Correctional Services Act the Minister has the final decision as to the placement on parole of offenders sentenced to terms of life imprisonment.

First System: Van Vuuren Judgment

On 31 March 2011, the Constitutional Court handed down judgment in the Van Vuuren case. [Paul François Van Vuuren v Minister of Correctional Services and Others [2010] ZACC 17] As a result of this judgment, the minimum detention period for inmates sentenced to life before 1 October 2004 is no longer a blanket 20 year period. The Court held that in order for the provisions of the Act to be constitutional it must be interpreted as stating that inmates sentenced to life before 1 October 2004 must be considered for placement on parole in accordance with the legislative provisions and policies applicable on the date of sentencing.

Second System: Van Wyk Judgment

Second System: Van Wyk Judgment - In line with the principle that sentenced offenders must be treated in accordance with the parole system applicable at the time of sentencing, on 25 July 2011, in the matter of Van Wyk, the North Gauteng High Court ruled that the credit system was applicable to lifers sentenced between 1 August 1993 and 30 September 2004. [Cornelius Johannes Van Wyk v Minister of Correctional Services and Others; Case Nr 40915/10; North Gauteng High Court] This means that all offenders sentenced to life imprisonment between 1 August 1993 and 30 September 2004 must be allocated the maximum of six (6) years and eight (8) months credits. This period of 6 years and 8 months must be deducted from the minimum of 20 years to determine the new date of consideration for parole.

8.5 Planned Policy Initiatives

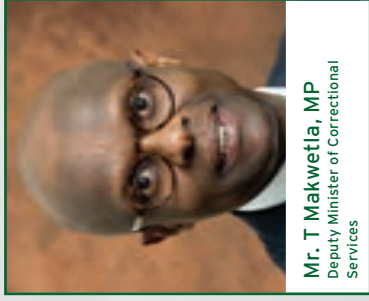
The Department of Correctional Services continues to identify gaps relating to policy issues relating to priorities. As a result, the following policies were identified to address the gaps.

- Foreign National Transfer Protocol
- Electronic Monitoring policy
- HR policy review.

9. Organisational Structure



Adv. M Masutha, MP
Minister of Justice and Correctional
Services



Mr. T Makwetla, MP
Deputy Minister of Correctional
Services



Mr. Z I Modise
Acting National Commissioner
Department of Correctional Services

Chief Deputy Commissioners



Ms. B Rotmann
CDC Remand Detention



Mr. TB Raseroka
Acting CDC Strategic
Management



Ms. NV Mareka
Acting Chief Financial Officer



Ms. NJ Jolingana
Chief Operating Officer



Ms. GP Mathibela
CDC Community Corrections



Mr. JG Smalberger
CDC Incarceration and
Corrections



Ms. IN Mosupye
CDC GITO



Mr. TIM Mokoena
CDC Human Resources

Regional Commissioners



Mr. ZI Modise
RC Gauteng



Mr. DJ Klaas
RC Western Cape



Mr. M Nxele
RC KwaZulu-Natal



Mr. NC Breakfast
RC Eastern Cape



Ms. S Moodley
RC Free State and Northern
Cape



Ms. S Kunene
Act. RC Limpopo, Mpumalanga
and North West

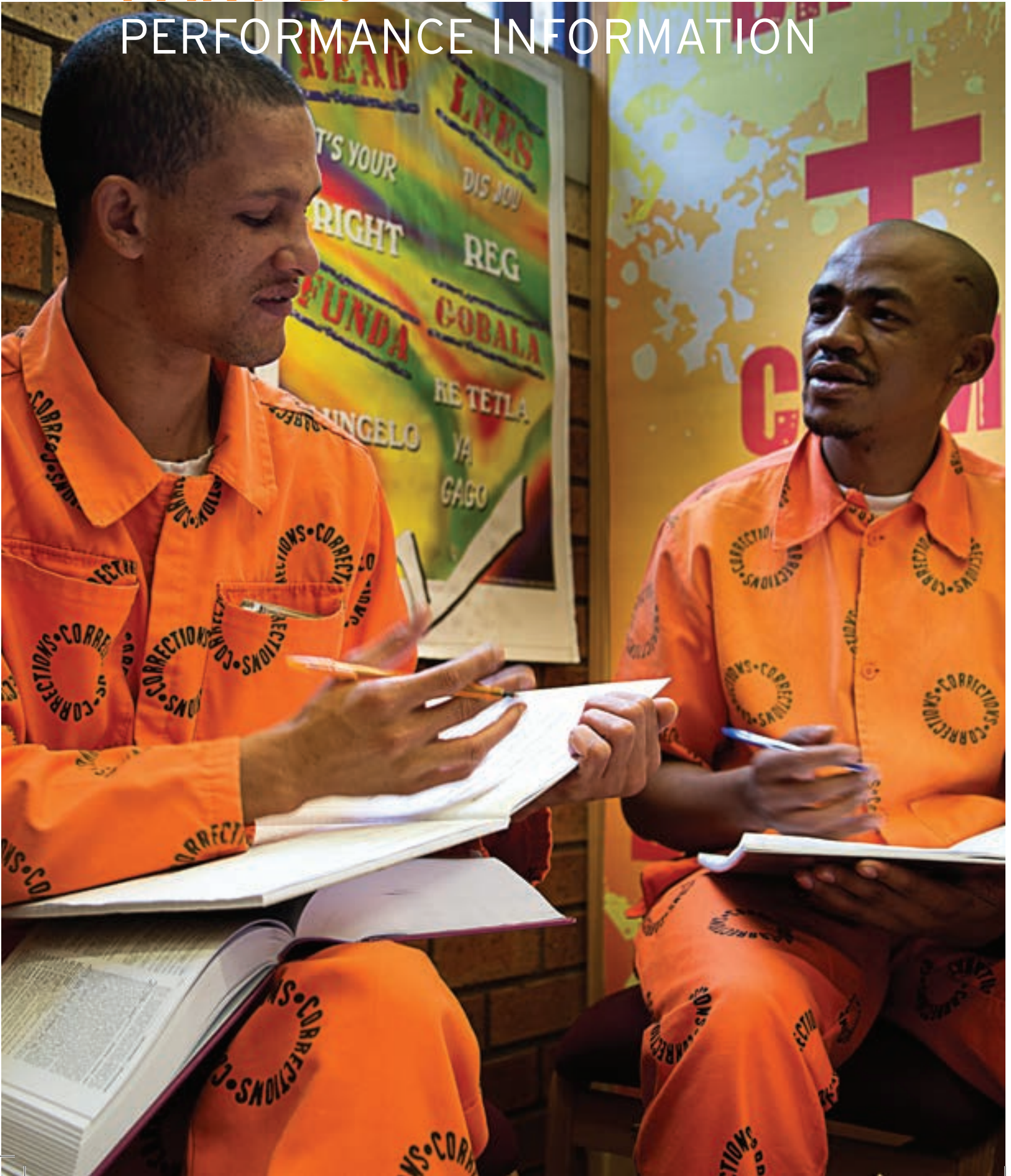
10. Entities reporting to the Minister

The Department of Correctional Services did not have entities reporting to the Executive Authority during the year under review



PART B:

PERFORMANCE INFORMATION



1. Auditor-General's Report: Predetermined Objectives

The AGSA currently performs certain audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance against predetermined objectives is included in the report to management, with material findings being reported under the Predetermined Objectives heading in the Report on the other legal and regulatory requirements section of the auditor's report.

Refer to page 91 of the Report of the Auditor-General, published as Part E: Financial Information.

2. Overview of Departmental Performance

2.1 Service Delivery Environment

Since 1994, a solid constitutional, legislative, policy and regulatory framework was laid to transform the repressive prison system of the apartheid era into a correctional system. The DCS delivers its services in the context of major challenges presented by crime and corruption in the country, which remained one of the Government's top five priorities for the Medium Term Strategic Framework (MTSF) 2009-2014 period. Departments within the Justice, Crime Prevention and Security (JCPS) Cluster worked as a collective to ensure that the priorities of, amongst others, reducing crime, improving the efficiency of the criminal justice system (CJS), dealing with corruption, managing our borders, improving our population registration system and prioritising the combating and prevention of cyber-crime are achieved. The JCPS Cluster has developed various business plans to improve investigative, prosecuting, court and case management systems. The most comprehensive initiative in this regard is the Integrated Justice System (IJS) Programme which aims to manage inter-departmental information exchange within the cluster. Some of progress seen in the JCPS Cluster which will contribute effectively towards management of offenders within correctional facilities includes the following:

- The establishment of single person identifies across the Criminal Justice System (CJS) is continuing; and
- Progress in the establishment of a single database for the JCPS cluster for statistical purposes and the electronic exchange of management information across the cluster. The Integrated Justice System (IJS) Transversal Hub that assists with the data exchanges between departments is at an advanced stage of development.

The above progress clearly indicates that the Justice Crime Prevention and Security Cluster is constantly strengthening its systems and interventions to ensure that "all people in South Africa are and feel safe" as articulated in Outcome 3.

articulated in Outcome 3.

The shift in government focus from outputs to outcomes has given the Department an opportunity to review its vision, mission and values and strategic objectives to ensure alignment to its legal mandate, government priorities and other relevant legislation. The department included the value on "Ubuntu" to ensure offering of services with kindness and humanity in order to embrace the Batho Pele Principles which are intended to guide the transformation of the public service towards a dynamic results-driven organization.

As at 31 March 2014, the department had 243 correctional facilities which are classified as follows:

- 111 Centers with a bed capacity less than 250
- 42 Centers with bed capacity of 250<500
- 62 Centers with bed capacity of 500<1000
- 13 Centers with bed capacity 1000<1500
- 15 Centers with bed capacity >1500

As at end of March 2014, the inmate population was 148,210.

Average inmate population from 2009/10 to 2013/2014:

Financial year	Remand detainees		Sentenced offenders		Total inmates	
	Female	Male	Female	Male	Female	Male
2009/10	1 027	47 398	2 581	11 2883	3 608	160 281
2010/11	963	46 794	2 625	11 0714	3 588	157 508
2011/12	1 030	44 868	2 735	11 0309	3 765	155 177
2012/13	988	44 742	2 392	10 2486	3 380	150 608
2013/14	1 005	43 853	2 490	10 5206	3 495	149 058

The management of remand detention still remains a shared responsibility within the Justice, Crime Prevention and Security (JCPS) Cluster; hence the department is participating in several cluster structures where the issues pertaining to RDs are discussed. The structures include the JCPS Development Committee, Criminal Justice System Review (CJSR), the Inter-sectoral Committee for Child Justice (ISCCJ), the National Efficiency Enhancement Committee (NEEC) and the parallel structures which run at provincial and local levels.

The approval of the White Paper on Remand Detention in South Africa is a critical milestone towards building a seamless and efficient criminal justice system to ensure that the department achieves in the following areas:

- The Remand Detainees are referred to court for consideration of their detention before they complete a period of two years, and if the court decides that they must continue with detention, subsequent applications are submitted annually.
- The provision of a distinct uniform for all Remand Detainees to bolster security and hygiene. The uniform was tested at Mthatha Remand Detention Facilities in preparation for rollout to all the facilities from 2014/2015 to 2016/2017 financial years.

Strengthen risk profiling of all remand detainees to enable appropriate admission, accommodation and security classification of all remand detainees.

During 2013/2014, the department accommodated sentenced offenders in the following crime categories:

Sentenced Offenders per Crime Category during 2013/2014		
Crime	2013/2014	% Against sentenced population
Aggressive	58954	55%
Economic	21537	20%
Sexual	19262	18%
Narcotics	2996	3%
Other	4947	4%
Grand Total	107696	100%

Sentenced offenders per crime category and gender during 2013/2014:

Sentenced Offenders per Crime Category and Gender during 2013/2014					
	Ag-gres-sive	Eco-nomic	Sexual	Nar-cotics	Other
Female	997	948	17	316	175
Male	57957	20553	19245	2680	4772
Grand Total	58954	21501	19262	2996	4947

N.B. An offender is only placed under one crime category regardless of the number of crimes that an offender is sentenced for.

During 2013/2014 the Cluster continued to integrate and modernise its systems for effective administration of all matters that go through the criminal justice system towards improved service delivery. The DCS has implemented the Electronic Monitoring Pilot Project (EMPP) to monitor compliance with conditions by offenders. A cumulative total number of 288 offenders were electronically tagged.

The White Paper on Corrections in South Africa heralded a shift from an inhumane prison to a correctional services approach where the principles of human rights are considered. The department provides human rights-based correctional services to inmates, probationers and parolees through the following programmes: Incarceration, Rehabilitation, Care and Social Reintegration.

Incarceration:

It is stated above that overcrowding is a challenge in correctional facilities, and this is evident in the number of assaults and gang related violent incidents in both correctional and remand detention facilities. The issue of escapes was a challenge and was addressed through training on security measures.

The Department intensified the focus on the education of offenders to help break the cycle of crime. During the year under review over 9 700 offenders were on the Adult Education and Training (AET) programme. 3525 were on Further Education and Training, and others participated in skills development programmes.

Rehabilitation:

Correctional Programmes are just one of a number of endeavours which the Department has embarked upon in its quest to rehabilitate offenders and reintegrate them into communities as law-abiding citizens. The aim is to join forces with stakeholders and civil society in pursuance of the common goal of encouraging and supporting change in the people who are participating in the programmes. In the 2013/2014 financial year more than 60 % of sentenced offenders with correctional sentence plans completed correctional programmes. It is compulsory for all sentenced offenders serving a sentence of 24 months and longer to attend correctional programme sessions. Offenders were involved in psychological, social and spiritual services programmes.

Care:

HIV and AIDS are devastating the lives of many South Africans, and remains a major obstacle towards achieving Outcome 2: A long and healthy life for all South Africans. In view of the challenge above, the department continued to ensure that inmates have access to health care and hygiene services and are provided together with appropriate nutritional services. The department played an active role in HIV testing as the percentage of offenders who tested for HIV increased from 50% in 2012/2013 to 68.7% in 2013/2014.

Social Reintegration:

The White Paper on Corrections makes provision for social reintegration of persons under corrections through the implementation of the intergraded and seamless approach – from custody to “after-care”. The rehabilitation programmes provided for offenders who are due for parole or release played a significant role in their reintegration into society and their families. The average number of parolees without violations for the year under review is 94 % (average number of parolees without violations were 46 380 against the average caseload of 49 282 for the period). The average number of probationers without violations for the year under review is 93 % (average number of probationers without violations for the period were 15 543 against the average caseload of 16 744 for the period). Since 2009, the department has made great advances towards the creation of opportunities for members of society to participate in the correction of offenders. Initiatives such as the Victim-Offender Dialogues (VOD) have been introduced to place the victims of crime at the centre of the correctional process. Halfway House programmes have been implemented to facilitate the successful reintegration of offenders without traceable addresses. During the year under review the department signed six Halfway Houses Service Level Agreements (SLA).

Through the programmes discussed above, it is evident that the department enhanced social reintegration programmes to prepare offenders to re-join their communities in an effective manner and reduce the likelihood of reoffending.

2.2 Service Delivery Improvement Plan

The Department had an approved Service Delivery Improvement Plan which expired at the end of March

2013. In 2013/2014, the department continued to monitor the implementation of service standards contained in the previous plan whilst actions were instituted to develop a new plan.

In the absence of SDIP, the department continued to monitor achievements on the service delivery standards as there were no changes.

The tables below report on the achievement of the implementation of the Service Delivery Improvement Plan.

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
Improve telephone & switchboard etiquette at all the service points	<ul style="list-style-type: none"> General public Service Providers Employees Families of inmates 	Switchboard open 24 hours	Switchboard open 24 hours	<ul style="list-style-type: none"> Most correctional centre switchboards were operating at all times. In many regions lines are put through to night shift control offices. In KZN new switchboards installed in 3 centres Regional Office switchboards were operational during working hours. Head Office switchboards were operating during working hours
		Trained switchboard operators, especially in customer relations	Trained switchboard operators, especially in customer relations	<ul style="list-style-type: none"> Some frontline staff have been trained in telephone etiquette and customer relations protocols In KZN training needs have been given through to HRD
		Information about DCS services played while holding the line	Information about DCS services played while holding the line	<ul style="list-style-type: none"> Not achieved in all centres. Needs have been registered with the service provider. Where new switchboards are installed this functionality will be provided for
		Dissatisfied caller's grievances would be responded to within a week	Dissatisfied caller's grievances would be responded to within a week	<ul style="list-style-type: none"> Grievance registers were maintained and monitored by Heads of Correctional Centres.
		Centralised switchboard number advertised	Centralised switchboard number advertised	<ul style="list-style-type: none"> The intranet and internet telephone list was updated on a regular basis. Centralised number displayed in telephone directory
		DCS hot line numbers available	DCS hot line numbers available	<ul style="list-style-type: none"> Numbers displayed on information boards and printed on Service Delivery Charter.
		Updated website	Updated website	<ul style="list-style-type: none"> The DCS website was updated on an on-going basis
		Dept Investigation Unit telephone number available	Dept Investigation Unit telephone number available	<ul style="list-style-type: none"> The Dept Investigation Unit contact number was available in all centres as well as on the inter and intranet
		Toll free number available to report fraud & corruption	Toll free number available to report fraud & corruption	<ul style="list-style-type: none"> The Dept Investigation Unit contact number is available in all centres as well as on the inter and intranet
Improve scheduling of visits to offenders	Families of offenders Legal representatives	Suggestion boxes in visitor's area	Suggestion boxes in visitor's area	<ul style="list-style-type: none"> Suggestion boxes were available in the majority of the correctional centres There was ongoing interaction with visitors regarding policies and procedures

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
		Evaluation forms in visitor's area	Evaluation forms in visitor's area	<ul style="list-style-type: none"> Customer satisfaction rating forms have been printed and distributed to all service points. Visitors' areas have been targeted. This rating facility is also available on the intranet and internet
		A visitor's reception and waiting area	A visitor's reception and waiting area	<ul style="list-style-type: none"> Visitors parking areas are not available at all centres. However where there are such areas, they have been sign posted for easy identification
		Parking area for vehicles will be provided outside the security fence of each correctional centre	Parking area for vehicles will be provided outside the security fence of each correctional centre	<ul style="list-style-type: none"> Target not achieved. Not available at all correctional centres
		Complaints and requests procedures are communicated to every offender on admission	Complaints and requests procedures are communicated to every offender on admission	<ul style="list-style-type: none"> The Head of the Correctional Centre or his/her delegate and Independent Correctional Centre Visitor monitor the complaints and request consistently
		Orientation manual available to all admission sections	Orientation manual available to all admission sections	<ul style="list-style-type: none"> Offenders were orientated on complaints procedures and privilege systems upon admission
		Offenders to receive information and or pamphlet/ brochure on the privilege system in different languages	Offenders to receive information and or pamphlet/ brochure on the privilege system in different languages	<ul style="list-style-type: none"> Brochures and pamphlets mostly available in English in all centres. Availability of pamphlets in different regional languages not achieved
		Policy and procedures will be explained to the community members (family, friends, and employers) via a video/DVD in the waiting room	Policy and procedures will be explained to community members (family, friends, and employers) via a video/DVD in the waiting room	<ul style="list-style-type: none"> ORP video available in some centres. Policy & procedures not readily available
		Announcements on community radio stations and local newspapers during Corrections week.	Announcements on community radio stations and local newspapers during Corrections week.	<ul style="list-style-type: none"> Community radio stations are utilized to convey messages to specific target groups during Corrections Week
		All front line staff wear name tags & corporate wear with correct insignia	All front line staff wear name tags & corporate wear with correct insignia	<ul style="list-style-type: none"> Frontline staff wore corporate wear and proper insignia correctly Name tags were not available in all centres. Target not achieved
		Encourage families and friends of offenders through community structures to visit offenders	Encourage families and friends of offenders through community structures to visit offenders	<ul style="list-style-type: none"> In some regions community integration forums were established Open/ Family days are utilized to encourage visits CPF meetings are utilized

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
		Make contact details of Management Area, and National Contact Centre available for communities to log complaints and suggestions or solutions	Make contact details of Management Area, and National Contact Centre available for communities to log complaints and suggestions or solutions	<ul style="list-style-type: none"> Management Area contact details are made available in all regions National Contact Centre stopped functioning altogether. Staff and equipment brought to Head Office and integrated with Presidential Hotline
Manage the payment of bail & fines at Correctional Centres	Members of the public; Next of Kin; Offenders; Inmates; and Employers	Offenders will be informed about all services, including procedures for payment of bail and fines	Offenders will be informed about all services, including procedures for payment of bail and fines	<ul style="list-style-type: none"> Offenders were informed about procedures regarding payment of bail and fines upon admission Roll calls were utilized as well
		Offender's family and employer(s) will be informed telephonically	Offender's family and employer(s) will be informed telephonically	<ul style="list-style-type: none"> Family members and employers informed telephonically Registers were available at centres Offenders allowed time to inform families
		Integrated Justice System (IJS) partners fully informed regarding standard procedure	Integrated Justice System (IJS) partners fully informed regarding standard procedure	<ul style="list-style-type: none"> During attendance at IJS Cluster & case flow meetings bail & fine processes are communicated
		Access during official working hours. Prior arrangement if arrival after the working hours	Access during official working hours. Prior arrangement if arrival after the working hours	<ul style="list-style-type: none"> Offices were open between 08:00 – 16:00. Prior arrangements made for late arrivals
		Proper waiting area for members of the public, with information pamphlets	Proper waiting area for members of the public, with information pamphlets	<ul style="list-style-type: none"> This facility was not available at all centres. Information pamphlets are not available at all centres. Target not fully met
		Clear signage of reception areas	Clear signage of reception areas	<ul style="list-style-type: none"> Clear signage is available in most centres
		All front line staff wears name tags & corporate wear with correct insignia	All front line staff wears name tags & corporate wear with correct insignia	<ul style="list-style-type: none"> Frontline staff wore corporate wear and proper insignia at all times. Non-compliance with wearing of name tags
		Intercom systems in all Remand Detention Facilities	Intercom systems in all Remand Detention Facilities.	<ul style="list-style-type: none"> Target not achieved in all Remand Detention facilities
		Prompt location of the accused – Admission & Release (also with reference to remand detainees bail & fines)	Prompt location of the accused – Admission & Release (also with reference to remand detainees bail & fines)	<ul style="list-style-type: none"> Target not achieved in all centres
		Assistance to trace the whereabouts of a person to assist the family members or employer	Assistance to trace the whereabouts of a person to assist the family members or employer	<ul style="list-style-type: none"> Target not achieved in all centres

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
Access of service providers and other stakeholders into correctional centres	Service Providers Stakeholders	To be addressed in an appropriate vernacular	To be addressed in an appropriate vernacular	<ul style="list-style-type: none"> All centres complied
		Upon application for access proper orientation done	Upon application for access proper orientation done	<ul style="list-style-type: none"> Service Providers are all registered and quality assured All service providers are orientated on protocol issues
		All community members/organisations to be properly identified at all times. Indemnity forms completed	All community members/organisations to be properly identified at all times. Indemnity forms completed	<ul style="list-style-type: none"> Indemnity forms were not completed by all centres Identification cards issued to service providers
		To be issued with a whistle to blow in case of an emergency inside the centre	To be issued with a whistle to blow in case of an emergency inside the centre	<ul style="list-style-type: none"> Whistles were not issued to service providers as a standard procedure. They are all escorted by officials upon arrival
		Clear signage to the correctional centre and of reception areas	Clear signage to the correctional centre and of reception areas	<ul style="list-style-type: none"> All centres complied
		Security officials/ Unit staff assigned to escort and guard service providers	Security officials/ Unit staff assigned to escort and guard service providers	<ul style="list-style-type: none"> Service providers escorted at all times
		Transport to be available at all centres for movement from access gate to specific section	Transport to be available at all centres for movement from access gate to specific section	<ul style="list-style-type: none"> Transport was not available in some centres to ensure that service providers arrive at specific section. Escorting of service providers always done
		Seamless transfer between Management Areas	Seamless transfer between Management Areas	<ul style="list-style-type: none"> Centres complied
		Searching cubicles to ensure privacy of searches	Searching cubicles to ensure privacy of searches	<ul style="list-style-type: none"> Searching of all service providers in appropriate search cubicles
		Any materials or equipment being used will be x-rayed and approved by the Head of the Correctional Centre	Any materials or equipment being used will be x-rayed and approved by the Head of the Correctional Centre	<ul style="list-style-type: none"> X-ray scanners not functional at the majority of centres. Target not fully met
		Security classification of inmates is taken into consideration when service providers render services to groups of inmates	Security classification of inmates is taken into consideration when service providers render services to groups of inmates	<ul style="list-style-type: none"> All centres complied
		Preparation of all visitors before the visit and debriefing after the visit if required	Preparation of all visitors before the visit and debriefing after the visit if required	<ul style="list-style-type: none"> Preparation of service providers done before visiting. De-briefing not always done after visits Database maintained of all service providers

Main services and standards

Batho Pele arrangements with beneficiaries (Consultation access etc.)

Current/actual arrangements	Desired arrangements	Actual achievements
Cluster Department meetings	Cluster Department meetings	Regular attendance at all IJS / cluster meetings.
Meetings/ orientation sessions with new admissions Community outreach programmes	Meetings/ orientation sessions with new admissions Community outreach programmes	<ul style="list-style-type: none"> • Regular orientation sessions with all new admissions • Orientation sessions with families of new admissions on protocol/ policy issues • During community outreach programmes communities are informed of various correctional centre processes and the need for interaction from them • Ministerial Imbizos used as platforms as well • Round table discussions with stakeholders used as well
Meetings / orientation regarding privilege systems for visits	Meetings / orientation regarding privilege systems for visits	<ul style="list-style-type: none"> • Regular orientation sessions take place with families of offenders, legal representatives/ stakeholders regarding visit processes and access
Visitors accessing correctional centres to visit family & friends	Visitors accessing correctional centres to visit family & friends	<ul style="list-style-type: none"> • Sign boards for directions on premises and in correctional centres in most centres • Escorting of visitors • Providing DCS transport to transport visitors from entrance to Correctional centre unit. • Parking areas designated • Fire arm safes available • Searching cubicles to ensure privacy during searching are available in most centres. Not available in some smaller centres. • Emergency contingency plan in place and members receive regular briefing sessions • Bagless society compliance communicated • Lock up facility for belongings • Open / Family days – Part of the Corrections Week activities in September 2012 included arranging of Family Days at the centres
Stakeholders and service providers accessing correctional centres to deliver programmes and deliver goods & services	Stakeholders and service providers accessing correctional centres to deliver programmes and deliver goods & services	<ul style="list-style-type: none"> • Registration of stakeholders & service providers, completion of indemnity forms • Quality Assurance of service providers • Identification cards for service providers • Escorting of service providers in centres • Provision of DCS transport to transport service providers from entrance to Correctional Centre • Parking areas designated • Fire arm safe • Searching cubicles to ensure privacy during searching in most centres • Emergency contingency plan in place and members receive regular briefing sessions • Bagless society compliance • Lock-up facility for belongings
Arrangements for payment of bail & fines	Arrangements for payment of bail & fines	<ul style="list-style-type: none"> • Promotion of bail & fine payments posted in visiting areas of Remand Detention Facilities easily visible to visitors • Bail & fine registers implemented and monitored on a daily basis
Booking system for visitors	Booking system for visitors	<ul style="list-style-type: none"> • Some correctional centres have established call centres to manage the booking of visits. This will be rolled out in the new financial year

Service delivery information tool

Current/actual information tools	Desired information tools	Actual achievements
DCS Service Delivery Charter	DCS Service Delivery Charter	<ul style="list-style-type: none"> The DCS Service Delivery Charter was printed and distributed in the DCS and is reflected prominently in all service delivery points A range of marketing material was developed and distributed to regions and service points The Charter reflects an executive summary of the Code of Conduct; Batho Pele Principles and the Service Delivery Improvement Plan
Centre Communication	Centre Communication	<ul style="list-style-type: none"> Information on privilege system is communicated on a regular basis Orientation manuals utilised effectively Notice Boards are utilised to promote services Morning parades used to communicate operational and policy changes Telephone calls to Next of Kin to assist with bail processes are offered

Complaints mechanism

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
Complaints and requests procedures	Complaints and requests procedures	<ul style="list-style-type: none"> Complaints registers available in all correctional centres & Monitored by Heads of Centres
DCS Hotline	DCS Hotline	<ul style="list-style-type: none"> A telephone number and email address is available where complaints can be lodged
Customer Satisfaction Rating tool	Customer Satisfaction Rating tool	<ul style="list-style-type: none"> A customer satisfaction rating tool is functional on the internet and intranet. The system is used by officials as well as stakeholders, relatives of offenders and avid web surfers. A management reporting tool was developed and is functional
Presidential Hotline	Presidential Hotline	<ul style="list-style-type: none"> The DCS Presidential Hotline was moved from Sita to the DCS Head Office and operates as the 2nd line Specialist support. An average of 95% monthly success rate has been recorded

2.3 Organisational environment

The Department of Correctional Services is a large institution comprising 39 699 permanent employees and 2 228 employees on contract. At the end of the 2013/2014 financial year, the Department had 2 308 vacancies.

The following Senior Management positions were filled in the 2013/2014 financial year:

- Deputy Commissioner: Social Reintegration
- Deputy Commissioner: Special Facilities Programmes
- Deputy Commissioner: Health Care Services
- Deputy Commissioner: Remand Operations Manager
- Director: HIV/AIDS
- Director: Marketing and Promotions
- Director: Area Commissioner: Thohoyandou
- Director: Infrastructure and Telephony
- Director: Head Correctional Centre: Kgoši Mampuru

- Director: Head Correctional Centre: Johannesburg
- Director: Regional Head: Human Resource: Limpopo/Mpumalanga/North West
- Director: Area Coordinator: Finance: Kgoši Mampuru
- Director: Strategic Planning Management and Monitoring (SPMM)
- Director: Inspectorate
- Director: Area Commissioner: Upington
- Director: Psychological Services
- Director: Area Coordinator: Finance: KwaZulu/Natal
- Director: Regional Head: Development and Care: KwaZulu/Natal
- Director: Regional Head: Corrections: KwaZulu/Natal
- Director: Area Commissioner: Ncome

In total, 3 294 appointments were made during the period under review. The Department suffered a setback with the vacating of key strategic posts, the most notable being that of the National Commissioner who retired

in September 2013. The Regional Commissioner: Limpopo/ Mpumalanga/ North-West, Deputy Commissioner: Legal Services and Deputy Commissioner: Internal Control and Compliance also vacated their positions. Some of the key positions vacated in the 2013/2014 financial year have been advertised and are at various stages in the selection process.

The Department expects to fill the posts of National Commissioner, Regional Commissioner: Limpopo/ Mpumalanga/ North West, Chief Deputy Commissioner: Strategic Management, Chief Financial Officer (CFO) and Chief Audit Executive (CAE) by the end of the 2nd quarter of the 2014/2015 financial year in order to strengthen the Department's capacity on both strategic and operational levels.

The attrition rate in the broad public service is an area of concern and the Department of Correctional Services has various strategies in place to overcome the challenge of a high vacancy rate. These include:

- Appointment of trained Student Correctional Officers into entry level vacancies in the Department. In the 2012/2013 financial year, 766 learners were appointed in a permanent capacity.
- The decentralization of advertising vacancies, thereby improving the turnaround time in the filling of vacancies.
- The placement of advertisements in the external media on a monthly basis.
- Extending the head hunting frameworks of scarce skills positions to include Educationists in the Department.
- Capacitating key components dealing with recruitment and selection activities.
- The signing of a memorandum of understanding with the Durban University of Technology (DUT) in order to attract scarce skills.
- Allocation of HR Practitioners in various Branches in order to fast track the shortlisting and selection process.
- Embarking on a process of outsourcing recruitment processes in order to improve the turnaround time in filling vacant posts.

The filling of these posts will strengthen the department's capacity on both the strategic and operational levels and ensure that the department is able to fulfil the commitments made as part of the strategic plan for the medium term.

In order to address some of the human resources challenges experienced within the department, the Ministerial Task Team was established on 11 February 2013, during a Ministerial Consultative Forum with recognised Trade Union partners, POPCRU and PSA. The task team, comprising four representatives from Management, POPCRU and PSA was mandated to tackle a range of issues in order to facilitate a sound union-management relationship within the Department. Several meetings were held in the year under review and the

Ministerial Task Team managed to resolve the following issues:

- Pay progression less three percent
- Pay progression for group one [01] and two [02] appointed in 2008;
- Pay progression for Social Workers;
- Extension of ELRC Resolution 4 of 2009 to educators in the DCS;
- Merit awards to qualifying members;
- Absorption of learners;
- Control room operators;
- Overtime for nurses;
- Leave Management;
- Privatisation and Outsourcing;
- Non-payment of housing allowance;
- Translation of correctional officials who were declared artisans to the OSD of Correctional officials;
- The non-implementation of agreements, for example the memorandum of Understanding [Settlement Agreement of 2005] etc.

The financial implication was R34,854,970.14 million. The amount for the payment of 75 service terminations cases is projected at R302,297.44 and the payment went through on 08 April 2013.

In terms of the Information Technology network, the department has stabilized its IT Network and dysfunctional emails, by shutting down unused servers and services and controlling the access to the network by limiting network administration rights and centralising email access to the State Information Technology Agency (SITA). It improved connectivity and information security by migrating to the SITA Visual Private Network (VPN). The Department also reviewed and revised consultants' contracts, job assignments and paired consultants with IT officials as part of the skills transfer. It developed a professional development plan for IT officials to enhance technical, administration and management skills. The Department developed IT Governance and controls according to international standards (processes and/or procedures), implemented a validation framework to determine and ensure the validity of the business-IT alignment. Review and revise SITA SLA's outstanding debts and negotiated and agreed on the governance and engagement models with SITA.



2.4 Key policy developments and legislative changes

The Department identified gaps in policy issues relating to priorities in the 2013/2014 to 2017/2018 Strategic Plan. As a result, policies identified to address the gaps were as follows:

- ***Foreign National Transfer Protocol***

The status on interstate transfer was presented to the DevCom meeting held on the 17th January 2013 and this was adopted in principle with further inputs which were incorporated and presented to JCPS DG Cluster. Ministerial briefing on Prisoner Transfer Agreements took place on 13 November 2013. The Cabinet Memorandum was signed by the Minister on 05 September 2013 and circulated to all Cabinet Ministers for perusal and feedback is still awaited.

- ***Electronic Monitoring policy***

An Electronic Monitoring Policy and Procedures were approved during the year under review to ensure effective implementation in all Community Corrections Offices.

- ***Halfway House policy***

A Halfway House policy and procedures were approved to ensure effective implementation in all Regions.

- ***White Paper on Remand Detention***

After extensive consultations both within the cluster and with external stakeholders and presentation to the Portfolio Committee the White Paper on Remand Detention was signed into policy in March 2014. The White Paper, in conjunction with the Correctional Matters Amendment Act, seeks to improve the management of remand detainees in the DCS facilities. The constitutional right of “innocent until proven guilty” underpins the White Paper.

3. Strategic Outcome Oriented Goals

During the year under review the department strived to achieve the following three (3) outcome Oriented Goals.

Strategic outcomes oriented goals		Progress
Strategic Outcomes Oriented Goal 1	Effective criminal justice through the effective management of remand processes.	<p>White Paper on Remand Detention was approved</p> <p>Since the implementation of Section 49G of the Correctional Services Act (Act 111 of 1998) in July (2013) the number of remand detainees, who have been in detention for more than 24 months, was reduced from approximately 2,200 in July 2013 to 1 889 in March 2014</p> <p>Section 49G of the Correctional Services Act, as amended, determines that a remand detainee may not be detained for a period exceeding two years without such matter having been brought to the attention of the court concerned</p> <p>The average length of time in remand detention was reduced from 189 to 176 days</p> <p>14.14 % of remand detainees with bail were placed under non-custodial systems against the RD's with bail and this translates to an annual average placement of 1092 RDs out of an annual average of 7 720 RDs detained with an option of bail</p>
Goal Statement	Establish effective management of remand processes by ensuring that remand detainees are held under secure, safe and humane conditions, have conditions conducive for participation in court processes, that their social and family needs are supported and that they are healthy	<p>Total number of inmate population as at March 2014 was 148 210</p> <p>97% % of offenders serving sentences longer than 24 months had Correctional Sentence Plans</p>
Strategic Outcomes Oriented Goal 2	Society is protected through incarcerated offenders being secure and rehabilitated.	64% of offenders with correctional sentence plans completed correctional programmes
Goal Statement	To provide services and interventions that will contribute to the safety and rehabilitation of offenders by ensuring that offenders are held under secure, safe and humane conditions, correctional sentence plans are managed, offending behaviour is targeted, offender literacy, education skills competency is improved and that they are healthy	<p>57.8% of offenders participated in educational programmes (AET); 2.5% in FET mainstream education. 22% of eligible offenders participated in skills training programmes, and 25% participated in FET College programmes</p> <p>96% of inmates are on Antiretroviral Therapy (ART) and required human resources in food service units were achieved as indicated that at the end of the financial year, human resources in the food service units was 97%; Equipment was at 80% and facilities was at 71%</p>
Strategic Outcomes Oriented Goal 3	Society is protected by offenders being reintegrated into the community as law abiding citizens	<p>94 % of parolees without violations</p> <p>93 % of probationers without violations</p> <p>Electronic Monitoring Policy and Procedures were approved to ensure operationalization of an Electronic Monitoring System for persons under the system of Community Corrections</p>
Goal Statement	To provide services and interventions that will contribute to the reintegration of offenders as law abiding citizens into communities by ensuring that probationers are rehabilitated, monitored and accepted by communities	

During the year under review, the DCS made the following contributions towards the achievement of 12 Outcomes of the National Development Plan.

OUTCOMES		National Development Plan		Progress made
1.	Quality Basic Education	Chapter 9	Improving Education, Training and Innovation	The Department ensured that school facilities are available and offenders were provided with an opportunity to attend educational and skills programmes within correctional centre facilities
2.	A long and healthy life for all South Africans	Chapter 10	Promoting Health	There are hospital facilities to ensure that offenders' health needs are catered for. Food service units were resourced with required human resources, equipment and facilities requirements. As at 31 March 2014, 68.7 % of inmates had been tested for HIV. Twenty nine (29) management areas contracted health care waste services In terms of officials, Employee Health and Wellness (IEHW) was rolled out to six management areas.
3.	All people in South Africa are and feel safe	Chapter 12	Building Safer Communities	148 210 inmates were incarcerated
		Chapter 14	Fighting Corruption	Officials who are involved in corrupt activities are being dealt with. 103 officials were dismissed during the financial year and this clearly shows that the department is dealing with corruption. The Department developed and implemented an Anti-Corruption strategy which focuses on prevention, investigation and sanctioning
5.	A skilled and capable workforce to support an inclusive growth path	Chapter 9	Improving Education, Training and Innovation	21 063 officials were subjected to training in line with the Workplace Skills Plan (WSP)
11.	Create a better South Africa, a better Africa and a better world	Chapter 7	Positioning South Africa in the world	The DCS has, and continues to Chairperson the African Correctional Services Association (ACSA) since it was launched in 2008. The ACSA secretariat was established. The DCS hosted the Executive Committee meeting attended by the Heads of Correctional Services and Prisons from Zambia, Namibia, Mozambique, Ghana, Nigeria, Uganda and Tanzania. South Africa has pledged to support Namibia, as the Deputy Chairperson of ACSA when they host the 16th International General Meeting and Conference of the International Corrections and Prisons Association (ICPA) planned for 2014
12.	An efficient, effective and development oriented public service	Chapter 13	Building a capable and developmental state	The DCS filled 56.9% funded positions. 21 063 officials were trained in line with WSP against the target of 15 000. IEHW roll-out programme took place in 6 management areas.

4. Performance Information by Programme

Programme 1: Administration

Programme Purpose: Provide administrative support and strategic leadership to the department.

Strategic Objectives:

- Building organisational capacity for enhanced service delivery
- Effective management of business processes to promote good governance and ethical administration.
- This provides a secure ICT infrastructure and business systems.

Sub-programmes and purposes:

- **Sub-programme Management:** Manage and monitor strategic management services
- **Sub-programme Finance:** to provide effective and efficient financial and Supply chain management
- **Sub-programme Corporate Services:** to improve human resource capacity and management to enable the department to fulfill its mandate.

Sub-Programme: Management

Sub-Programme Purpose: manage and monitor strategic management services

SUB PROGRAMME: MANAGEMENT					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of cases brought against the department defended	No historical Information	80%	100% (294/294)	20%	Effective systems in place
End Point to enable interoperability to IJS (Integrated Justice system)	There was no achievement / progress made	Business Process Re-engineering (BPR) Project	99% Completed	None	n/a
Integrated Correctional Management Systems (ICMS)	No historical Information	Business Process Re-engineering (BPR) Project Mapping of new processes in accordance to Legislation or Policy	99% Completed	None	n/a
Ensure that African Correctional Services Association (ACSA) Secretariat is capacitated and functional	No historical Information	ACSA Secretariat Offices established	ACSA Secretariat Offices established	None	n/a

Linking performance with budgets

Sub-programme expenditure

Sub-programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Management	908,599	908,099	500	881,009	767,963	113,046
Total	908,599	908,099	500	881,009	767,963	113,046

Sub Programme: Finance

Sub programme purpose: to provide effective and efficient and supply chain

SUB PROGRAMME : FINANCE					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of allocated budget spent	The final expenditure for the financial year 2012/2013 was R17,313.554 million versus the adjusted allocation of R17,700.283 million – 97.8% of budget spent. Under expenditure of voted funds was 2.2% (R386.729 million)	Under expenditure limited to a quarter of percent of voted funds	The final expenditure for the financial year 2013/2014 was R18,700 billion versus the adjusted budget allocation of R18,748 billion - 99. 74% of the budget spent Under expenditure of voted funds was 0.26 % (R48,482 million)	Final under expenditure was 0.26 % on compensation of employees due to vacancies	Achieved 2.2 % during 2012/2013 versus 0.26 % during 2013/2014. There was 1.94% improvement from 2012/2013 to 2013/2014 financial year
Number of audit qualifications	One (1) qualification on movable tangible assets. Two (2) emphases of matters of restatement of corresponding figures on finance lease disclosure and material under spending of the budget	Zero audit qualifications with a reduction of emphasis of matters	One (1) audit qualification on movable tangible assets. One (1) emphasis of matter of restatement of corresponding figures on reclassification of goods and services and compensation of employees' expenditure as required by the modified cash standards	Some correctional centres did not properly account for their assets in the asset register in the following areas: Existence: in some instances assets could not found because they were moved but the asset register was not updated accordingly Completeness: some assets were found on the floor but could not be traced to the asset register because they have not been captured Valuation: assets were found and were captured in the asset register with correct description but cost prices/fair values of asset was incorrectly captured There was a reduction in matters of emphasis from two (2) in 2012/2013 to one (1) in 2013/2014 financial year	None

Linking performance with budgets

Sub-programm: Expenditure

Sub- programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Finance	1 026,568	1 026,568	-	930,309	928,636	1,673
Total	1 026,568	1 026,568	-	930,309	928,636	1,673

Sub Programme: Corporate Services

Sub programme purpose: To improve human resource capacity and management to enable the department to fulfill its mandate.

SUB PROGRAMME : CORPORATE SERVICES					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of financed positions filled	A total of 876 appointments were made in the 2012/2013 financial year. As at 31st March 2013, 40 149 posts were filled against 41 911. 95.8% financed established posts filled	97% of funded vacant posts filled against a total of 42 006 based on actual vacancies of 2 232 (Total number on establishment less the filled posts). Of this number a target of 1011 funded posts would be filled. NB: Number of actual funded vacant posts is not static (natural attrition). It will change from time to time	56.9% (1 271/2 232)	40.1% 961 posts not filled	Poor turnaround time in the selection and appointment process.
Number of officials trained per workplace skills plan (WSP) priority	17 662 officials were trained in line with the WSP priorities	15,000 officials trained in line with the WSP	21 063 officials trained in line with the WSP against the target of 15 000	The target was over achieved by 6 063	Target exceeded due to a positive response to the attendance of training in line with WSP
Number of Management Areas where Integrated Employee Health and Wellness (IEHW) Programmes were rolled out	Health risk assessment conducted in 46 management areas Occupational Health Risk conducted in 4 management areas, Medical surveillance conducted in three Management areas	An integrated IEHW Programme Strategy designed, approved and rolled out of IEHW Program in five (5) management areas	Target over achieved. IEHW roll-out Programme took place in six (6) Management Areas	Target over-achieved by one (1) management area	Availability of resources

Linking performance with budgets

Sub-programme expenditure

Sub-programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
Corporate Services	1 355,278	1 355,278	-	1 245,978	1,245 978	-
Total	1 355,278	1 355,278	-	1 245,978	1,245 978	-

Programme 2: Incarceration

Programme Purpose: Provide appropriate services and a well maintained physical infrastructure that supports safe and secure conditions of detention consistent with the human dignity of inmates, personnel and the public, as well as the profiling of inmates and the compilation of needs-based correctional sentence plans, administration and interventions

Strategic objectives:

- Effective management of remand detention processes to promote and enable participation in court processes.
- Remand detainees and offenders are held under secure, safe and humane conditions.
- Effective case management processes

Sub-programmes and purposes

Sub-programmes:	Sub-programme Purpose
Security Operations	Provide safe and secure conditions for inmates, consistent with human dignity, and thereby provide security for personnel and the public
Facilities	Provide physical infrastructure that supports safe custody, humane conditions, and the provision of correctional and development programmes, care and general administration
Remand Detention	Ensure the effective and efficient remand detention management by carrying out court decisions and accommodating remand detainees in safe and secure facilities consistent with a human rights environment
Offender Management	Provide an environment supportive of the rehabilitation and safety of offenders through regular classification, assessment, compilation of correctional sentence plans, effective administration and operations in well maintained facilities

Sub-Programmes: Security Operations

Sub-programme Purpose: Provide safe and secure conditions for inmates, consistent with human dignity, and thereby provide security for personnel and the public.

SUBPROGRAMME : SECURITY OPERATIONS					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of inmates assaulted in correctional and remand detention facilities per year	4.5% (6 884/151 517)	2% (3 117/155 836)	4.67% (7370/157969)	2.69% (4253/157969)	Target was based on inaccurate historical baseline information
Percentage of gang related violent incidents	55.38% increase (996/641)	Reduction of 10% in incidences of gang violence (519/577)	942/577 (63.3% increase)	73.25% deviation (423/577)	Target was based on inaccurate historical baseline information
Percentage of unnatural deaths in correctional and remand detention facilities per year	0.038% (57/151 517)	0.027% (42/155 836)	0.039% (61/157 969)	0.012% (19/157969)	security related incidents (violent / assaults incidents) resulted in unnatural death
Percentage of inmates who escape from correctional and remand detention facilities per year	0.028% 43/151 517)	0.032% (50/155 836)	0.038% (60/157 969)	0.006% (10/157969)	Group escapes contributed to under achievement

Linking performance with budgets

Sub-programme expenditure

	2013/2014			2012/2013		
Sub-programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Security Operations	5 942,403	5 942,403	-	5 746,233	5 746,233	-
Total	5 942,403	5 942,403	-	5 746,233	5 746,233	-

Sub-programme: Facilities

Sub-programme Purpose: Provide physical infrastructure that supports safe custody, humane conditions, and the provision of correctional and development programmes, care and general administration.

SUBPROGRAMME: FACILITIES					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Number of new bed spaces created by upgrading of facilities	Nil bed spaces created Ceres 82% complete Vanrhynsdorp 96% complete Tzaneen 89% complete	471 additional bed spaces	No bed spaces created	471 additional bed-spaces	C-Max delayed due to slow progress by contractor Tzaneen delayed due to slow progress by contractor Matataiele delayed due to redesign of the facility

Linking performance with budgets

Sub-programme expenditure

	2013/2014			2012/2013		
Sub-programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
Facilities	1 882,603	1 882,603	-	1 863,777	1 863 777	-
Total	1 882,603	1 882,603	-	1 863,777	1 863 777	-

Sub-programme: Remand Detention

Sub-programme Purpose: Ensure the effective and efficient remand detention management by carrying out court decisions and provide accommodation for remand detainees in safe and secure facilities consistent within a Human Rights environment

SUB PROGRAMME: REMAND DETENTION					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Reduce average length of time in remand detention	not achieved	Reduced by 12 days (from a baseline which will be calculated at the end of March 2012/2013) Baseline was determined as 189 in April 2013	Reduced by 13 days from a baseline of 189 in April 2013 to 176 in March 2014	1 day	The DCS has no control over the length of detention as courts make decisions on court appearance dates including finalization of cases
SUB PROGRAMME: REMAND DETENTION					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of RD's with bail placed under non-custodial system against the RD's with bail	National: 5.81% (613/10 551). From April to March 2012/2013, a total of 34 290 applications were submitted to court for bail review. Of these applications, 7 355 were placed under noncustodial system and this translated to a monthly placement of 613 RDs	11% of RDs with bail placed under non-custodial system against those with bail	14.14% (1092/7720) An average of 1 456 RDs with bail were placed under non-custodial system against the annual average of 7720 RDs detained with an option of bail	3.14%	Timeous Submission of applications to courts by Heads of Correctional Centres and Remand Detention Facilities
White Paper on Remand Detention approved and aligned with operational policies	New Indicator	Approved White Paper on Remand Detention	White Paper on Remand Detention approved	None	n/a

Linking performance with budgets

Sub-programme expenditure

Sub- Programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
Remand Detention	507, 384	507, 384	-	267,464	247,599	19,865
Total	507, 384	507, 384	-	267,464	247,599	19,865

Sub-Programme: Offender Management

Sub-programme Purpose: Provide an environment supportive of the rehabilitation and safety of offenders through regular classification, assessment, compilation of correctional sentence plans, effective administration and operations in well maintained facilities

SUB PROGRAMME: OFFENDER MANAGEMENT					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of overcrowding in correctional facilities	28.48% (33 953/119 216)	30% or less (36 015/120 049)	29.70% (35370/119134)	None	n/a
Percentage of offenders serving sentences longer than 24 months who have CSPs	97% (88 681/91 419)	98% (92 742/94 635)	97% (95198 / 97725)	1% (977/97725)	Deployment of staff to multitasking which led to backlog in assessment and profiling duties

Linking performance with budgets**Sub-programme expenditure**

Sub- Programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Offender Management	1,714, 117	1,714, 117	-	1,620,857	1,620,857	-
Total	1,714, 117	1,714, 117	-	1,620,857	1,620,857	-

Programme 3: Rehabilitation

Programme Purpose: Provide offenders with needs-based programmes and interventions to facilitate their rehabilitation, social responsibility, human development and enable their social reintegration

Strategic Objectives:

- Effective incarceration and rehabilitation to protect society.
- Offender behaviour is corrected through access to correctional programmes and psychological, social and spiritual services.
- Offenders human development is improved through literacy, education and skills competency programmes.
- Reduced reoffending to contribute to a safer South Africa.

Sub-Programmes	Sub programme purposes
Correctional Programmes	Provide needs-based and offence-based correctional programmes and interventions, based on an assessment of the security risk and criminal profile of individuals targeting all elements associated with offending behavior, and focusing on the offence for which a person is sentenced to correctional supervision or sentenced to a correctional centre
Offender Development	Provide programmes and services to offenders to increase their level of education and skills acquisition
Psychological, Social and Spiritual Services	Manage and ensure the rendering of need-based psychological, social and spiritual services to sentenced offenders and persons under correctional supervision aimed at improving their health and emotional well-being and assisting with their rehabilitation and re-integration into the community

Correctional Programmes:

Programme Purpose: Provide needs-based and offence-based correctional programmes and interventions, based on an assessment of the security risk and criminal profile of individuals targeting all elements associated with offending behaviour, and focusing on the offence for which a person is sentenced to correctional supervision or sentenced to a correctional centre.

SUB PROGRAMME: CORRECTIONAL PROGRAMMES					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of Offenders with correctional sentence plans who completed Correctional Programmes	87% (77 077/88 671)	60% (55 644/ 92 742)	64% (61 049/ 95 198)	4% (3808/95198)	Continuous Monitoring and Evaluation as well as training/orientation of relevant officials yielded positive results

Linking performance with budgets**Sub-programme expenditure**

Sub-programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Correctional Programmes	29,235	29,235	-	27,333	27,333	-
Total	29,235	29,235	-	27,333	27,333	-

Sub-programme: Offender Development

Sub-programme Purpose: Provide programmes and services to offenders to increase their level of education and skills acquisition

SUB PROGRAMME: OFFENDER DEVELOPMENT					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of offenders who participate in educational programmes as stipulated in their sentence plans	No historical information	67.2% (11 372/16 929)	9793/16929 = 57.8%	9.4 %	Performance on this indicator is dependent on the availability of Educators for tuition and infrastructure and the latter is in short supply in the Department Reluctance of offenders to participate is also a contributory factor as some of them opted to participate in programmes where they receive gratuity
	No historical information	1.4% (5 65/39 566)	2.5 % (986/39566)	1.1 %	There was an increase in participation from Usethubeni Youth and Tswelopele Correctional Centres

SUB PROGRAMME: OFFENDER DEVELOPMENT					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
					Brandvlei Youth centre also contributed as it started operating as a full time school in 2013 academic year and increased the registrations for the 2014 academic year
Percentage of eligible offenders who participate in FET College programmes as per their correctional sentence plan (non-cumulative)		28.7% (4 872 /16 954)	22.06% (2986 / 13536)	The target was underachieved by 6.64%	Few training opportunities were available due to lack of funding from the National Skills Fund (NSF). Limited number of Technical Educationists and Artisans for the provision of skills based programmes to offenders
	33.9% (3 525/10 396).	13.6% (2929/21427)	25.19% (3889 / 15436)	The target was overachieved by 11.59%	Target overachieved due to improved marketing of FET College programmes. Partnership with external FET Colleges for the implementation of the National Certificate Vocational (NCV) programme as well as the phasing in of N-Courses by the Department of Higher Education and Training

Linking performance with budgets

Sub-programme expenditure

Sub- Programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Offender Development	686,714	638,732	47,982	682,060	556,181	125,879
Total	686,714	638,732	47,982	682,060	556,181	125,879

Sub-programme: Psychological, Social and Spiritual Services

Sub-programme Purpose: Manage and ensure the rendering of need-based psychological, social and spiritual services to sentenced offenders and persons under correctional supervision aimed at improving their health and emotional well-being and assisting with their rehabilitation and re-integration into the community

SUB-PROGRAMME : PSYCHOLOGICAL, SOCIAL AND SPIRITUAL SERVICES					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of inmates who are involved in psychological services	24%(20 865/86 113).	Improve percentage (5%) of inmates who are involved in psychological services against the baseline of the previous year	16.6% (21120/126936)	3.6% (788/21908)	Coordination of reporting that is still in its developmental stages A much higher number of lock-up offender totals against the number of psychologists which increased at a much slower rate A higher demand regarding the assessments and report writing for the lifers
Percentage of incarcerated offenders and those sentenced to Correctional Supervision who are involved in Social Work Services	99% (104 073/104 533).	57% (98449/172718)	79.9% 152406/190616	28% (53957/190606)	An increase in the number of lifers involved in interventions for profile purposes and the number of offender involved in group interventions
Percentage of inmates who benefit from spiritual services	70.38% (106 478/151 298).	52% (81035/155836)	77.77% (120668/155169)	26% (39 633/ 155 169)	Appointment of more spiritual workers

Linking performance with budgets

Sub-programme expenditure

	2013/2014			2012/2013		
Sub-programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Psychological, Social and Spiritual services	282,078	282,078	-	258,112	258,112	-
Total	282,078	282,078	-	258,112	258,112	-

Programme 4: Care

Programme Purpose: Provide needs-based care services aimed at maintaining the well-being of inmates in the department's custody

Strategic Objectives:

- Inmates are provided with appropriate nutritional services
- Inmates are provided with appropriate access to health services
- Inmates are provided with hygiene services

Sub-programme	Sub-programme Purpose
Nutritional Services	Provide inmates with appropriate nutritional services consistent with health norms and standards as defined in policy
Health Services	Provide inmates with access to appropriate health care services in accordance with applicable norms and standards
Hygiene Services	Provide personal and environmental hygiene services for inmates within the correctional centres and remand detention facilities

Sub-programme: Nutritional Services

Sub-programme Purpose: Provide inmates with appropriate nutritional services consistent with health norms and standards as defined in policy

SUBPROGRAMME :NUTRITIONAL SERVICES					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of food service units with the required resources	Renovations of food service units were done in 26 food service units	Monitor the required resources in the Food Service Units	Human Resources: 97.39% Equipment: 79.96% Facilities: 71.40%	The achievement implies that 97.39%, 79.96% and 71.40% of the correctional centres in terms of resources (against the set target of 30%)	Human Resources recruited officials working in food services, units and facilities were upgraded and equipment was monitored
Errata		Errata: 30% of food service units provided with required resources (human, equipment and facilities)			

Linking performance with budgets

Sub-programme expenditure

Sub-programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Nutritional Services	1,072,665	1,072,665	-	1,045,156	1,004,001	41,155
Total	1,072,665	1,072,665	-	1,045,156	1,004,001	41,155

Sub-programme: Health Services

Sub-programme Purpose: Provide inmates with access to appropriate health care services in accordance with applicable norms and standards

SUB PROGRAMME : HEALTH SERVICES					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of inmates tested for HIV Errata	50% (76 202/151 905).	50% (75 107 / 150214) Errata 50% 77918/155836)	68.7 % (107415/156350)	18.7%	HIV Counseling and Testing (HCT) continued through assistance from partners
Percentage of inmates on antiretroviral therapy (ART) (Cumulative)	New Indicator	94% (16 577/ 17 636)	95.70 % (15417/16109)	1.7%	A higher performance is desired as it is an indication that more inmates received ARTs
TB Cure Errata	new Indicator	75% (432/576) Errata 75% (4675/6233)	Sentenced: 337/448 (75.22) RDs : 86/165 (52.1%) Provide Actual achievement against the set target of 75%	None	N/A

Changes to planned targets

The Department had errata on the following Indicators:

PERFORMANCE INDICATOR	TARGET IN THE APP 2013/2014	APPROVED CHANGED TARGET
Percentage of food service units with the required resources	Monitor the required resources in the Food Service Units	30% of food service units provided with required resources (human, equipment and facilities)
Percentage of inmates tested for HIV Errata	50% (75 107 / 150214)	50% (77918/155836)
TB Cure Errata	75% (432/576)	75% (4675/6233)

Linking performance with budgets

Sub-programme expenditure

Sub- Programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Health Services	627,797	627,797	-	598,773	584, 311	14,462
Total	627,797	627,797	-	598,773	584, 311	14,462

Sub-programme: Hygiene Services

Sub-programme Purpose: Provide personal and environmental hygiene services for inmates within the correctional centres and remand detention facilities

SUBPROGRAMME: HYGIENE SERVICES					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Number of Management Areas with effective management of health care waste services	Norms and guidelines, as well as the monitoring tools for health-care waste were approved at the end of March 2013 at 11 Management Areas	18 additional Management Areas with contracted health care waste services	29/30	Deviation is 11	Management areas ensured that contract for the waste management services are in place

Linking performance with budgets**Sub-programme expenditure**

Sub- Programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Hygiene Services	98, 711	98, 711	-	80, 561	80, 561	-
Total	98, 711	98, 711	-	80, 561	80, 561	-

Programme 5: Social Reintegration

Programme Purpose: Provide services focused on offenders' preparation for release, effective supervision of offenders placed under the system of community corrections and facilitation of social reintegration into their communities

Strategic objectives:

- Probationers and parolees are rehabilitated; monitored and accepted by the communities as law-abiding citizens.
- Offenders are provided with access to restorative justice processes.

Effective management and functioning of the Parole Boards

Sub-programme	Subprogramme Purpose
Parole Administration	Provide services related to the consideration of placement of offenders into community corrections by Correctional Supervision and Parole Boards and Heads of Correctional Centres
Supervision	Provide for the sound and effective administration and supervision of offenders placed under correctional and parole supervision in order to enhance public safety
Community Reintegration	Provide and facilitate support systems for the reintegration of offenders into the society
Office Accommodation: Community Corrections	Facilitate the provision of community corrections offices to enhance community reintegration

Sub-programme: Parole Administration

Subprogramme Purpose: Provide services related to the consideration of placement of offenders into community corrections by Correctional Supervision and Parole Boards and heads of Correctional Centres

SUB-PROGRAMME: PAROLE ADMINISTRATION					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of parole cases in which victims of crime make representations	3.61% (1 215/33 585).	4.43% (1 060/ 23 921)	6.86% (1543/22484)	2.43 (546/22 484)	Partnership between the department and the Foundation of Victims of Crime(FOVOC) who assisted victims of crimes to appear before the parole boards to make representations
Percentage of cases submitted by CMCs and considered by Parole Boards	70.25% (54 090/76 993).	94% (42 338/ 44 878)	84.83% (35666/42044)	9.17% (38 55/42 044)	Insufficient capacity due to CSPB vacancies

Linking performance with budgets

Sub-programme expenditure

Sub-pro-gramme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Parole Administration	66,864	66,864	-	92, 221	62, 980	29,241
Total	66,864	66,864	-	92, 221	62, 980	29,241

Sub-programme: Supervision

Sub-Programme Purpose: Provide for the sound and effective administration and supervision of offenders placed under correctional and parole supervision in order to enhance public safety

SUBPROGRAMME : SUPERVISION					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Percentage of parolees without violations	84.89% is the total average number of parolees without violations: 39 269 against an average parolee caseload of 46 259 for the year	79.9% (36 558/45 755)	94.1% (46 380/49 282)	14.2% (71/500)	Systems and processes are in place to ensure compliance with the indicator Orientation and training of officials in the community correction's system
Percentage of probationers without violations		80% (Baseline information: 80% = 13 560 probationers without violations from a total caseload of 16 950 probationers)	92.8% (15 543/16 744)	12.8 % (64/500)	Systems and processes are in place to ensure compliance with the indicator Orientation and training of officials in the community corrections' system

SUBPROGRAMME :SUPERVISION					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Operationalization of Electronic Monitoring (EM) System for persons under the system of Community Corrections	A total number of 136 parolees were under EM on the 31 March 2013 at selected Community Corrections offices in the regions	Preparation and EM rollout and Implementation and Placement of 500 offenders under EM (0.69% of 72 542)	Electronic Monitoring Policy and Procedures were approved and implemented A cumulative total number of 288 offenders were electronically tagged	None 212 offenders not tagged	The number of offenders could not be increased due to the fact that EM roll-out could not be finalized

Linking performance with budgets

Sub-programme expenditure

Sub-programme Name	2013/2014			2012/2013		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Supervision	609,211	609,211	-	593,924	552, 516	41,408
Total	609,211	609,211	-	593,924	552, 516	41,408

Sub-Programme: Community Reintegration

Sub-Programme Purpose: Provide and facilitate a support system for the reintegration of offenders into society.

SUBPROGRAMME: COMMUNITY REINTEGRATION					
Performance Indicator	Actual Achievement 2012/13	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Number of Halfway House Partnerships established as a support system for reintegration of offenders	Policy and procedure framework developed.	Roll out service level agreements for 6 halfway houses	6 SLAs have been signed with NPOs for the running of Halfway Houses.	None	n/a
Improved Awareness Strategy on alternative non-custodial sentences and measures under the system of community corrections	Draft guidelines are available.	Approved Awareness Strategy on alternative non-custodial sentences and measures under the system of Community Corrections	Approved Awareness Strategy on non-custodial sentencing and measures under the system of Community Corrections implemented	None	n/a
Number of Victim Offender Dialogues (VOD)		8 Victim Offender Dialogues	Eight (8) Victim Offender Dialogues were held for the period	None	n/a

Linking performance with budgets

Sub-programme expenditure

	2013/2014			2012/2013		
Sub- Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Community Reintegration	38,780	38,780	-	33, 537	33, 537	-
Total	38,780	38,780	-	33, 537	33, 537	-

Sub Programme: Office Accommodation: Community Corrections

Sub Programme Purpose: facilitates the provision of community corrections offices to enhance community reintegration.

SUB PROGRAMME :OFFICE ACCOMMODATION :COMMUNITY CORRECTIONS					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target for 2013/2014	Comment on deviations
Decentralization of Community Correction Services	No historical information	Approved concept document on the decentralization of Community Corrections Services	The concept document on the decentralization of community corrections services was finalised and submitted for approval	Concept document not approved	Concept document to be approved

Linking performance with budgets

Sub-programme expenditure

	2013/2014			2012/2013		
Sub-programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Office Accommodation	36,434	36,434	-	19, 604	19, 604	-
Total	36,434	36,434	-	19, 604	19, 604	-

Strategy to overcome areas of under performance

The department had 39 indicators and 41 targets during the 2013/2014 financial year. Out of the 41 targets, 30 were achieved and 11 were not achieved. Strategies for addressing failure to achieve planned targets are in place. These strategies are discussed below in reference to indicators/targets that were not achieved.

In terms of filling funded positions, the turnaround time is generally long in the Public Service and the DCS has identified various factors that influence this. In the Department of Correctional Services, it has been established that almost 60% of vacant posts advertised are filled by internal serving officials, which therefore has an adverse effect on our vacancy rate.

However, various recruitment strategies have been identified to reduce the vacancy rate from the current rate of just over 7% to an acceptable norm of 3%. The Department will be embarking on a process of outsourcing recruitment processes, thereby reducing the turnaround time to approximately three months from the time a vacancy is advertised to the time it is filled. Activities to be outsourced include the placement of adverts, the response handling thereof, the compilation of grosslists and the drafting of preliminary shortlists.

Going forward, the Department is also considering an E-recruitment process whereby prospective employees can apply online for advertised vacancies. The Department will thereby be in an advantageous position to draw applications from a pool of applications, which will be stored in a database. The Department is benchmarking with other departments in this regard. Further benefits of this approach include the reduction/elimination of paper applications, which is presently problematic in terms of the handling and storage thereof.

The Department has also engaged with FET colleges and other tertiary institutions in an attempt to absorb through a shortened selection process, students who are skilled in specific critical occupations such as artisans. This strategy thereby aims to reduce the vacancy rate in our scarce and critical skills occupations in the department.

Filling of vacancies had a ripple effect on the achievement of other indicators which were dependent on the availability of human resources. The performance indicator on the implementation of educational programmes was not fully achieved partly because of dependency on the availability of educators for tuition. The under achievement in respect of the percentage of cases submitted by Case Management Committees (CMC's) and considered by Parole Boards was due to unfilled vacant posts for chairpersons of Parole Boards.

An analysis of the performance in the security operations shows that the primary reason for underperformance has been the setting of targets based on incomplete and inaccurate historical data. An attempt has been made to correct these targets in 2014-2015. The security indicators and their descriptors have also been reviewed to ensure accurate reporting.

In terms of unnatural deaths in correctional and remand detention facilities, major contributing factors were as follows:

Suicides	21
Medical Overdose	4
Accidents	2
Food poisoning	1
Causes unknown	24
Assaults	9

The statistics point to a need to improve the suicide risk profiling and this process is already underway by the relevant professionals.

There were 39 incidents of escapes. Two of these incidents account for 15 persons escaping in each incident. Investigation reports and findings will be useful in addressing any challenges in a proactive manner. The infrastructure investment in the area of physical security is expected to lead to improved performance in this area. The Department is also pleased that many of the escapees have been rearrested within 48 hours of their escape with more being re-arrested beyond this time-frame with the assistance of the public and South African Police Service (SAPS). The escapes, despite exceeding the set target - seen against the inmate population profile - bear testimony to the effectiveness of current security policies, procedures and systems.

The overall security underperformance is a concern that is inextricably linked to the difficult challenges of managing security in the context of overcrowding and, increasingly aggressive inmates with long sentences. The Department will continue to pursue integrated approaches to security operations (human resources, technology as well as improved systems and/or processes) in order to impact on all the indicators. The reduction of assaults, beyond it being a security challenge, is a challenge of corrections and rehabilitation of the aggressive predisposition of inmates in DCS custody. This inmate profile is consistent with general crime patterns reported by law enforcement agencies.

There were some indicators whose achievement were highly depended on external structures, e.g., the number of new bed-spaces created by upgrading of facilities. The target for this indicator was creating 471 additional bed spaces. Creation of new bed spaces depended on projects for building correctional facilities. The following projects were on targets in respect of the creation of beds-paces: C-Max, Tzaneen, and Matatiele. Delays due to slow progress by contractors, particularly DPW and redesigning hindered the department achieving this indicator.

Changes to planned targets

The Department had Errata on the following Indicators:

PERFORMANCE INDICATOR	TARGET IN THE APP 2013/2014	APPROVED CHANGED TARGET
Percentage of incarcerated offenders and those sentenced to correctional supervision who are involved in social work services	57% (95 677/167 855)	57% (98 449/172 718)
Percentage of inmates who benefit from spiritual care services	52% 81035/155 836	52% (81035/155836)

Transfer payments to public entities

In accordance with the Skills Development Act, 97 of 1998; R8,455 million was transferred in 2013/2014 and R6,752 million was transferred in 2012/2013 to SASSETA.

Name of transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount spent by the entity	Reasons for the funds unspent by the entity
SASSETA	Annual 1% transfer payment for Skills Development Levy for 2013/2014 financial year	Yes	8,455	R5,7 million	Delay in implementation of projects

Transfer payments to all organisations other than public entities

There are no other payments made to organizations.

5. Conditional Grants

There were no conditional grants granted or received by the Department.

6. Donor Funds

During the 2013/2014 financial year an amount of R5000.00 was received in cash from Capitec Bank, for Regional Excellence Awards where the Department recognises excellent performance on the part of officials.

The value of donations received in kind during the 2013/2014 financial year was R404,987.20. The Accounting Officer's report provides details of all donations received-in-kind.

7. Capital Investment

The value of movable assets at the beginning of 2013/2014 financial year was R1,416 billion and assets worth R199,716 million were added. Assets worth R52,032 million were disposed. As at the end of March 2014 the value of assets in the Department was R1,531 billion.

The asset register is updated continuously with new additions and disposals. Asset balancing, reconciliation and verification are done on a monthly basis to identify and rectify the discrepancies.

Approximately 90% of the Department's assets can be regarded as in good condition, and 10% as in fair condition.

Infrastructure projects	2013/2014			2012/2013		
	Final Appropriation R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000
New and replacement assets	-	-	-	-	-	-
Existing infrastructure assets	-	-	-	-	-	-
Upgrades and additions	-	-	-	-	-	-
Rehabilitation, renovations and refurbishments	667,588	667,588	-	616,619	712,520	(95,901)
Maintenance and repairs	15,099	15,099	-	143,000	31,948	111,052
Total	682,687	682,687	-	759 619	744,468	15,151



PART C:

GOVERNANCE



1. Introduction

A commitment by the department to maintain the highest standards of governance is fundamental to the management of public finances and resources. Users want the assurance that the department has good governance structures in place to effectively, efficiently and economically utilize the state resources, which are funded by the tax payer.

2. Risk Management

The Department has a risk management policy and strategy which has been reviewed. Risk management in the department is coordinated by the Institute of Internal Auditors (IIA) in line with the Public Sector Risk Management Framework chapter 18 section 29 (5) (a)-(e). The department is in the process of establishing a Risk Management Committee which is in line with the requirements of the Public Sector Risk Management Framework set by National Treasury.

3. Fraud and Corruption

As part of the department's anti-corruption strategy which focuses on prevention, investigation and sanctioning, 103 DCS officials were dismissed due to misconduct during the 2013/2014 financial year.

The Department developed and implemented a fraud prevention plan and DCS members were trained in this corruption and fraud prevention plan. A total of 24 workshops on Fraud and Corruption Prevention which focussed on officials in procurement, were held during the year under review.

The Fraud Prevention Plan has been implemented and on-going training is provided to the DCS members relating to the Corruption and Fraud Prevention Plan. In ensuring the implementation of the anticorruption strategy and fraud prevention plan, the department has implemented a Whistle-Blowing Policy ensuring that whistle blowers are protected against occupational detriment (i.e. any form of work related victimization).

The department has two units dealing with fraud, corruption, theft and serious maladministration namely, the Departmental Investigation Unit to conduct investigations and the Code Enforcement Unit to institute disciplinary proceedings in relation to the investigations conducted by the Departmental Investigation Unit.

4. Minimising Conflict of Interest

The due date of the submission of disclosure of financial interest for the financial year 2013/2014 was 30 April 2014.

The Minister for Public Service and Administration issued a letter to all Executive Authorities extending the submission of disclosure of financial interests by members of the Senior Management Services to 30 June 2014. The extension is communicated in the letter under reference 25/1/P dated 28 April 2014.

5. Code of Conduct

The Department of Correctional Services' Code of Conduct ensures that the organisational culture within the Department is an amalgamation of the values and beliefs of the employees. This code is embodied in the implicit rules and expectations of behaviour where, even though some of the rules are not formally written down employees know what is expected of them.

The Code of Conduct contains values and beliefs that support the organisational goals. The Code of Conduct ensures that every employee conducts the business of the Department of Correctional Services with the same goal in mind when executing the process of rehabilitation and ensuring safe custody of the inmates.

The Code of Conduct is aligned to the White Paper on Corrections, as both documents clearly define how a Correctional Official is expected to conduct him or herself. In addition, the very nature of work performed within Correctional Services prescribes that a strict code of behaviour be observed if employees are to cultivate a sense of legitimacy to the inmates whom they are responsible for rehabilitating.

As a demonstration of the Department's commitment to upholding the values promoted in the Code of Conduct, as well as the White Paper on Corrections, a total of 57 officials underwent disciplinary processes for contravention of the Departmental Code of Conduct.

6. Health, Safety and Environmental Issues

The Occupational Health and Safety Act (OHS Act No. 85 of 1993) requires all employers to provide and maintain a working environment that is safe and without risk to the health of their employees. Subsequently, the statutory requirements and recommended guidelines were used to evaluate the results and findings of the ventilation, ergonomics, noise and illumination assessment. The assessment was based on the risks identified during the Hazards Identification Risk Assessment that was conducted across DCS centres. The findings reflected non-compliance in some of the centres and recommendations were tabled to relevant stakeholders in order to mitigate and manage the identified risks in terms of the Health and Safety Regulations. The recommendations from the findings of the Occupational Hygiene Survey were used as part of the maintenance plan at centre levels in order to ensure implementation.

The identified occupational health and safety risks were quantified and prioritized accordingly; resulting in all officials who potentially could have been exposed, undergoing issue-based medical surveillance to assess whether there has been any exposure and if so, to what extent. The report identified policy gaps which were also addressed as part of the administrative controls of the inherent job risks. The medical surveillance is being rolled out to other management areas namely Kroonstad, Goedemoed, Grootvlei, Pollsmoor, Drakenstein and Breedevelei to establish baseline data with regard to Occupational Health. The Integrated Employee Health and Wellness Programme has embarked on capacitating and empowering officials with regard to occupational health and safety issues by focusing on policy induction, vaccinating high risk occupational categories for Hepatitis A & B, conducting health screenings inclusive of TB, occupational risk profiling and occupational hazards induction. The effects of the identified occupational risks on the department are time lost due to injuries, medical expenses and eventually medical incapacity.

7. Portfolio Committees

During the year under review the following Portfolio Committee meetings were held as follows:

DATE OF MEETING	ISSUES DISCUSSED
17 April 2013	DCS' Strategic and Annual Performance Plan 2013
24 April 2013	Review of White Paper on Corrections 2005-2012; Ministerial Task Team resolution
8 May 2013	Briefing on gang related incidents at Groenpunt, Pollsmoor and St Albans Correctional Centres
05 June 2013	Remand Detainee Offender Management System, IT Branch progress, Corrections White Paper Review; Jan-Mar 2013 Performance
12 June 2013	Meeting with Department of Correctional Services and Independent Development Trust on Consultants and outsourcing - postponed
19 June 2013	SA Human Rights Commission's role in relation to incarceration conditions & treatment of offenders
21 August 2013	DCS' update on use of consultants, its relationship with the Judicial Inspectorate, and the 1 st Quarter 2013/2014 financial & performance reports of the Department
17 September 2013	Matters related to security-fencing projects: Input by Independent Development Trust, Deputy Minister of Public Works & DCS
18 September 2013	Strengthening the JICS; Interaction with JICS, DCS, IPID & SA Human Rights Commission
05 November 2013	Minister of Correctional Services on the state of the Department
06 February 2014	Draft White Paper on Remand Detention Management; Departmental briefing
11 February 2014	Criminal Justice System Review: constituent departmental briefing
19 February 2014	Correctional Services 2013 performance and its relations with the JICS; Waterkloof two re-arrested after release on parole
26 February 2014	DCS' progress report on the White Paper on Corrections review process
05 March 2014	Update on Waterkloof two arrested: Progress on the implementation process of the medical parole provisions of Correctional Matters Amendment Act

Matters raised by the Portfolio Committee and how the department addressed these matters

During those meetings, the following Portfolio Committee recommendations were suggested for implementation by the department.

RECOMMENDATION	ACTION TAKEN
The Committee expressed dissatisfaction with the credibility of performance information contained in the Annual Report 2012/13	Information provided is quality assured and signed off by all Regional and Programme managers to ensure credibility of performance information prior to submission to the stakeholders
The department should ensure that all performance information submitted to parliament is accurate	Management sessions are held quarterly to review performance progress against planned targets. Reported performance information is verified in line with the approved Technical Indicator Descriptors (TID's)
The DCS should ensure that indicators and targets contained in its Strategic Plan, Annual Performance Plans and annual performance reports are properly aligned	Departmental Strategic Planning sessions are held to ensure that there is alignment with all other plans and reports; Indicators and targets were developed in accordance with the National Treasury Framework for the development of the Strategic Plan and Annual Performance Plan and the Framework for Managing Performance Information

RECOMMENDATION	ACTION TAKEN
The DCS should put in place measures for ensuring compliance with all relevant legislation, policies and National Treasury guidelines as a matter of urgency	<p>The Internal Audit evaluates measures put in place by Management to provide assurance that there is accountability and good governance and provides feedback where inadequacies have been noted</p> <p>Recommendations are made and follow-up reviews are conducted on the implementation of managerial action plans</p>
The DCS realizes that the rehabilitation and reintegration objectives contained in the White Paper are undermined by its continued administrative challenges, and the poor leadership already referred to by the Auditor General. As indicated in previous reports, leadership instability, lack of discipline and financial mismanagement seriously impede service delivery and must be addressed as a matter of urgency	The department to ensure compliance with the Public Finance (PFMA), as well as other public service acts and regulations
The Committee recommended that head-hunting processes by the department be closely monitored to ensure their credibility is not drawn into question	Implementation and compliance to the White Paper on Human Resource Management in the Public Service and Senior Management Service (SMS) Handbook
The Committee made recommendations on skills retention and recruitment	<p>The retention & recruitment strategy was reviewed</p> <p>Since the inception of the Learnership Programme, the Department has developed potential employees with the intention of permanent absorption into vacant, financed, and entry level posts</p> <p>Training is provided in line with the developed Workplace Skills Plan (WSP) which is reviewed annually.</p> <p>In support of recruitment and retention, bursaries are given in line with the scarce skills identified in the workplace skills plan. In 2013/2014, a total of 173 bursaries were allocated. Of these 97 were for professional studies as follows:</p> <ul style="list-style-type: none"> • Psychology: 28 • Nursing: 17 • Pharmacy: 6 • EAP: 6 • Finance: 19 • Logistics: 21 <p>A total of 59 bursaries were awarded. 50 of these bursaries were for professionals and are as follows:</p> <ul style="list-style-type: none"> • Social Work: 21 • Psychology: 12 • Nursing: 6 • Pharmacy: 1 • Finance: 8 • Internal Auditing: 2
The DCS should increase the efforts to fill all vacancies especially those in Finance and Internal Audit units, and ensure that all avenues to attract, develop and retain graduates in professional fields are explored	<p>In June 2013 the Department decentralized the post advertisement process in an effort to speed up the process of filling critical vacant posts</p> <p>The delegations relating to the approval of appointments have been expanded and various Branch Managers now have the authority to approve an appointment</p>

RECOMMENDATION	ACTION TAKEN
As radical shift in the budget allocation to the Rehabilitation, Care and Social Reintegration programmes to be effected	<p>Branch Incarceration and Corrections: The budget is allocated in accordance to the needs</p> <p>Branch Community Corrections: A total of (R286m) has been budgeted for the Electronic Monitoring Project (EMP) for the years 2014/2015 to 2016/2017. The amount is financed as follows: (R86m) from the MTEF process and (R200m) from the Integrated Justice System</p> <p>The Halfway House is budget is R106 4000, but there is a need to increase the budget to R280 0000 for the 2014/2015 financial year. The processes in respect of budgeting were followed and the Halfway House budget was included in the Estimates of National Expenditure (ENE)</p>
As recommended in previous reports on the DCS' budget allocation, the budget must be aligned with its rehabilitation and reintegration objectives. The DCS must reconsider and increase its targets for developmental interventions and make the requisite allocations to its Care, Rehabilitation and Social Reintegration programmes. These programmes are integral to the reduction of recidivism, which is the only measure for determining the DCS' success in "correcting" offending behaviour and rehabilitating offenders	<p>Budget is allocated in accordance to the needs of the Branch</p> <p>The Halfway House programme is an initiative geared towards the reduction of overcrowding and reoffending through the accommodation of offenders without support systems who qualify for parole. The Department has partnerships in six Halfway Houses with a population of 25 residents. Currently the cost per month of the initiative is R66 000</p>

Report of the Portfolio Committee on Correctional Services on the judicial Inspectorate for Correctional Services and how its effectiveness may be maximised 12 March 2014

Recommendations

The committee feels strongly that if the Judicial Inspectorate for Correctional Services (JICS) were to remain relevant, it must become financially and operationally independent of the DCS. In our view this would only be possible, through legislative changes.

In the Committee's view the JICS can only remain relevant; if it's unfettered access to the correctional system (correctional centres and their management) resulted in improved conditions of incarceration, and an improvement in the treatment of inmates. To this end, the JICS should be compelled to publish findings within reasonable timeframes, be mandated to make recommendation to the DCS regarding disciplinary proceedings that should be instituted against officials implicated in matters; to the SAPS regarding matters that warrant criminal investigation; and to the NPA regarding matters that should be prosecuted. All findings should be tabled in Parliament.

The Committee has noted with concern severe weakness in the JICS's management of complaints submitted by inmates themselves or by their families. The Committee agrees with recommendations that the JICS should focus its attention on inspections and investigations, and that complaints should be managed by a separate entity. In the event that the function remains with the JICS, clear guidelines should be developed for the management of inmate complaints. The guidelines should define the types of matters that could be referred to the JICS, the timeframe within which matters shall be investigated, timeframes beyond which matters could no longer be reported for investigation, consequences for frivolous complains, and recourse in the event that complainants are dissatisfied with the manner in which their complaints were handled. In addition to guidelines governing complaints processing, the complaints system should be overhauled to make it more transparent and to ensure greater accountability by those charged with receiving complaints and managing the process.

We support recommendations calling for the appointment of the inspecting Judge to be more transparent, but believe that there is a need to further explore the appointment process.

Similarly we support recommendations that the CEO Should be identified by the Inspecting Judge for appointment by the Minister. The CEO should be accountable only to the Inspecting Judge, and /or the inspectorate.

The committee agrees that the Independent Correctional Centre Visitors (ICCV)-system should be overhauled to make it more effective. While the Committee supports the process of communities nominating suitable candidates, it believes that the JICS's selection and performance management processes need to be drastically improved to ensure the suitability of the successful candidates.

The Committee agrees that legislative interventions should include provisions obliging other organs of state to assist in ensuring that the JICS's process is not interfered with, and that the independence, impartiality, dignity and effectiveness of the JICS is safeguarded.

In 2010/2011 the JICS reported that its financial independence would require "drastic changes to the present structure, operation and functioning of the Inspectorate", and in its 2011/2012 annual report it cautioned against the JICS becoming an independent entity 'overnight' and undertook to pursue the issue of its independence with the Department of Public Service and administration (DPSA). In the Committee's view the new organisational structure does not adequately address concerns about the JICS' effectiveness, and no indication could be found that concerns about its independence, had been taken into account in the development of the new organisational structure. While stakeholder-input focused much on the legislative amendments required to strengthen the JICS, much was said about whether the new organisational structure in any way addressed the severe weakness in the quality of the JICS's investigations, inspections and resolution of complaints. The Committee therefore recommends that before any legislative amendments are made, the JICS's new structure should be reviewed to assess the extent to which it addresses the concerns highlighted in this report.

8. Scopa resolutions

There are no new SCOPA resolutions.

9. Prior Modifications to Audit Reports

AGSA's report on matters in the previous financial year 2012/2013

Nature of qualification, emphasis of matter and matters of non-compliance	Progress made in clearing/resolving the matter
Movable tangible capital assets	A project which included SMS and MMS members in asset verification of all assets in the department was embarked upon to address issues of completeness and the physical existence of assets on the asset register as raised by AGSA The asset register is updated continuously with new additions and disposals. Asset balancing and reconciliation is done on a monthly basis to identify and rectify the discrepancies. Annual asset verification is also conducted to identify and rectify discrepancies
Material underspending	No material underspending of the budget
Expenditure management	
Irregular Expenditure(including non-disclosure of business interests by family members)	The Policy regarding the handling of urgent and emergency cases was amended and all cases must come before the relevant bid adjudication committee
Procurement and Contracts	
Conducting business with prohibited suppliers	A database with all prohibited suppliers from National Treasury to be referred to all times in order to mitigate this risk
Revenue and Receivables	
Receivables	The Department enforced compliance with its debt management policies to improve debt recovery
Governance	
Risk Assessment: Internal Audit	The department is in the process of establishing a Risk Management Committee which is in line with the requirements of the Public Sector Risk Management Framework set by National Treasury.

10. Internal Control Unit

The Internal Control Unit manages the audit process between AGSA and the department. Action plans to address the 2012/2013 findings were developed and progress against the action plans, on a sample basis, was verified by the Internal Audit Unit.

11. Internal Audit and Audit Committees

Key activities and objectives of the internal audit

The IAA of the Department of Correctional Services obtains its mandate from the Public Finance Management Act (PFMA), Act No. 1 of 1999 as amended and its Treasury Regulations as amended. The Internal Audit Function was established in terms of section 38(1)(a)(ii) of the Public Finance Management Act (PFMA), 1999. This section requires that the Accounting Officer for a department must ensure that the department has and maintains a system of Internal Audit under the control and direction of an Audit Committee complying with and operating in accordance with regulations and instructions prescribed in terms of section 76 and 77 of the PFMA.

The objective of the IAA is to assist management by providing assurance on the adequacy and effectiveness of measures put in place to mitigate risks and to determine whether the Correctional Centre objectives were aligned to the approved Department of Correctional Services' (DCS) strategic objectives as well as to assist management in addressing any deficiencies and also to prepare for the external audit.

Attendance of audit committee meetings by audit committee members (Tabular form)

- The Department has established an Audit Committee in accordance with the provisions of section 38(1) (a) (ii) and section 77(a) of the PFMA. The Audit Committee during the year under review had three (3) members, with all three (3) members outside the public service.
- The Audit Committee Chairperson resigned from the Audit Committee on 20 March 2014 leaving only two Audit Committee members by financial year end.

In terms of section 77(b) of the PFMA, the Audit Committee must meet at least twice a year. The Audit Committee held four (4) meetings during the financial under review and these were attended as follows:

The table below discloses relevant information on the audit committee members:

Name	Qualifications	Internal or external	If internal, position in the department	Date appointed	Date Re-signed	No. of Meetings attended
C Motau	Masters in IT	External	N/A	1 March 2010	20 March 2014	4
L Majake	CA (SA)	External	N/A	1 July 2011	N/A	4
M Maponya	CA (SA)	External	N/A	19 July 2012	N/A	2

12. Audit Committee Report

We are pleased to present our report for the financial year ended 31 March 2014.

Audit Committee Responsibility

The Audit Committee reported that it has complied with its responsibilities arising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulation 3.1.13. The Audit Committee also reported 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, except that we have not reviewed changes in accounting policies and practices.

The members of the Audit Committee continued to meet with the Accounting Officer, senior management of the Department, Internal Audit and External Audit, collectively and individually, to address risks and challenges facing the Department.

The Effectiveness of Internal Control

Internal audit unit was not functional for the year under review.
Internal audit unit did not adhere to the annual internal audit plan.

Internal audit did not submit any reports to the Audit Committee.

A meeting was held with then Acting Commissioner and Acting Chief Financial Officer at the meeting held on 15 October 2013 to raise the above mentioned issues, the issues were furthermore escalated to the Portfolio Committee at the meeting held on 16 October 2013.

The following internal audit work was completed during the year under review:

Regularity Audits reviews:

- Asset Management
- Predetermined Objectives
- Inventory Management
- Payment for Goods and Services
- Leases
- Incarceration and
- Social Reintegration

Information Technology reviews:

- IT Governance,
- IT Project Governance and
- IT Structure Reviews

Performance Audit reviews:

Inventory Management in relation to:

- Agriculture
- Production
- Workshop
- Warehouse
- Building and Maintenance

The following were areas of concern:

- Internal Audit
- Movable tangible capital assets
- Predetermined objectives
- Information Technology
- Compliance with laws and regulations
- Risk management

In-Year Management and Monthly/Quarterly Report

The department has reported to the Treasury monthly and quarterly as is required by the PFMA.

The Audit Committee is not satisfied with the content and quality of quarterly performance information reports prepared and issued by the Department during the year under review, in compliance with the statutory reporting framework. Often, there is no system in place to ensure that reports are submitted in time, are accurate, complete and/or reliable. This eventually affects the quality of the decision made by senior management and other stakeholders.

Evaluation of Financial Statements

We have reviewed the draft annual financial statements as submitted by management.

Auditor General's Report

The Audit Committee has not been provided with any documentation that demonstrates that issues raised by the Auditor General in the previous financial year have been addressed by the Department.

The Audit Committee concurs and accepts the conclusions of the Auditor General on the annual financial statements.



Lehloholo Majake
Member of the Audit Committee
Correctional Services
Date: 30 May 2014

Part D:

Human Resource Management



1. Introduction

The information contained in this part of the annual report has been prescribed by the Minister for the Public Service and Administration for all departments in the public service.

2. Overview of Human Resources

2. The Status of Human Resources in the Department.

The department consists of a total of 42,006 funded posts on the post establishment. 2,228 additional posts for contract workers are not included in this total. 218 of the total funded posts are Senior Management Service (SMS) posts and 79.1 percent of these were filled during period under review. A key challenge has been the reduction of the recruitment turnaround time when filling positions. Accordingly, a number of interventions were put in place during the period under review to address this challenge. Amongst others, these are:

The department implemented the following measures to maintain the 3% vacancy rate within the approved staff establishment:

- The appointment of trained Student Correctional Officers into entry level vacancies in the Department. In the 2012/2013 financial year, (766) learners were appointed in a permanent capacity;
- The decentralisation of advertising of vacancies to the Regions, with the intention of improving recruitment turnaround times;
- The placement of advertisements in the external media on a monthly basis;
- Expanding the approved head-hunting framework for critical and scarce skills to include Educationists;
- Capacitating key components dealing with recruitment and selection activities;
- The signing of memorandum of understanding with the Durban University of Technology (DUT) in order to attract scarce skills;
- The appointment and deployment of suitably-qualified recruitment and selection practitioners to various Branches in order to fast-track recruitment turnaround time;
- Embarking on a process of outsourcing recruitment processes in order to improve the turnaround time in filling vacant posts.

The department registered a vacancy rate of 5.4% against the approved staff establishment.

Efforts are underway to strengthen the HR capacity within the department. A key example in this regard is the recruitment and retention of Human Resource Recruitment and Selection Specialists who, as stated above, have been brought on board to facilitate quicker recruitment turnaround times. The review of HR policies is also underway to ensure that we enhance our governance structure.

Key areas of focus for the Human Resource Branch during the period under review were the following:

- Enhancing our relationship with our organised labour partners. To this extent, as reported earlier, the Ministerial Task Team took centre stage as it sought to resolve HR matters which impacted negatively on our relationship. The DCS is a labour-intensive organisation which is highly unionised. Accordingly, it is imperative that no effort is spared in maintaining a sound relationship between unions and management;
- The development and implementation of an appropriate shift model which, in turn, would pave the way for a more realistic staffing model premised on the recognition that the department is 24 Hour, 7-Day operation, was another challenge. As reported earlier, this matter is before the Ministerial Task Team for deliberation;
- Another major challenge before us is the resolution of the current impasse around the implementation of the 2nd Phase of Occupational Specific Dispensation for Correctional Officials. A primary challenge in this regard is the fact that there is a fundamental difference of opinion on precisely what the 2nd Phase entails as per clause 11 of the Collective Agreement in this regard. This challenge is also transversal in nature in that government departments, namely the National Treasury and the Department of Public Service and Administration are affected by this dispute. It is however, critical to point out that all other Occupational Specific Dispensations for other job categories within the department have been successfully implemented.

The Integrated employee Health and Wellness Policy was approved by the Minister on the 28th January 2013. Induction to the Policy and Guidelines took place in 5 Regions in the DCS. In addition to the roll-out a comprehensive Integrated Committee Procedure was developed. A substance abuse Policy was developed to supplement interventions in Integrated Employee Health and Wellness.

In terms of Human Resources Development, 1009 learners completed and were certified in the Corrections Services Learnership, NQF, Level 4 and a further 458 Section 18.1 (Skills Development Act) learners and 1002 Section 18.2 learners were enrolled in this learnership programme during April 2013 and February 2014, respectively. A total of 844 unemployed graduates were enrolled in the DCS Internship Programme. Both these programmes are aimed at not only contributing to youth development but at creating a pipeline for entry level employment both in the core business, the scarce and critical skills, and in the support functions. The DCS was one of the Departments that received a Recognition Award at the National Skills Conference in October 2013 for work placement opportunities created between 2011 and 2013. Training focused on building both security and rehabilitation capacity as well as management and leadership capacity with 21063 officials trained in line with the Department's workplace skills plan (WSP).

3. Human Resources Oversight Statistics

3.1 Personnel related expenditure

The following tables summarises the final audited personnel related expenditure by programme and by salary bands. In particular, it provides an indication of the following:

- amount spent on personnel
- amount spent on salaries, overtime, homeowner's allowances and medical aid.

Table 3.1.1 Personnel expenditure by programme for the period 1 April 2013 to 31 March 2014

Programme	Total expenditure (R'000)	Personnel expenditure (R'000)	Training expenditure (R'000)	Professional and special services expenditure (R'000)	Personnel expenditure as a % of total expenditure	Average personnel cost per employee (R'000)
Administration	5,152,997	2,253,266	57,680*	0	12	53,874
Incarceration	10,046,507	8,045,951	0	0	80	192,372
Rehabilitation	950,045	651,312	0	0	69	15,572
Care	1,799,173	600,281	0	0	33	14,352
Social reintegration	751,289	639,257	0	0	85	15,284
Z=Total as on Financial Systems (BAS)	18,700,511	12,190,067	57,580*	0	38	291,454

*Training expenditure reflects only Goods and Services expenditure under the national HRD activity and does not include the amounts spent on the internship and learnership stipends which are expended under the compensation of employees. All training expenditure comes from the Administration programme although officials from different programmes are trained.

Table 3.1.2 Personnel costs by salary band for the period 1 April 2013 to 31 March 2014

Salary band	Personnel expenditure (R'000)	% of total personnel cost	No. of employees	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)	1,973	0.0	25	78.9
Skilled (level 3-5)	636,020	5.2	3,969	160.2
Highly skilled production (levels 6-8)	9,179,118	74.7	31,184	294.4
Highly skilled supervision (levels 9-12)	1,873,649	16.0	4,286	458.3
Senior and Top management (levels 13-16)	169,825	1.4	174	976.0
Contract (Levels 1-2)	52,614	0.4	1,100	47.8
Contract (Levels 3-5)	157,325	1.3	968	162.5
Contract (Levels 6-8)	6,727	0.1	25	269
Contract (Levels 9-12)	43,670	0.4	122	358.0
Contract (Levels 13-16)	9,520	0.1	11	865.5
Periodical Remuneration	45,976	0.4	1,748	26.3
Abnormal Appointment	13,650	0.1	1,664	8.2
Total	12,190,067	100.0	45,276	271.3

Table 3.1.3 Salaries, Overtime, Home Owners Allowance and Medical Aid by programme for the period 1 April 2013 to 31 March 2014

Programme	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Administration	1,329,817	70.8	9,029	0.3	34,674	1.8	420,068	5.1
Incarceration	5,304,502	69.7	74,468	0.4	174,722	2.2	565,131	7
Rehabilitation	462,949	71	-	0.1	10,366	1.6	35,203	5.2
Care	434,815	67.6	-	6.1	9,587	1.5	31,371	4.7
Social reintegration	434,763	70.2	4	0.1	13,723	2.1	38,800	6
Total	7,966,846	69.9	83,501	0.7	243,072	2	1,090,573	6.4

Table 3.1.4 Salaries, Overtime, Home Owners Allowance and Medical Aid by salary band for the period 1 April 2013 to 31 March 2014

Salary band	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Skilled (level 1-2)	1,336	66.5	0	0	113	5.6	208	10.3
Skilled (level 3-5)	417,855	67.7	2 015	0.3	20,360	3.3	51,937	8.4
Highly skilled production (levels 6-8)	5,768,925	69.5	46,000	0.5	198,684	2.2	959,120	7.2
Highly skilled supervision (levels 9-12)	1,394,161	70.5	35 415	1.8	22,503	1.1	77,309	3.9
Senior management (level 13-16)	137,002	74.8	1	0	1,721	0.9	1,930	1.1
Contract (Levels 1-2)	22,785	96.8	9	0	0	0	0	0
Contract (Levels 3-5)	153,236	97.3	42	0	11	0	31	0
Contract (Levels 6-8)	6,594	97.7	13	0.2	0	0	0	0
Contract (Levels 9-12)	42,233	92.4	6	0	0	0	38	0.1
Contract (Levels 13-16)	9,139	94.7	0	0	1	0	0	0
Periodical Remuneration	42	0.1	0	0	0	0	0	0
Abnormal Appointment	13,538	98.6	0	0	0	0	0	0
Total	7,966,846	69.9	83,501	0.7	243,393	2	1,090,573	6.4

3.2 Employment and Vacancies

The tables in this section summarise the position with regard to employment and vacancies.

The following tables summarise the number of posts on the establishment, the number of employees, the vacancy rate, and whether there are any staff that are additional to the establishment.

This information is presented in terms of three key variables:

- programme
- salary band
- critical occupations (see definition in notes below).

The departments has identified critical occupations that need to be monitored. In terms of current regulations, it is possible to create a post on the establishment that can be occupied by more than one employee. Therefore, the vacancy rate reflects the percentage of posts that are not filled.

Table 3.2.1 Employment and vacancies by programme as at 31 March 2014

Programme	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Administration	7,916	6,987	11.7	969
Incarceration	30,071	29,023	3.5	1,227
Rehabilitation	2,252	1,985	11.9	10
Care	1,852	1,783	3.7	22
Social Reintegration	2,143	2,047	4.5	0
Total	44,234	41,825	5.4	2,228

Table 3.2.2 Employment and vacancies by salary band as at 31 March 2014

Salary band	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Lower skilled (1-2)	2	2	0	0
Skilled(3-5)	4,425	3,957	10.6	0
Highly skilled production (6-8)	32,303	31,180	3.5	0
Highly skilled supervision (9-12)	5,056	4,281	15.2	0
Senior management (13-16)	220	174	20.9	0
Contract (Levels 1-2)	1,103	1,103	0	1,103
Contract (Levels 3-5)	971	971	0	971
Contract (Levels 6-8)	21	21	0	21
Contract (Levels 9-12)	122	122	0	122
Contract (Levels 13-16)	11	11	0	11
Total	44,234	41,825	5.4	2,228

Table 3.2.3 Employment and vacancies by critical occupations as at 31 March 2014

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Custodian personnel	2,388	2,205	7.7	1
Educationists	546	472	13.6	0
Professional nurse	993	860	13.4	0
Psychologists	103	78	24.3	9
Security officers	33,671	32,029	4.9	1 043
Social work	602	505	16.1	0
TOTAL	38,303	36,149	5.6	1 053

3.3 Filling of SMS Posts

The tables in this section provide information on employment and vacancies as it relates to members of the Senior Management Service by salary level. It also provides information on advertising and filling of SMS posts, reasons for not complying with prescribed timeframes and disciplinary steps taken.

Table 3.3.1 SMS post information as at 31 March 2014

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Director-General/Head of Department	1	1	100%	0	0%
Salary Level 16	2	2	100%	0	0%
Salary Level 15	14	12	85.7%	2	14.3%
Salary Level 14	39	32	82.1%	7	17.9%
Salary Level 13	163	127	77.9%	36	22.1%
Total	220	174	79.1%	46	20.9%

Table 3.3.2 SMS post information as at 30 September 2013

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Director-General/Head of Department	1	1	100%	0	0%
Salary Level 16	2	2	100%	0	0%
Salary Level 15	14	12	85.7%	2	14.3%
Salary Level 14	38	32	81.6%	7	18.4%
Salary Level 13	161	124	77%	37	23%
Total	216	170	78.7%	46	21.3%

Table 3.3.3 Advertising and filling of SMS posts for the period 1 April 2013 to 31 March 2014

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Director-General/Head of Department	1	1	100%	0	0%
Salary Level 16	2	2	100%	0	0%
Salary Level 15	14	12	85.7%	2	14.3%
Salary Level 14	39	32	82.1%	7	17.9%
Salary Level 13	163	127	77.9%	36	22.1%
Total	220	174	79.1%	46	20.9%

Table 3.3.4 Reasons for not having complied with the filling of funded vacant SMS posts - Advertised within 6 months and filled within 12 months after becoming vacant for the period 1 April 2013 to 31 March 2014

Reasons for vacancies not advertised within six months

The Department did not have the capacity to fill the posts within the prescribed time frame.

Reasons for vacancies not filled within six months

The Department did not have the capacity to fill the posts within the prescribed time frame.

Table 3.3.5 Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts within 12 months for the period 1 April 2013 to 31 March 2014

Reasons for vacancies not advertised within six months

No disciplinary actions were taken.

3.4 Job Evaluation

Within a nationally determined framework, executing authorities may evaluate or re-evaluate any job in his or her organisation. In terms of the Regulations all vacancies on salary levels 9 and higher must be evaluated before they are filled. The following table summarises the number of jobs that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

Table 3.4.1 Job Evaluation by Salary band for the period 1 April 2013 to 31 March 2014

Salary band	Number of funded posts on the establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower Skilled (Levels 1-2)	2	0	0	0	0	0	0
Skilled (Levels 3-5)	4,425	65	1.5	38	58.5	16	24.6
Highly skilled production (Levels 6-8)	32,303	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	5,056	0	0	0	0	0	0
Senior Management Service Band A	163	0	0	0	0	0	0
Senior Management Service Band B	39	0	0	0	0	0	0
Senior Management Service Band C	15	0	0	0	0	0	0
Senior Management Service Band D	3	0	0	0	0	0	0
Total	42,006	65	1.5	38	58.5	16	24.6

The following table provides a summary of the number of employees whose positions were upgraded due to their post being upgraded. The number of employees might differ from the number of posts upgraded since not all employees are automatically absorbed into the new posts and some of the upgraded posts could also be vacant.

Table 3.4.2 Profile of employees whose positions were upgraded due to their posts being upgraded for the period 1 April 2013 to 31 March 2014

Gender	African	Asian	Coloured	White	Total
Female	27	1	6	2	36
Male	2	0	0	0	2
Total	29	1	6	2	38
Employees with a disability					0

The following table summarises the number of cases where remuneration bands exceeded the grade determined by job evaluation. Reasons for the deviation are provided in each case.

Table 3.4.3 Employees with salary levels higher than those determined by job evaluation by occupation for the period 1 April 2013 to 31 March 2014

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
Switchboard Operator/Telkom	12	04	5	Rank promotion
Switchboard Operator/Telkom	4	04	6	Rank promotion
Total number of employees whose salaries exceeded the level determined by job evaluation				16
Percentage of total employed				24.6%

The following table summarises the beneficiaries of the above in terms of race, gender and disability.

Table 3.4.4 Profile of employees who have salary levels higher than those determined by job evaluation for the period 1 April 2013 to 31 March 2014

Gender	African	Asian	Coloured	White	Total
Female	10	1	2	1	14
Male	1	0	0	1	2
Total	11	1	2	2	16
Employees with a disability	0	0	0	0	0

3.5 Employment Changes

This section provides information on changes in employment over the financial year. Turnover rates provide an indication of trends in the employment profile of the department. The following tables provide a summary of turnover rates by salary band and critical occupations (see definition in notes below).

Table 3.5.1 Annual turnover rates by salary band for the period 1 April 2013 to 31 March 2014

Salary band	Number of employees at beginning of period-1 April 2013	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	2	0	0	0
Skilled (Levels 3-5)	4,100	778	50	1.2
Highly skilled production (Levels 6-8)	31,600	139	1,196	3.8
Highly skilled supervision (Levels 9-12)	4,208	46	258	6.1
Senior Management Service Bands A	128	5	11	8.6
Senior Management Service Bands B	32	1	1	3.1
Senior Management Service Bands C	12	0	1	8.3
Senior Management Service Bands D	3	0	0	0
Contract (Levels 1-2)	984	1,193	945	96
Contract (Levels 3-5)	872	1,053	300	34.4
Contract (Levels 6-8)	25	9	18	72
Contract (Levels 9-12)	82	58	45	54.9
Contract (Band A)	2	5	3	150
Contract (Band B)	6	5	5	83.3
Contract (Band C)	1	2	1	100
TOTAL	42,057	3,294	2,834	6.7

Table 3.5.2 Annual turnover rates by critical occupation for the period 1 April 2013 to 31 March 2014

Critical occupation	Number of employees at beginning of period-April 2013	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Custodial personnel	2,348	118	73	3.1
Educationists	463	23	25	5.4
Professional nurse	877	41	52	5.9
Psychologists and vocational counsellors	67	11	9	13.4
Security officers	31,814	756	1,107	3.5
Social work	504	20	14	2.8
TOTAL	36,073	969	1,280	3.5

The table below identifies the major reasons why staff left the department.

Table 3.5.3 Reasons why staff left the department for the period 1 April 2013 to 31 March 2014

Termination Type	Number	% of Total Resignations
Death	233	8.2
Resignation	843	29.7
Expiry of contract	1,201	42.4
Dismissal – operational changes	0	0
Dismissal – misconduct	103	3.6
Dismissal – inefficiency	0	0
Discharged due to ill-health	25	0.9
Retirement	405	14.3
Transfer to other Public Service Departments	6	0.2
Other	18	0.6
Total	2,834	100
Total number of employees who left as a % of total employment	0	0

Table 3.5.4 Promotions by critical occupation for the period 1 April 2013 to 31 March 2014

Occupation	Employees 1 April 2013	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
Custodial personnel	2,348	70	3	115	4.9
Educationists	463	22	4.8	29	6.3
Professional nurse	877	26	3	53	6
Psychologists and vocational counsellors	67	22	32.8	13	19.4
Security officers	31,814	1,317	4.1	1 209	3.8
Social work and related professionals	504	18	3.6	15	3
TOTAL	36,073	1,475	4.1	1 434	4

Table 3.5.5 Promotions by salary band for the period 1 April 2013 to 31 March 2014

Salary Band	Employees 1 April 2013	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of employees by salary bands
Lower skilled (Levels 1-2)	2	0	0	2	100
Skilled (Levels 3-5)	4,100	10	0.2	463	11.3
Highly skilled production (Levels 6-8)	31,600	111	0.4	28,504	90.2
Highly skilled supervision (Levels 9-12)	4,208	205	4.9	3,110	73.9
Senior management (Levels 13-16)	175	16	9.1	136	77.7
TOTAL	40,085	342	0.9	32,215	80.4

3.6 Employment Equity

Table 3.6.1 Total number of employees (including employees with disabilities) in each of the following occupational categories as at 31 March 2014

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	67	15	5	9	43	6	1	1	147
Professionals	415	52	7	48	861	141	24	113	1,661
Technicians and associate professionals	822	205	29	466	1,253	253	29	287	3,344
Clerks	1,707	234	36	244	1,571	109	17	97	4,015
Service and sales workers	16,399	3,357	387	3,155	7,029	1,162	136	388	32,013
Craft and related trades workers	224	113	10	210	39	0	0	0	596
Plant and machine operators and assemblers	0	0	0	0	1	0	0	0	1
Elementary occupations	17	1	0	0	27	0	3	0	48
Total	19,651	3,977	474	4,132	10,824	1,671	210	886	41,825
Employees with disabilities	100	15	0	27	70	8	1	8	229

Table 3.6.2 Total number of employees (including employees with disabilities) in each of the following occupational bands as at 31 March 2014

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	9	0	0	1	3	0	1	1	15
Senior Management	73	17	6	8	48	7	0	0	159
Professionally qualified and experienced specialists and mid-management	1,477	314	58	719	1,266	196	33	222	4,285
Skilled technical and academically qualified workers, junior management, supervisors, foremen	15,522	3,394	377	3,353	6,639	1,177	132	590	31,184
Semi-skilled and discretionary decision making	1,638	189	24	29	1,761	227	32	47	3,947
Unskilled and defined decision making	1	0	0	0	9	1	0	1	12
Contract (Top Management)	1	0	0	1	0	0	0	0	2
Contract (Senior Management)	2	0	0	0	2	0	0	0	4
Contract (Professionally qualified)	43	14	3	7	33	2	5	15	122
Contract (Skilled technical)	7	0	0	2	9	2	0	1	21
Contract (Semi-skilled)	476	33	4	12	407	27	4	8	971
Contract (Unskilled)	402	16	2	0	647	32	3	1	1,103
TOTAL	19,651	3,977	474	4,132	10,824	1 671	210	886	41,825

Table 3.6.3 Recruitment for the period 1 April 2013 to 31 March 2014

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Management	3	0	0	0	2	1	0	0	6
Professionally qualified and experienced specialists and mid-management	11	0	0	0	31	1	1	2	46
Skilled technical and academically qualified workers, junior management, supervisors, foremen	50	4	1	1	73	9	0	1	139
Semi-skilled and discretionary decision making	359	24	0	6	347	35	1	6	778
Contract (Top Management)	1	0	0	1	0	0	0	0	2
Contract (Senior Management)	6	1	0	3	0	0	0	0	10
Contract (Professionally qualified)	10	6	3	5	13	2	5	14	58
Contract (Skilled technical)	3	0	0	2	1	2	0	1	9
Contract (Semi-skilled), Permanent	530	37	6	15	407	42	6	10	1,053
Contract (Unskilled)	440	19	2	1	693	33	3	2	1,193
TOTAL	1,413	91	12	34	1,567	125	16	36	3,294
Employees with disabilities	1	0	0	0	2	0	0	0	3

Table 3.6.4 Promotions for the period 1 April 2013 to 31 March 2014

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	3	0	0	2	0	0	0	0	5
Senior Management	63	17	4	7	47	8	0	1	147
Professionally qualified and experienced specialists and mid-management	1,268	296	47	454	934	139	22	155	3,315
Skilled technical and academically qualified workers, junior management, supervisors, foremen	14,621	3,223	364	3,121	5,756	994	122	414	28,615
Semi-skilled and discretionary decision making	166	15	5	6	220	30	10	21	473
Unskilled and defined decision making	1	0	0	0	4	1	0	0	6
TOTAL	16,122	3,551	420	3,590	6,961	1,172	154	591	32,561
Employees with disabilities	70	10	0	25	42	7	1	8	163

Table 3.6.5 Terminations for the period 1 April 2013 to 31 March 2014

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	1	0	0	0	0	0	0	0	1
Senior Management	5	1	1	2	0	0	1	2	12
Professionally qualified and experienced specialists and mid-management	97	23	1	59	51	11	1	15	258
Skilled technical and academically qualified workers, junior management, supervisors, foremen	678	165	8	139	137	28	4	37	1,196
Semi-skilled and discretionary decision making	29	2	0	0	14	2	0	3	50
Contract (Top Management)	1	2	0	0	0	0	0	0	1
Contract (Senior Management)	6	0	0	0	2	0	0	0	8
Contract (Professionally qualified)	10	7	2	1	12	2	6	5	45
Contract (Skilled technical)	7	1	0	0	8	1	0	1	18
Contract (Semi-skilled)	108	5	1	1	177	5	2	1	300
Contract (Unskilled)	286	13	0	1	611	29	3	2	945
TOTAL	1,228	217	13	203	1,012	78	17	66	2,834
Employees with Disabilities	2	0	0	1	6	0	0	0	9

Table 3.6.6 Disciplinary action for the period 1 April 2013 to 31 March 2014

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Corrective counselling	282	62	2	28	71	20	1	2	468
Verbal warning	465	141	7	103	87	33	1	5	842
Written warning	345	136	2	50	44	6	1	0	584
Final written warning	252	90	5	27	55	12	0	2	443
Dismissal	64	10	4	8	11	3	0	3	103
Demotion	10	0	0	0	0	1	0	0	11
Suspension without pay	69	23	0	9	5	2	0	0	108
Withdrawal	55	12	1	4	6	0	0	0	78
Not guilty	78	22	1	4	19	5	0	3	132
No outcome	130	19	1	24	13	3	1	0	191
TOTAL	1,750	515	23	257	311	85	4	15	2,960

Table 3.6.7 Skills development for the period 1 April 2013 to 31 March 2014

Occupational Category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, Senior Officials and Managers	453	91	17	61	482	70	28	27	1,229
Professionals	281	56	12	36	558	147	23	43	1,156
Technicians and Associate Professionals	1,133	137	15	120	756	106	11	56	2,334
Clerks	1,065	135	29	79	1,548	168	35	67	3,126
Services and Sales Workers	7,243	1,457	121	999	3,740	561	89	177	14,387
Crafts and Related Trades Workers	48	12	2	20	56	1	0	0	139
Plant and Machine operators and assemblers	8	1	0	1	2	0	0	0	12
Total	10,231	1,889	196	1,316	7,142	1 053	186	370	22,383*
Employees with disabilities	65	15	1	7	60	6	3	0	157

*This total excludes the Corrections Services learnership (1009)

3.7 Signing of Performance Agreements by SMS Members

All members of the SMS must conclude and sign performance agreements within specific timeframes. Information regarding the signing of performance agreements by SMS members, the reasons for not complying within the prescribed timeframes and disciplinary steps taken are presented here.

Table 3.7.1 Signing of Performance Agreements by SMS members as at 31 May 2013

SMS Level	Total number of funded SMS posts	Total number of SMS members	Total number of signed performance agreements	Signed performance agreements as % of total number of SMS members
Director-General/ Head of Department	1	1	1	100%
Salary Level 16	2	0	0	0%
Salary Level 15	15	12	11	92%
Salary Level 14	37	32	29	91%
Salary Level 13	154	129	120	93%
Total	209	175	161	93%

Table 3.7.2 Reasons for not having concluded Performance agreements for all SMS members as on 31 May 2013

Reasons
1. Total of three (3) SMS members have been suspended
2. Total of eight (8) SMS members have not submitted performance agreements for 2013/2014
3. Total of two (2) SMS members have been seconded to other Departments.

Table 3.7.3 Disciplinary steps taken against SMS members for not having concluded Performance agreements as on 31 May 2013

Reasons
No disciplinary actions were taken.

3.8 Performance Rewards

To encourage good performance, the department granted the following performance rewards during the year under review. The information is presented in terms of race, gender, disability, salary bands and critical occupations (see definition in notes below).

Table 3.8.1 Performance Rewards by race, gender and disability for the period 1 April 2013 to 31 March 2014

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within group	Cost (R'000)	Average cost per employee
African	7,072	30,305	23.3	53,766	7,603
Male	4,531	19,551	23.2	35,227	7,775
Female	2,541	10,754	23.6	18,539	7,296
Asian	206	683	30.2	1,867	9,063
Male	143	474	30.2	1,349	9,434
Female	63	209	30.1	518	8,228
Coloured	1,537	5,625	27.3	12,560	8,172
Male	1,053	3,962	26.6	9,025	8,570
Female	484	1,663	29.1	3,535	7,304
White	1,399	4,983	28.1	14,698	10,500
Male	1,065	4,105	25.9	11,276	10,588
Female	334	878	38	3,422	10,244
Total	10,273	41,825	24.6	83,339	8,112
Employees with disabilities	59	229	25.8	448	7,600

Table 3.8.2 Performance Rewards by salary band for personnel below Senior Management Service for the period 1 April 2013 to 31 March 2014

Salary band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	
Lower skilled (Levels 1-2)	1	11	9.1	3	3,000	0
Skilled (Levels 3-5)	593	3,947	15	2,785	4,696	0.02
Highly skilled production (Levels 6-8)	8,519	31,184	27.3	64,293	7,547	0.52
Highly skilled supervision (Levels 9-12)	1,158	4,286	27.01	16,236	14,021	0.13
Contract (Levels 1-2)	0	1,103	0	0	0	0
Contract (Levels 3-5)	1	971	0.1	4	4 000	0
Contract (Levels 6-8)	0	21	0	0	0	0
Contract (Levels 9-12)	1	122	0.8	18	18,000	0
TOTAL	10,273	41,645	24.6	83 339	8 112	0.67

Table 3.8.3 Performance Rewards by critical occupation for the period 1 April 2013 to 31 March 2014

Critical occupation	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee
Custodial personnel	619	2,205	28.1	2,460	3,974
Educationists.	113	472	23.9	1,159	10,257
Professional nurse	217	860	25.2	2,863	13,194
Psychologists and vocational counsellors	17	78	21.8	494	29,059
Security officers	8,090	32,029	25.3	59,932	7,408
Social work and related professionals	132	505	26.1	1,372	10,394
TOTAL	9,188	36,149	25.4	68,280	7 431

Table 3.8.4 Performance related rewards (cash bonus), by salary band for Senior Management Service for the period 1 April 2013 to 31 March 2014

Salary band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	
Band A	0	127	0	0	0	0
Band B	0	32	0	0	0	0
Band C	0	12	0	0	0	0
Band D	0	3	0	0	0	0
Total	0	174	0	0	0	0

3.9 Foreign Workers

The tables below summarise the employment of foreign nationals in the department in terms of salary band and major occupation.

Table 3.9.1 Foreign workers by salary band for the period 1 April 2013 to 31 March 2014

Salary band	01 April 2013		31 March 2014		Change	
	Number	% of total	Number	% of total	Number	% Change
Highly skilled production (Levels 6-8)	1	6,7	1	7,7	0	0
Contract (Levels 1-2)	1	6,7	0	0	-1	50
Periodical Remuneration	13	86,7	12	92,3	-1	50
Total	15	100	13	100	-2	100

Table 3.9.2 Foreign workers by major occupation for the period 1 April 2013 to 31 March 2014

Major occupation	01 April 2013		31 March 2014		Change	
	Number	% of total	Number	% of total	Number	% Change
Administrative office workers	1	6,7	0	0	-1	50
Chaplains	11	73.3	10	76.9	-1	50
Professionals and managers	3	20	3	23,1	0	0
TOTAL	15	100	13	100	-2	100

3.10 Leave utilisation

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

Table 3.10.1 Sick leave for the period 1 January 2013 to 31 December 2013

Salary band	Total days	% Days with Medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	100	85	10	0	10	30
Skilled (Levels 3-5)	38,946.5	78	3,692	9.1	11	15,853
Highly skilled production (Levels 6-8)	374,655.5	78.5	30,703	75.9	12	254,586
Highly skilled supervision (Levels 9-12)	41,313	79	4,010	9.9	10	49,729
Senior management (Levels 13-16)	939	82.5	132	0.3	7	3,014
Contract (Levels 1-2)	2,290	47.2	915	2.3	3	371
Contract (Levels 3-5)	3,387.5	56.1	875	2.2	4	1,165
Contract (Levels 6-8)	111	43.2	28	0.1	4	59
Contract (Levels 9-12)	755	71.7	92	0.2	8	1,090
Contract (Levels 13-16)	10	80	2	0	5	28
TOTAL	462,507.5	78.1	40 459	100	11	325 951

Table 3.10.2 Disability leave (temporary and permanent) for the period 1 January 2013 to 31 December 2013

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)
Skilled (Levels 3-5)	3,667	100	54	5.7	68	1,527
Highly skilled production (Levels 6-8)	43,611	100	789	83.2	55	32,295
Highly skilled supervision (Levels 9-12)	6,683	100	95	10	70	7,884
Senior management (Levels 13-16)	120	100	2	0.2	60	383
Contract (Levels 1-2)	16	100	2	0.2	8	3
Contract (Levels 3-5)	34	100	4	0.4	9	11
Contract (Levels 9-12)	4	100	2	0.2	2	6
TOTAL	54,135	100	948	100	57	42,109

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

Table 3.10.3 Annual Leave for the period 1 January 2013 to 31 December 2013

Salary band	Total days taken	Number of Employees using annual leave	Average per employee
Lower skilled (Levels 1-2)	191	10	19
Skilled (Levels 3-5)	72,685.01	3,940	18
Highly skilled production (Levels 6-8)	838,898.46	32,356	26
Highly skilled supervision (Levels 9-12)	125,731.3	4,548	28
Senior management (Levels 13-16)	4420	181	24
Contract (Levels 1-2)	11,854.76	1,464	8
Contract (Levels 3-5)	10,472.28	1,177	9
Contract (Levels 6-8)	387	37	10
Contract (Levels 9-12)	1 734	109	16
Contract (Levels 13-16)	75	8	9
TOTAL	1,066,448.81	43,830	24

Table 3.10.4 Capped leave for the period 1 January 2013 to 31 December 2013

Salary band	Total days of capped leave taken	Number of Employees using capped leave	Average number of days taken per employee	Average capped leave per employee as on 31 December 2013
Highly skilled production (Levels 6-8)	7,766	772	10	35
Highly skilled supervision (Levels 9-12)	1,692	165	10	56
Senior management (Levels 13-16)	13	2	7	62
Total	9,471	939	10	39

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

Table 3.10.5 Leave payouts for the period 1 April 2013 to 31 March 2014

Reason	Total amount (R'000)	Number of employees	Average per employee
Leave payout for 2013/2014 due to non-utilisation of leave for the previous cycle	665	23	28,913
Capped leave payouts on termination of service for 2013/2014	1,318	100	13,180
Current leave payout on termination of service for 2013/2014	1	1 180	1
Total	1,984	1,303	1,523

3.11 HIV/AIDS & Health Promotion Programmes

Table 3.11.1 Steps taken to reduce the risk of occupational exposure

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
Correctional officials working with offenders	Post exposure prophylaxis guideline and procedures developed and approved. The Guideline has been downloaded on DCS intranet for easy access. Awareness sessions on PEP conducted for officials.

Table 3.11.2 Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position	X		Dr. P.A. Bhoodram: Director Employee Wellness
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose	X		HIV/AIDS is a sub-component within the Directorate: Employee Wellness. There is one national HIV/AIDS Coordinator at ASD Level. There is no dedicated budget for HIV/AIDS. EAP's assist with counselling on HIV & AIDS. There are 44 EAP posts filled nationally, at salary level 8. The annual budget is approximately R 10 million for compensation of employees and for programmes R 706 000
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/ services of this Programme	X		The Employee Assistance Programme within the department is an on-site based programme which covers 3 fundamental areas serviced by 41 trained professionals: For the 2014/2015 financial year: * Therapeutic services emphasizing short-term counselling and effective referral system (number of employees seen -1021). * Wellness Programmes and training which focus on preventative programmes such as financial literacy, stress, sexual harassment, conflict management, absenteeism and sick leave management, drug abuse, mental health, rape/sexual abuse, family health, medical health, finance, suicide prevention and work-related problems. Training programmes reached 1511 employees and the wellness programmes reached 25433 employees. *Marketing and Information sharing of the programme reached 13511 employees
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		X	
5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed	X		An integrated Employee Health and Wellness Policy and procedure was reviewed and approved in 2012. Within this policy, principle 9 & 11 addresses unfair discrimination. The other policies are the Equity and Gender Policy and the Recruitment, Transfers and Terminations Policies
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		X	The measures are guided by the following codes and policies namely the Code of Conduct, the Integrated Employee Health and Wellness Policy and Procedures, the Equity and Gender Policy, the Basic Conditions of Employment Act, and the Constitution of South Africa. Any contravention against the above codes and policies is addressed through the DCS Disciplinary Policy and Procedure
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved	X		The number of employees who participated in VCT is 622 (287 Males & 335 females)

Question	Yes	No	Details, if yes
8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators	X		The department developed and implemented a HIV/AIDS monitoring tool to measure the impact of HIV promotion programmes. The indicators are: Number of officials who tested for HCT; Number of officials who tested HIV positive; Number of officials who revealed their HIV status; Number of HIV Awareness sessions; Number of DCS employees on ARV's; Number of condoms distributed. The above indicators are reported quarterly.

3.12 Labour Relations

Table 3.12.1 Collective agreements for the period 1 April 2013 to 31 March 2014

Subject matter	Date
Total number of Collective agreements	None

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

Table 3.12.2 Misconduct and disciplinary hearings finalised for the period 1 April 2013 to 31 March 2014

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	468	15.8
Verbal warning	842	28.4
Written warning	584	19.7
Final written warning	443	15.0
Dismissal	103	3.5
Demotion	11	0.4
Suspended without pay	108	3.6
Case withdrawn	78	2.6
Not guilty	132	4.5
No outcome (pending as on 31 March)	191	6.5
Total	2,960	100.0

Table 3.12.3 Types of misconduct addressed at disciplinary hearings for the period 1 April 2013 to 31 March 2014

Type of misconduct	Number	% of total
Fails to comply with, or contravenes an Act, regulation or legal obligation	328	10.99
Mismanages the finances of the State	2	0.07
Without permission possesses or wrongfully uses the property of the State, another employee and/or a visitor	6	0.2
Misuse/abuse of movable/immovable property of the State	14	0.47
Damage and or cause loss of state property	22	0.74
Endanger the lives of self or others by disregarding safety rules or regulations	14	0.47
Prejudice the administration, discipline or efficiency of a department, office or institution of the State	77	2.58
Misuse of position in the DCS to promote or to prejudice the interest of any political party, organization, company or individual	2	0.07
Theft, bribery, fraud, corruption or any combination thereof	82	2.75
Accepts any compensation in cash or otherwise from a member of the public, another employee or an offender for performing her or his duties without written approval from the department	4	0.01

Type of misconduct	Number	% of total
Fails to carry out a lawful order or routine instruction without just or reasonable cause	271	9.09
Absence or repeated absence from work without a valid reason or permission	1,130	37.86
Commits an act of sexual harassment	7	0.23
Discriminates on the basis of race, gender, disability, sexuality or other grounds outlawed by the Constitution	1	0.03
Poor or inadequate performance for reasons other than incapacity	20	0.67
Dereliction of duties	191	6.4
Allowing a disciplinary hearing to fall away (Refer to clause 7.3.2 of the Procedure)	8	0.27
Performing of work for compensation in a private capacity for another person or organization either during or outside working hours without written approval	1	0.03
Breaching the conditions pertaining to authorized private work	9	0.3
Sleeping on duty	26	0.87
While on duty, is under the influence of an intoxicating, illegal, unauthorized, habit-forming and/or stupefying drug, including alcohol	51	1.71
Being in possession of alcohol in the workplace	2	0.07
Being in possession of illegal, unauthorized, habit-forming and/or stupefying drug on departmental premises	32	1.07
Permitting an offender to take alcohol or any prohibited drug or to have these substances in his/her possession	6	0.2
While on duty, conducts herself or himself in an improper, disgraceful and unacceptable manner	38	1.27
Contravention of the DCS Code of Conduct	57	1.91
Assaults, attempts or threatens to assault, another employee or person while on duty	130	4.36
Incites other personnel to unprocedural and unlawful conduct	5	0.17
Displays disrespect towards others in the workplace or demonstrates abusive or insolent behaviour	33	1.11
Intimidation or victimization of fellow employees or other persons	10	0.34
Prevents/forces other employees from belonging/not to belong any trade union or employee organization	0	0
Operates any money lending scheme for employees for own benefit during working hours in the workplace	0	0
Carries or keeps firearms or other dangerous weapons in the workplace without the written authorization of the employer	0	0
Misuse of firearms and/or other dangerous weapons in the workplace	2	0.07
Breaching of security measures	237	7.94
Furnishing of false statements or evidence in the execution of his or her duties	18	0.6
Falsification of records or any other documentation	8	0.27
Participation in un-procedural, unprotected and/or unlawful industrial action	140	4.69
Commitment of a common law or statutory offence whilst on duty and/or on state premises	1	0.03
TOTAL	2,985	100

Table 3.12.4 Grievances logged for the period 1 April 2013 to 31 March 2014

Grievances	Number	% of Total
Number of grievances resolved	512	53.39
Number of grievances not resolved	229	23.88
Grievances pending	218	22.73
Total number of grievances lodged	959	100

Table 3.12.5 Disputes logged with Councils for the period 1 April 2013 to 31 March 2014

Disputes	Number	% of Total
Disputes upheld	76	29.3
Disputes dismissed	63	24.3
Disputes withdrawn	22	8.5
Disputes settled	27	10.4
No jurisdiction - GPSSBC	14	5.4
Arbitration awards pending	57	22.0
Total number of disputes lodged	259	100

Table 3.12.6 Strike actions for the period 1 April 2013 to 31 March 2014

Total number of persons working days lost	0
Total costs working days lost	0
Amount recovered as a result of no work no pay (R'000)	0

Table 3.12.7 Precautionary suspensions for the period 1 April 2013 to 31 March 2014

Number of people suspended	389
Number of people who's suspension exceeded 30 days	300
Average number of days suspended	76.89
Cost of suspension (R'000)	R21 215

3.13 Skills development

This section highlights the efforts of the department with regard to skills development.

Table 3.13.1 Training needs identified for the period 1 April 2013 to 31 March 2014

Occupational category	Gender	Number of employees as at 1 April 2013	Training needs identified at start of the reporting period			
			Learner-ships	Skills Pro-grammes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	44	0	854	0	854
	Male	102	0	792	0	792
Professionals	Female	1,119	0	443	0	443
	Male	523	0	496	0	496
Technicians and associate professionals	Female	1,930	0	12	0	12
	Male	1,623	0	135	0	135
Clerks	Female	1,916	610	891	0	1,501
	Male	2,348	490	550	0	1,040
Service and sales workers	Female	8,325	519	4,738	0	5,257
	Male	23,492	513	6,965	0	7,478
Craft and related trades workers	Female	38	0	4	0	4
	Male	576	0	6	0	6
Elementary occupations	Female	10	0	0	0	0
	Male	11	0	0	0	0
Sub Total	Female	13,382	1,129	6,942	0	8,071
	Male	28,675	1,003	8,944	0	9,947
Total		42,057	2,132	15,886	0	18,018

Table 3.13.2 Training provided for the period 1 April 2013 to 31 March 2014

Occupational category	Gender	Number of employees as at 1 April 2013	Training provided within the reporting period			
			Learner-ships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, Snr Officials and Managers	Female	44	0	440	172	612
	Male	102	0	329	307	636
Professionals	Female	1,119	0	323	454	777
	Male	523	0	204	184	388
Technicians and Associate Professionals	Female	1,930	0	294	640	934
	Male	1,623	0	400	1,020	1,420
Clerks	Female	1,916	434	559	1,269	2,262
	Male	2,348	575	431	892	1,898
Services and Sales Workers	Female	8,325	0	959	3,650	4,609
	Male	23,489	0	3,133	6,726	9,859
Crafts and Related Trades Workers	Female	38	0	36	21	57
	Male	576	0	33	51	84
Plant and Machine operators and assemblers	Female	10	0	0	3	3
	Male	11	0	3	7	10
Sub Total	Female	13,382	434	2,611	6,209	9,059
	Male	28,672	575	4,533	9,187	13,928
Grand Total		42,054	1,009	7,144	15,396	23,549

3.14 Injury on duty

The following tables provide basic information on injury on duty.

Table 3.14.1 Injury on duty for the period 1 April 2013 to 31 March 2014

Nature of injury on duty	Number	% of total
Required basic medical attention only	338	49.6
Temporary Total Disablement	332	48.7
Permanent Disablement	10	1.5
Fatal	02	0.3
Total	682	100.0

3.15 Utilisation of Consultants

The following tables relate information on the utilisation of consultants in the department. In terms of the Public Service Regulations "consultant" means a natural or juristic person or a partnership who or which provides in terms of a specific contract on an ad hoc basis any of the following professional services to a department against remuneration received from any source:

1. The rendering of expert advice;
2. The drafting of proposals for the execution of specific tasks; and
3. The execution of a specific task which is of a technical or intellectual nature, but excludes an employee of a department.

Table 3.15.1 Report on consultant appointments using appropriated funds for the period 1 April 2013 to 31 March 2014

Project title	Total number of consultants that worked on project	Duration (work days)	Contract value in Rand
Trauma Debriefing Workshop For EAP'S	1	4	R38,100.00
Appointment of a Service Provider to assist the Internal Audit Unit of DCS with Internal Audit related tasks in a co-sourced capacity	57	244	R7,200,000.00
Software Consulting Services	17	557	R56,142,720 (3 year contract) Actual expenditure for 2013/2014 = R19,917,595.50
Maintenance Infrastructure Management: Resources: (TECH MAHINDRA)	14	381	R8,347,023.00 (spent in 2013/2014)

Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rand
4	89	1186	R35, 502, 718

Table 3.15.2 Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs) for the period 1 April 2013 to 31 March 2014

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
Trauma Debriefing Workshop For EAP'S	0	0	0
Appointment of a Service Provider to assist the Internal Audit Unit of DCS with Internal Audit related tasks in a co-sourced capacity - Lead Consortium Partner – PwC – (60%)	27	55	32
Appointment of a Service Provider to assist the Internal Audit Unit of DCS with Internal Audit related tasks in a co-sourced capacity - Consortium Partner – SekelaXabiso – (40%)	76	77	20
Software Consulting Services	100	100	17
Maintenance Infrastructure Management: Resources: (TECH MAHINDRA)	100	100	14

Table 3.15.3 Report on consultant appointments using Donor funds for the period 1 April 2013 to 31 March 2014

Project title	Total Number of consultants that worked on project	Duration (Work days)	Donor and contract value in Rand
N/A	–	–	–
N/A	–	–	–
Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rand
N/A	–	–	–
N/A	–	–	–

Table 3.15.4 Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs) for the period 1 April 2013 to 31 March 2014

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
N/A	–	–	–
N/A	–	–	–

3.16 Severance Packages

Table 3.16.1 Granting of employee initiated severance packages for the period 1 April 2013 to 31 March 2014

Salary band	Number of applications received	Number of applications referred to the MPSA	Number of applications supported by MPSA	Number of packages approved by department
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0
Senior management (Levels 13-16)	0	0	0	0
Total	0	0	0	0

PART E:

FINANCIAL INFORMATION



1. Report of the Auditor-General to Parliament on Vote No. 21: Department of Correctional Services

Report on the Financial Statements

Introduction

1. I have audited the financial statements of the Department of Correctional Services set out on pages 97 to 140 which comprise the appropriation statement, the statement of financial position as at 31 March 2014, the statement of financial performance, statement of changes in net assets, and cash flow statement for the year then ended, as well as the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting officer's responsibility 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 Standards as prescribed by National Treasury and the requirements of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), and the Correctional Services Act, 1998 (Act No. 111 of 1998), and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-general's responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the general notice issued in terms thereof and International Standards on Auditing. Those standards require that I comply with ethical requirements, and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Basis for qualification

Movable tangible capital assets

6. The Department did not comply with section 40(1)(a)-(b) of the PFMA, as the movable tangible capital assets as disclosed in note 32 to the financial statements were understated to the approximate value of R73 million (2013: R88 million), as I was unable to trace these assets physically on hand to the asset register. These movable tangible capital assets were further overstated to the approximate value of R67 million (2013: R36 million) as I could not physically verify them. Furthermore, these movable tangible capital assets were overstated to the approximate value of R27 million (2013: R16 million), as they did not reflect appropriate costs or fair values.

Furthermore, I was unable to verify the valuation and completeness of assets to the value of R85 million which were included in suspense register as this register was not timeously made available to the auditors.

Qualified opinion

7. In my opinion, except for the possible effects of the matter described in the Basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Department of Correctional Services as at 31 March 2014 and its financial performance and cash flows for the year then ended, in accordance with the Modified Cash Standards as prescribed by National Treasury and the requirements of the PFMA.

Emphasis of matter

8. I draw attention to the matter below. My opinion is not modified in respect of this matter.

Restatement of corresponding figures

9. As disclosed in notes 4 and 5 to the financial statements, the corresponding figures for 31 March 2013 have been restated as a result of reclassification of goods and services and compensation of employee expenditure, as required by the Modified Cash Standard.

Additional matter

10. I draw attention to the matter below. My opinion is not modified in respect of this matter.

Unaudited supplementary schedules

11. The supplementary information set out on pages 141 to 150 does not form part of the financial statements and is presented as additional information. I have not audited these schedules and, accordingly, I do not express an opinion thereon.

Report on other legal and regulatory requirements

12. In accordance with the PAA and the general notice issued in terms thereof, I report the following findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation as well as internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

Report on predetermined objectives

Predetermined objectives

13. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the department for the year ended 31 March 2014:

- Programme 2: Incarceration, page 42-45
- Programme 3: Rehabilitation, page 45-48

14. I evaluated the reported performance information against the overall criteria of usefulness and reliability.

15. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's Framework for managing programme performance information (FMPPPI).

16. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

17. The material findings in respect of the selected programmes are as follows:

Programme 2: Incarceration

Usefulness of reported performance information

18. The FMPPPI requires the following:

Performance indicators must be well defined by having clear data definitions so that data can be collected consistently and is easy to understand and use. A total of 50% of the indicators were not well defined.

19. This was because management was not adequately trained on the requirements of the FMPPPI.

20. The FMPPPI requires indicators to relate logically and directly to an aspect of the auditee's mandate and the realisation of strategic goals and objectives. Significantly important indicators in relation to incarceration did not relate logically and directly to an aspect of the auditee's mandate and the realisation of strategic goals and objectives as per the five-year strategic plan. This was because proper performance planning and management practices had not been developed and implemented to provide for the development of performance indicators and targets included in the annual performance plan.

Reliability of reported performance information

21. The National Treasury FMPPi requires that institutions should have appropriate systems to collect, collate, verify and store performance information to ensure valid, accurate and complete reporting of actual achievements against planned objectives, indicators and targets. Significantly important targets with respect to incarceration programme are materially misstated. This was due to the lack of monitoring of the completeness of source documentation in support of actual achievements and frequent review of validity of reported achievements against source documentation.

Programme 3: Rehabilitation

Usefulness of reported performance information

22. The FMPPi requires the following:
- The period or deadline for delivery of targets must be specified. A total of 50% of the targets were not time bound.
 - Performance indicators must be well defined by having clear data definitions so that data can be collected consistently and is easy to understand and use. A total of 75% of the indicators were not well defined.
23. This was because management was not adequately trained on the requirements of the FMPPi.
24. Treasury regulation 5.2.4 requires the strategic plan to form the basis for the annual report, therefore requiring consistency of objectives, indicators and targets between planning and reporting documents. A total of 100% of the reported objectives were not consistent with those in the approved strategic plan. This was due to lack of adequate review of the annual report before submission for approval.

Reliability of reported performance information

25. The National Treasury FMPPi requires that institutions should have appropriate systems to collect, collate, verify and store performance information to ensure valid, accurate and complete reporting of actual achievements against planned objectives, indicators and targets. Significantly important targets with respect to rehabilitation programme are materially misstated. This was due to the lack of monitoring of the completeness of source documentation in support of actual achievements and frequent review of validity of reported achievements against source documentation.

Additional matters

26. We draw attention to the following matters. Our conclusion is not modified in respect of these matters:

Achievement of planned targets

27. Refer to the annual performance report on page 42 to 48 for information on the achievement of planned targets for the year. This information should be considered in the context of the adverse conclusions expressed on usefulness and reliability of the reported performance information in paragraphs 18, 21, 22 and to 25 of this report.

Material inconsistencies in other information included in the annual report

28. Page 27 of the annual report indicates that the number of offenders as at the end of the financial year is 148,210. This is inconsistent with the number of offenders of 157,969 on sub-programme security management, as disclosed on page 42 of the annual report.
29. Page 28 of the annual report indicates that 3,525 offenders were registered for further education and training. This is inconsistent with the actual number of offenders registered for further education and training programmes stated at 2,986 as disclosed on page 47 of the annual report.

Compliance with legislation

30. I performed procedures to obtain evidence that the department had complied with applicable legislation regarding financial matters, financial management and other related matters. My findings on material compliance with specific matters in key legislation, as set out in the general notice issued in terms of the PAA, are as follows:

Strategic planning and performance management

31. The accounting officer did not always ensure that the department had and maintained effective, efficient and transparent systems of financial and risk management and internal control as required by section 38(1)(a) of the PFMA. Departmental systems to collate and report performance information are not adequate.

32. Specific and appropriate information systems to enable the department to monitor the progress made towards achieving the goals, targets and core objectives as indicated in the annual performance plan were not implemented and operational as required by public service regulation part IIIB.1(f)(i)(ii).
33. The 2013-14 - 2017-18 strategic plan did not form the basis for the annual report as required by Treasury regulation 5.2.1 and 5.2.4.

Annual financial statements, performance and annual reports

34. The financial statements submitted for auditing were not prepared in all respects in accordance with the prescribed financial reporting framework and supported by full and proper records as required by section 40(1)(a) and (b) of the PFMA. Material misstatements regarding commitments, irregular expenditure, and finance leases/capital expenditure identified by the auditors in the submitted financial statements were subsequently corrected, but the uncorrected material misstatement resulted in the financial statements receiving a qualified audit opinion.

Audit committees

35. No evidence could be obtained that the audit committee reviewed the effectiveness of the internal control systems, as required by Treasury regulation 3.1.10(a).
36. No evidence could be obtained that the audit committee reviewed the effectiveness of the internal audit function, as required by Treasury regulation 3.1.10(b).
37. No evidence could be obtained that the audit committee reviewed the risk areas of the institution's operations covered in the scope of internal and external audits, as required by Treasury regulation 3.1.10(c).
38. No evidence could be obtained that the audit committee reviewed the internal audit activities, including annual work programmes of the internal audit function, coordination between the internal audit function and the external auditors, the reports of significant investigations issued by the internal audit function and the responses of management to specific recommendations made by the internal audit function, as required by Treasury regulation 3.1.10(g).
39. No evidence that the audit committee reviewed the institution's compliance with legal and regulatory provisions, as required by Treasury regulation 3.1.10(f).
40. No evidence could be obtained that the premature termination of one of the existing audit committee member's services was communicated to the minister of Correctional Services, as required by Treasury regulation 3.1.7.

Internal audit

41. The internal audit function did not submit reports, detailing the performance against the annual internal audit plan, to the audit committee every quarter, as required by Treasury regulation 3.2.7(d).

Procurement and contract management

42. Some employees of the department performed remunerative work outside their employment in the department without written permission from the relevant authority, as required by section 30 of the Public Service Act.
43. Some employees in the service of the department whose close family members, partners or associates had a private or business interest in contracts awarded by the department failed to disclose such interest, as required by Treasury regulation 16A8.4.
44. Awards were sometimes made to suppliers that are listed on the National Treasury's database as persons prohibited from doing business with the public sector, in contravention of Treasury regulation 16A9.1(c).

Human resource management and compensation

45. A written and approved policy on overtime was not in place, as required by public service regulation 1/V/D2(b).
46. Funded vacant posts were not always filled within 12 months, as required by public service regulation 1/VII/C.1A.2.
47. A performance management system was not in place for employees other than senior managers, as required by public service regulation I/III/B1.
48. Persons in charge at pay points did not always certify that the employees receiving payment were entitled thereto, as required by Treasury Regulation 8.3.4.

Expenditure management

49. Effective steps were not taken to prevent irregular, fruitless and wasteful expenditure, as required by section 38(1)(c)(ii) of the PFMA and Treasury regulation 9.1.1.
50. Effective internal controls were not in place for payment approval and processing, as required by Treasury regulation 8.1.1.
51. Sufficient appropriate audit evidence could not be obtained that all money was spent with the approval of a properly authorised official, as required by Treasury regulation 8.2.1 and 8.2.2.
52. Sufficient appropriate audit evidence could not be obtained that contractual obligations and money owed by the department were settled within 30 days or an agreed period, as required by section 38(1)(f) of the PFMA and Treasury regulation 8.2.3.4.
53. Payments were made before receipt of goods or services, in contravention of Treasury regulation 15.10.1.2.

Revenue management

54. Effective and appropriate steps were not taken to collect all money due, as required by section 38(1)(c)(i) of the PFMA and Treasury regulations 11.2.1, 15.10.1.2(a) and 15.10.1.2(e).

Asset management and liability management

55. Proper control systems to manage, safeguard and maintain assets were not implemented, as required by section 38(1)(d) of the PFMA and Treasury regulation 10.1.1(a)."

Internal control

56. I considered internal control relevant to my audit of the financial statements, performance report and compliance with legislation. The matters reported below are limited to the significant internal control deficiencies that resulted in the basis for qualified opinion, the findings on the annual performance report and the findings on compliance with legislation included in this report.

Leadership

57. The appropriate level of management does not regularly review reporting in terms of best practice and as required by the PFMA, especially reports emanating from regions. Inaccurate reports pertaining to both financial information and predetermined objectives are forwarded to head office without any review or limited review.
58. The department had key positions that were vacant for significant periods of time. These key positions were occupied by employees in acting capacity.
59. The department had designed the action plan to address internal control deficiencies identified by external auditors but during the time of the audit this plan was not fully implemented.

Financial and performance management

60. The department had taken measures to improve its record keeping; however, information was not always readily available on request, especially information relating to predetermined objectives.
61. The department did not always implement controls over daily and monthly processing and reconciling of transactions.
62. The department did not always prepare regular, accurate and complete financial and performance reports that were supported and evidenced by reliable information.
63. The department was aware of the laws and regulations that it had to comply with. However, monitoring of compliance with these laws and regulations was still inadequate.

Governance

64. Risk assessment was conducted by the Department. However, strategies to address risks identified were not always effective, since there was still a high number of recurring misstatements, and persistent control weaknesses in the financial reporting process.
65. The Department had an internal audit function that assisted management in maintaining efficient and effective systems of internal controls by evaluating these controls to determine their effectiveness and efficiency, and by

developing recommendations for enhancement or improvement. However, no evidence could be obtained that the appropriate level of management assessed the effectiveness of the internal audit function on a regular basis.

66. The audit committee operated without the approved terms of reference from 1 April 2013 to 28 January 2014. Furthermore, the committee did not consider the quarterly internal audit reports as a result it could not exercise adequate oversight over the implementation of the matters reported by the internal audit function during this period.

Other reports

Audit related services

67. A value for money audit regarding the economy, efficiency and effectiveness of production workshops and agriculture was completed and reported on during the year under review.

Investigations

68. According to the Departmental Investigation Unit, investigations into various matters that relate mainly to fraud and theft, financial misconduct or supply chain management were still on-going at the reporting date.

Auditor-General

Pretoria

31 July 2014



2. Annual Financial Statements

Department Of Correctional Services Vote 21 Accounting Policies For The Year Ended 31 March 2014

The Financial Statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the Financial Statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the Act and the Division of Revenue Act, Act 1 of 2010.

The historical cost convention has been used, except where otherwise indicated. Management has used assessments and estimates in preparing the annual financial statements. These are based on the best information available at the time of preparation.

1. Presentation of the Financial Statements

1.1 *Basis of preparation*

The financial statements have been prepared in accordance with the Modified Cash Standard
The management has concluded that the financial statements present fairly the department's primary and secondary information.

Inappropriate accounting treatments are not rectified either by disclosure of the accounting policies, or by notes or explanatory material.

1.2 *Presentation currency*

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

1.3 *Rounding*

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

1.4 *Comparative figures*

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

1.5 *Comparative figures - Appropriation Statement*

A comparison between the approved, final budget and actual amounts for each programme and economic classification is included in the appropriation statement.

1.6 *Going concern*

The financial statements have been prepared on a going concern basis.

2. Revenue

2.1 *Appropriated funds*

Appropriated funds comprises of departmental allocations as well as direct charges against revenue fund (i.e. statutory appropriation).

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

Department of Correctional Services Vote 21
Accounting Policies
for the year Ended 31 March 2014

The net amount of any appropriated funds due to/from the relevant revenue fund at the reporting date is recognised as a payable/receivable in the statement of financial position.

2.2 Departmental revenue

All departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the National/Provincial Revenue Fund, unless stated otherwise.

Any amount owing to the National/Provincial Revenue Fund at the end of the financial year is recognised as a payable in the statement of financial position.

No accrual is made for amounts receivable from the last receipt date to the end of the reporting period. These amounts are however disclosed in the notes to the annual financial statements.

2.3 Direct Exchequer receipts

All direct exchequer receipts are recognised in the statement of financial performance when the cash is received and is subsequently paid into the National/Provincial Revenue Fund, unless stated otherwise.

Any amount owing to the National/Provincial Revenue Funds at the end of the financial year is recognised as a payable in the statement of financial position.

2.4 Direct Exchequer payments

All direct exchequer payments are recognised 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).

2.5 Aid assistance

Aid assistance received

Aid assistance received in cash is recognised in the statement of financial performance when received. In-kind aid assistance is recorded in the notes to the financial statements on the date of receipt and is measured at fair value. Aid assistance not spent for the intended purpose and any unutilised funds from aid assistance that are required to be refunded to the donor are recognised as a payable in the statement of financial position.

Aid assistance paid

Aid assistance paid is recognised in the statement of financial performance on the date of payment. Aid assistance payments made prior to the receipt of funds are recognised as a receivable in the statement of financial position.

3. Expenditure

3.1 Compensation of employees

3.1.1 Salaries and wages

Salaries and wages are expensed 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).

Other employee benefits that give rise to a present legal or constructive obligation are disclosed in the notes to the financial statements at its face value and are not recognised in the statement of financial performance or position.

Employee costs are capitalised to the cost of a capital project when an employee spends more than 50% of his/her time on the project. These payments form part of expenditure for capital assets in the statement of financial performance.

3.1.2 Social contributions

Social contributions made by the department in respect of current employees are recognised in the statement of financial performance on the date of payment. Social contributions made by the department in respect of ex-employees are classified as transfers to households in the statement of financial performance on the date of payment.

3.2 Other Expenditure

Other expenditure (such as goods and services, transfers and subsidies and payments for capital assets) is recognised in the statement of financial performance on the date of payment. The expense is classified as a capital expense if the total consideration paid is more than the capitalisation threshold.

3.3 Interest and rent on land

Interest and rental payments are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). This item excludes rental for the use of buildings or other fixed structures. If it is not possible to distinguish between payment for the use of land and the fixed structures on it, the whole amount should be recorded under goods and services.

3.4 Unauthorised expenditure

Unauthorised expenditure is recognised in the statement of financial position until such time as the expenditure is either:

- approved by Parliament or the Provincial Legislature with funding and the related funds are received; or
- approved by Parliament or the Provincial Legislature without funding and is written off against the appropriation in the statement of financial performance; or
- transferred to receivables for recovery.

Unauthorised expenditure is measured at the amount of the confirmed unauthorised expenditure.

3.5 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the total value of the fruitless and or wasteful expenditure incurred.

Fruitless and wasteful expenditure is removed from the notes to the financial statements when it is resolved or transferred to receivables for recovery.

Fruitless and wasteful expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

3.6 Irregular expenditure

Irregular expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the value of the irregular expenditure incurred unless it is impracticable to determine, in which case reasons therefor are provided in the note.

Irregular expenditure is removed from the note when it is either condoned by the relevant authority, transferred to receivables for recovery or not condoned and is not recoverable.

Irregular expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

4. Assets

4.1 Cash and cash equivalents

Cash and cash equivalents are carried in the statement of financial position at cost.

Bank overdrafts are shown separately on the face of the statement of financial position.

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.

Department of Correctional Services Vote 21
Accounting Policies
for the year Ended 31 March 2014

4.2 Other financial assets

Other financial assets are carried in the statement of financial position at cost.

4.3 Prepayments and advances

Prepayments and advances are recognised in the statement of financial position when the department receives or disburses the cash.

Prepayments and advances are initially and subsequently measured at cost.

4.4 Receivables

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party (including departmental employees) and are derecognised upon recovery or write-off.

Receivables outstanding at year-end are carried in the statement of financial position at cost plus any accrued interest. Amounts that are potentially irrecoverable are included in the notes.

4.5 Investments

Capitalised investments are shown at cost in the statement of financial position.

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

4.6 Loans

Loans are recognised in the statement of financial position when the cash is paid to the beneficiary. Loans that are outstanding at year-end are carried in the statement of financial position at cost plus accrued interest. Amounts that are potentially irrecoverable are included in the notes.

4.7 Inventory

Inventories that qualify for recognition must be initially reflected at cost. Where inventories are acquired at no cost, or for nominal consideration, their cost shall be their fair value at the date of acquisition. Inventory is recognised in the statement of financial performance.

All inventory items at year-end are reflected using the weighted average cost or FIFO cost formula.

4.8 Capital assets

4.8.1 Movable assets

Movable capital assets are initially recorded in the notes to the financial statements at cost. Movable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition.

Where the cost of movable capital assets cannot be determined accurately, the movable capital assets are measured at fair value and where fair value cannot be determined; the movable assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.

Movable capital assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the movable asset is recorded by another department/entity in which case the completed project costs are transferred to that department.

4.8.2 Immovable assets

Immovable capital assets are initially recorded in the notes to the financial statements at cost. Immovable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition.

Where the cost of immovable capital assets cannot be determined accurately, the immovable capital assets are measured at R1 unless the fair value of the asset has been reliably estimated, in which case the fair value is used.

Department of Correctional Services Vote 21
Accounting Policies
for the year Ended 31 March 2014

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.

Immovable capital assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the immovable asset is recorded by another department in which case the completed project costs are transferred to that department.

4.8.3 Intangible assets

Intangible assets are initially recorded in the notes to the financial statements at cost. Intangible assets acquired through a non-exchange transaction are measured at fair value as at the date of acquisition.

Internally generated intangible assets are recorded in the notes to the financial statements when the department commences the development phase of the project.

Where the cost of intangible assets cannot be determined accurately, the intangible capital assets are measured at fair value and where fair value cannot be determined; the intangible assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.

Intangible assets are subsequently carried at cost and are not subject to depreciation or impairment.

5. Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the intangible asset is recorded by another department/entity in which case the completed project costs are transferred to that department.

6. Liabilities

6.1 Payables

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

6.2 Contingent liabilities

6.3 Contingent liabilities are recorded in the notes to the financial statements when there is a possible obligation that arises from past events, and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department or when there is a present obligation that is not recognised because it is not probable that an outflow of resources will be required to settle the obligation or the amount of the obligation cannot be measured reliably.

6.4 Contingent assets

Contingent assets are recorded in the notes to the financial statements when a possible asset arises from past events, and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department.

6.5 Commitments

Commitments are recorded at cost in the notes to the financial statements when there is a contractual arrangement or an approval by management in a manner that raises a valid expectation that the department will discharge its responsibilities thereby incurring future expenditure that will result in the outflow of cash.

6.6 Accrued expenditure payable

Accrued expenditure payable is recorded in the notes to the financial statements when the goods are received or, in the case of services, when they are rendered to the department.

Accrued expenditure payable is measured at cost.

**Department of Correctional Services Vote 21
Accounting Policies
for the year Ended 31 March 2014**

6.7 Employee benefits

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

6.8 Lease commitments

Finance lease

Finance lease payments made during the reporting period are recognised as capital expenditure in the statement of financial performance on the date of payment.

The finance lease commitments are recorded in the notes to the financial statements and are not apportioned between the capital and interest portions.

Finance lease assets acquired at the end of the lease term are recorded and measured at the lower of:

- cost, being the fair value of the asset; or
- the sum of the minimum lease payments made, including any payments made to acquire ownership at the end of the lease term, excluding interest.

Operating lease

Operating lease payments made during the reporting period are recognised as current expenditure in the statement of financial performance on the date of payment.

The operating lease commitments are recorded in the notes to the financial statements.

6.9 Impairment

The department tests for impairment where there is an indication that a receivable, loan or investment may be impaired. An assessment of whether there is an indication of possible impairment is done at each reporting date. An estimate is made for doubtful loans and receivables based on a review of all outstanding amounts at year-end. Impairments on investments are calculated as being the difference between the carrying amount and the present value of the expected future cash flows / service potential flowing from the instrument.

6.10 Provisions

Provisions are recorded in the notes to the financial statements when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate of the obligation can be made. The provision is measured as the best estimate of the funds required to settle the present obligation at the reporting date.

7. Accrued departmental revenue

Accruals in respect of departmental revenue (excluding tax revenue) are recorded in the notes to the financial statements when:

- it is probable that the economic benefits or service potential associated with the transaction will flow to the department; and
- the amount of revenue can be measured reliably.

The accrued revenue is measured at the fair value of the consideration receivable.

Accrued tax revenue (and related interest and / penalties) is measured at amounts receivable from collecting agents.

8. Net Assets

8.1 Capitalisation reserve

The capitalisation reserve comprises of financial assets and/or liabilities originating in a prior reporting period but which are recognised in the statement of financial position for the first time in the current reporting period. Amounts are recognised in the capitalisation reserves when identified in the current period and are transferred to the National/ Provincial Revenue Fund when the underlying asset is disposed and the related funds are received.

8.2 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. Amounts are either transferred to the National/Provincial Revenue Fund when recovered or are transferred to the statement of financial performance when written-off.

9. Related party transactions

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

10. Key management personnel

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

11. Public private partnerships

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

12. Prior period errors

The nature and amounts of the errors along with whether the errors were corrected retrospectively are included in the notes to the primary and secondary information to the annual financial statements.

Department of Correctional Services - Vote 21
Appropriation Statement
for the year ended 31 March 2014

Appropriation per Programme									
		2013/2014					2012/2013		
	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
1.	ADMINISTRATION	5,287,548	-	(134,051)	5,153,497	5,152,997	100.0%	4,770,671	4,655,952
	Current payments	5,026,158	-	(83,264)	4,942,894	4,942,394	100.0%	4,587,766	4,587,766
	Transfers and subsidies	15,817	-	21,149	36,966	36,966	100.0%	21,004	19,331
	Payments for capital assets	245,573	-	(74,596)	170,977	170,977	100.0%	158,133	45,087
	Payment for financial assets	-	-	2,660	2,660	2,660	100.0%	3,768	3,768
2.	INCARCERATION	9,964,235	-	82,272	10,046,507	10,046,507	100.0%	9,498,331	9,478,466
	Current payments	9,085,051	-	23,836	9,108,887	9,108,887	100.0%	8,566,842	8,546,977
	Transfers and subsidies	61,531	-	4,130	65,661	65,661	100.0%	51,355	51,355
	Payments for capital assets	817,653	-	53,561	871,214	871,214	100.0%	879,199	879,199
	Payment for financial assets	-	-	745	745	745	100.0%	935	935
3.	REHABILITATION	1,077,287	-	(79,260)	998,027	950,045	95.2%	967,505	841,626
	Current payments	1,028,859	-	(80,578)	948,281	900,299	94.9%	944,641	818,762
	Transfers and subsidies	50	-	2,158	2,208	2,208	100.0%	2,748	2,748
	Payments for capital assets	48,378	-	(954)	47,424	47,424	100.0%	20,012	20,012
	Payment for financial assets	-	-	114	114	114	100.0%	104	104
4.	CARE	1,617,008	-	182,165	1,799,173	1,799,173	100.0%	1,724,490	1,668,873
	Current payments	1,612,190	-	180,678	1,792,868	1,792,868	100.0%	1,718,276	1,662,659
	Transfers and subsidies	509	-	1,824	2,333	2,333	100.0%	1,621	1,621
	Payments for capital assets	4,309	-	(352)	3,957	3,957	100.0%	4,583	4,583
	Payment for financial assets	-	-	15	15	15	100.0%	10	10
5.	SOCIAL REINTEGRATION	802,415	-	(51,126)	751,289	751,289	100.0%	739,286	668,637
	Current payments	801,230	-	(59,111)	742,119	742,119	100.0%	733,972	663,323
	Transfers and subsidies	167	-	4,767	4,934	4,934	100.0%	4,052	4,052
	Payments for capital assets	1,018	-	3,082	4,100	4,100	100.0%	1,167	1,167
	Payment for financial assets	-	-	136	136	136	100.0%	95	95
	Subtotal	18,748,493	-	-	18,748,493	18,700,011	99.7%	17,700,283	17,313,554
	Total	18,748,493	-	-	18,748,493	18,700,011	99.7%	17,700,283	17,313,554
Reconciliation with Statement of Financial Performance									
Add:	Departmental receipts				117,129			127,015	-
	Aid assistance				-			23,013	
					18,865,622			17,850,311	
Actual amounts per Statement of Financial Performance (Total Revenue)									
Add:	Aid assistance								
	Prior year unauthorised expenditure approved without funding								
Actual amounts per Statement of Financial Performance Expenditure									
						18,700,011			17,313,554

Department of Correctional Services - Vote 21
Appropriation Statement
for the year ended 31 March 2014

Appropriation per Economic classification									
	2013/2014					2012/2013			
	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	17,553,588	-	(18,538)	17,535,050	17,486,568	48,482	99.7%	16,551,498	16,279,488
Compensation of employees	12,357,147	-	(119,098)	12,238,049	12,190,067	47,982	99.6%	11,545,460	11,337,771
Goods and services	5,196,441	-	99,670	5,296,111	5,295,611	500	100.0%	5,006,038	4,941,717
Interest and rent on land	-	-	890	890	890	-	100.0%	-	-
Transfers & subsidies	77,974	-	34,128	112,102	112,102	-	100.0%	80,780	79,107
Provinces & municipalities	5,791	-	(1,611)	4,180	4,180	-	100.0%	5,915	4,242
Departmental agencies & accounts	8,408	-	47	8,455	8,455	-	100.0%	6,752	6,752
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	-	-
Households	63,775	-	35,692	99,467	99,467	-	100.0%	68,113	68,113
Payment for capital assets	1,116,931	-	(19,260)	1,097,671	1,097,671	-	100.0%	1,063,093	950,047
Buildings & other fixed structures	798,904	-	63,450	862,354	862,354	-	100.0%	872,596	872,596
Machinery & equipment	286,827	-	(81,497)	205,330	205,330	-	100.0%	188,647	75,601
Biological assets	1,200	-	1,751	2,951	2,951	-	100.0%	1,850	1,850
Software & other intangible assets	30,000	-	(2,964)	27,036	27,036	-	100.0%	-	-
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Payment for financial assets	-	-	3,670	3,670	3,670	-	100.0%	4,912	4,912
Total	18,748,493	-	-	18,748,493	18,700,011	48,482	99.7%	17,700,283	17,313,554

Department of Correctional Services - Vote 21
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Detail per programme 1 - ADMINISTRATION

Details per Sub-Programme	2013/2014						2012/2013		
	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
1.1 MINISTRY	34,281	-	101	34,382	34,382	-	100.00%	38,544	38,544
Current payments	34,129	-	(268)	33,861	33,861	-	100.0%	37,529	37,529
Transfers and subsidies	2	-	1	3	3	-	100.0%	3	3
Payments for capital assets	150	-	368	518	518	-	100.0%	1,012	1,012
Payment of financial assets	-	-	-	-	-	-	-	-	-
1.2 MANAGEMENT	1,108,849	-	(200,250)	908,599	908,099	500	99.94%	881,009	767,963
Current payments	923,493	-	(131,797)	791,696	791,196	500	99.9%	741,708	741,708
Transfers and subsidies	1,002	-	15,223	16,225	16,225	-	100.0%	4,020	4,020
Payments for capital assets	184,354	-	(84,011)	100,343	100,343	-	100.0%	135,119	22,073
Payment of financial assets	-	-	335	335	335	-	100.0%	162	162
1.3 CORPORATE SERVICES	1,371,973	-	(16,695)	1,355,278	1,355,278	-	100.00%	1,245,978	1,245,978
Current payments	1,360,458	-	(30,237)	1,330,221	1,330,221	-	100.0%	1,231,967	1,231,967
Transfers and subsidies	9,685	-	3,767	13,452	13,452	-	100.0%	10,173	10,173
Payments for capital assets	1,830	-	9,458	11,288	11,288	-	100.0%	2,904	2,904
Payment of financial assets	-	-	317	317	317	-	100.0%	934	934
1.4 FINANCE	1,014,637	-	11,931	1,026,568	1,026,568	-	100.00%	930,309	928,636
Current payments	950,634	-	8,720	959,354	959,354	-	100.0%	901,951	901,951
Transfers and subsidies	4,971	-	1,622	6,593	6,593	-	100.0%	6,788	5,115
Payments for capital assets	59,032	-	(419)	58,613	58,613	-	100.0%	18,905	18,905
Payment of financial assets	-	-	2,008	2,008	2,008	-	100.0%	2,665	2,665
1.5 INTERNAL AUDIT	68,898	-	(3,816)	65,082	65,082	-	100.00%	50,136	50,136
Current payments	68,534	-	(4,360)	64,174	64,174	-	100.0%	49,916	49,916
Transfers and subsidies	157	-	536	693	693	-	100.0%	20	20
Payments for capital assets	207	-	8	215	215	-	100.0%	193	193
Payment of financial assets	-	-	-	-	-	-	0.0%	7	7
1.6 OFFICE ACCOMMODATION	1,686,910	-	76,138	1,763,048	1,763,048	-	100.00%	1,624,272	1,624,272
Current payments	1,686,910	-	76,138	1,763,048	1,763,048	-	100.0%	1,624,272	1,624,272
Transfers and subsidies	-	-	-	-	-	-	-	-	-
Payments for capital assets	-	-	-	-	-	-	-	-	-
Payment of financial assets	-	-	-	-	-	-	-	-	-

Department of Correctional Services - Vote 21
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Detail per programme 1 - ADMINISTRATION										
Details per Sub-Programme		2013/2014					2012/2013			
		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
1.7	STAFF ACCOMMODATION	2,000	-	(1,460)	540	540	-	100.0%	423	423
	Current payments	2,000	-	(1,460)	540	540	-	100.0%	423	423
	Transfers and subsidies	-	-	-	-	-	-	-	-	-
	Payments for capital assets	-	-	-	-	-	-	-	-	-
	Payment of financial assets	-	-	-	-	-	-	-	-	-
Total		5,287,548	-	(134,051)	5,153,497	5,152,997	500	100.0%	4,770,671	4,655,952

Department of Correctional Services - Vote 21
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Programme 1 Per Economic classification	2013/2014						2012/2013		
	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	5,026,158	-	(83,264)	4,942,894	4,942,394	500	99.99%	4,587,767	4,587,767
Compensation of employees	2,370,418	-	(117,152)	2,253,266	2,253,266	-	100.0%	2,086,019	2,086,019
Goods and services	2,655,740	-	33,078	2,688,818	2,688,318	500	100.0%	2,501,748	2,501,748
Interest and rent on land	-	-	810	810	810	-	-	-	-
Transfers & subsidies	15,817	-	21,149	36,966	36,966	-	100.00%	21,004	19,331
Provinces & municipalities	5,791	-	(1,618)	4,173	4,173	-	100.0%	5,915	4,242
Departmental agencies & accounts	8,408	-	47	8,455	8,455	-	100.0%	6,752	6,752
Universities & technikons	-	-	-	-	-	-	-	-	-
Foreign governments & international organisations	-	-	-	-	-	-	-	-	-
Public corporations & private enterprises	-	-	-	-	-	-	-	-	-
Non-profit institutions	-	-	-	-	-	-	-	-	-
Households	1,618	-	22,720	24,338	24,338	-	100.0%	8,337	8,337
Gifts and donations	-	-	-	-	-	-	-	-	-
Payments for capital assets	245,573	-	(74,596)	170,977	170,977	-	100.00%	158,132	45,086
Buildings & other fixed structures	-	-	-	-	-	-	100.0%	-	-
Machinery & equipment	215,573	-	(71,632)	143,941	143,941	-	0.0%	158,002	44,956
Biological assets	-	-	-	-	-	-	100.0%	-	-
Software & other intangible assets	30,000	-	(2,964)	27,036	27,036	-	0.0%	130	130
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Payment for financial assets	-	-	2,660	2,660	2,660	-	100.0%	3,768	3,768
Total	5,287,548	-	(134,051)	5,153,497	5,152,997	500	100.0%	4,770,671	4,655,952

Department of Correctional Services - Vote 21
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Detail per programme 2 - INCARCERATION									
Details per Sub-programme	2013/2014						2012/2013		
	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
2.1 SECURITY OPERATIONS	5,677,192	-	265,211	5,942,403	5,942,403	-	100.0%	5,746,233	5,746,233
Current payments	5,617,865	-	284,553	5,902,418	5,902,418	-	100.0%	5,708,987	5,708,987
Transfers and subsidies	42,768	-	(7,703)	35,065	35,065	-	100.0%	31,682	31,682
Payments for capital assets	16,559	-	(12,304)	4,255	4,255	-	100.0%	4,734	4,734
Payment for financial assets	-	-	665	665	665	-	100.0%	830	830
2.2 FACILITIES	1,947,669	-	(65,066)	1,882,603	1,882,603	-	100.0%	1,863,777	1,863,777
Current payments	1,146,047	-	(128,410)	1,017,637	1,017,637	-	100.0%	989,350	989,350
Transfers and subsidies	2,125	-	(672)	1,453	1,453	-	100.0%	1,071	1,071
Payments for capital assets	799,497	-	63,947	863,444	863,444	-	100.0%	873,263	873,263
Payment for financial assets	-	-	69	69	69	-	100.0%	93	93
2.3 REMAND DETENTION	708,188	-	(200,804)	507,384	507,384	-	100.0%	267,464	247,599
Current payments	708,136	-	(203,886)	504,250	504,250	-	100.0%	267,170	247,305
Transfers and subsidies	-	-	2,904	2,904	2,904	-	100.0%	107	107
Payments for capital assets	52	-	178	230	230	-	100.0%	187	187
Payment for financial assets	-	-	-	-	-	-	0.0%	-	-
2.4 OFFENDER MANAGEMENT	1,631,186	-	82,931	1,714,117	1,714,117	-	100.0%	1,620,857	1,620,857
Current payments	1,613,003	-	71,579	1,684,582	1,684,582	-	100.0%	1,601,335	1,601,335
Transfers and subsidies	16,638	-	9,601	26,239	26,239	-	100.0%	18,495	18,495
Payments for capital assets	1,545	-	1,740	3,285	3,285	-	100.0%	1,015	1,015
Payment for financial assets	-	-	11	11	11	-	100.0%	12	12
Total	9,964,235	-	82,272	10,046,507	10,046,507	-	100.0%	9,498,331	9,478,466

Department of Correctional Services - Vote 21
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for the year ended 31 March 2014

Programme 2 Per Economic classification	2013/2014					2012/2013			
	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	9,085,151	-	23,736	9,108,887	9,108,887	-	100.0%	8,566,842	8,546,977
Compensation of employees	7,880,523	-	165,428	8,045,951	8,045,951	-	100.0%	7,526,683	7,526,683
Goods and services	1,204,628	-	(141,772)	1,062,856	1,062,856	-	100.0%	1,040,159	1,020,294
Interest and rent on land	-	-	80	80	80	-	-	-	-
Transfers & subsidies	61,431	-	4,230	65,661	65,661	-	100.0%	51,355	51,355
Provinces & municipalities	-	-	-	-	-	-	0.0%	-	-
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikons	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	-	-
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	61,431	-	4,230	65,661	65,661	-	100.0%	51,355	51,355
Gifts and donations	-	-	-	-	-	-	0.0%	-	-
Payments for capital assets	817,653	-	53,561	871,214	871,214	-	100.0%	879,199	879,199
Buildings & other fixed structures	798,798	-	63,556	862,354	862,354	-	100.0%	872,596	872,596
Machinery & equipment	17,855	-	(9,899)	7,956	7,956	-	100.0%	5,803	5,803
Biological assets	1,000	-	(96)	904	904	-	100.0%	800	800
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Payment for financial assets	-	-	745	745	745	-	100.0%	935	935
Total	9,964,235	-	82,272	10,046,507	10,046,507	-	100.0%	9,498,331	9,478,466

Department of Correctional Services - Vote 21
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for the year ended 31 March 2014

Detail per programme 3 - REHABILITATION									
Details per Sub-Programme	2013/2014	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	2012/2013	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
3.1 Correctional Programmes	53,274	-	(24,039)	29,235	29,235	-	100.0%	27,333	27,333
Current payments	53,184	-	(24,078)	29,106	29,106	-	100.0%	27,018	27,018
Transfers and subsidies	-	-	5	5	5	-	100.0%	185	185
Payments for capital assets	90	-	34	124	124	-	100.0%	130	130
Payment for financial assets	-	-	-	-	-	-	0.0%	-	-
3.2 Offender Development	670,438	-	16,276	686,714	638,732	47,982	93.0%	682,060	556,181
Current payments	622,714	-	16,168	638,882	590,900	47,982	92.5%	660,723	534,844
Transfers and subsidies	50	-	913	963	963	-	100.0%	1,606	1,606
Payments for capital assets	47,674	-	(908)	46,766	46,766	-	100.0%	19,627	19,627
Payment for financial assets	-	-	103	103	103	-	100.0%	104	104
3.3 Psychological, Social and Spiritual Services	353,575	-	(71,497)	282,078	282,078	-	100.0%	258,112	258,112
Current payments	352,961	-	(72,668)	280,293	280,293	-	100.0%	256,900	256,900
Transfers and subsidies	-	-	1,240	1,240	1,240	-	100.0%	957	957
Payments for capital assets	614	-	(80)	534	534	-	100.0%	255	255
Payment for financial assets	-	-	11	11	11	-	100.0%	-	-
Total	1,077,287	-	(79,260)	998,027	950,045	47,982	95.2%	967,505	841,626

Department of Correctional Services - Vote 21
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Programme 3 Per Economic classification	2013/2014						2012/2013		
	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	1,028,859	-	(80,578)	948,281	900,299	47,982	94.9%	944,641	818,762
Compensation of employees	785,196	-	(85,902)	699,294	651,312	47,982	93.1%	708,229	582,350
Goods and services	243,663	-	5,324	248,987	248,987	-	100.0%	236,412	236,412
Interest and rent on land	-	-	-	-	-	-	0.0%	-	-
Transfers & subsidies	50	-	2,158	2,208	2,208	-	100.0%	2,748	2,748
Provinces & municipalities	-	-	7	7	7	-	100.0%	-	-
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikons	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	-	-
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	50	-	2,151	2,201	2,201	-	100.0%	2,748	2,748
Gifts and donations	-	-	-	-	-	-	0.0%	-	-
Payments for capital assets	48,378	-	(954)	47,424	47,424	-	100.0%	20,012	20,012
Buildings & other fixed structures	106	-	(106)	-	-	-	0.0%	-	-
Machinery & equipment	48,072	-	(2,695)	45,377	45,377	-	100.0%	19,092	19,092
Biological assets	200	-	1,847	2,047	2,047	-	100.0%	920	920
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Payment for financial assets	-	-	114	114	114	-	100.0%	104	104
Total	1,077,287	-	(79,260)	998,027	950,045	47,982	95.2%	967,505	841,626

Department of Correctional Services - Vote 21
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for the year ended 31 March 2014

Detail per programme 4 - CARE										
Details per Sub-Programme		2013/2014					2012/2013			
		Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual Expenditure R'000
4.1	Nutritional Services	825,637	-	247,028	1,072,665	1,072,665	-	100.0%	1,045,156	1,004,001
	Current payments	823,103	-	247,138	1,070,241	1,070,241	-	100.0%	1,041,902	1,000,747
	Transfers and subsidies	371	-	264	635	635	-	100.0%	649	649
	Payments for capital assets	2,163	-	(387)	1,776	1,776	-	100.0%	2,596	2,596
	Payment for financial assets	-	-	13	13	13	-	100.0%	9	9
4.2	Health Services	657,221	-	(29,424)	627,797	627,797	-	100.0%	598,773	584,311
	Current payments	655,115	-	(31,077)	624,038	624,038	-	0.0%	596,025	581,563
	Transfers and subsidies	138	-	1,560	1,698	1,698	-	0.0%	972	972
	Payments for capital assets	1,968	-	91	2,059	2,059	-	0.0%	1,775	1,775
	Payment for financial assets	-	-	2	2	2	-	0.0%	1	1
4.3	Hygienic Services	134,150	-	(35,439)	98,711	98,711	-	100.0%	80,561	80,561
	Current payments	133,972	-	(35,383)	98,589	98,589	-	0.0%	80,349	80,349
	Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
	Payments for capital assets	178	-	(56)	122	122	-	0.0%	212	212
	Payment for financial assets	-	-	-	-	-	-	0.0%	-	-
Total		1,617,008	-	182,165	1,799,173	1,799,173	-	100.0%	1,724,490	1,668,873

Department of Correctional Services - Vote 21
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Programme 4 Per Economic classification	2013/2014						2012/2013		
	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	1,612,190	-	180,678	1,792,868	1,792,868	-	100.0%	1,718,276	1,662,659
Compensation of employees	619,155	-	(18,874)	600,281	600,281	-	100.0%	576,038	564,877
Goods and services	993,035	-	199,552	1,192,587	1,192,587	-	100.0%	1,142,238	1,097,782
Interest and rent on land	-	-	-	-	-	-	-	-	-
Transfers & subsidies	509	-	1,824	2,333	2,333	-	100.0%	1,621	1,621
Provinces & municipalities	-	-	-	-	-	-	0.0%	-	-
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikons	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	-	-
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	509	-	1,824	2,333	2,333	-	100.0%	1,621	1,621
Gifts and donations	-	-	-	-	-	-	0.0%	-	-
Payments for capital assets	4,309	-	(352)	3,957	3,957	-	100.0%	4,583	4,583
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	4,309	-	(352)	3,957	3,957	-	100.0%	4,583	4,583
Biological assets	-	-	-	-	-	-	0.0%	-	-
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Payment for financial assets	-	-	15	15	15	-	100.0%	10	10
Total	1,617,008	-	182,165	1,799,173	1,799,173	-	100.0%	1,724,490	1,668,873

Department of Correctional Services - Vote 21
Appropriation Statement
for the year ended 31 March 2014

Detail per programme 5 - SOCIAL REINTEGRATION										
Details per Sub-Programme		2013/2014					2012/2013			
		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
5.1	Parole Administration	102,732	-	(35,868)	66,864	66,864	-	100.0%	92,221	62,980
	Current payments	102,509	-	(36,189)	66,320	66,320	-	100.0%	91,918	62,677
	Transfers and subsidies	-	-	97	97	97	-	100.0%	250	250
	Payments for capital assets	223	-	224	447	447	-	100.0%	53	53
	Payment for financial assets	-	-	-	-	-	-	0.0%	-	-
5.2	Supervision	625,195	-	(15,984)	609,211	609,211	-	100.0%	593,924	552,516
	Current payments	624,313	-	(23,451)	600,862	600,862	-	100.0%	589,072	547,664
	Transfers and subsidies	167	-	4,646	4,813	4,813	-	100.0%	3,684	3,684
	Payments for capital assets	715	-	2,685	3,400	3,400	-	100.0%	1,073	1,073
	Payment for financial assets	-	-	136	136	136	-	100.0%	95	95
5.3	Community Reintegration	39,488	-	(708)	38,780	38,780	-	100.0%	33,537	33,537
	Current payments	39,408	-	(905)	38,503	38,503	-	100.0%	33,378	33,378
	Transfers and subsidies	-	-	24	24	24	-	100.0%	118	118
	Payments for capital assets	80	-	173	253	253	-	100.0%	41	41
	Payment for financial assets	-	-	-	-	-	-	0.0%	-	-
5.4	Office Accommodation:									
	Comm Corr	35,000	-	1,434	36,434	36,434	-	100.0%	19,604	19,604
	Current payments	35,000	-	1,434	36,434	36,434	-	100.0%	19,604	19,604
	Transfers and subsidies	-	-	-	-	-	-	0.0%	-	-
	Payments for capital assets	-	-	-	-	-	-	0.0%	-	-
	Payment for financial assets	-	-	-	-	-	-	0.0%	-	-
Total		802,415	-	(51,126)	751,289	751,289	-	100.0%	739,286	668,637

Department of Correctional Services - Vote 21
Appropriation Statement
for the year ended 31 March 2014

Programme 5 Per Economic classification	2013/2014					2012/2013			
	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	801,230	-	(59,110)	742,120	742,120	-	100.0%	733,972	663,323
Compensation of employees	701,855	-	(62,598)	639,257	639,257	-	100.0%	648,491	577,842
Goods and services	99,375	-	3,488	102,863	102,863	-	100.0%	85,481	85,481
Interest and rent on land	-	-	-	-	-	-	-	-	-
Transfers & subsidies	167	-	4,767	4,934	4,934	-	100.0%	4,052	4,052
Provinces & municipalities	-	-	-	-	-	-	0.0%	-	-
Dept agencies & accounts	-	-	-	-	-	-	0.0%	-	-
Universities & Technikons	-	-	-	-	-	-	0.0%	-	-
Foreign governments & international organisations	-	-	-	-	-	-	0.0%	-	-
Public corporations & private enterprises	-	-	-	-	-	-	0.0%	-	-
Non-profit institutions	-	-	-	-	-	-	0.0%	-	-
Households	167	-	4,767	4,934	4,934	-	100.0%	4,052	4,052
Gifts and donations	-	-	-	-	-	-	0.0%	-	-
Payments for capital assets	1,018	-	3,081	4,099	4,099	-	100.0%	1,167	1,167
Buildings & other fixed structures	-	-	-	-	-	-	0.0%	-	-
Machinery & equipment	1,018	-	3,081	4,099	4,099	-	100.0%	1,167	1,167
Biological assets	-	-	-	-	-	-	0.0%	-	-
Software & other intangible assets	-	-	-	-	-	-	0.0%	-	-
Land & subsoil assets	-	-	-	-	-	-	0.0%	-	-
Payment for financial assets	-	-	136	136	136	-	100.0%	95	95
Total	802,415	-	(51,126)	751,289	751,289	-	100.0%	739,286	668,637

Department of Correctional Services - Vote 21
Notes to the Appropriation Statement
for the year ended 31 March 2014

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

Detail of these transactions can be viewed in note 8 on Transfers and subsidies, disclosure notes and Annexure 1 (A-C) to the Annual Financial Statements.

2. Detail on payments for financial assets

Detail of these transactions can be viewed in the note 7 to Payments for financial assets to the Annual Financial Statements.

3. Explanations of material variances from Amounts Voted (after virement):

Per programme:	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
REHABILITATION	998,027	950,045	47,982	4.8%

Explanation of variance

The actual spending of R950 million (95.2%) against the final appropriation of R998 million (under-spending) was mainly on Compensation of Employees due to vacancies. PERSAL system reported funded permanent posts establishment of 2 242 of which the average funded filled posts were 1 937 leaving an average of 305 funded vacant posts for the financial year.

Restatement of 2012/2013 Comparative Figures on Learnerships

Comparative figures for Learnerships which were previously paid under item Goods and Services: Other Operating Expenditure in 2012/13 were restated to Compensation of Employees: Compensative/Circumstantial and in 2013/14 financial year. Learnerships are paid under item Compensation of Employees as per National Treasury SCOA classification.

Department of Correctional Services - Vote 21
Statement of Financial Performance
for the year ended 31 March 2014

	<i>Note</i>	2013/2014 R'000	2012/2013 R'000
REVENUE			
Annual appropriation	1	18,748,493	17,700,283
Departmental revenue received	2	117,129	127,015
Aid assistance	3	-	23,013
TOTAL REVENUE		18,865,622	17,850,311
EXPENDITURE			
<i>Current expenditure</i>			
Compensation of employees	4	12,190,067	11,393,927
Goods and services	5	5,295,611	4,885,561
Interest and rent on land	6	890	-
Total current expenditure		17,486,568	16,279,488
Transfers and subsidies			
Transfers and subsidies	8	112,102	79,107
Total Transfers and subsidies		112,102	79,107
Expenditure for capital assets			
Tangible capital assets	9	1,070,635	950,047
Software and other intangible assets	9	27,036	-
Total expenditure for capital assets		1,097,671	950,047
Payment for financial assets	7	3,670	4,912
TOTAL EXPENDITURE		18,700,011	17,313,554
SURPLUS/(DEFICIT) FOR THE YEAR		165,611	536,757
Reconciliation of Net Surplus/(Deficit) for the year			
Voted Funds		48,482	386,729
Annual appropriation		48,482	386,729
Departmental revenue	2	117,129	127,015
Aid assistance	3	-	23,013
SURPLUS/(DEFICIT) FOR THE YEAR		165,611	536,757

Department of Correctional Services - Vote 21
Statement of Financial Position
as at 31 March 2014

	<i>Note</i>	2013/2014 R'000	2012/2013 R'000
ASSETS			
Current assets		125,031	442,081
Cash and cash equivalents	10	1,559	255,332
Prepayments and advances	11	17,381	90,209
Receivables	12	106,091	96,540
TOTAL ASSETS		125,031	442,081
LIABILITIES			
Current liabilities		93,714	396,386
Voted funds to be surrendered to the Revenue Fund	13	48,482	386,729
Departmental revenue to be surrendered to the Revenue Fund	14	3,546	3,520
Bank overdraft		37,473	-
Payables	16	4,213	6,137
TOTAL LIABILITIES		93,714	396,386
NET ASSETS		31,317	45,695
Represented by:			
Recoverable revenue		21,134	22,895
Retained Funds		10,183	22,800
TOTAL		31,317	45,695

Statement of Changes in Net Assets for the year ended 31 March 2014

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Recoverable revenue			
Opening balance		22,895	24,325
Transfers		(1,761)	(1,430)
Debts recovered (included in departmental receipts)		(1,761)	(1,430)
Closing balance		21,134	22,895
Retained funds			
Opening balance		22,800	-
Surrendered to CARA Fund		(12,617)	-
Other		-	22,800
Closing balance		10,183	22,800
TOTAL		31,317	45,695

Department of Correctional Services - Vote 21
Cash Flow Statement
for the year ended 31 March 2014

	Note	2013/2014 R'000	2012/2013 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		18,862,376	17,835,538
Annual appropriated funds received	1.1	18,748,493	17,700,283
Departmental revenue received	2	113,883	112,242
Aid assistance received	3.3	-	23,013
Net (increase)/decrease in working capital		61,353	(6,014)
Surrendered to Revenue Fund		(503,832)	(538,052)
Surrendered to RDP Fund/Donor		-	-
Current payments		(17,485,678)	(16,279,488)
Interest paid	6	(890)	-
Payments for financial assets		(3,670)	(4,912)
Transfers and subsidies paid		(124,719)	(79,107)
Net cash flow available from operating activities	17	804,940	927,965
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	9	(1,097,671)	(950,047)
Proceeds from sale of capital assets	2	3,246	14,773
Net cash flows from investing activities		(1,094,425)	(935,274)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/ (decrease) in net assets		(1,761)	(1,430)
Net cash flows from financing activities		(1,761)	(1,430)
Net increase/ (decrease) in cash and cash equivalents		(291,246)	(8,739)
Cash and cash equivalents at beginning of period		255,332	264,071
Cash and cash equivalents at end of period	18	(35,914)	255,332

Department of Correctional Services - Vote 21
Primary Information to the Annual Financial Statement
for the year ended 31 March 2014

	Final Appropriation R'000	2013/2014 Actual Funds Received R'000	Funds not requested/ not re- ceived R'000	Appropriation Received 2012/2013 R'000
1. Annual Appropriation				
1.1 Annual Appropriation Programmes				
Administration	5,153,497	5,153,497	-	4,770,671
Incarceration	10,046,507	10,046,507	-	9,498,331
Rehabilitation	998,027	998,027	-	967,505
Care	1,799,173	1,799,173	-	1,724,490
Social Reintegration	751,289	751,289	-	739,286
Total	18,748,493	18,748,493	-	17,700,283
2. Departmental Revenue		Note	2013/14 R'000	2012/13 R'000
Sales of goods and services other than capital assets		2.1	54,134	48,583
Fines, penalties and forfeits		2.2	16,484	17,118
Sales of capital assets		2.3	3,246	14,773
Financial transactions in assets and liabilities		2.4	43,260	46,328
Transfer received		2.5	5	213
Total revenue collected			117,129	127,015
Less: Own revenue included in appropriation			-	-
Departmental Revenue collected			117,129	127,015
2.1 Sales of goods and services other than capital assets		2		
Sales of goods and services produced by the department			51,842	46,256
Sales by market establishment			29,568	29,100
Administrative fees			-	-
Other sales			22,274	17,156
Sales of scrap, waste and other used current goods			2,292	2,327
Total			54,134	48,583
2.2 Fines, penalties and forfeits		2		
Fines			15,727	16,618
Penalties			-	-
Forfeits			757	500
Total			16,484	17,118
2.3 Sales of capital assets		2		
Tangible assets				
Building and other fixed structure			-	-
Machinery and equipment			3,246	14,773
Specialised military assets			-	-
Land and subsoil assets			-	-
Biological assets			-	-
Total			3,246	14,773
2.4 Transactions in financial assets and liabilities		2		
Receivables			34,278	38,173
Stale cheques written back			(134)	(183)
Other Receipts including Recoverable Revenue			9,116	8,338
Total			43,260	46,328
For the 2012/2013 financial year Interest Received on debts recovered was restated to Receivables				
2.5 Transfers received		2		
Public corporations and private enterprises			5	213
Total			5	213

Department of Correctional Services - Vote 21
Primary Information to the Annual Financial Statement
for the year ended 31 March 2014

	Note	2013/2014 R'000	2012/2013 R'000
3. Aid assistance			
3.1 Assistance received in cash from RDP			
Foreign			
Opening Balance		-	(213)
Revenue		-	213
Expenditure		-	-
Current		-	-
Capital		-	-
Prepayments		-	-
Surrendered to the RDP		-	-
Closing Balance		-	-
3.2 Aid assistance received in cash from CARA Fund			
Opening Balance		-	-
Revenue		-	22,800
Expenditure		-	-
Current		-	-
Capital		-	-
Prepayments		-	-
Transferred to retained funds		-	(22,800)
Closing balance		-	-
3.3 Total			
Opening Balance		-	(213)
Revenue		-	23,013
Expenditure		-	-
Current		-	-
Capital		-	-
Prepayments		-	-
Surrendered to RDP/Donor		-	(22,800)
Transferred to retained funds		-	-
Closing Balance		-	-
3.4 Analysis of balance			
Aid assistance receivable			
RDP		-	-
Aid assistance unutilised		-	(22,800)
CARA Fund		-	(22,800)
CARA funds transferred to Retained Funds			22,800
Closing balance		-	-
4. Compensation of employees			
4.1 Salaries and wages			
Basic salary		7,966,847	7,396,051
Performance award		83,333	98,274
Service Based		19,210	15,873
Compensative/circumstantial		412,980	368,742
Periodic payments		46,140	39,075
Other non-pensionable allowances		1,301,256	1,211,757
Total		9,829,766	9,129,772

Reinstatement of prior year figures

An amount of R56,156 million for Learnership which was included in Goods and Services has been re-classified as Compensative/circumstantial as per SCOA classification.

Department of Correctional Services - Vote 21
Primary Information to the Annual Financial Statement
for the year ended 31 March 2014

	<i>Note</i>	2013/2014 R'000	2012/2013 R'000
4.2 Social contributions			
Employer contributions			
Pension		1,267,208	1,179,047
Medical		1,090,573	1,082,829
UIF		82	87
Bargaining council		2,438	2,192
Total		2,360,301	2,264,155
Total compensation of employees		12,190,067	11,393,927
Average number of employees		41,366	40,310
5. Goods and services			
Administrative fees		5,859	5,823
Advertising		12,743	12,624
Minor Assets	5.1	22,037	23,282
Bursaries (employees)		2,819	3,945
Catering		34,990	25,826
Communication		99,930	105,709
Computer services	5.2	93,595	108,602
Consultants, contractors and agencies/outsourced services	5.3	819,442	825,651
Entertainment		257	266
Audit cost - external	5.4	47,347	43,751
Fleet services		244,225	198,112
Inventory	5.5	736,824	713,716
Consumables	5.6	342,031	263,439
Operating leases		1,704,419	1,607,596
Property payments	5.7	845,870	745,461
Rental and hiring		6,096	1,898
Transport provided as part of the departmental activities		5,960	5,369
Travel and subsistence	5.8	242,305	164,929
Venues and facilities		9,907	10,205
Training & staff development		5,569	3,434
Other operating expenditure	5.9	13,386	15,923
Total		5,295,611	4,885,561
Reinstatement of prior year figures			
An amount of R56,156 million for Learnership which was included in Goods and Services has been re-classified as Compensative/circumstantial as per SCOA classification. Inventory and consumables figures have been reinstated according to SCOA classification.			
5.1 Minor assets	5		
Tangible assets		22,036	23,282
Building and other fixed structures		1	-
Biological assets		774	2,176
Machinery and equipment		21,261	21,101
Transport assets		-	5
Total		22,036	23,282
5.2 Computer Services	5		
SITA computer services		69,296	103,345
External computer service providers		24,299	5,257
Total		93,595	108,602

Department of Correctional Services - Vote 21
Primary Information to the Annual Financial Statement
for the year ended 31 March 2014

			2013/2014 R'000	2012/2013 R'000
	Note			
5.3 Consultants, contractors and agency/outsourced services	5			
Business and advisory services			43,616	36,557
Infrastructure and planning			3,498	1,141
Laboratory services			14,105	9,048
Legal costs			29,667	31,506
Contractors			103,484	160,250
Agency and support/outsourced services			625,072	587,149
Total			819,442	825,651
5.4 Audit cost-external	5			
Regularity audits			45,429	42,850
Performance audits			-	-
Investigations			40	-
Computer audits			1,878	901
Total			47,347	43,751
5.5 Inventory	5			
Clothing material and accessories			41,523	51,670
Farming supplies			166,140	155,277
Food and food supplies			349,372	344,567
Fuel, oil and gas			24,058	29,613
Learning and teaching support material			5,090	3,450
Materials and supplies			64,474	62,762
Medical supplies			1,463	1,756
Medicine			84,704	64,621
Other Supplies			-	-
Total			736,824	713,716

The prior year Inventory figures included Other Consumables Item which has been restated to Farming Supplies under Inventory and Other Consumables in Note 5.6 in line with SCOA implemented with effect from 1 April 2013.

5.6 Consumables	Note			
	5			
Consumable supplies			285,685	205,653
Uniform and clothing			7,008	33,281
Household supplies			225,390	150,387
Building material and supplies			29,106	3,721
Communication accessories			24	-
IT consumables			14,093	10,681
Other consumables			10,064	7,583
Stationery, printing and office supplies			56,346	57,786
Total			342,031	263,439

The prior year figures for other consumables and farming supplies have been restated in order to be in line with SCOA classification which was implemented in 2013/2014.

N.B The comparative figure for Farming supplies & other Supplies were classified under other consumables

5.7 Property payments	5			
Municipal services			834,952	738,324
Property maintenance and repairs			1,858	728
Other			9,060	6,409
Total			845,870	745,461

Department of Correctional Services - Vote 21
Primary Information to the Annual Financial Statement
for the year ended 31 March 2014

	<i>Note</i>	2013/2014 R'000	2012/2013 R'000
5.8 Travel and subsistence	5		
Local		236,911	160,421
Foreign		5,394	4,508
Total		242,305	164,929
5.9 Other operating expenditure	5		
Learnerships		-	-
Professional bodies, membership and subscription fees		381	522
Resettlement costs		7,248	8,909
Other		5,757	6,492
Total		13,386	15,923

Restatement of 2012/13 Comparative Figures on Learnerships

Comparative figures for Learnerships which were previously paid under the item Goods and Services: Other Operating Expenditure in 2012/13 were restated to Compensation of Employees: Compensative/Circumstantial and in the 2013/14 financial year Learnerships are paid under item Compensation of Employees as per National Treasury SCOA classification.

	<i>Note</i>	2013/2014 R'000	2012/2013 R'000
6. Interest and Rent on Land			
Interest paid		890	-
Rent on land		-	-
Total		890	-
7. Payments for financial assets			
Material losses through criminal conduct			
Theft	7.1	103	124
Other material losses written off	7.2	2,990	3,386
Debts written off	7.3	577	1,402
Total		3,670	4,912
7.1 Details of theft	7		
Nature of theft			
Other		103	124
Total		103	124
7.2 Other material losses written off	7		
Nature of losses			
State vehicles		2,295	3,169
Claims		68	5
Other		627	212
Total		2,990	3,386
7.3 Debts written off	7		
Other debt written off			
Overpaid salaries		159	402
Leave without pay		79	257
Tax debt		49	120
State Guarantees		37	182
Other		253	441
Total		577	1,402

Department of Correctional Services - Vote 21
Primary Information to the Annual Financial Statement
for the year ended 31 March 2014

		2013/2014 R'000	2012/2013 R'000
8. Transfers and subsidies			
Provinces and municipalities	<i>Annexure 1A</i>	4,180	4,243
Departmental agencies and accounts	<i>Annexure 1B</i>	8,455	6,752
Households	<i>Annexure 1C</i>	99,467	68,112
Total		112,102	79,107
9. Expenditure for capital assets			
Tangible assets		1,070,635	950,047
Buildings and other fixed structures	33.2	862,354	872,596
Machinery and equipment	31.2	205,330	75,600
Biological assets	31.2	2,951	1,851
Software and other intangible assets		27,036	-
Capitalised Development Costs	31.2	-	-
Computer software	32.2	27,036	-
Total		1,097,671	950,047
9.1 Analysis of funds utilised to acquire capital assets -2013/14			
	Voted Funds R'000	Aid assis- tance R'000	TOTAL R'000
Tangible assets	1,070,635	-	1,070,635
Buildings and other fixed structures	862,354	-	862,354
Machinery and equipment	205,330	-	205,330
Biological assets	2,951	-	2,951
Software and other intangible assets	27,036	-	27,036
Capitalised development costs	-	-	-
Computer software	27,036	-	27,036
Total	1,097,671	-	1,097,671
9.2 Analysis of funds utilised to acquire capital assets - 2012/13			
Tangible assets	950,047	-	950,047
Buildings and other fixed structures	872,596	-	872,596
Machinery and equipment	75,600	-	75,600
Biological assets	1,851	-	1,851
Software and other intangible assets	-	-	-
Capitalised development costs	-	-	-
Computer software	-	-	-
Total	950,047	-	950,047
9.3 Finance lease expenditure included in Expenditure for capital assets			
Tangible assets		16,218	
Machinery & Equipment		16,218	
		16,218	

Department of Correctional Services - Vote 21
Primary Information to the Annual Financial Statement
for the year ended 31 March 2014

[illegible]

DCS received R17,958 million from NSF (Department of Higher Education Training) for offender skills development during the 2013/2014 financial year and 5 348 offenders benefited from this funding on various skills development programmes.

An amount of R21,602 million was spent, leaving a variance of R3,644 million as receivable.

Department of Correctional Services - Vote 21
Primary Information to the Annual Financial Statement
for the year ended 31 March 2014

	<i>Note</i>	2013/2014 R'000	2012/2013 R'000
13. Voted funds to be surrendered to the Revenue Fund			
Opening balance		386,729	410,124
As restated		386,729	-
Transfer from Statement of Financial Performance		48,482	386,729
Add: Unauthorised expenditure for current year	9	-	-
Voted funds not requested/not received		-	-
Paid during the year		(386,729)	(410,124)
Closing balance		48,482	386,729
14. Departmental revenue and NRF Receipts to be surrendered to Revenue Fund			
Opening balance		3,520	4,433
Transfer from Statement of Financial Performance		117,129	127,015
Paid during the year		(117,103)	(127,928)
Closing balance		3,546	3,520
15. Bank Overdraft			
Consolidated Paymaster-General Account		37,473	-
Total		37,473	-
16. Payables – current			
Clearing accounts	16.1	4,185	1,241
Other payables	16.2	28	4,896
Total		4,213	6,137
16.1 Clearing accounts			
Salary accounts		5,264	1,595
Telephone control accounts		(755)	(42)
Other		(324)	(312)
Total		4,185	1,241
16.2 Other payables			
Rental deposits		28	35
National Skills Fund		-	4,861
Total		28	4,896
17. Net cash flow available from operating activities			
Net surplus/(deficit) as per Statement of Financial Performance		165,611	536,757
Add back non cash/cash movements not deemed operating activities		639,329	391,208
(Increase)/decrease in receivables – current		(9,551)	5,734
(Increase)/decrease in prepayments and advances		72,828	(13,086)
(Increase)/decrease in other current assets		-	-
Increase/(decrease) in payables – current		(1,924)	1,338
Proceeds from sale of capital assets		(3,246)	(14,773)
Expenditure on capital assets		1,097,671	950,047
Surrendered to Revenue Fund		(503,832)	(538,052)
Surrendered to CARA Fund		(12,617)	-
Voted funds not requested/not received		-	-
Net cash flow generated by operating activities		804,940	927,965
18. Reconciliation of cash and cash equivalents for cash flow purposes			
Consolidated Paymaster General Account		(37,473)	253,763
Cash on hand		1,559	1,569
Total		(35,914)	255,332

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

			2013/2014 R'000	2012/2013 R'000
19. Contingent liabilities and contingent assets				
	Contingent liabilities			
	Liable to	Nature		
	Housing loan guarantees	Employees	1,454	1,473
	Claims against the department		984,317	545,626
	Other departments (interdepartmental unconfirmed balances)		30,419	194
	Total		1,016,190	547,293

The nature of the claims against the Department is set out in Annexure 2B for details.
The possibility of any reimbursement and timing of outflow of funds is dependent on the outcome of the cases.

			2013/2014 R'000	2012/2013 R'000
20. Commitments				
	Current expenditure			
	Approved and contracted	*	2,173,410	1,166,796
	Approved but not yet contracted		500,312	1,350,449
	Total Commitments		2,673,722	2,517,245
	Capital Expenditure			
	Approved and contracted		205,514	201,247
	Approved but not yet contracted		11,980	-
			217,494	201,247
	Total Commitments		2,891,216	2,718,492

*The amount reflects contracts for periods more than one year.

		30 Days R'000	30+ Days R'000	Total R'000	Total R'000
21. Accruals	Listed by economic classification				
	Goods and services	182,449	10,010	192,459	190,535
	Transfers and subsidies	-	-	-	5
	Capital assets	16,539	-	16,539	18,467
	Other	3,999	951	4,950	-
	Total	202,987	10,961	213,948	209,007
				2013/2014 R'000	2012/2013 R'000
	Listed by programme level				
	Administration			127,002	111,495
	Incarceration			82,046	80,504
	Rehabilitation			564	2,408
	Care			4,237	9,974
	Social Reintegration			99	4,626
	Total			213,948	209,007
	Confirmed balances with departments			9,368	14,241
	Total			9,368	14,241

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	2013/2014 R'000	2012/2013 R'000
22. Employee benefits		
Leave entitlement	406,935	217,651
Service bonus (Thirteenth cheque)	341,548	319,356
Capped leave commitments	719,715	730,424
Total	1,468,198	1,267,431

	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
23. Lease Commitments				
23.1 Operating leases expenditure				
2013/2014				
Not later than 1 year	8	1,005,834	128	1,005,970
Later than 1 year and not later than 5 years	25	1,054,921	61	1,055,007
Later than five years		5,199	-	5,199
Total lease commitments	33	2,065,954	189	2,066,176
2012/2013	R'000	R'000	R'000	R'000
Not later than 1 year	8	889,340	128	889,476
Later than 1 year and not later than 5 years	26	951,320	67	951,413
Later than five years	-	17,039	-	17,039
Total lease commitments	34	1,857,699	195	1,857,928

Provide a general description of the material leasing arrangements

Buildings and other Fixed structures

As at 31 March 2014 the Department had 139 operating leases and all had renewal options.

	Land R'000	Buildings and other fixed structures R'000	Machinery and equipment R'000	Total R'000
23.2 Finance leases expenditure **				
2013/2014				
Not later than 1 year	-	-	14,985	14,985
Later than 1 year and not later than 5 years	-	-	12,760	12,760
Later than five years	-	-	-	-
Total lease commitments	-	-	27,745	27,745
2012/2013				
Not later than 1 year	-	-	15,175	15,175
Later than 1 year and not later than 5 years	-	-	10,430	10,430
Later than five years	-	-	-	-
Total lease commitments	-	-	25,605	25,605

** This note excludes leases relating to public private partnerships as they are separately disclosed to note no. 29. The Department entered into finance lease agreements mainly for photocopiers for a 36 months period basis.

	2013/2014 R'000	2012/2013 R'000
24. Accrued departmental revenue		
Sales of goods and services other than capital assets	-	2
Total	-	2

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	2013/2014	2012/2013
	R'000	R'000
24.1 Analysis of receivables for departmental revenue		
Opening balance	2	13
Less: Amounts received	2	13
Add: Amounts recognised	-	2
Less: Amounts written-off/reversed as irrecoverable	-	-
Closing balance	-	2
25. Irregular expenditure		
25.1 Reconciliation of irregular expenditure		
Opening Balance	579,329	215,596
Add: Irregular expenditure - relating to prior year	-	32
Add: Irregular expenditure - relating to current year	43,241	363,790
Less: Amounts condoned	(4,151)	(89)
Less: Amounts recoverable (not condoned)	(431,343)	-
Less: Amounts proven not to be irregular	-	-
Irregular expenditure awaiting condonation	187,076	579,329
Analysis of awaiting condonation per age classification		
Current	42,990	363,790
Prior years	144,086	215,539
Total	187,076	579,329
25.2 Details of irregular expenditure - current year		2013/2014
Incident	Disciplinary steps taken/ criminal proceedings	R'000
Declaration of interest not done	Investigation Pending	936
Proper procurement procedures not followed	Investigation Pending	16,727
Prohibited Suppliers	Investigation Pending	232
No service level agreement	Investigation Pending	15,490
Payments of medical accounts	Investigation Pending	9,111
Payment not made in accordance with Correctional Services Act	Investigation Pending	745
		43,241
25.3 Details of irregular expenditure condoned		2013/2014
Incident	Condoned by (condoning authority)	R'000
Proper procurement process not followed: Halfway House Projects	Accounting Officer	4,115
Proper procurement process not followed: Accommodation	Accounting Officer	1
Proper procurement process not followed: Services	Accounting Officer	3
Proper procurement process not followed: Youth Day Celebrations	Accounting Officer	5
Payment of invoices not in accordance with TR 15.10.2(c)	Accounting Officer	27
		4,151

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25.4 Details of irregular expenditure proven not to be irregular			
Incident	Not condoned by (condoning authority)		R'000
Deviation from bidding process			6,964
Total payments made under the contract exceed the original contract			60,259
Original tax clearance certificates not available for audit/attached to documentation			341
Proper logistical procedures not followed			283,286
No declaration of interest			251
Payments made not in accordance with Treasury Regulation 15.10.2 (c)			77,100
Catering Services and accommodation			68
No Service level agreement with Department of Justice			3,072
Issuing of copies			2
			431,343
			2013/2014
25.5 Details of irregular expenditure pending investigation			R'000
Incident			
No declaration of interest			3,755
Contracts and lease agreement not signed			27,473
No service level agreement			53,388
Prohibited suppliers			321
Proper procurement/logistical/financial procedures not followed			76,700
Payment of Medical accounts			18,327
Incorrect application of emergency clause			895
Extension of contract not approved by delegated official			5,472
Payment not in accordance with Correctional Services Act			745
			187,076
			2013/2014
26. Fruitless and wasteful expenditure		2012/2013	R'000
	R'000	R'000	
26.1 Reconciliation of fruitless and wasteful expenditure			
Opening balance	34,754	71,377	
Fruitless and wasteful expenditure – relating to prior year	2	-	
Fruitless and wasteful expenditure – relating to current year	1,162	1,634	
Less: Amounts resolved	(27,860)	(38,243)	
Less: Amounts transferred to receivables for recovery	-	(14)	
Fruitless and wasteful expenditure awaiting condonement	8,058	34,754	
26.2 Analysis of awaiting condonement per economic classification			
Current	8,058	34,754	
Capital	-	-	
Transfers and subsidies	-	-	
Total	8,058	34,754	

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		2013/2014	
		R'000	
26.3	Analysis of Current Year's Fruitless and wasteful expenditure		
Incident		Disciplinary steps taken/ criminal proceedings	
Non attendance of training		Investigation Pending	32
Incorrect payments to suppliers		Investigation Pending	709
Draining of water in kitchen basement		Investigation Pending	7
Cancellation of 100 yrs celebration		Investigation Pending	278
Cancellation of travelling		Investigation Pending	41
Airconditioner bought but not utilised		Investigation Pending	38
Penalty for late payment		Investigation Pending	30
Procurement of carpet		Investigation Pending	14
Advert placed with wrong date		Investigation Pending	11
Driver requested tow truck		Investigation Pending	2
TOTAL			1,162
27.	In kind goods and services provided/received	2013/2014	2012/2013
List other contingent liabilities between department and related party		R'000	R'000
Office furniture,computers and other equipment transferred to/from Department of Defence(DoD)			274
Motor vehicle received to/ (from) National Department of Transport (DoT)			(624)
Office furniture donated to the Department of Justice (DoJ)		14	
		14	(350)
28.	Key management personnel	No of	2013/2014
Description		Individuals	R'000
Political Office Bearers		2	2,693
Officials			
Level 15 to 16		16	16,507
Level 14		39	35,647
Family members of key management personnel		26	7,905
Total			62,752
			57,464

Public Private Partnership

29.1 Description of the arrangement

To design, finance, build and manage a maximum security correctional centre for a contract period of 25 years. The contractor Bloemfontein Correctional Services Contracts is currently operating Mangaung Maximum Security Correctional Centre in the Free State Province and the contractor South African Custodial Services is currently operating Kutama-Sinthumule Maximum Security Correctional Centre in the Limpopo Province.

29.2 Significant terms of the arrangement that may affect the amount, timing and certainty of future cash flows

The cash flow models for the two Public Private Partnerships (PPP) projects were created. The cash flow models enables the Department to determine the estimated costs of the two projects over their 25 year contract period.

The contract fee is based on the daily available inmate places. This fee is split into components, the fixed component and the indexed component for each year.

The indexed component is escalated on each review date (every six months) as stipulated in Schedule E to the contract. The fixed component will however remain the same for a period of 15 years, where after the fixed fee will fall away.

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29.3 The nature and extent of:

Rights to use specified assets:

Assets must be managed and maintained by the contractor for the whole contract period.

Intellectual Property Rights:

All rights in data, reports, drawings, models, specifications and/or other material produced by or on behalf of the department shall vest in and be the property of the state and the contractor is granted an irrevocable non-exclusive and royalty-free license to use such material for the purpose of the project.

Obligations to provide or rights to expect provisions of services.

The Contractor:

Construction of the correctional centre.

Maintenance and operation of the correctional centre for the contract period of 25 years. Keep inmates in safe custody.

Maintaining order, discipline, control and a safe environment.

Providing decent conditions and meeting inmates' needs.

Providing structured day programmes.

Preparing inmates for reintegration to the community.

Delivering correctional centre services.

Involvement with the community.

Correctional Service:

To ensure that there are always inmates placed in available inmate spaces.

To pay the contractor on a monthly basis.

To manage the contract on a monthly basis.

Obligations to acquire or build items of property, plant and equipment.

Original buildings constructed according to DCS specifications. Any further changes/alterations and additions to be negotiated.

Obligations to deliver or rights to receive specified assets at the end of the concession period.

All assets including equipment become the property of the State after expiry of the contract period.

Renewal and termination options.

Can be negotiated if so directed by Government.

Other rights and obligations.

All maintenance obligations are the responsibility of the contractor for the entire contract period.

	2013/2014 R'000	2012/2013 R'000
Contract fee paid	930,557	878,385
Fixed component	194,731	194,731
Indexed component	735,826	683,654
Analysis of indexed component		
Goods and Services(excluding lease payments)	735,826	683,654
	735,826	683,654
Capital /(Liabilities)		
Property	194,731	194,731
Total	930,557	878,385
30. Impairment		
Debtors	20,468	27,218
Other	23,580	21,080
Total	44,048	48,298

31. Non-adjusting events after reporting date

No events after the reporting date were identified by management that would affect the operations of the department or the results of those operations significantly.

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32. Movable Tangible Capital Assets

32.1 Movement in movable tangible capital assets per asset register for the year ended 31 March 2014

	Opening balance R'000	Current Year Ad- justments to prior year bal- ances R'000	Additions R'000	Disposals R'000	Closing balance R'000
Machinery And Equipment	1,403,500	39,665	195,992	47,878	1,591,279
Transport assets	736,787	2,663	47,414	13,844	773,020
Computer equipment	258,842	19,384	91,161	15,502	353,885
Furniture and Office equipment	57,347	3,359	6,256	1,916	65,046
Other machinery and equipment	350,524	14,259	51,161	16,616	399,328
Biological Assets	12,973	6,137	3,348	3,045	19,413
Biological assets	12,973	6,137	3,348	3,045	19,413
Total Movable Tangible Capital Assets	1,416,473	45,802	199,340	50,923	1,610,692

The closing balance for major assets includes assets valued at R61, 918 million on suspense register at the end of financial year-end.

32.2 Additions

Additions to movable tangible capital asset per asset register for the year ended 31 March 2014

	Cash R'000	Non-Cash Fair Value R'000	(Capital work in progress - current costs) R'000	Received current year, not paid (Paid cur- rent year, received prior year) R'000	Total R'000
Machinery and Equipment	205,330	2,201	(16,218)	4,679	195,992
Transport assets	47,260	154	-	-	47,414
Computer equipment	86,482	-	-	4,679	91,161
Furniture and Office equipment	4,310	1,946	-	-	6,256
Other machinery and equipment	67,278	101	(16,218)	-	51,161
Biological Assets	2,951	397	-	-	3,348
Biological assets	2,951	397	-	-	3,348
Total additions to movable tangible capital assets	208,281	2,598	(16,218)	4,679	199,340

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32.3 Disposals

Disposals of movable tangible capital assets per asset register for the year ended 31 March 2014

	Sold for cash R'000	Transfer out or de- stroyed or scrapped R'000	Total dis- posals R'000	Cash received actual R'000
Machinery and Equipment	11,190	36,688	47,878	3,246
Transport assets	11,190	2,654	13,844	3,246
Computer equipment	-	15,502	15,502	-
Furniture and Office equipment	-	1,916	1,916	-
Other machinery and equipment	-	16,616	16,616	-
Biological Assets	-	3,045	3,045	-
Biological assets	-	3,045	3,045	-
Total disposal of movable tangible capital assets	11,190	39,733	50,923	3,246

32.4 Movement for 2012/2013

Movement in movable tangible capital assets per asset register for the year ended 31 March 2013

	Opening Balance R'000	Current Year Ad- justments to Prior Year Bal- ances R'000	Additions R'000	Disposals R'000	Closing Balance R'000
Machinery and equipment	1,353,916	26,158	77,588	54,162	1,403,500
Transport assets	745,755	12,252	20,196	41,416	736,787
Computer equipment	233,713	6,850	24,320	6,041	258,842
Furniture and Office equipment	55,293	(1,248)	4,650	1,348	57,347
Other machinery and equipment	319,155	8,304	28,422	5,357	350,524
Specialised Military Assets	-	-	-	-	-
Specialised military assets	-	-	-	-	-
Biological Assets	8,071	4,037	2,874	2,009	12,973
Biological assets	8,071	4,037	2,874	2,009	12,973
Total Movable Tangible Capital Assets	1,361,987	30,195	80,462	56,71	1,416,473

32.5 Minor assets

Movement in minor assets per the asset register for the year ended 31 March 2014

	Intangible assets R'000	Machinery and equip- ment R'000	Biological assets R'000	Total R'000
Opening balance	-	595,907	8,474	604,381
Curr Year Adjustment to Prior Yr Balances	-	5,614	(1,192)	4,422
Additions	-	24,533	439	24,972
Disposal	-	32,014	2,320	34,334
TOTAL	-	594,040	5,401	599,441

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	Spe- cialised military assets R'000	Intangible assets R'000	Machinery and equip- ment R'000	Biological assets R'000	Total R'000
Number of R1 minor assets	28	-	654	25	707
Number of minor assets at cost	-	-	606,713	2,787	609,500
Total number of minor assets	28	-	607,367	2,812	610,207

Minor assets

Movement in minor assets per the asset register for the year ended 31 March 2013

	Intangible assets R'000	Machinery and equip- ment R'000	Biological assets R'000	Total R'000
Opening balance	26	580,447	8,632	589,105
Curr Year Adjustment to Prior Yr Balances	(26)	(2,175)	(280)	(2,481)
Additions	-	36,131	2,563	38,694
Disposal	-	18,496	2,441	20,937
TOTAL	-	595,907	8,474	604,381

	Intangible assets R'000	Machinery and equip- ment R'000	Biological assets R'000	Total R'000
Number of R1 minor assets	-	-	-	-
Number of minor assets at cost	-	-	-	-
Total number of minor assets	-	-	-	-

The closing balance for minor assets includes assets valued at R22, 852 million on suspense register at the end of financial year-end.

32.6 Movable assets written off

Movable assets written off for the year ended 31 March 2014

	Machinery and equip- ment R'000	Biological assets R'000	Total R'000
Assets written off	34,130	3,031	37,161
Total movable assets written off	34,130	3,031	37,161

Movable assets written off for the year ended 31 March 2013

	Machinery and equip- ment R'000	Biological assets R'000	Total R'000
Assets written off	15,004	2,009	17,013
Total movable assets written off	15,004	2,009	17,013

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33. Intangible Capital Assets

33.1 Movement in intangible capital assets per asset register for the year ended 31 March 2014

	Opening balance R'000	Current Year Ad- justments to prior year bal- ances R'000	Additions R'000	Disposals R'000	Closing balance R'000
Capitalised Development Costs	-	-	-	-	-
Computer Software	-	-	-	-	-
Total intangible assets	-	-	-	-	-

Movement for 2012/2013

Movement in intangible capital assets per asset register for the year ended 31 March 2013

	Opening balance R'000	Current Year Ad- justments to prior year bal- ances R'000	Additions R'000	Disposals R'000	Closing balance R'000
Capitalised Development Costs	-	-	-	-	-
Computer software	71,656	(71,656)	-	-	-
Total intangible assets	71,656	(71,656)	-	-	-

33.2 Additions

Additions to intangible capital assets per asset register for the year ended 31 March 2014

	Cash R'000	Non-cash R'000	(Develop- ment work in progress - current costs) R'000	Received current year, not paid (Paid cur- rent year, received prior year) R'000	Total R'000
Capitalised Development Costs	-	-	-	-	-
Computer software	27,036	-	(27,036)	-	-
Total	27,036	-	(27,036)	-	-

Movement for 2013/2014

Movement in intangible capital assets per asset register for the year ended 31 March 2014

	Opening balance R'000	Additions R'000	Work in progress R'000	Closing Balance R'000
Capitalised Development Costs	-	-	-	-
Computer software	-	-	-	-
Total	-	-	-	-

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34. Immovable Tangible Capital Assets

34.1 Movement in immovable tangible capital assets per asset register for the year ended 31 March 2014

	Opening balance R'000	Curr year adjust- ments to prior year balances R'000	Additions R'000	Disposals R'000	Closing balance R'000
Buildings and other fixed structures	691	-	-	-	691
Dwellings	-	-	-	-	-
Non-residential buildings	691	-	-	-	691
Other fixed structures	-	-	-	-	-
Heritage assets	-	-	-	-	-
Heritage assets	-	-	-	-	-
Total immovable tangible capital assets	691	-	-	-	691

34.2 Additions

Additions to immovable tangible capital assets per asset register for the year ended 31 march 2014

	Opening balance R'000	Current year ad- justments to prior year bal- ances R'000	Aditions R'000	Disposals R'000	Total R'000
Buildings and other fixed structures					
Dwellings	-	-	-	-	-
Non-residential buildings	-	-	-	-	-
Other fixed structures	-	-	-	-	-
Total additions to immovable tangible capital assets					

	Cash R'000	Non cash R'000	(Capital work -in -progress current cost and fi- nance lease payments) R'000	Received current, not paid (Paid current year, received prior year R'000	Total R'000
Buildings and other fixed structures	862,354	-	(862,354)	-	-
Dwellings	377,767	-	(377,767)	-	-
Non-residential build- ings	97,461	-	(97,461)	-	-
Other fixed structures	387,126	-	(387,126)	-	-
Total additions to immovable tangible capital assets	862,354	-	(862,354)	-	-

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34.3 Disposals

Disposals of immovable tangible capital assets per asset register for the year ended 31 March 2014

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash received Actual
	R'000	R'000	R'000	R'000
Buildings and other fixed structures	-	-	-	-
Dwellings	-	-	-	-
Non-residential buildings	-	-	-	-
Other fixed structures	-	-	-	-
Total disposal of immovable tangible capital assets	-	-	-	-

34.4 Movement for 2012/13

Movement in immovable tangible capital assets per asset register for the year ended 31 March 2013

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
Buildings and other fixed structures	701	(10)	-	691
Dwellings	701	(701)	-	-
Non-residential buildings	-	691	-	691
Other fixed structures	-	-	-	-
Heritage assets	-	-	-	-
Heritage assets	-	-	-	-
Total tangible capital assets	701	(10)	-	691

35. Agent-principal arrangements

35.1 Department acting as the principal

Independent Development Trust (IDT)

Total payments made to IDT

Total

2013/14

R'000

-

300,925

300,925

2012/13

R'000

-

277,896

277,896

Principal Disclosures

The Department of Correctional Services is acting as a principal in its relationship with its agent (IDT).

For 2013/14 financial year the payments made to IDT were for security fencing.

35.2 Department acting as the agent

35.2.1 Revenue received for agency activities

National Skills Fund (NSF)

Funds received from NSF

Disbursement made in executing the agency services

Total

2013/14

R'000

-

17,958

(21,602)

(3,644)

2012/13

R'000

-

32,030

(27,169)

4,861

The Department of Higher Education (DHET) is responsible for the National Skills Fund (NSF).

The Department of Correctional Services (DCS) is responsible for the implementation of the project for training, appointment of the implementing agency, accounting for all offenders. During 2013/14 financial year 5 348 offenders were trained in various skills development programmes.

There are no assets belonging to other entities that are held in the custody of the Department.

No revenue was earned in rendering the agency service.

ANNEXURE 1A

STATEMENT OF UNCONDITIONAL GRANTS AND TRANSFERS TO MUNICIPALITIES

Name of municipality	Grant allocation			Transfer		Spent		2012/2013
	Amount	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	Amount received by municipality	
	R'000	R'000	R'000	R'000	R'000	%	R'000	
Various municipalities	5,791	-	(1,611)	4,180	4,180	100%	-	4,243
Total	5,791	-	(1,611)	4,180	4,180	100%	-	4,243

ANNEXURE 1B

STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

Department/agency/account	Transfer allocation				Transfer		2012/2013
	Adjusted Appropriation	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available Funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	
SASSETA	8,408	-	47	8,455	8,455	100%	6,752
Total	8,408	-	47	8,455	8,455	-	6,752

ANNEXURE 1C

STATEMENT OF TRANSFERS TO HOUSEHOLDS

	Transfer allocation			Expenditure		2012/2013 Final Appropria- tion Act
	Adjusted Appro- piation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available Transferred %
Transfers						
Leave gratuity	47,597	-	24,899	72,496	75,142	104%
Poverty relief	907	-	-	907	722	80%
Prisoner Gratuity (Pocket money)	15,160	-	-	15,160	12,698	84%
Post Retirement Benefit	111	-	1,289	1,400	1,400	100%
Claims	-	-	9,504	9,504	9,505	100%
Total	63,775	-	35,692	99,467	99,467	100%
						68,113

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ANNEXURE 1D

STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED

Name of organisation	Nature of gift, donation or sponsorship	2013/2014 R'000	2012/2013 R'000
Received in cash			
Capitec bank	Cash	5	
Golden horse casino	Cash	-	9
World focus	Cash	-	1
Open society foundations	Cash	-	204
Subtotal		5	214
Received in kind			
Various private persons	Animals	13	9
Various private persons	Sports equipment	93	53
Various private persons	Computer equipment	6	405
Various private persons	Books	13	23
Various private persons	Food related products	8	11
Various private persons	Toiletries	-	15
Various private persons	Electrical appliances	24	-
Various private persons	Baby accessories	5	20
Various private persons	Vegetables processing plant	-	740
Various private persons	Vehicle components	-	260
Various private persons	Other	243	228
Subtotal		405	1,764
TOTAL		410	1,978

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ANNEXURE 1E

STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE AND REMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT OF GRACE

NATURE OF GIFT, DONATION OR SPONSORSHIP (Group major categories but list material items including name of organisation)	2013/2014	2012/2013
	R'000	R'000
Made in kind		
Poverty alleviation (clothing and food) to private organisation	53	414
Gifts to dignitaries	1	15
Other	121	117
Subtotal	175	546
TOTAL	175	546

ANNEXURE 2A

STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2014 - LOCAL

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount R'000	Opening Balance 01/04/20123 R'000	Guarantee drawdowns during the year R'000	Guarantee repayments/ cancelled/ reduced/ released during the year R'000	Currency Revaluations R'000	Closing balance 31/03/2014 R'000	Guaranteed interest outstanding 31/03/2014 R'000	Realised losses not recoverable, i.e. claims paid out R'000
	Housing								
Standard Bank	Housing	285	285	52	-	-	337	-	-
First Rand Bank	Housing	203	203	-	19	-	184	-	-
ABSA	Housing	757	757	196	93	-	860	-	-
Ithala Limited	Housing	30	30	-	30	-	-	-	-
Green Start Home Loans	Housing	36	36	-	-	-	36	-	-
Mpumalanga Housing Fin Cor	Housing	37	37	-	-	-	37	-	-
NP Develop COR	Housing	26	26	-	26	-	-	-	-
Subtotal		1,374	1,374	248	168	-	1,454	-	-
Total		1,374	1,374	248	168	-	1,454	-	-

ANNEXURE 2B

STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2014

Nature of Liability	Opening Balance	Liabilities incurred during the year	Liabilities paid	Liabilities cancelled	Liabilities recoverable	Closing Balance
	01/04/2013					31/03/2014
	R'000	R'000	R'000	R'000	R'000	R'000
Claims against the department						
Damages	18,820	278,636	3	-	-	297,453
Defamation	420	-	-	-	-	420
Bodily Injury/Assault	120,693	23,158	282	-	-	143,569
Unlawful Detention	192,596	91,169	606	-	-	283,159
Compensation	300	-	-	-	-	300
Death in detention	14,100	300	-	-	-	14,400
Unlawful Deduction	36	-	-	-	-	36
Breach of Contract	3,024	-	-	-	-	3,024
Rape	3,459	1,800	-	-	-	5,259
Pain and suffering	73,247	32,500	-	-	-	105,747
Damages to properties	2,622	-	-	-	-	2,622
Motor accidents	7,190	257	47	-	-	7,400
Injury in prison	9,252	-	8,498	-	-	754
Loss of support	253	2,000	-	-	-	2,253
Other	99,614	18,669	362	-	-	117,921
TOTAL	545,626	448,489	9,798	-	-	984,317

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ANNEXURE 3

CLAIMS RECOVERABLE

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2014	31/03/2013	31/03/2014	31/03/2013	31/03/2014	31/03/2013
	R'000	R'000	R'000	R'000	R'000	R'000
Department						
Department of Home Affairs	-	-	30	-	30	-
Department of Water Affairs	211	-	60	-	271	-
Department of Justice (Johannesburg)	75	-	167	-	242	-
Department of Justice (Pretoria)	-	-	71	-	71	-
Department of Statistics	-	-	15	-	15	-
Department of Agriculture, Fisheries and Forestry	-	48	-	-	-	48
Provincial Departments	-	-	-	-	-	-
Department of Justice (Mokerong)	-	-	2	-	2	-
Department of Justice (Stanger)	50	-	-	-	50	-
Department of Justice (Empangeni)	-	-	86	-	86	-
Department of Justice (Port Elizabeth)	-	-	25	-	25	-
Department of Justice (Polokwane)	209	-	121	-	330	-
Department of Water Affairs (Haartebeespoort)	575	-	-	-	575	-
Department of Water Affairs (Thohoyandou)	-	-	599	-	599	-
Department of Water Affairs (Standerton)	26	-	381	-	407	-
Department of Water Affairs (Amsterdam)	396	37	-	-	396	37
Department of Water Affairs (Groblesdal)	80	-	-	-	80	-
Department of Water Affairs (Deneysville)	65	76	-	-	65	76
Department of Defence	-	162	-	-	-	162
Department of Water Affairs (Pretoria)	-	217	-	18	-	235
Department of Water Affairs (Potchefstroom)	-	-	-	43	-	43
SAPS Western Cape	2	-	-	-	(2)	-
TOTAL	1,685	540	1,557	61	3,242	601

ANNEXURE 4

INTER-GOVERNMENT PAYABLES

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2014	31/03/2013	31/03/2014	31/03/2013	31/03/2014	31/03/2013
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
Current						
Department of Water Affairs	29	-	-	-	29	-
Gauteng Department of Education	19	-	-	-	19	-
Kwazulu Natal Department of Public Works	8	-	-	-	8	-
Department of Arts and Culture	5	-	-	-	5	-
Department of Health Free State	21	-	-	-	21	-
Department of Justice	5,383	-	-	-	5,383	-
Department of Health Gauteng Province	3,600	-	29,949	-	33,549	-
Independent Police Investigation	-	-	-	-	-	-
Department of Roads & Transport Limpopo	16	-	-	-	16	-
National Department of Transport	57	-	-	-	57	-
Kwa-Zulu Natal Department of Education	181	-	-	-	181	-
Agriculture and Rural Development	-	-	-	-	-	-
Department of Health North West	-	-	5	-	5	-
Health-Limpopo	-	9	-	-	-	9
Health Eastern Cape	-	-	-	-	-	-
Home Affairs	4	62	-	-	4	62
Independent Complaints Directorate	-	-	-	-	-	-
Limpopo Provincial Department of Roads	-	-	-	-	-	-
Public Service and Administration	-	-	-	-	-	-
Public Works	-	14,051	-	-	-	14,051
Road and Public Works-Eastern Cape	-	29	-	-	-	29
Rural Development and Land Reform	1	18	-	-	1	18
Rural Development, Women and Children with Disabilities	-	3	-	-	-	3
SAPS	23	1	-	5	23	6
Science and Technology	-	-	-	-	-	-
Social Development Eastern Cape	10	3	-	-	10	3

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GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2014 R'000	31/03/2013 R'000	31/03/2014 R'000	31/03/2013 R'000	31/03/2014 R'000	31/03/2013 R'000
Social Development Limpopo	-	-	-	-	-	-
Social Development Western Cape	11	30	-	-	11	30
Social Development Free State	-	3	-	-	-	3
Statistics SA	-	20	-	-	-	20
Transport	-	12	-	189	-	201
Treasury	-	-	-	-	-	-
Department of Higher Education	-	-	5	-	5	-
Government Printing Works	-	-	460	-	460	-
TOTAL	9,368	14,241	30,419	194	39,787	14,435

OTHER GOVERNMENT ENTITY						
Current						
Service Product Pretoria	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
TOTAL INTERGOVERNMENTAL	9,368	14,241	30,419	194	39,787	14,435

ANNEXURE 5

INVENTORY

	2013/14		2012/13	
	Quantity	R'000	Quantity	R'000
Inventory				
Opening balance	161,356	537,254	177,693	669,734
Add/(Less): Adjustments to prior year balances	(3,076)	(420)	(149)	(22,348)
Add: Additions/Purchases - Cash	1,006,167	736,824	967,709	713,716
Add: Additions - Non-cash	1,395	(14,760)	2,553	19,668
(Less): Disposals	(1,512)	(16,453)	(3,723)	(18,337)
(Less): Issues	(1,083,808)	(1,309,630)	(1,109,084)	(1,498,940)
Add/(Less): Adjustments	84,965	533,425	126,357	673,761
Closing balance	165,487	466,240	161,356	537,254

The prior year inventory figure included other consumables, and has been reinstated to exclude other consumables according to SCOA classification.

ANNEXURE 6

Movement in Capital Work-in-Progress

MOVEMENT IN CAPITAL WORK-IN-PROGRESS FOR THE YEAR ENDED 31 MARCH 2014

	Opening bal- ance R'000	Current Year Capital WIP R'000	Completed As- sets R'000	Closing balance R'000
BUILDINGS AND OTHER FIXED STRUCTURES	677,866	667,623	-	1,345,489
Dwellings	228,259	183,036	-	411,295
Non-residential buildings	165,362	97,461	-	262,823
Other fixed structures	284,245	387,126	-	671,371
COMPUTER SOFTWARE	-	27,036	-	27,036
Computer Software	-	27,036	-	27,036
TOTAL	677,866	694,659	-	1,372,525

ANNEXURE 7

INTER-ENTITY ADVANCES PAID (note 12)

	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	3/31/2014	3/31/2013	3/31/2014	3/31/2013	3/31/2014	3/31/2013
	R'000	R'000	R'000	R'000	R'000	R'000
PUBLIC ENTITIES						
Independent Development Trust	-	90,133	-	-	-	90,133
Government Communication and Information Systems	16,881	-	-	-	16,881	-
Department of International Relations and Cooperation	500	-	-	-	500	-
TOTAL	17,381	90,133	-	-	17,381	90,133