

OFFICE OF THE CHIEF JUSTICE

ANNUAL REPORT | 2018/19



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

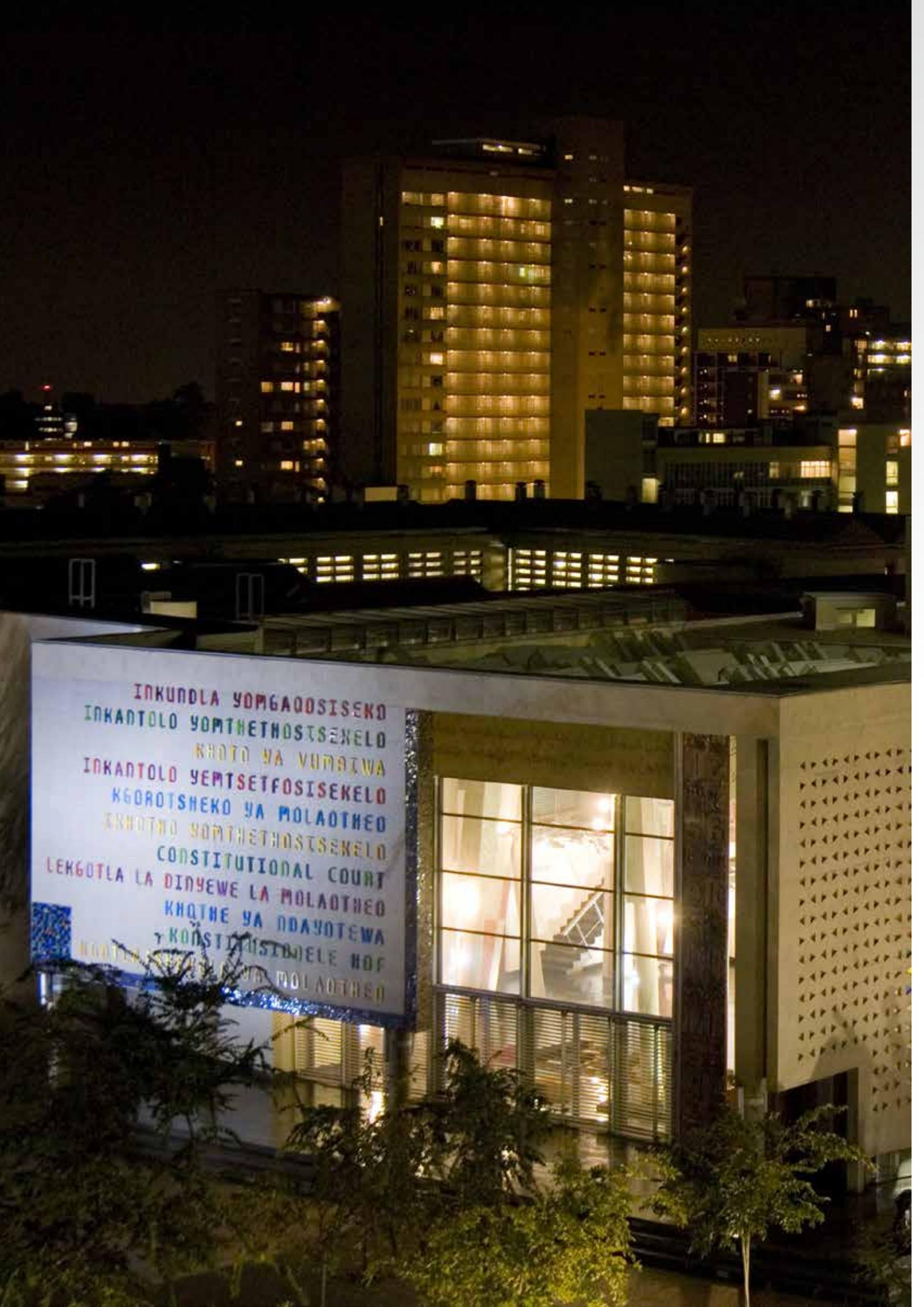
OFFICE OF THE CHIEF JUSTICE

VOTE 22

ANNUAL REPORT

2018/19





INKUNDLA YOMBAQOSISEKO
 INKANTOLO YOMTHEHOSISEKELO
 KHOTI YA VUMOTWA
 INKANTOLO YEMTSETFOSISEKELO
 KGOROTSHEKO YA MOLAOTHEO
 ANWOTHO YOMTHEHOSISEKELO
 CONSTITUTIONAL COURT
 LEKGOTLA LA DIDYEME LA MOLAOTHEO
 KHOTHE YA NDAYOTSWA
 KOOSTITUSIWELE HOE
 MOLAOTHEO



TABLE OF CONTENTS

PART A: GENERAL INFORMATION	5	PART C: GOVERNANCE	47
1. DEPARTMENT'S GENERAL INFORMATION	6	1. INTRODUCTION	48
2. LIST OF ABBREVIATIONS/ACRONYMS	7	2. RISK MANAGEMENT	48
3. FOREWORD BY THE MINISTER	9	3. FRAUD AND CORRUPTION	50
4. REPORT OF THE ACCOUNTING OFFICER	11	4. MINIMISING CONFLICT OF INTERESTS	51
5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT	16	5. CODE OF CONDUCT	51
6. STRATEGIC OVERVIEW	17	6. HEALTH, SAFETY AND ENVIRONMENTAL ISSUES	52
7. LEGISLATIVE AND OTHER MANDATES	18	7. PORTFOLIO COMMITTEES	52
8. ORGANISATIONAL STRUCTURE	20	8. SCOPA RESOLUTIONS	53
9. ENTITIES REPORTING TO THE MINISTER	21	9. PRIOR MODIFICATIONS TO AUDIT REPORTS	53
		10. INTERNAL CONTROL	53
		11. INTERNAL AUDIT AND AUDIT COMMITTEE	53
		12. AUDIT COMMITTEE REPORT	55
PART B: PERFORMANCE INFORMATION	23		
1. AUDITOR-GENERAL'S REPORT: PRE-DETERMINED OBJECTIVES	24	PART D: HUMAN RESOURCE MANAGEMENT	57
2. OVERVIEW OF DEPARTMENTAL PERFORMANCE	24	1. INTRODUCTION	58
3. SERVICE DELIVERY IMPROVEMENT PLAN	26	2. OVERVIEW OF HUMAN RESOURCES	58
4. ORGANISATIONAL ENVIRONMENT	32	3. HUMAN RESOURCES OVERSIGHT STATISTICS	61
5. STRATEGIC OUTCOME ORIENTED GOALS	33		
6. PERFORMANCE INFORMATION BY PROGRAMME	35	PART E: FINANCIAL STATEMENTS	87
7. TRANSFER PAYMENTS	45		
8. CONDITIONAL GRANTS	45		
9. DONOR FUNDS	45		
10. CAPITAL INVESTMENT	45		







PART A
GENERAL INFORMATION

1. DEPARTMENT'S GENERAL INFORMATION

Department: Office of the Chief Justice

Physical address: 188 14th Road

Noordwyk

Midrand

1685

Postal address: Private Bag X10

Marshalltown

2107

Telephone number: +27 (0)10 493 2500

Email address: IMalao@judiciary.org.za

Website address: www.judiciary.org.za

RP147/2016

ISBN: 978-0-621-44611-1



2. LIST OF ABBREVIATIONS/ACRONYMS

AFS	Annual Financial Statements	ICT	Information and Communication Technology
AGSA	Auditor-General South Africa	IJS	Integrated Justice System
APP	Annual Performance Plan	JCFMC	Judicial Case Flow Management Committee
ARC	Audit and Risk Committee	JSC	Judicial Service Commission
CD	Chief Director	MSP	Master Systems Plan
CEO	Chief Executive Officer	MPSA	Minister of Public Service and Administration
CFO	Chief Financial Officer	MTEF	Medium Term Expenditure Framework
CIO	Chief Information Officer	MTSF	Medium Term Strategic Framework
CIP	Compulsory Induction Programme	NDP	National Development Plan
COIC	Court Order Integrity Committee	NEEC	National Efficiency Enhancement Committee
CSD	Central Supplier Database	NRF	National Revenue Fund
DCRS	Digital Criminal Recording Systems	NT	National Treasury
DDG	Deputy Director-General	OCJ	Office of the Chief Justice
DG	Director-General	OFA	Organisational Functionality Assessment
DoJ&CD	Department of Justice and Constitutional Development	OHS	Occupational Health and Safety
DTI	Department of Trade and Industry	OHS&E	Occupational Health, Safety and Environment
DPCI	Directorate for Priority Crime Investigation	PFMA	Public Finance Management Act
DPSA	Department of Public Service and Administration	PSR	Public Service Regulations
DPW	Department of Public Works	SAJEI	South African Judicial Education Institute
EFT	Electronic Fund Transfer	SAPS	South African Police Service
Exco	Executive Committee	SCM	Supply Chain Management
FY	Financial Year	SCOPA	Standing Committee on Public Accounts
GPAA	Government Pensions Administration Agency	SDIP	Service Delivery Improvement Plan
GIZ	Deutsche Gesellschaft Für Internationale Zusammenarbeit	SG	Secretary General
HDI	Historically Disadvantaged Individuals	SLA	Service Level Agreement
HIV	Human Immune-deficiency Virus	SMS	Senior Management Service
HIV/AIDS	Human Immune-deficiency Virus/ Acquired Immune Deficiency Syndrome	SOP	Standard Operating Procedure
HOA	Home Owners' Allowance	STI	Sexually Transmitted Infection
HR	Human Resource	TB	Tuberculosis
HRM&D	Human Resource Management and Development	UIFW	Unauthorised, Irregular, Fruitless and Wasteful
IAA	Internal Audit Activity	WSP	Workplace Skills Plan



LIST OF THE SUPERIOR COURTS

Superior Courts

- Constitutional Court
- Supreme Court of Appeal
- The High Court of South Africa, consisting of Divisions
- Specialised Courts (Competition Appeal Court, Electoral Court, Labour Court, Labour Appeal Court and Land Claims Court).

LIST OF INSTITUTIONS OF THE JUDICIARY

- Judicial Service Commission (JSC)
- South African Judicial Education Institute (SAJEI).



3. FOREWORD BY THE MINISTER



Ronald Lamola, MP

The people of South Africa have, through the recent national democratic elections, bestowed on all of us to champion the speedy resolution of the persistent challenges of poverty, unemployment and inequality which are clearly outlined in the National Development Plan Vision 2030 (NDP). Our efforts and by extension the health of our young democracy will be measured against the extent to which we have been able to build an inclusive economy, substantially reduced unemployment, especially amongst the youth, eradicated gender based violence and created a conducive environment for the advancement of the Rule of Law. It is in this context that we are fully conscious of the important role that the Justice sector must play in advancing the radical socioeconomic transformation agenda to realise those transformative ideals and to grow South Africa together.

The Judiciary is central in ensuring that the aforementioned constitutional goal is achieved and that our relatively newly formed democracy is protected and strengthened at all times. Our post-apartheid Judiciary is therefore entrusted with the delicate

mandate of championing the reform of the South African jurisprudence that would resonate with the rule of law. Our beloved Constitution vests the Judiciary with judicial authority to apply the law impartially and without fear, favour or prejudice. This mammoth responsibility to the Judiciary signals the country's commitment to the fundamental change from the old unjust order to the new democratic order.

The establishment of the Office of the Chief Justice (OCJ) to support the Judiciary signals government's concerted effort of ensuring that the Judiciary is assisted in the fulfilment of its constitutional obligations. This commitment is in line with the constitutional responsibility assigned to organs of State to assist and protect the courts with their independence and effectiveness. In the execution of our transformational mandate envisaged in Item 16 in Schedule 6 to the Constitution, which provides for the rationalisation of all courts with the view to establishing a judicial system suited to the requirements of the Constitution, the rationalisation of the magisterial districts of the North West Province was finalised during the reporting period.

The South African Judicial Education Institute (SAJEI), located within the OCJ, has been seized with the important task of supporting the Judiciary by enhancing service delivery and contributing towards the transformation of the Judiciary by ensuring that quality education and training is offered to serving and aspirant Judicial Officers. During this reporting period, 142 skills enhancing judicial education courses were conducted for Judicial Officers and aspirant Judicial Officers.

There is a technological shift affected by the global fourth industrial revolution in South Africa and the OCJ is not an exception. The modernisation of the courts through the use of technology is an important initiative to ensure effective and efficient court administration as well as improved access to justice. In line with this, plans are underway for automation and digitalisation of court records in order to continue to improve efficiency in information and data management. During the period under review, the OCJ continued with the implementation of the OCJ Information and Communication Technology (ICT) Master Systems Plan



(MSP) which, amongst others, outlines how technology is, and will be, used to improve efficiency in the administration of the courts.

As the Executive Authority of the OCJ, I would like to reaffirm government's commitment to assisting the OCJ in their functions of providing administrative support to the Judiciary. This commitment symbolises our concerted efforts of protecting the courts to ensure their independence, impartiality, accessibility and effectiveness. In our transforming society the rule of law is the bedrock of a democratic society. It is the only basis upon which people, private corporations, public bodies and the executive can order their lives and activities. The rule of law requires an independent judiciary to thrive. This is an essential principle we must never compromise. The rule of law requires that the courts have jurisdiction to scrutinise the actions of government to make sure that they are lawful.

In conclusion, the government reaffirms its commitment to the people of South Africa that it will continue to provide support to the Judiciary in the execution of its imperative constitutional mandate of judicial authority. The independence of the Judiciary is a principle that cannot be compromised for political expediency but must be respected and fulfilled for a stable democracy.

Lastly, let me extend my gratitude to the Head of the Judiciary, the Honourable Chief Justice Mogoeng Mogoeng, for his astute leadership and guidance. I would also like to express my gratitude to the Heads

of Court who continue to assist the Chief Justice with the governance of judicial functions in the courts. My appreciation also goes to the entire Judiciary for its commitment to providing justice for all as mandated by the Constitution. Words of thanks are also extended to the Deputy Minister of Justice and Constitutional Development, Mr John Jeffery for his support; the Portfolio Committee on Justice and Correctional Services, the Audit and Risk Committee (ARC) of the OCJ; and all other stakeholders for their profound support.

My sincere gratitude also goes to the Secretary General of the OCJ, Ms Memme Sejosengwe, including the employees of the OCJ, for their commitment to the principles of good governance in the public service.



Mr R Lamola, MP

Minister of Justice and Correctional Services

Date: 31 July 2019



4. REPORT OF THE ACCOUNTING OFFICER



Ms Memme Sejosengwe

4.1. GENERAL OVERVIEW

The 2018/19 financial year is the fourth year of the OCJ functioning as a public service department with its own budget vote. Key to its functions is the provision of administrative support to the Judiciary of the Republic of South Africa as an arm of State. It is because of this reason that broadly, in the 2018/19 financial year, the OCJ's priorities included supporting the Chief Justice in ensuring judicial accountability through monitoring of the implementation of the Norms and Standards for the performance of judicial functions, broadening access to justice and ensuring an effective and efficient court system. During the period under review, the OCJ focused strategically on building internal capacity, ensuring good governance in the administration of the Department and enhancing the judicial skills of serving and aspiring Judicial Officers to perform optimally.

In the execution of its mandate of supporting the Chief Justice as Head of the Judiciary, the OCJ supported the Chief Justice in the planning phase for the execution of his constitutional responsibilities in the establishment of the sixth Parliament of South Africa. In addition, the OCJ also actively participated in planning for the constitutional responsibilities of the

Chief Justice in so far as the administering of the Oath of Office or Solemn Affirmation to the President-elect is concerned.

During the reporting period, the OCJ continued to assist in ensuring the accessibility and effectiveness of the Courts. As a result of the rationalisation of magisterial districts in the North West province, the OCJ moved the circuit court operations and resources for Klerksdorp and Potchefstroom from Gauteng to North West. This circuit court will become a Local Division in the near future.

With regard to the operationalisation of the Mpumalanga High Court, the OCJ has determined and approved the organisational structure, thereby ensuring that posts for the Court were advertised and filled. The OCJ also procured assets and consumables for the operationalisation of the court.

The OCJ also provided technical and administrative support to the Judicial Accountability Committee, whose responsibilities include working on the modalities of judicial accountability such as the planning, monitoring and reporting on judicial performance information. This support by the OCJ comes after performance information relating to the functions of the Judiciary was delineated from the planning and reporting documents of the OCJ. In the 2018/19 financial year, the Chief Justice presented the 2017/18 Annual Report for the Judiciary to the public. The Report was also published on relevant electronic platforms for access by the public.

In an effort to improve the implementation of a Combined Assurance Plan, the OCJ in consultation with the ARC, reviewed the Combined Assurance Framework. It is not accidental that the OCJ has been identified as a best practice Department by the Department of Public Service and Administration (DPSA) in implementing the Operational Management Framework as it relates to service standards and Standard Operating Procedures (SOPs). SOPs, for key functions, have been put in place for all business units within the Department.

The Department has also delineated the complaints management function relating to officials from the JSC Unit to the Policy & Research Unit in an effort to



assist in improving service delivery to the people of South Africa. This delineation has allowed appropriate mechanisms to be put in place to deal with public complaints relating to OCJ services in order that the organisation is able to respond in the most effective way when concerns are raised by the public. The OCJ is committed to upholding the highest standards in discharging its mandate as well as in taking decisive corrective action where we fall short of these standards.

The Department has implemented cost containment measures in line with National Treasury (NT) instructions and guidelines. Informed by the voluntary cost containment resolution taken by the Heads of Court, the OCJ has implemented these measures for the Judiciary in relation to the value of vehicles

procured, travel and subsistence allowances, as well as assessor appointments. The savings realised from these measures have been utilised to partially fund the consequential cost of additional judicial appointments. In spite of the resource challenges that have affected all organs of State, the OCJ has nonetheless maintained efficient support to the Judiciary and thus contributed to an effective judicial system.

In an effort to capacitate the OCJ and contribute to Outcome 12 of the Medium-Term Strategic Framework (MTSF) – which focuses on “An efficient, effective and development-orientated public service” – the OCJ had a vacancy rate of 7.2% as at the end of the financial year, which is below the 10% threshold set by the DPSA.

4.2. OVERVIEW OF THE FINANCIAL RESULTS

DEPARTMENTAL RECEIPTS

REVENUE

	2018/19			2017/18		
	Estimated (R'000)	Actual collection (R'000)	(Over)/under (R'000)	Estimated (R'000)	Actual collection (R'000)	(Over)/under (R'000)
Revenue	1 178	1 495	(317)	810	2 754	(1 944)

The actual revenue collected was R1.495 million, which exceeded the estimated revenue collection of R1.178 million by R317 000 during the 2018/19 financial year.

PROGRAMME EXPENDITURE

Programme	2018/19			2017/18		
	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)
Administration	223 805	222 059	1 746	177 353	167 667	9 686
Superior Court Services	824 755	801 547	23 208	760 322	748 224	12 098
Judicial Education and Support	71 187	68 413	2 774	81 643	81 624	19
Total	1 119 747	1 092 019	27 728	1 019 318	997 515	21 803
Direct Charge (Judges' salaries)	1 022 091	1 022 189	(98)	966 060	998 355	(32 295)
	2 141 838	2 114 208	27 630	1 985 378	1 995 870	(10 492)

The Department's total voted expenditure amounted to R1.092 billion against the final appropriation of R1.120 billion. This excludes the Direct Charge to the National Revenue Fund for Judges' salaries. This reflects 97.5% spending against the final appropriation, resulting

in an underspending of R27.728 million (2.5%). The underspending on compensation of employees relates to non-filling of funded vacancies due to the delay in the approval of the macro-organisational structure as well as the delay in handing over to the OCJ of the

Mpumalanga High Court for operationalisation. A budget for the appointment of Mpumalanga personnel was allocated for the full financial year but remained uncommitted until 31 March 2019 due to the Court not being handed over to the OCJ. The underspending on goods and services is a result of the postponement of Magistrates' training due to the late appointment of Magistrates.

EXPENDITURE PER PROGRAMME

PROGRAMME 1: ADMINISTRATION

The expenditure on this Programme was R222.059 million against the final allocation of R223.805 million, which resulted in an underspending of R1.746 million. The underspending was due to non-filling of funded vacancies because of delays in the approval of the macro-organisational structure.

PROGRAMME 2: SUPERIOR COURT SERVICES

The expenditure on this Programme was R801.547 million against the final allocation of R824.755 million, which resulted in an underspending of R23.208 million. The underspending was due to non-filling of funded

vacancies because of the delays in the approval of the macro-organisational structure and the delay in the operationalisation of the Mpumalanga High Court.

PROGRAMME 3: JUDICIAL EDUCATION AND SUPPORT

The expenditure on this Programme was R68.413 million against the final allocation of R71.187 million, which resulted in an underspending of R2.774 million. The underspending was a result of the postponement of Magistrates' training due to the late appointment of Magistrates.

STATUTORY FUND (DIRECT CHARGE): JUDGES' SALARIES

The expenditure on the statutory allocation was R1.022 189 billion against the final allocation of R1.022 091 billion, which resulted in an overspending of R98 000. This overspending is due to an increased number of acting Judges being appointed than projected during the 2018/19 financial year and more than the projected leave gratuities being paid to the Judges who completed 15 and 20 years of service.

VIREMENT

The following table provides a breakdown of virements executed:

From			To		
Programme	Item	R'000	Programme	Item	R'000
2: Superior Court Services	• Compensation of employees	239	3: Judicial Education and Support	Compensation of employees	239
	• Goods and services	15 026	1: Administration	Payment for capital assets	15 026
	• Payment for capital assets	5 232	1: Administration	Payment for capital assets	5 232
3: Judicial Education and Support	• Goods and services	2 167	1: Administration	Payment for capital assets	2 167
Total		22 664	Total		22 664

The virement from the Superior Court Services Programme was executed to defray excess expenditure on compensation of employees of the Judicial Education and Support Programme due to an under-projected allocation, as well as defraying excess expenditure on the Administration Programme under payment of capital assets due to payment of software licences for the Caseline and e-Filing systems.

The virement from the Judicial Education and Support Programme was executed to defray excess expenditure on payment for capital assets under the Administration Programme.

LEASE PAYMENTS

The amount of R108.190 million was spent on lease payments during the year under review.



UNAUTHORISED EXPENDITURE

No unauthorised expenditure was incurred during the period under review.

IRREGULAR EXPENDITURE

Irregular expenditure to the amount of R412 797 was incurred during the 2018/19 financial year. The amount of R412 797 still needs to be condoned by the relevant authority.

Irregular expenditure relating to Prior Year was identified during the Current Year to the amount of R266 574, which also still needs to be condoned.

FRUITLESS AND WASTEFUL EXPENDITURE

No fruitless and wasteful expenditure was incurred in the 2018/19 financial year. Fruitless and wasteful expenditure amounting to R26 815.29 reported in the previous financial year was condoned by the delegated authority.

FUTURE PLANS OF THE DEPARTMENT

The Mpumalanga Division of the High Court and its Middelburg Local Seat are expected to be handed over by the Department of Public Works (DPW) to OCJ and to become fully operational in the 2019/20 financial year.

The implementation of the modernisation of court processes through digital technology remains a priority. In the next financial year, the OCJ will embark on the development of an ICT Strategic Plan to guide the implementation of the Master Systems Plan (MSP). The five-year ICT Strategic Plan will outline major enabling ICT programmes that are meant to support the Judiciary and the OCJ in delivering on their mandates. One of these programmes is the case e-Filing System, which includes all capabilities for managing, storing, publishing and retrieving case files, case documentation, evidence, court orders, judgments and all other relevant documentation. The system aims at reducing the risks associated with hard copy court records, improving efficiency in case management as well as court processes through the electronic filing of court documents.

PUBLIC-PRIVATE PARTNERSHIPS

The OCJ did not enter into any public-private partnerships during the period under review.

DISCONTINUED ACTIVITIES/ACTIVITIES TO BE DISCONTINUED

There are no activities that were or will be discontinued.

NEW OR PROPOSED ACTIVITIES

There are no new or proposed activities.

SUPPLY CHAIN MANAGEMENT

No unsolicited bid proposals were considered or concluded by the Department for the year under review.

SUPPLY CHAIN MANAGEMENT PROCESSES AND SYSTEMS TO PREVENT IRREGULAR EXPENDITURE

The OCJ has processes and systems in place to detect and prevent irregular expenditure.

These include the following:

- The Departmental Financial Instructions, Delegations and Supply Chain Management (SCM) policies were reviewed to strengthen accountability and responsibility of end-users as well as SCM staff. A circular on the new Irregular Expenditure Framework, as issued by NT, was drafted and communicated to all OCJ staff.
- SCM SOPs were revised and strengthened. The Department of Trade and Industry (DTI) and NT were involved in training SCM officials on issues related to local content and deviations. A checklist of all prescribed SCM requirements was developed, approved and implemented to assist in ensuring that for all procurement, the relevant prescripts are implemented and monitored to ensure SCM compliance.
- Furthermore, SCM staff performs pre-check compliance reviews prior to generating purchase orders. Purchase orders are placed with accredited suppliers/service providers registered on the Central Supplier Database of the NT.
- The OCJ has appointed Bid Committees and Provincial Control Committees to ensure transparency, fairness and compliance within the SCM and tender processes.
- All SCM employees have signed a Code of Conduct and Bid Committee members have signed a Declaration of Interest.
- Contract management and payment registers are maintained to prevent irregular expenditure.



Policy review: In order to prevent irregular, fruitless and wasteful expenditure, the SCM Policy of the OCJ was reviewed and amended. This also serves to further enhance governance as well as incorporate all new and amended NT Instructions on procurement related matters. The new Irregular Expenditure Framework, as issued by NT, was implemented in the OCJ.

Empowerment efforts: In order to strengthen SCM processes, training was provided to the Court and provincial financial officials by the DTI and NT regarding deviations and local content to ensure the correct SCM procedures are followed during the procurement process.

ASSET MANAGEMENT

During the year under review, the OCJ maintained its Asset Management Register in compliance with section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999). Due to the shortage of staff at the Superior Courts, there were challenges experienced with the physical verification of assets. To address this challenge, 16 Asset Controller positions in various Courts were created on a permanent basis to capacitate the Department to ensure adequate management of Departmental assets. Training, continuous monitoring and assistance was provided by the Asset Management Unit at National Office to ensure adherence to the Asset Management Policy directives across the Department.

Challenges experienced in SCM and how they were resolved:

High turnover of staff in SCM remains a challenge. The main challenge remains understaffing at court and provincial levels, as well as skills required relating to SCM. In order to address these challenges, the OCJ:

- Trained SCM officials in the broader spectrum of SCM functions to improve multi-skilling.
- Retrained SCM officials to enhance skills levels.

GIFTS AND DONATIONS RECEIVED IN KIND FROM NON-RELATED PARTIES

During the reporting period, the OCJ received donations amounting to R55 494-00. These donations were in relation to library books to the value of R28 304-00, ornaments to the value of R9 200-00 and travelling, accommodation and subsistence sponsorship to the value of R17 700-00.

EXEMPTIONS AND DEVIATIONS RECEIVED FROM NATIONAL TREASURY

There were no exemptions and deviations received from NT during the period under review.

EVENTS AFTER THE REPORTING DATE

There were no events that took place after the reporting date.

ACKNOWLEDGEMENT AND APPRECIATION/ CONCLUSION

I would like to reaffirm the Department's commitment to supporting the Judiciary to ensure effective and efficient court services. The OCJ would not have been able to perform optimally without the support of Chief Justice Mogoeng Mogoeng. We therefore express our heartfelt gratitude to the Chief Justice for his continued leadership and counsel. The OCJ also thanks the former Minister of Justice and Correctional Services, Advocate Tshililo Michael Masutha, and the Deputy Minister of Justice and Constitutional development, Mr John Jeffery, for their support during the 5th Administration. We also express our gratitude to the Chairperson and members of the Portfolio Committee on Justice and Correctional Services for their oversight of, and inputs to, the work of the OCJ. We are also indebted to the Chairperson and members of the ARC of the OCJ for their continued guidance and support. We are also grateful to a wide range of stakeholders who richly contributed to the work of the OCJ.

I also take this opportunity to acknowledge the guidance provided by the current Minister of Justice and Correctional Services, Mr Ronald Lamola, since the inception of the 6th Administration.

Finally, I would like to thank all OCJ employees for their concerted effort in ensuring that we deliver services as mandated by our Constitution and the prescripts of the public service.



Ms M Sejosengwe

Accounting Officer: Office of the Chief Justice

Date: 31 July 2019



5. 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 Annual Report Guide for National and Provincial Departments 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 is 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 2019.

Yours faithfully,



Ms M Sejosengwe

Accounting Officer: Office of the Chief Justice

Date: 31 July 2019



6. STRATEGIC OVERVIEW



VISION

A single, transformed and independent judicial system that guarantees access to justice for all.



MISSION

To provide support to the judicial system to ensure effective and efficient court administration services.



VALUES

In ensuring accountability of the judicial branch of the State to the people of South Africa, and to foster public confidence in the Judiciary and respect for the rule of law, the OCJ will uphold the following values:

Respect for and protection of the Constitution

Honesty and integrity

Openness and transparency

Professionalism and excellence.



7. LEGISLATIVE AND OTHER MANDATES

The OCJ is guided by the Constitution of the Republic of South Africa, 1996, as well as other legislation and policies that constitute the legal framework for the establishment of the OCJ. The Constitution and these pieces of legislation assist the OCJ in the execution of its mandate.

Constitutional mandate

The judicial authority is vested in the Courts. The Constitution provides for the independence of the Judiciary and protects judicial independence by prohibiting any interference with the functioning of the Courts. It further imposes a duty on organs of State to assist and protect the Courts to ensure, among others, their independence, impartiality and efficiency. The Constitution also expressly provides that the Chief Justice is the Head of the Judiciary and

entrusts the Chief Justice with the responsibility for the establishment and monitoring of Norms and Standards for the performance of judicial functions in all Courts. It also designates the Constitutional Court as the highest court in all matters. Furthermore, everyone has a constitutional right to have any legal dispute decided in a fair public hearing before an independent court.

In order to advance the transformation imperatives of the Constitution, Item 16 of Schedule 6 to the Constitution provides for the rationalisation of all Courts and all relevant legislation with the view to establishing a judicial system suited to the requirements of the Constitution. The Constitution further provides that, after a national election, the Chief Justice is required to convene the first sitting of Parliament and to preside over the election of the President, Speaker of the National Assembly and the Chairperson of the National Council of Provinces. The Chief Justice is also assigned by the Constitution the responsibility of presiding over meetings of the JSC.

Legislative mandate

The OCJ derives its mandate from several pieces of legislation, including the following:

LEGISLATION	KEY MANDATES / RESPONSIBILITIES
Public Service Act, 1994 (Proclamation 103 of 1994)	The OCJ was proclaimed a National Department in terms of the Public Service Act, 1994. This Act provides for the organisation and administration of the Public Service.
Public Finance Management Act, 1999 (Act 1 of 1999)	This Act regulates financial management for national government departments.
Superior Courts Act, 2013 (Act 10 of 2013)	This Act empowers the Chief Justice to exercise responsibility over the establishment and monitoring of Norms and Standards for the exercise of judicial functions for all Courts. The Minister of Justice and Correctional Services has, in terms of this Act, delegated certain powers and functions to the SG for the purposes of providing administrative support functions to the Chief Justice and the Judiciary. This Act also regulates the allocation of financial resources of the OCJ and designates the SG as the Accounting Officer.
Judges' Remuneration and Conditions of Employment Act, 2001 (Act 47 of 2001)	This Act deals with the remuneration and conditions of employment of Judges.
Judicial Service Commission Act, 1994 (Act 9 of 1994)	The Act deals with the appointment of Judges and support to the JSC.
South African Judicial Education Institute Act, 2008 (Act 14 of 2008)	The Act provides for training of Judicial Officers.
Public Service Act Proclamation, 1994 (Proclamation 103 of 1994)	In March 2015, the Minister of Public Service and Administration, in terms of this Act, determined the functions relating to the administration of the Superior Courts to be transferred from the DoJ&CD to the OCJ.



LEGISLATION	KEY MANDATES / RESPONSIBILITIES
Judicial Matters Amendment Act, 2015 (Act 24 of 2015)	In terms of the Judicial Matters Amendment Act, 2015 (Act 24 of 2015), the general administration of the Judges' Remuneration and Conditions of Employment Act, 2001 (Act 47 of 2001) has been transferred from the Director-General (DG) of the DoJ&CD to the SG of the OCJ with effect from 1 August 2016. This Amendment Act also transfers certain functions and responsibilities of SAJEI that were previously allocated to the DoJ&CD. Furthermore, the SG is responsible for accounting for JSC funds.
Regulations on the Criteria for the Determination of the Judicial Establishment of the Supreme Court of Appeal and Divisions of the High Court of South Africa, 2015	These Regulations provide the criteria for the determination of the number of Judges at the Superior Courts.

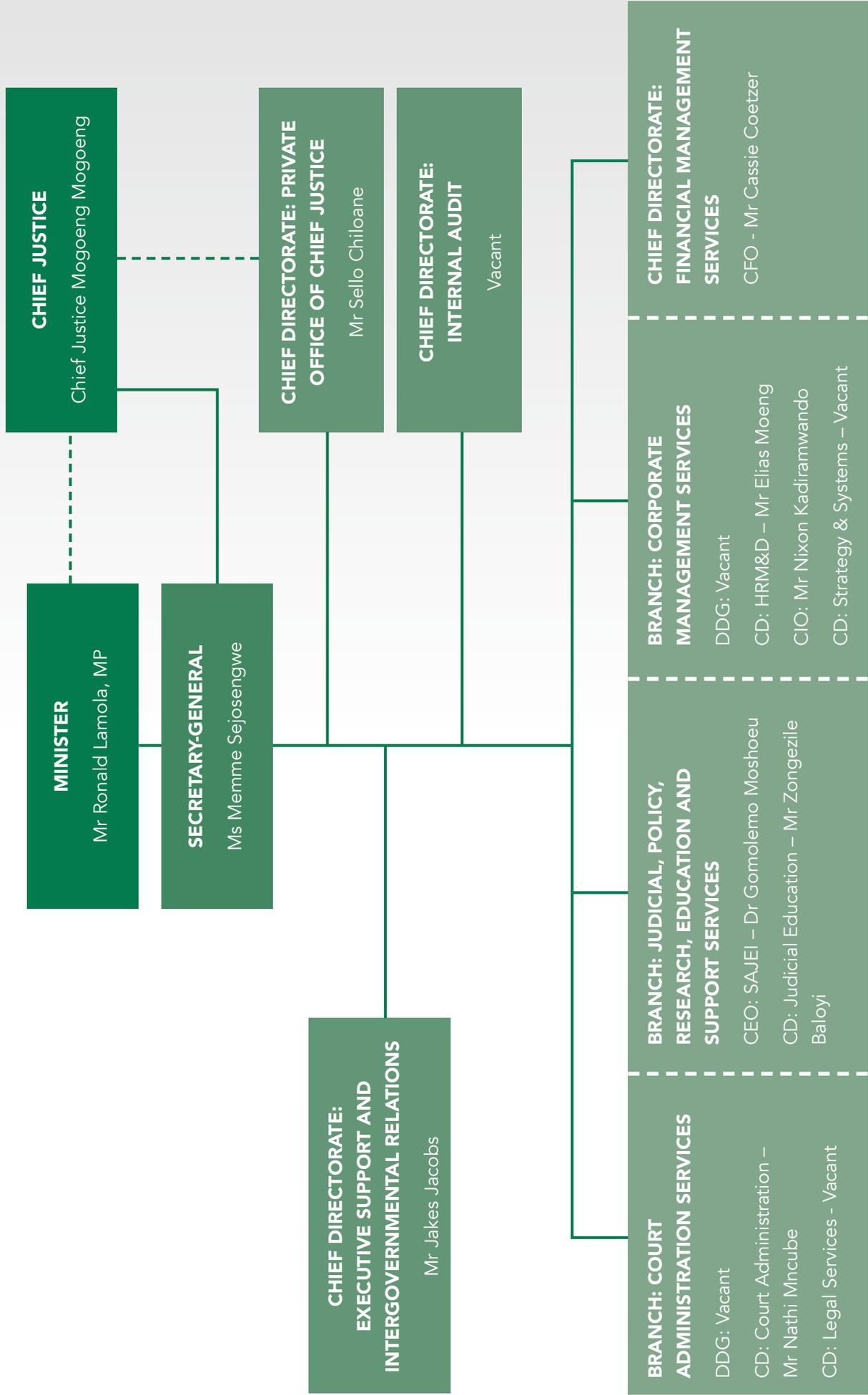
Policy mandates

The OCJ is a relatively newly-established national Department proclaimed by the President of the Republic of South Africa in terms of Proclamation 44 of 2010. Subsequent to the Proclamation of the OCJ as a national Department, the Minister for Public Service and Administration made a determination regarding the purpose and objectives of the OCJ as follows:

- To ensure that the Chief Justice can properly execute his mandate as both the Head of the Constitutional Court and the Head of the Judiciary.
- To enhance the institutional, administrative and financial independence of the OCJ.
- To improve organisational governance and accountability, and the effective and efficient use of resources.



8. ORGANISATIONAL STRUCTURE



9. ENTITIES REPORTING TO THE MINISTER

There are no entities that report to the Minister of Justice and Correctional Services which are funded through the OCJ Vote and whose functions support the mandate of the OCJ.







PART B
**PERFORMANCE
INFORMATION**

1. AUDITOR-GENERAL'S REPORT: PRE-DETERMINED OBJECTIVES

The Auditor-General's report on the audit of pre-determined objectives is provided for on page 90 of the Report of the Auditor-General, included in Part E: Financial Information.

2. OVERVIEW OF DEPARTMENTAL PERFORMANCE

2.1. SERVICE DELIVERY ENVIRONMENT

In the 2018/19 financial year, the OCJ provided administrative and technical support to the Judiciary in contributing to the fight against corruption and accelerating reforms to ensure that the Courts are effectively administered. This is in line with the provisions of Chapter 14 of the National Development Plan (NDP) which focuses on promoting accountability and fighting corruption through strengthening judicial governance and the rule of law and Outcome 3 (all people in South Africa are and feel safe) of government's 2014-2019 MTSF. In providing administrative and technical support to the Judiciary as indicated above, focus was on the following areas:

Broadening access to justice and the services of the Superior Courts

Improvement in the provision of quasi-judicial services at the Courts as part of broadening access to justice and court services remains a key focus area for the OCJ. It is worth noting that the OCJ, since it started operating as a budget vote, has recorded a continuous increase in the provision of its mandated core services. This positive result emanates from different initiatives, including improved training and monitoring measures that are implemented to sustain and improve the delivery of services at the Superior Courts. The improved delivery of services was recorded despite an increase in the workload that each court is expected to handle brought on by the continuous changes in the environment within which the Courts operate. For example, as democracy matures in South Africa, the population becomes increasingly aware of their rights and interface more with the Courts. This was evident in the increased demand for quasi-judicial services at the Superior Courts which rose from 89 935 in 2017/18 to 101 342 in 2018/19. This increase may also be attributed to the fragile economic conditions, which have the potential to increase legal disputes.

The consequence of this may be an increase in civil matters such as default judgments resulting from people defaulting on their obligations due to financial difficulties.

Moreover, the OCJ contributed to broadening access to justice and services of Superior Courts by enhancing the image of both the Judiciary and the OCJ. This included raising public awareness on the role of the Judiciary in a democratic order that will contribute to improved confidence in the judicial system. The communications strategies for both the Judiciary and the OCJ were implemented during the period under review with the main aim of enhancing the image of the Judiciary and the OCJ and instilling public confidence. With the public being increasingly aware of the services and activities of the Superior Courts and the OCJ, through the communications initiatives, the demand for services has increased, resulting in improved access to justice. Achievements towards this area included, among others, the following:

- Growth in reach of electronic platforms increased from 9 758 in 2017/18 to 15 254 in 2018/19, showing a growth of 5 496 which translates to 36%. These platforms increase public awareness by providing updated information on the activities of the Judiciary and the Department.
- Thirty media releases were issued in 2018/19; an increase from 25 media releases in 2017/18.
- There were six outreach events conducted in 2018/19, an increase from four outreach events conducted in 2017/18. These outreach activities contributed to ensuring that members of the public were exposed to the court environment as well as apprised on the core business and services of the Courts.



Ensuring an efficient court system

The use of technology to ensure quality access to justice and an efficient court system remains crucial. During the 2018/19 financial year, the OCJ embarked on a project of modernising the Superior Courts through technology improvements. The advancement of technology at the Courts as part of the Court Modernisation Programme has the potential to increase the case finalisation rate and improve the overall public satisfaction towards the court services. In the reporting period, the OCJ continued with the development of the e-Filing solution, which will be rolled-out at the Superior Courts during the 2019/20 financial year. The system will enable all records linked to a case to be easily managed, secured and shared; contributing to effective and efficient delivery of court services.

Poor economic conditions remain a hindrance in ensuring consistent provision of efficient court services. This is because the economic crisis has resulted in budget deficits and therefore, reduced budget allocations for the Department, affecting one of the main objectives of the Department relating to capacitation. The OCJ still requires full capacitation for it to operate at an expected level. However, this was negatively affected as the Department was forced to reprioritise its already constrained resources in order to operate within the approved budget ceilings. The Department, however, made great strides in delivering on its mandate despite this noted challenge by ensuring a strategic deployment of critical resources to core areas of service delivery.

Reducing inefficiencies in court administration

In order to reduce inefficiencies in court administration, the OCJ embarked on an initiative entitled: "Developing the administrative capacity of the OCJ" in partnership with the German Development Cooperation (GIZ). The project focused on four areas, namely: an analysis of current business processes and workflows; the development of a new business model; assessing and determining the cost of providing court services (planning and budgeting tools) and a change management initiative. This initiative, although not fully implemented, has contributed to ensuring the efficient provision of services provided at Superior Courts. Some recommendations of the new business model were piloted at the Western Cape High Court

during the period under review, and these included the standardised High Courts processes; archiving and filing as well as a help desk and signage. The new business model, as well as the planning and budgeting tool which emanated from this initiative, will be fully implemented at the Superior Courts in the 2019/20 financial year.

Supporting the Chief Justice in ensuring judicial accountability

The Norms and Standards for the performance of Judicial functions were developed and gazetted in February 2014 with the aim of enhancing access to justice for all; affirming the dignity of all users of the court system and ensuring the effective, efficient and expeditious application and resolution of all disputes through the Courts. In implementing these Norms and Standards, the OCJ supports the Chief Justice in monitoring and reporting on compliance, while the Judiciary reports on court performance. The support the OCJ provided in the monitoring of the implementation of Norms and Standards contributed to the development of the first public Annual Report of the Judiciary which was published during the current reporting period.

The OCJ also provided administrative and technical support to the Judicial Accountability Committee, whose responsibilities include working on the modalities of judicial accountability such as the planning, monitoring and reporting on judicial performance information. This support by the OCJ comes after performance information relating to the functions of the Judiciary was delineated from the planning and reporting documents of the OCJ. In the 2018/19 financial year, the OCJ supported the Judiciary, through the Judicial Accountability Committee, with the implementation of the Judiciary Accountability Session where the Chief Justice presented the first Annual Report of the Judiciary for 2017/18 to members of the public.

In addition to the above support, the Department also supported the Chief Justice in ensuring judicial accountability by administering the Register of Judges' Registrable Interests, as informed by section 13 of the Judicial Service Commission Act (1994).

3. SERVICE DELIVERY IMPROVEMENT PLAN

The OCJ has implemented the Service Delivery Improvement Plan (SDIP) for the 2018 – 2021 cycle. Some of the standards reported in this section are different to the standards that were reported in the 2017/18 Annual Report as the SDIP 2018 – 2021 has revised standards and was developed using the new template and approach developed by the DPSA. The SDIP was implemented and monitored at 14

service centres, while the standards that relate to activities performed by the National Office such as the Customer Service Improvement Tool roll-out are based on all service centres in line with desired arrangements as captured in the approved SDIP. The tables below highlight the SDIP and the achievements for the 2018/19 financial year.

3.1. MAIN SERVICES AND STANDARDS

MAIN SERVICES	BENEFICIARIES	CURRENT OVERALL QUANTITY 2017/18	DESIRED OVERALL QUANTITY 2018/19	ACTUAL ACHIEVEMENT 2018/19	DEVIATION	REASON FOR DEVIATION
Process the payment for witness fees (ordinary and expert witnesses)	<ul style="list-style-type: none"> • Ordinary witnesses • Expert witnesses such as Psychiatrist and Clinical Psychologist 	96% (5171/5402) ordinary witnesses paid on the same day they appear in court	100% ordinary witnesses paid on the same day they appear in court	97.3% (5 950/6 112) ordinary witnesses were paid on the same day they appeared in court	2.6%	Disappearance of witnesses after testifying. Claims from witnesses who make use of private cars cause delays as the amounts claimed are big and alternative payment arrangements have to be made such as making Electronic Funds Transfers (EFT). Petty cash money running out on days when there are high volume requests.
		75% (63/84) wages forfeited were paid within fourteen (14) days	95% of wages forfeited paid within 14 days after the witness appears in court	70.5% (43/61) wages forfeited were paid within 14 days after the witness appears in court	29.5%	Delays in submitting supporting documents by witnesses.



3.2. BATHO PELE ARRANGEMENTS WITH BENEFICIARIES (CONSULTATION, ACCESS ETC.)¹

BATHO PELE PRINCIPLES	CURRENT/ACTUAL ARRANGEMENTS 2017/18	DESIRED ARRANGEMENTS 2018/19	ACTUAL ACHIEVEMENTS 2018/19	DEVIATION	REASON FOR DEVIATION
Consultation	Customer Service Improvement Tool rolled-out in 16 Superior Courts.	Customer Service Improvement Tool rolled-out in 20 Superior Courts.	Customer Service Improvement Tool rolled-out in 19 Superior Courts.	One	Delays with the opening of the Mpumalanga Division of the High Court which was targeted for roll-out in the 2018/19 financial year.
	Customer service improvement monitored in 12 Superior Courts.	Customer service improvement monitored in 16 Superior Courts.	Customer service improvement monitored in 19 Superior Courts.	Exceeded by 3.	Monitoring was conducted at all Courts where the Customer Service Improvement Tool was rolled-out to ensure that recommendations for improvement are implemented.
Access	12 Superior Courts have clear signage indicating the direction and the area where the witness fees are accessed.	16 Superior Courts have clear signage indicating the direction and area where the witness fees are accessed.	16 Superior Courts have clear signage indicating the direction and area where the witness fees are accessed.	N/A	N/A
Courtesy	Draft standard procedure on what is required for witnesses to claim wages/income forfeited developed.	All Superior Courts will display standard procedures on what is required for witnesses to claim wages/income forfeited.	The standard procedure for payment of witness fees has not yet been developed and, as a result, is not available on display in any of the High Courts.	Standard procedure not displayed.	The standard procedure has not yet been developed. Discussions are still underway with relevant stakeholders on this matter.
	Court officials in 8 Superior Courts capacitated on the implementation of Batho Pele principles.	Court officials in 11 Superior Courts capacitated on the implementation of Batho Pele principles.	Court officials in 11 Superior Courts capacitated on the implementation of Batho Pele principles.	N/A	N/A

¹ The desired arrangements and actual achievements are cumulative in nature; hence they do not only include what was achieved in the 2018/19 financial year. This applies to all standards in this table with the exception of courtesy, time, cost and value for money.

BATHO PELE PRINCIPLES	CURRENT/ACTUAL ARRANGEMENTS 2017/18	DESIRED ARRANGEMENTS 2018/19	ACTUAL ACHIEVEMENTS 2018/19	DEVIATION	REASON FOR DEVIATION
Courtesy (cont.)	Not all officials wear name tags while on duty.	All (100%) staff in all Courts ² wear corporate name tags.	Officials in 5 (35.7%) Courts wear corporate name tags.	9 (64.2%)	Wearing of corporate name tags is not enforced at the OCJ (i.e. name tags are issued without any conditions). There are also no guidelines on the responsibilities of officials when the name tags are lost.
Openness & transparency	Court officials are informed of the processes and procedures on the payment of witness fees.	Information relating to the payment of witnesses fees will be displayed at all Superior Courts (including documents needed).	Information relating to the payment of witness fees is on display in 11 Superior Courts.	3	Some Courts are waiting for a standard procedure to be developed by the National Office to inform the information that will be displayed.
Time	96% (5171/5402) ordinary witnesses paid on the same day they appear in court.	100% ordinary witnesses paid on the same day they appear in court.	97.3% (5 950/ 6 112) ordinary witnesses were paid on the same day they appeared in court.	2.6%	Disappearance of witnesses after testifying. Claims from witnesses who make use of private cars cause delays as the amounts claimed are big and alternative payment arrangements have to be made, such as EFTs. Petty cash money running out on days when there are high volume requests. Investigating officers/prosecutors do not always complete requests on time.
	75% (63/84) wages forfeited were paid within 14 days.	95% of wages forfeited paid within 14 days after the witness appears in court.	70.5% (43/61) wages forfeited were paid within 14 days after the witness appears in court.	29.5%	Delays in getting supporting documents from witnesses.

² The calculation of this standard is based on the 14 service centres where the SDIP was being monitored (i.e. the High Court). In addition, the reported number of Courts is based on the Courts where all officials wear name tags. The Courts where some officials wear name tags are not included in the number achieved.



BATHO PELE PRINCIPLES	CURRENT/ACTUAL ARRANGEMENTS 2017/18	DESIRED ARRANGEMENTS 2018/19	ACTUAL ACHIEVEMENTS 2018/19	DEVIATION	REASON FOR DEVIATION
Value for money	Not determined yet (will be determined at the end of the financial year).	94% rate of increase on the turnaround time for payment of wages forfeited.	No increase/ improvement on the turnaround time for payment of wages forfeited.	Decline in the payment of wages forfeited within the turnaround time.	Performance on the payment for wages forfeited during the 2018/19 financial year was lower than performance during the 2017/18 financial year.
Cost	R1 823 360.84	The standard will depend on the number of witnesses to be paid, which cannot be determined by the OCJ.	R2 489 010.60	N/A	N/A
Human resources	Currently, witness fees are paid by officials who also carry out other functions at the Courts such as finance officials and Digital Criminal Recording Systems (DCRS) clerks.	Complement the current finance component at the Courts where there is a need.	The following Courts still require to put measures in place to ensure adequate support for their finance components: Mthatha High Court. Northern Cape Division of the High Court.	Two Courts have capacity gaps for the payment of witness fees.	Unfunded vacancies on the establishment.

3.3. SERVICE DELIVERY INFORMATION TOOL

BATHO PELE PRINCIPLE	CURRENT/ACTUAL ARRANGEMENTS 2017/18	DESIRED ARRANGEMENTS 2018/19	ACTUAL ACHIEVEMENTS 2018/19	DEVIATION	REASON FOR DEVIATION
Information	Service Delivery Charter, inclusive of all service delivery standards, is published on the Intranet.	Service Delivery Charter, inclusive of all service delivery standards, is published on the Intranet.	Service Delivery Charter, inclusive of all external service delivery standards, is published on the Intranet.	N/A	N/A
	Publication of the Department's Annual Report reflecting, among others, the extent to which the Department has complied with its service delivery standards and implemented its SDIP.	Publication of the Department's Annual Report reflecting, among others, the extent to which the Department has complied with its service delivery standards and implemented its SDIP.	The OCJ Annual Report for 2017/18 reflecting, among others, the extent to which the Department has complied with its service delivery standards and implemented its SDIP, which was published on the internet and intranet.	N/A	N/A
	Abridged Service Delivery Charter displayed at 15 Superior Courts.	Abridged Service Delivery Charter displayed at 20 Superior Courts.	Abridged Service Delivery Charter displayed at 15 Superior Courts.	5	Service Delivery Charters for Specialised Courts were not finalised during the financial year as planned due to consultation processes, which took longer than anticipated.
	Conducted an assessment and survey on the availability and effectiveness of help desks at all Superior Courts.	Establishment of help desks at Superior Courts where information will be provided on the services of the Courts.	Eight Courts have functioning help desks.	6	Some Courts were unable to establish help desks due to lack of capacity for managing the help desk.



3.4. COMPLAINTS MECHANISM

Batho Pele Principles	Current/actual arrangements 2017/18 ³	Desired arrangements 2018/19	Actual achievements 2018/19	DEVIATION	REASON FOR DEVIATION
Redress	The Complaints and Compliments Management Draft Policy and SOP were developed. The details relating to complaints can be accessed through:	Complaints and compliments management mechanism for the OCJ fully established.	Complaints management mechanism has been established but is not fully implemented.	Complaints and compliments management mechanism for the OCJ not fully established.	The policy on complaints and compliments management is still being consulted with the bargaining chamber, which has taken longer than anticipated.
	<ul style="list-style-type: none"> Website: www.judiciary.org.za Email addresses: Servicedelivery@judiciary.org.za ; complaints@judiciary.org.za and enquiries@judiciary.org.za Telephone: 010 493 2500 Complaints boxes at service points/Courts 	The OCJ's Compliments and Complaints Management Policy has been implemented and monitored	The OCJ's Compliments and Complaints Management Policy has not yet been implemented and monitored.	The policy has not yet been approved.	The policy on complaints and compliments management is still being consulted with the bargaining chamber, which has taken longer than anticipated.
	<ul style="list-style-type: none"> Telephone: 010 493 2500 Complaints boxes at service points/Courts 	The OCJ's Compliments and Complaints Management SOP has been implemented and monitored.	The OCJ's Compliments and Complaints Management SOP has been partially implemented and monitored.	The SOP has not yet been fully implemented.	The SOP has not yet been fully implemented as the policy is still being consulted with the bargaining chamber.
	<ul style="list-style-type: none"> The quarterly statistical breakdown for complaints resolution is as follows: Quarter 1: 90.4% (47/52) Quarter 2: 23% (37/163) Quarter 3: 62% (31/50) Quarter 4: 68% (36/53) <p>Overall/annual complaints resolution: 47.5% (151/318).</p>	90% of complaints relating to the payment of witness fees will be acknowledged within 5 working days and attended to within 25 working days.	No complaints were lodged relating to the payment of witness fees.	N/A	N/A

³ The complaints mechanism in the previous SDIP (2016 – 2018) that was reported on in 2017/18 focused on the complaints management for all complaints lodged and resolved for the OCJ while the 2018 – 2020 SDIP only focused on the complaints relating to the payment of witness fees. Hence the difference in the information captured for Current/actual arrangements for 2017/18 and actual achievements for 2018/19.

4. ORGANISATIONAL ENVIRONMENT

Mitigating the risk of fraud and corruption activities

The OCJ is committed to preventing fraud and corruption. In the period under review, the OCJ increased its efforts to ensure that there is full awareness of fraud and corruption in the organisation. In committing to the fight against fraud and corruption as well as institutionalising an ethical culture in the organisation, 25 senior managers were trained on ethics in the period under review. Furthermore, the Fraud Prevention Strategy was implemented in 24 service centres of the Superior Courts as well as the National Office. In addition to this, further outcomes will be realised through the implementation of the fraud prevention and the ethics management strategies at all Superior Courts and the National Office during the 2019/20 financial year.

As part of mitigating the risk of fraudulent court orders and processes at the Courts, the OCJ conducted the monitoring of the Court Order Integrity Project during the period under review. The project is driven by the Court Order Integrity Committee (COIC), which makes recommendations to the National Efficiency Enhancement Committee (NEEC) on how to ensure the protection and integrity of court orders and processes. The Project was initiated in 2016 as a result of the concerns raised about the increase in the number of fraudulent court orders incidents reported at both the Superior and Magistrates' Courts. Fraudulent court order activities are a serious threat to access to justice and undermine the integrity of the judicial system and public confidence in the Courts. The work of the Committee during the period under review included the following:

- Conducting awareness activities for both court officials and members of the public on the steps that need to be taken to eradicate fraudulent practises.
- Engagement with the SAPS and Directorate for Priority Crime Investigation (DPCI) in ensuring that the production of fraudulent court orders be identified as a national priority offence and that the DPCI be tasked with the investigation thereof.

- Compiling and monitoring of an updated and consolidated database on current reported cases of fraudulent court orders at the DoJ&CD and OCJ. The database contains information on the progress made in criminal investigations and disciplinary action taken against those officials who are involved in these activities.
- The introduction of preventative control measures at court level to prevent the scourge of fraudulent activity (these measures include the introduction of security court stamps, a standardised court order template and verification of court orders to confirm authenticity).

Effective and efficient human resource management and development

The OCJ's macro-organisational structure was approved in March 2019. This will ensure that critical vacant senior management service posts are filled in respective areas, which will occur in the 2019/20 financial year. As part of skills development, training remained a priority in the organisation and 748 employees were capacitated as per the Workplace Skills Plan (WSP).

Operations management

In contributing to Outcome 12 of the MTSF which advocates for "An effective, efficient and development orientated public service" the OCJ implemented the Operations Management Framework (OMF) for the public service during the 2018/19 financial year. The focus was on the implementation and monitoring of the Service Delivery Model, SOPs, service standards, the Service Delivery Charter and the SDIP.

Key policy developments and legislative changes

There were no key policy or legislative changes during the reporting period.



5. STRATEGIC OUTCOME-ORIENTED GOALS

The OCJ has three outcome-oriented goals in the 2015/16 to 2019/20 Strategic Plan, as revised in the 2016/17 Annual Performance Plan. The progress made with regard to the implementation of the strategic-oriented goals is discussed below as aligned with the Department's contribution to the relevant NDP priorities and MTSF outcomes.

Outcome Oriented Goal 1	Efficient and effective administration of the OCJ
Goal statement	Ensure an efficient and effective administration of the OCJ that provides optimal support to the Judiciary
NDP Priority	Chapter 13 of the NDP (building a capable State)
MTSF Outcome	Outcome 12 of the MTSF (an efficient, effective and development-oriented public service and an empowered, fair and inclusive citizenship)

During the period under review, the OCJ made the following progress and achievements with regard to the goal on "Efficient and effective administration of the OCJ" and which achievements are linked to the contribution of Chapter 13 of the NDP and Outcome 12 of the MTSF.

- The Department conducted the Organisational Functionality Assessment (OFA) at the Superior Courts, which was meant to assess the effectiveness of the Department's internal systems and processes. The results of the assessment informed the Department's plan to improve key areas such as strategic planning, service delivery/Batho Pele awareness sessions, ethics and anti-fraud awareness sessions as well as other initiatives, which should be provided to all staff by Senior Management to give an understanding of the existence of the OCJ (Mandate, Mission and Vision). In addition, the implementation of the OFA report will improve organisational governance structures and accountability, and the effective and efficient use of resources.
- In order to ensure effective and efficient implementation of all services and processes of the OCJ and Superior Courts, the SOPs in

the areas of Financial Administration, Asset Management, Supply Chain Management, Management Accounting, Communications as well as Human Resource Management and Development were reviewed during the financial year. The main aim of the review was to align the SOPs with the latest developments in the legislative, policy and performance environment, as well as optimising efficiencies where gaps and opportunities had been identified.

- The macro-organisational structure of the OCJ was approved in March 2019. The approval of the macro-organisational structure is one of the main drivers that will ensure a sufficiently capacitated Department. The benefits of capacitating the Department include ensuring an efficient and effective administration of the OCJ that provides optimal support to the Judiciary. The benefits of the approval of this structure will only be realised during the 2019/20 financial year, as it was only approved during the last month of the 2018/19 financial year.

Outcome Oriented Goal 2	Improved administrative and technical support to the Judiciary
Goal statement	Enable the Judiciary to deliver on its Constitutional mandate by providing administrative and technical support which includes judicial training, administrative and secretariat support to the JSC, of Judges' registrable interests and administration of Judges' remuneration
NDP Priority	Chapter 14 of the NDP (promoting accountability and fighting corruption)
MTSF Outcome	Outcome 3 of the MTSF (all people in South Africa are and feel safe)

The OCJ provided effective administrative and technical support to the Judiciary, and contributed to Chapter 14 of the NDP and Outcome 3 of the MTSF through:

- Administering of Judges' disclosure of registrable interests, in line with the JSC Act.

- Providing administrative, technical and secretariat support to Judicial Governance Structures; amongst others, the JSC, SAJEI, NEEC, Judicial Accountability Committee and the JCFMC.
- Facilitating a total of 142 judicial education training courses as provided for in the SAJEI Act, covering a total of 3 068 delegates in the period under review. The training conducted included court-annexed mediation and case management, children’s court skills, criminal court skills, family court skills, civil court skills, competition law, maritime law, judicial management, judicial ethics as well as environmental crimes. These training courses are crucial in that they contribute towards efficient and effective court administration.

Outcome Oriented Goal 3	Ensure administration support to the Superior Courts
Goal statement	Provide administrative and technical support to ensure efficiency and effectiveness of the Superior Courts in the adjudication of cases
NDP Priority	Chapter 14 of the NDP (promoting accountability and fighting corruption)
MTSF Outcome	Outcome 3 of the MTSF (all people in South Africa are and feel safe)

The OCJ ensured administration support to the Superior Courts as well as contributing to Chapter 14 of the NDP and Outcome 3 of the MTSF through:

- The implementation of the Seven-Point Plan on performance information which ensures the verification of performance information, with the main aim of improving pre-determined objectives.
- Implementation of the Expert and Study Fund Project from the GIZ for developing the capacity of the OCJ to support the South African Judiciary. The project implementation was conducted in the 2018/19 financial year and selected recommended areas of improvement were piloted at the Western Cape Division of the High Court. The piloted areas are the standardised High Courts processes; archiving and filing; a help desk and signage as well as conducting workshops on case management for court officials.
- Improving frontline customer service through the roll-out and monitoring of the Customer Service Improvement Tool.
- Conducting a total of 14 Batho Pele awareness sessions at the Superior Courts, providing awareness to a total of 235 court officials during the financial year.
- Implementation and monitoring of the SDIP and the Service Delivery Charter.





6. PERFORMANCE INFORMATION BY PROGRAMME

PROGRAMME 1: ADMINISTRATION

Purpose

Provide strategic leadership, management and support services to the Department.

Description

The Programme consists of five sub-programmes which are in line with the approved OCJ budget programme structure.

The sub-programmes are:

- Management
- Corporate Services
- Financial Administration
- Internal Audit
- Office Accommodation.

Strategic objectives and annual performance for 2018/19

Strategic Objective	Objective Indicators	Baseline 2017/18	Planned Annual Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations
1.1	Capacitate the OCJ Percentage of funded vacant posts on PERSAL per year	4.6% (87 number of funded vacancies/1 898 number of approved funded posts X 100)	10%	7.2% (152 of 2 099)	2.8%	Effective recruitment plans and controls were put in place, hence posts were filled timeously.
1.2	Ensure good governance in the administration of the Department Audit outcome for the OCJ	Unqualified audit outcome on financial statements for the 2016/17 financial year.	Unqualified audit outcome for the 2017/18 financial year with no more than five material misstatements.	Unqualified audit outcome with no material misstatements. (clean audit).	Overachievement: Unqualified audit outcome with no material misstatements.	Tightening of internal controls to ensure compliance with financial prescripts and performance information reporting.

Programme performance indicators and annual performance for 2017/18

Performance indicators	Baseline 2017/18	Planned annual target 2018/19	Actual achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations
Sub-programme: Management					
1.3	Annual Performance Plan (APP) compliant with the national prescripts and tabled within prescribed timelines	OCJ APP (2018/19) compliant with the national prescripts and tabled in Parliament as per National Treasury timelines.	OCJ APP (2019/20) compliant with the national prescripts was not tabled in Parliament within timelines.	OCJ APP (2019/20) not tabled in Parliament during the 2018/19 financial year.	Parliament issued a communique indicating that the APP will be tabled post the 2019 election and date would be communicated.
1.4	Combined Assurance Plan implemented	Combined Assurance Plan implemented in all Superior Courts,	Combined Assurance Plan implemented in all 23 Superior Courts.	None	N/A
1.5	Number of strategic and operational risk registers reviewed/updated	8	8	0	N/A
1.6	OCJ Fraud Prevention Strategy implemented	Fraud risk assessments conducted in 24 Superior Courts.	Fraud Prevention Strategy implemented.	None	N/A

Performance indicators	Baseline 2017/18	Planned annual target 2018/19	Actual achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations
Sub-programme: Corporate Services					
1.7	ICT MSP implemented over the Medium-Term Expenditure Framework (MTEF),	ICT MSP implemented (Information Security Framework of the MSP was developed).	Prioritised projects (e-Filing project) of the ICT MSP piloted in two High Courts.	Prioritised projects (e-Filing project) of the ICT MSP not piloted in two High Courts.	The appointed service provider for implementation of the project, the State Information and Technology Agency (SITA), delayed the piloting of the project as per their project plan. SITA has provided the Department with a revised project plan to enable the piloting in the next financial year.
Sub-programme: Internal Audit					
1.8	Percentage of internal audit projects completed in line with the approved Annual Audit Plan	100%	100% (23 of 23)	0	N/A
Sub-programme: Finance administration					
1.9	Number of compliant financial performance reports submitted within the prescribed timelines	12	12	0	N/A
1.10	Number of asset registers produced in line with the prescribed timelines	2	2	0	N/A

Strategy to overcome areas of under performance

The following deliverables in Programme 1 (Administration) were identified as areas of underperformance:

- OCJ APP (2019/20) compliant with the national prescripts tabled in Parliament as per NT timelines.
- Prioritised projects (e-Filing project) of the ICT MSP piloted in two High Courts.

The underperformance for the aforementioned deliverables will be addressed as follows:

- The APP was approved by the Minister for implementation as of 1 April 2019 as directed

by the Department for Performance Monitoring and Evaluation (DPME), and the Department will await the tabling date from Parliament after the 2019 elections.

- The Department will ensure that the revised plan is approved and implemented considering the security concerns raised by SITA. Once the plan has been approved, the pilot will then commence.

Changes to planned annual targets

There were no changes made to the annual targets during the year under review.

Linking performance with budgets

Sub-programmes	2018/19			2017/18		
	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)
Management	31 180	31 162	18	32 558	27 127	5 431
Corporate Services	136 025	134 322	1 703	100 837	98 409	2 428
Finance Administration	29 260	29 260	-	27 299	25 727	1 572
Internal Audit	16 833	16 808	25	16 659	16 404	255
Office Accommodation	10 507	10 507	-	-	-	-
Total	223 805	222 059	1 746	177 353	167 667	9 686

The underspending of R1.746 million in Programme 1 relates to compensation of employees due to non-filling of funded vacancies as a result of delays in the approval of the macro-organisational structure.





PROGRAMME 2: SUPERIOR COURT SERVICES

Purpose

Provide court administration services to the Superior Courts.

Description

The Programme consists of five sub-programmes which are in line with the OCJ revised budget programme structure.

The sub-programmes are:

- Administration of Superior Courts
- Constitutional Court
- Supreme Court of Appeal
- High Courts
- Specialised Courts.

Strategic objectives and Annual Performance for 2018/19

Strategic Objective	Objective indicators	Baseline 2017/18	Planned annual target 2018/19	Actual achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations
2.1	Ensure the effective and efficient administration of the Superior Courts	92% (82 579 of 89 935) Percentage achievement of quasi-judicial targets	90%	97% (98 122 of 101 342)	7%	Improved training and monitoring measures implemented to sustain achievements of targets.

Programme performance indicators and annual performance for 2018/19

Performance Indicators	Baseline 2017/18		Planned annual target 2018/19		Actual achievement 2018/19		Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations
	Performance Indicators	Baseline 2017/18	Planned annual target 2018/19	Actual achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19			
Sub-programme: Administration of Superior Courts								
2.2	Number of monitoring reports on Court Order Integrity Project produced	5	4	4	0	N/A		
2.3	Percentage of default judgments finalised by Registrars per year	89% (48 509 of 54 563)	90%	96% (52 508 of 54 872)	6%	Improved training and monitoring measures implemented to sustain achievements of targets.		
2.4	Percentage of taxations of legal costs finalised per year	96% (33 961 of 35 261)	90%	98% (45 535 of 46 389)	8%	Improved training and monitoring measures implemented to sustain achievements of targets.		
2.5	Percentage of warrants of release (J1) delivered within one day of the release issued	98% (109 of 111)	98%	98% (79 of 81)	0	N/A		
2.6	Number of case management workshops conducted for court officials per year	8	2	2	0	N/A		

Strategy to overcome areas of underperformance

There were no areas of underperformance.

Changes to planned annual targets

There were no changes made to the annual targets during the year under review.

Linking performance with budgets

Sub-programmes	2018/19			2017/18		
	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)
Administration of Superior Courts	11 960	11 150	810	11 725	11 312	413
Constitutional Court	57 136	55 780	1 356	68 982	68 615	367
Supreme Court of Appeal	34 453	34 191	262	33 693	32 477	1 216
High Courts	664 030	643 250	20 780	586 810	581 169	5 641
Specialised Courts	57 176	57 176	-	59 112	54 651	4 461
Total	824 755	801 547	23 208	760 322	748 224	12 098

The underspending of R23.208 million in Programme 2 relates to compensation of employees due to non-filling of funded vacancies as a result of delays in the approval of the macro-organisational structure as well as delays in the handover of the Mpumalanga High Court.



PROGRAMME 3: JUDICIAL EDUCATION AND SUPPORT

Purpose

Provide education programmes to Judicial Officers and policy development and research services to the Department and the Judiciary for the optimal administration of justice.

Description

The Programme consists of three sub-programmes which are in line with the OCJ revised budget programme structure.

The sub-programmes are:

- SAJEI
- Judicial Policy, Research and Support
- The JSC.



Strategic objectives and annual performance for 2018/19

Strategic Objective	Objective Indicators	Baseline 2017/18	Planned Annual Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations
3.1	Enhance judicial skills of serving and aspiring Judicial Officers to perform optimally	91	78	142	64	Additional ad-hoc requests from the leadership were accepted and implemented.

Programme Performance Indicators and Annual Performance for 2018/19

Performance Indicators	Baseline 2017/18	Planned Annual Target 2018/19	Actual Achievement 2018/19	Deviation from planned target to Actual Achievement for 2018/19	Comments on deviations
Sub-programme: SAJEI					
3.2	Number of research monographs on judicial education produced per year	2	2	0	N/A
Sub-programme: Judicial Policy, Research and Support					
3.3	Percentage of legal advisory opinions on policy development and research services provided within 15 working days of receipt	100% (8 of 8)	100% (7 of 7)	0	N/A
Sub-programme: JSC					
3.4	Number of reports on judicial appointments and judicial complaints produced	3	3	0	N/A

Strategy to overcome areas of underperformance

There were no areas of underperformance.

Changes to planned annual targets

There were no changes made to the annual targets during the year under review.

Linking performance with budgets

Sub-programmes	2018/19			2017/18		
	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)
South African Judicial Education Institute	40 499	37 725	2 774	41 043	41 033	10
Judicial Policy and Research	23 488	23 488	-	24 691	24 686	5
Judicial Service Commission	7 200	7 200	-	15 909	15 905	4
Total	71 187	68 413	2 774	81 643	81 624	19

The underspending of R2.774 million in Programme 3 relates to goods and services (travel and subsistence) because of the postponement of Magistrates' training due to the late appointment of Magistrates.



7. TRANSFER PAYMENTS

The OCJ did not have any transfer payments during the period under review.

8. CONDITIONAL GRANTS

The OCJ did not receive any conditional grants during the period under review.

9. DONOR FUNDS

The OCJ received an expert study fund from the GIZ in order to develop its administrative capacity. No funds were transferred to the OCJ as the project was managed and paid for by the GIZ. The table below provides information on the expert study support provided by the GIZ.

Name of donor	GIZ
Full amount of the funding	R4 868 000 through technical assistance/expert studies.
Period of the commitment	2018 - 2019.
Purpose of the funding	Developing the administrative capacity of the OCJ to support the South African Judiciary.
Expected outputs	<ul style="list-style-type: none"> • As is business processes assessed. • New business model developed and selected improvements piloted. • Budgeting tool developed and piloted. • Change management initiative implemented.
Actual outputs achieved	<ul style="list-style-type: none"> • As is business processes assessed. • New business model developed and selected improvements piloted. • Budgeting tool developed and validated. • Change management initiative implemented.
Amount received in the current period	R1 869 000 was spent by the end of 2018/19. *No funds were transferred to the OCJ as the GIZ paid the service providers who provided the technical assistance and expert studies directly.
Amount spent by the Department	R0 (No funds were transferred to the OCJ)
Reasons for the funds unspent	The project is planned to be completed by the end of October 2019. The GIZ will only pay service providers in line with the timeframes set in the project plan which overlaps to the 2019/20 financial year.
Monitoring mechanism by the donor	GIZ is part of the project steering committee, which monitors the project implementation and milestones.

10. CAPITAL INVESTMENT

The OCJ did not receive any capital investments during the period under review.





PART C

GOVERNANCE

1. INTRODUCTION

The 2018/19 financial year marked four years of the OCJ as a Department with its own Budget Vote. The OCJ has continued to uphold the highest standards of corporate governance through maintaining effective, efficient and transparent systems of financial, risk management and internal controls. The Executive Management ensured that a culture of ethics, compliance and risk management pervades in all strategic and operational activities of the OCJ.

A number of internal management committees effectively assisted the Accounting Officer in implementing the OCJ governance processes, risk management and internal controls for the efficient utilisation of state resources.

2. RISK MANAGEMENT

Risk management remained an integral component of good governance, providing a framework for ensuring

the Department continuously manages risks, ensures appropriate accountability and compliance with the applicable prescripts.

The Department reviewed and updated the Risk Management Policy, Strategy and Implementation Plan. Furthermore, strategic and operational risk assessments were conducted to identify new and emerging risks that could have a negative impact on the achievement of the organisation's objectives.

Over and above the aforementioned, the ARC continued to advise Management on risk management processes and independently monitored the effectiveness of the mitigation strategies to address the material risks of the OCJ.

With the integration of risk management processes in the strategy setting and operational planning, the OCJ has been able to institutionalise risk management. The implementation of the Risk Management Framework has contributed to the achievement of the OCJ's strategic objectives.

Progress in addressing the key risks faced by the OCJ is summarised in Table 1 below:

Table 1

NO	STRATEGIC OBJECTIVE	RISK DESCRIPTION	SUMMARY OF PROGRESS MADE
1.	Strategic objective 1: Capacitate the OCJ	Delays to capacitating the OCJ	<ul style="list-style-type: none"> Macro-organisational structure of the OCJ was approved in the fourth quarter of the 2018/19 financial year. A request for additional funding of R75.1 million to NT was made for adjustment of the Compensation of Employees budget. However, R39.7 million was granted.
2	Strategic objective 2: Ensure good governance in the administration of the Department	Possible exposure to fraud and corruption	<p>The Fraud Prevention and Anti-Corruption Strategy and policies were effectively implemented through:</p> <ul style="list-style-type: none"> Enhanced fraud prevention mechanisms such as awareness on whistle-blowing and complaints management, which resulted in decreased fraud incidents. Detection and speedy resolution of the reported incidents.



NO	STRATEGIC OBJECTIVE	RISK DESCRIPTION	SUMMARY OF PROGRESS MADE
3	Strategic objective 3: Ensure the effective and efficient administration of the Superior Courts	Inadequate IT infrastructure and business systems for modernisation of Superior Courts systems	The following IT Infrastructure and hardware equipment were procured: <ul style="list-style-type: none"> • Fibre communication line for the enhancement of the network connectivity. • Hard drives for storage. • Servers for Docushare System to centralise electronic storage and retrieval of all the dockets of the High Courts. R48 million was allocated by the Integrated Justice System (IJS) for the implementation of e-Filing system. The following milestones were achieved during the 2018/19 financial year: <ul style="list-style-type: none"> • Elicitation and documentation of user requirements and analysis was completed. • Customisation of the Case Management Solution. • Test environment commissioned.
		Inadequate quasi-judicial services rendered	<ul style="list-style-type: none"> • The Registrars' posts were prioritised and filled. • Ongoing training for Registrars. • Effective monitoring and implementation of quasi-judicial policies and SOPs to ensure provision of optimal high standard quasi-judicial services.
4	Strategic objective 4: Enhance judicial skills of serving and aspiring Judicial Officers to perform optimally	Inadequate resources to facilitate training for Judicial Officers	<ul style="list-style-type: none"> • Ongoing implementation of the train-the-trainer programmes. • Additional funding of R10m was granted to enhance judicial skills.

3. FRAUD AND CORRUPTION

In line with the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004), the OCJ has implemented and maintained the Fraud Prevention and Anti-Corruption Strategy, Policy and Plan. The Department has adopted a zero-tolerance approach to fraud and corruption and implemented various measures to prevent, detect, investigate, and resolve any incident of fraud as well as to deter future recurrence.

3.1 FRAUD PREVENTION

In relation to fraud prevention, the OCJ dedicated substantial effort to the implementation of the fraud prevention measures aimed at instilling ethics and integrity management programmes. The Ethics Committee implemented the following ethics and integrity initiatives:

- i. Awareness sessions focusing on:
 - Fraud prevention and anti-corruption
 - Whistle-blowing
 - Code of Ethical and Professional Conduct
 - Conflict of interest
 - Gifts, donations and sponsorships
 - Financial disclosure
 - Remunerative work outside the public service
 - Security vetting and screening.
- ii. Signing of the Code of Ethical and Professional Conduct by the new employees.
- iii. Issuing of circulars and articles on integrity and ethics management.
- iv. Strengthening of mechanisms to report unethical behaviour as well as incidents of fraud and corruption.
- v. Commemorating International Anti-Corruption Day.
- vi. Court order integrity mechanisms.

3.2 FRAUD DETECTION

The OCJ Whistleblowing Policy outlines the various channels and detailed procedures for the reporting of allegations of fraud and corruption including reporting anonymously through the National Anti-Corruption Hotline. The OCJ has further implemented a complaints mechanism managed by the Complaints Officer. The Complaints Officer maintains a complaints register to track and facilitate the prompt dispositions of the reported fraud allegations, either by providing service delivery feedback to the complainant, referring for further investigation by the forensic auditors and/or instituting of disciplinary action against the implicated OCJ officials. Other incidents identified as red flags by the Auditor-General South Africa (AGSA) and internal auditors during their regular audits were also investigated.

3.3 FRAUD INVESTIGATION

All the reported incidents of fraud and corruption were investigated and consequence management instituted where required. In the 2018/19 financial year, 28 fraud and corruption incidents were reported. Of these 27 incidents were finalised within the prescribed turnaround time as per the applicable policy, translating to ninety six percent (96%) compliance. The one outstanding case was still under the investigation during the reporting period.

3.4 FRAUD RESOLUTION

The resolution of each investigated fraud case completes the four dimensional strategy of the OCJ in the fight against the scourge of corruption. In the period under review, the Forensic Audit Unit finalised nine cases of fraud and corruption with the recommendation for Departmental loss recovery and the institution of disciplinary processes. A further 13 cases were referred to the South African Police Service (SAPS) for further investigation. Monthly and quarterly reports were submitted to the Accounting Officer, ARC and the PSC for their oversight role.



4. MINIMISING CONFLICT OF INTERESTS

The Department implemented NT Regulations 16A8, 2005, which provides operating guidelines on how to manage conflict of interest and ensure accurate declarations are made by all SCM practitioners as well as by other role players involved in the procurement processes.

All SCM practitioners disclosed their business interests and signed the Code of Conduct in accordance with the NT Practice Note 4, section 2 of 2003 and 7 section 16A8.4 of 2009/10. Bid Committee members disclosed their business interests and signed the Code of Conduct in accordance with the NT Practice Note 4 section 6 of 2003 and 7 section 3.3 of 2009/10.

In order to prevent conflict of interest, the Department acted on the potential conflict of interest identified by the DPSA on the bidders and prospective bidders who were registered on the NT's Central Supplier Database (CSD). The conflicted Departmental officials resigned their directorship from various companies whereas others opted to leave the OCJ to pursue their business interests.

Financial disclosures within the Department were managed in accordance with the PSR, 2016. All Senior Management Services (SMS) members submitted their financial interests by 30 April 2018. The other designated categories of employees also submitted their financial disclosures within the prescribed period.

5. CODE OF CONDUCT

The OCJ continued to implement the Code of Ethical and Professional Conduct in line with the PSR. The Code of Ethical and Professional Conduct is accessible to all the employees through the Intranet. The OCJ HRM&D Unit conducted a number of awareness workshops at the various Courts on the Code of Ethical and Professional Conduct. Any breaches of the code of conduct were dealt with in terms of the guidelines on labour relations and disciplinary procedures. The reported cases were investigated and a register of misconduct was maintained to track the resolution of the cases and reporting to the Executive Management and ARC for their monitoring and oversight role.

In the 2018/19 financial year, 389 OCJ employees attended the Compulsory Induction Programme (CIP). The CIP offers a full module on Code of Ethics and Professional Conduct. All the newly-appointed employees were provided with a copy of the Code of Ethics and Professional Conduct and were obliged to attend the CIP. Employees' compliance with the Code of Ethics and Professional Conduct is mandatory as it forms part of their conditions of employment with the OCJ. Therefore, all the line managers were required to monitor compliance and take appropriate action in the event of non-compliance.

6. HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

The OCJ implemented various Occupational Health, Safety and Environment (OHS&E) programmes in collaboration with the DoJ&CD and in respect of the terms of the service level agreement entered between the two Departments to ensure compliance to OHS&E prescripts. The OHS&E remains a shared service with the DoJ&CD. However, the OCJ ensured continuous adherence and compliance to the OHS&E regulations at its respective facilities through the health and safety representatives, fire fighters and first aiders.

NATURE AND DESCRIPTION OF THE OHS&E CHALLENGES	IMPACT ON THE OCJ OPERATIONS/ SERVICES DELIVERY	MEASURES PUT IN PLACE TO ADDRESS CHALLENGES
Inadequate resources and internal capacity to guide and coordinate the OHS&E programmes within OCJ.	<ul style="list-style-type: none"> OHS&E programmes not implemented at service delivery points as per the prescripts. Day-to-day operations are interrupted impacting service delivery, health and safety. 	<ul style="list-style-type: none"> Emergency evacuation training and drills were offered and conducted at the various High Courts during the year. A post of the OHS&E Administrator was filled during the year; however, the appointee has subsequently resigned. Recruitment is underway to fill the vacancy. A desktop Health and Safety Audit was conducted at all facilities and presented, to the DoJ&CD and the DPW to address shortfalls identified. Continued utilisation of the additional capacity from the DoJ&CD as per the Service Level Agreement (SLA) to coordinate and comply with OHS&E prescripts. Annual repairs and maintenance of the health and safety equipment were done by the DoJ&CD's Facilities Unit and the DPW.

7. PORTFOLIO COMMITTEES

The Portfolio Committee on Justice and Correctional Services has an oversight responsibility over the performance of the OCJ. The Department remains grateful to the Committee for the continuous support, valuable advice and recommendations received. The following engagements were held with the Committee during the 2018/19 financial year:

DATE	COMMITTEE	RESPONSIBLE DEPARTMENT	ITEM FOR DISCUSSION	LEADER OF THE DELEGATION
25 April 2018	Portfolio Committee on Justice and Correctional Services	OCJ	2018/19 APP	Secretary-General: OCJ
16 October 2018	Portfolio Committee on Justice and Correctional Services	OCJ	2017/18 Annual Report	Secretary-General: OCJ



MATTERS RAISED IN THE PORTFOLIO COMMITTEE	HOW THE DEPARTMENT ADDRESSED THESE MATTERS
<p>The Committee mentioned that the previously conducted training for Traditional Leaders was valuable to a great extent and led to the improved operations of the Traditional Courts. As a result, the number of appeals from the Traditional Courts has since reduced. The Committee wanted to know if SAJEI has extended the training to all provinces.</p> <p>The OCJ was requested to advise Parliament on how to deal with issues of court performance and how Parliament should best engage with the Judiciary on this matter.</p> <p>The Committee enquired if funds were appropriated for the operationalisation of the Mpumalanga High Court.</p> <p>The Committee wanted to know what was the role of the OCJ in the IJS.</p>	<p>SAJEI has been engaging the National House of Traditional Leaders to resuscitate the training and to conduct the training in all provinces. After extensive consultation with the traditional leaders, a comprehensive training module was developed based on their specific needs for the effective operations of the traditional Courts. The training is delivered by traditional leaders with the assistance of senior Magistrates.</p> <p>This matter relates to Judicial functions in the terrain of the Judiciary as the OCJ only provides administrative support to the Judiciary. However, the Judiciary on 23 November 2018 convened a Judicial Accountability Session where an accountability report by the Judiciary relating to court performance was presented publicly by the Chief Justice. Relevant stakeholders, including members of the Portfolio Committee, were invited and attended the event.</p> <p>It was confirmed that funds were allocated in the 2019 MTEF for the operationalisation of the Mpumalanga High Court.</p> <p>The OCJ is represented on the Board of the IJS. The OCJ is in the process of building its own ICT infrastructure. Funds from the IJS are allocated on an annual basis for OCJ projects.</p>

8. SCOPA RESOLUTIONS

There were no resolutions taken by the Standing Committee on Public Accounts (SCOPA) regarding the Department during the period under review.

9. PRIOR MODIFICATIONS TO AUDIT REPORTS

There were no prior modifications to the audit reports.

10. INTERNAL CONTROL

Management implemented adequate controls to ensure that the Department operates effectively and efficiently, has reliable financial and performance information reporting systems and complies with applicable laws and regulations. Existing policies and SOPs were reviewed and implementation thereof monitored throughout the year. Furthermore, a Combined Assurance Plan spearheaded by the Court Administration, Monitoring, Evaluation & Reporting, Risk Management and Internal Audit Units was implemented to ensure that the reported quasi-judicial performance information was complete and accurate.

In order to maintain a clean audit outcome, the OCJ Audit Facilitation Committee continued with its role of coordinating, consolidating and monitoring of the management action plans to address the AGSA and Internal Audit findings. The Finance Unit maintains

the Unauthorised, Irregular, Fruitless and Wasteful (UIFW) Expenditure and Deviation Registers as well as the monthly 30 days' payment analysis report. All the identified UIFW, deviations and payments over 30 days are investigated to determine the root causes and corrective measures are implemented to deter recurrence. Monthly and quarterly reports were submitted to the Accounting Officer for monitoring and submission to the ARC for oversight. Furthermore, the Internal Audit Unit provided assurance to Management on the adequacy and effectiveness of internal controls by conducting risk-based audits in line with their 2018/19 Internal Audit Annual Operational Plan.

11. INTERNAL AUDIT AND AUDIT COMMITTEE

11.1 INTERNAL AUDIT

The Internal Audit Activity (IAA) provides Management with independent, objective assurance and advisory services designed to add value and continuously improve the operations of the OCJ. Applying the risk-based audit approach, the IAA conducted audit reviews in accordance with an approved Internal Audit Charter and Audit Methodology. Internal Audit is guided by a fully-functional ARC which operates in terms of an approved ARC Charter as prescribed by the NT.

The Internal Audit Unit conducted 23 audit projects identified in the annual audit operational plan. These

included follow-up audits aimed at monitoring the implementation of corrective actions by Management to address the audit findings by the AGSA and Internal Audit. When conducting the audits, the IAA evaluated the adequacy and effectiveness of controls in responding to risks within OCJ's governance, operations, and information systems regarding the:

- i. Achievement of the OCJ's strategic objectives.
- ii. Reliability and integrity of financial and operational information.
- iii. Effectiveness and efficiency of operations and programmes.
- iv. Safeguarding of assets.
- v. Compliance with the laws, regulations, policies, procedures and contracts.

In order to improve the proficiency of the internal audit staff, continuous professional development training was provided under the auspices of the Institute of Internal Auditors (IIA) of South Africa.

11.2 AUDIT AND RISK COMMITTEE

The ARC provides oversight on the system of governance, risk management and internal control within the OCJ. The main role of the Committee is to guide and advise the Accounting Officer and the Department in maintaining effective, efficient and transparent systems of financial management, risk management, governance, and internal controls.

The ARC comprises of five independent members who collectively have sufficient qualifications and experience to fulfil their oversight role. The ARC meets at least four times per year as per approved Charter.

The table below discloses relevant information on the ARC members.

Table 2:

Name and designation	Qualifications	Internal or external	If internal, position held in OCJ	Date appointment	End of term	Ordinary meetings attended	Special meetings attended
Adv. William Huma (ARC Chairperson)	B. Proc, LLB, LLM, Postgraduate Diploma in Corp. Gov., Fellow of the IoDSA	External	n/a	01 May 2017	30 Apr 2020	4/4	4/4
Mr. Tshepo Mofokeng (ARC Member)	BCom Acc, Certified Internal Auditor and Member of SAICA	External	n/a	01 May 2017	30 Apr 2020	4/4	3/4
Ms. Mariaan Roos (ARC Member)	CA (SA), BCom, BCom Honors, HDip: Company law, MCom Auditing.	External	n/a	01 May 2017	30 Apr 2020	3/4	4/4
Mr. Charles Motau (ARC Member)	BCom, H. Dip Computer Audit, MBL and MIT, Member of IRMSA, Certified Member Bus. Continuity Institute	External	n/a	01 May 2017	30 Apr 2020	4/4	2/4
Ms. Zanele Nkosi (ARC Member)	BCom Acc, BCom Hon, CTA, CA (SA)	External	n/a	01 Dec 2018	30 Apr 2021	1/1	1/1
Ms MK Mbonambi	BCom Acc, BCom Honors in Acc, Short Course in Law Business Risk Management	External	n/a	01 May 2017	16 May 2018 (Resigned)	0/1	0/0

12. AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2019:

12.1 COMMITTEE RESPONSIBILITY

The ARC reports that it has complied with its responsibility arising from Section 38(a) (ii) of the PFMA and National Treasury Regulation 3.1. The Committee also reports that it has appropriate terms of reference contained in its ARC Charter, which is reviewed annually. The ARC has conducted its affairs in compliance with this Charter and has discharged all its responsibilities as contained therein.

12.2 THE EFFECTIVENESS OF INTERNAL CONTROL

The systems of internal control are designed to provide cost effective assurance in achieving the organisational objectives through ensuring that assets are safeguarded, operations are effective and efficient, financial and performance information is reliable and there is compliance with laws and regulations.

In line with the PFMA and the National Treasury Regulations, the ARC provided oversight on the operations and programmes of the OCJ. This was achieved through the quarterly reporting processes by Management as well as the Internal Audit reviews as prioritised in the Risk-Based Annual Operational Plan approved by the ARC. The ARC is of the opinion that the systems of internal control within the OCJ were mostly adequate and effective during the year under review.

12.3 INTERNAL AUDIT

The ARC is satisfied with the activities of the internal audit function including its annual work programme, coordination with the external auditors and the reports of significant investigations as well as Management's corrective action plans. From the various reports submitted by the OCJ's internal auditors, there are indications that although the systems of internal control were adequate in most areas, there is still room for improvement in areas where control deficiencies and deviations from prescripts and policies were highlighted.

Matters of concern to the ARC are the number of increased findings which are more than the previous year and specifically the following:

- i. Inadequacies in ICT governance, security and user access management as well as ICT operational inefficiencies.
- ii. Instances of inaccurate recording of assets in the Asset Register and timely non-disposal of assets.
- iii. Lack of automated systems to improve the accuracy and completeness of the reported performance information, leave administration and compliance with 30 days' payments.

Regarding the above findings, the Committee has however, noted Management's commitment to implement the corrective measures to address the above findings.

12.4 SUMMARY OF SOME OF THE MAIN ACTIVITIES UNDERTAKEN BY THE ARC DURING THE FINANCIAL YEAR UNDER REVIEW

The ARC reviewed and performed oversight over:

- i. Quarterly Interim Financial Statements and unaudited AFS before submission to the AGSA on 31 May 2019.
- ii. Monitoring of the implementation of corrective action plans by management to address AGSA and Internal Audit findings.
- iii. The appropriateness of the accounting policies, practices and potential changes.
- iv. The effectiveness of the system of risk management including fraud prevention and anti-corruption plans.
- v. The process to ensure compliance with relevant laws and regulations.
- vi. In-year monitoring reports on all the OCJ's operations including the ICT and HR governance.
- vii. The Quarterly Performance Information Reports and the Annual Report prior to submission to the AGSA and final publication.
- viii. The plans, work and reports of the Internal Audit and the AGSA.
- ix. The development of the Combined Assurance Framework and the Plan.

12.5 QUALITY OF IN-YEAR MONITORING AND QUARTERLY REPORTS SUBMITTED IN TERMS OF LEGISLATION

We reviewed the in-year quarterly reports submitted together with the internal audit comments thereon. The ARC is satisfied with the content and quality of the quarterly reports prepared and issued by the Accounting Officer and Management during the year under review. There continues to be notable improvement in the quality of the financial and performance information reports as well as management's commitment to implementing corrective action plans to address the previous Auditor-General and Internal Audit findings. The Department has been reporting monthly and quarterly to the National Treasury as required by the PFMA.

12.6 RISK MANAGEMENT

The OCJ has a Risk Management function established in accordance with the requirements of the National Treasury Regulations, the King IV Report on Corporate Governance as well as in compliance with the Public Sector Risk Management Framework, which provides for the development and implementation of the Risk Policy, Strategy and Implementation Plan as well as the Fraud Prevention and Anti-Corruption Framework. All risk-owners attend the ARC meetings and participate in the overall management of the risk management processes in the Department.

During the year under review, a risk assessment was conducted across the OCJ operations culminating in the review and updating of the strategic and operational risk registers. Risks were assessed and rated based on their likelihood and impact and additional mitigations were adopted to reduce risks to acceptable levels. The identified risks also informed the internal audit priorities. Management reported on risk mitigation action items quarterly to the ARC. The continuous monitoring and reporting of the planned mitigation activities yielded significant positive results.

12.7 FRAUD AND CORRUPTION

The OCJ developed and implemented the Fraud Prevention Policy, Strategy and Plan. The implementation of the Plan was monitored through the quarterly reports submitted at the ARC meetings.

The ARC provided oversight on allegations of fraud, corruption and financial misconduct reported to the Department and is satisfied with the 96% finalisation rate.

12.8 EVALUATION OF THE FINANCIAL STATEMENTS

The ARC has:

- i. Reviewed the draft AFS to be included in the Annual Report.
- ii. Reviewed any changes in accounting policies and practices.
- iii. Reviewed Departmental compliance with applicable regulatory provisions.
- iv. Reviewed the AGSA's Interim and Final Management Reports and the Management responses thereto.

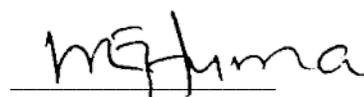
12.9 ANNUAL PERFORMANCE REVIEW

The Committee has considered the performance information reports submitted to the AGSA for review and is satisfied with the measures Management has put in place to manage performance of the Department.

12.10 AUDITOR-GENERAL'S REPORT

We have reviewed the Department's implementation of the audit findings raised in the AGSA Management Report of the previous year and we are satisfied that the findings have been adequately resolved. The ARC has met with the AGSA throughout the year to ensure that there are no unresolved issues.

The ARC concurs and accepts the conclusions of the Auditor-General on the AFS and performance information, and is of the opinion that the audited AFS be accepted and read together with the report of the Auditor-General.



Adv W E Huma

Chairperson of the ARC
Office of the Chief Justice
Date: 31 July 2019



PART D: HUMAN RESOURCE MANAGEMENT

1. INTRODUCTION

In support of government's outcomes-based approach to strategic planning, Human Resource Management and Development (HRM&D) contributed directly to the following three OCJ strategic objectives during the year under review:

- Capacitate the OCJ;
- Ensure good governance in the administration of the Department; and
- Ensure the effective and efficient administration of the Superior Courts.

The Chief Directorate: HRM&D, as part of Programme 1, responded to these strategic objectives with the intent of providing and enhancing service excellence by attracting, retaining and developing key talent. The Chief Directorate continued to support the business value propositions such as client satisfaction and service delivery, and aligned itself with such propositions.

In capacitating the OCJ to enhance the service delivery, critical posts were prioritised and filled. The total number of posts on the establishment for the 2018/19 financial year was 2 099 of which 1 947 were filled as at the end of the reporting period. This resulted in 152 vacant funded posts. The overall vacancy rate for the Department as at 31 March 2019 was 7.2%, which was within the 10% threshold prescribed by the DPSA. Of the 2 099 funded posts, 41 were SMS posts, of which 37 were filled and four remained vacant.

2. OVERVIEW OF HUMAN RESOURCES

2.1 THE IMPACT OF HUMAN RESOURCE PRIORITIES FOR THE YEAR UNDER REVIEW

The following were priorities for the year under review:

(a) Filling of vacancies

In ensuring that the Department is capacitated to achieve its strategic objectives, 181 permanent posts were filled during the year under review.

(b) Providing employee wellness programmes

The employee wellness programmes were aligned to the government agenda in respect of health and wellness issues and the South African National Strategic Plan on HIV, TB and STIs 2017-2022.

The Department has implemented employee well-being initiatives; hence various wellness programmes were conducted. The Operational Plans (2018/19) were implemented in line with the following four pillars of the DPSA Employee Health and Wellness Strategic Framework:

- HIV/AIDS, STI and TB Management.
- Health and Productivity Management.
- Wellness Management.
- Safety Health Environment Risk and Quality (SHERQ) Management.

As part of promoting employee health and well-being in the 2018/19 financial year, the following initiatives were implemented in line with the OCJ Employee Health and Wellness Operational Plans:

- Wellness health screening: 593 employees participated in health risk assessments.
- Financial management workshops: 50 employees attended the planned workshops.
- Employee health and wellness advocacy: 21 desk drops on health and wellness information were distributed.
- HIV/AIDS and TB management: 26 300 condoms were distributed. 593 employees were tested for HIV and screened on non-communicable diseases in the period under review.
- Psychosocial services: 420 employees received psychosocial services.
- Occupational health and safety: 17 of the appointed occupational health and safety representatives at provincial level were trained in the 2018/19 financial year.



2.2 WORKFORCE PLANNING FRAMEWORK AND KEY STRATEGIES TO ATTRACT AND RECRUIT A SKILLED AND CAPABLE WORKFORCE

Human Resource Plan

Human Resource (HR) planning forms an integral part of the organisation. It takes into consideration the staffing requirements for all programmes aligned to the strategic and policy objectives of the Department. This includes determining the correct staff numbers and skills required and managing a surplus or shortage of staff. From the transformative perspective, the HR Plan reflects the creation of a multi-skilled, representative and flexible workforce.

A three-year MTEF Human Resource Plan 2016-19 was implemented in line with the Directive on the Development and Reporting on Human Resources Plans for the Public Service. During the year under review, the focus was on the following key priorities:

- Aligned organisational structure and posts establishment to organisational strategy.
- Enhanced Employee Health and Wellness Programme (EHWP) services.
- Effective Performance Management and Development System.
- Efficient and effective management of employee relations.
- Improved learning and development.

Effective recruitment

In attracting and recruiting employees with the required skills, the OCJ managed to increase its workforce from 1 811 to 1 947, which translated to 7%. Out of the 1 947 employees, 37 were SMS, of which 14 were female, and 23 were male. Although the Department did not achieve the 2% disability target, the Department remains committed to recruiting people with disabilities. The number of employees with disabilities was 21 and this represents 1.08% of the OCJ staff complement.

2.3 PROVIDING EMPLOYEES WITH SKILLS AND COMPETENCIES THROUGH SKILLS DEVELOPMENT PROGRAMME

In enhancing the performance of employees, the Department trained 748 employees. The Department provided study assistance opportunities to staff members to obtain new qualifications and improve their skills and knowledge. In empowering employees, priority training in line with the WSP was conducted, which included:

- The Compulsory Induction Programme (CIP).
- Capacity development training for Senior Management such as the Management Leadership Programme.
- Quasi-judicial training such as taxation and default judgement for court officials.
- Risk management.
- Financial management.
- Project management.
- Corporate governance training.

2.4 EMPLOYEE PERFORMANCE MANAGEMENT

In terms of Public Service regulations, the Department must have an approved performance management and development system which objectively evaluates the performance of employees.

In ensuring individual contribution towards the Department's strategic objectives, the Department has implemented a Performance Management and Development System by conducting awareness workshops on the application of the system. All eligible employees were assessed in line with the set objectives as stipulated in their respective performance agreements and work plans for the 2017/18 performance cycle. Performance assessments for the 2017/18 performance cycle were finalised and rewards were processed during the 2018/2019 financial year.



2.5 ACHIEVEMENTS

- The organisational structure was concurred and approved by both the Minister of Public Service and Administration and the Minister of Justice and Correctional Services in the fourth quarter of the year under review. This will enable the Department to fill key and critical posts to enhance service delivery
- The vacancy rate of 7.2% is below the 10% target set by DPSA for the 2018/19 financial year.
- The recruitment of 40 interns into the Internship Programme commenced in the fourth quarter of the 2018/19 financial year.
- Utilisation of the online Pension Case Management System for submission of pension documents to the Government Pensions Administration Agency (GPAA). The OCJ was registered for the Pension Case Management System with effect from 1 May 2018. This has enabled the efficient submission of pension cases online and reduced number of queries on unpaid pension withdrawals.
- Awareness sessions to educate employees on pension matters were successfully conducted at the provincial offices.
- As part of a continuous PERSAL clean-up project, the Human Resource Management Unit abolished all unfunded vacancies on PERSAL, aligned the establishment with the financial systems and conducted the verification of

components.

2.6 CHALLENGES

- Inability to finalise disciplinary and grievance cases within prescribed periods due to procedural matters such as postponements, unavailability of witnesses, presiding and investigating officers continued to be a challenge.
- PERSAL clean-up project could not be finalised in the reporting period due to the approval and concurrence of the organisational structure in the fourth quarter of the 2018/19 financial year.

2.7 FUTURE HR PLANS/GOALS

- Review and implement the HR Plan in order to meet the current and future human resource needs of the Department.
- Implement the Internship Programme which seeks to contribute towards affording opportunities for youth development and experiential learning;
- Appoint and train internal investigation officers and presiding officers to avoid relying on external resources.



3. HUMAN RESOURCES OVERSIGHT STATISTICS

The statistical information to be presented below contains information from the OCJ Administration and the Judiciary. The Judiciary will be accounted for on the basis of the Direct Charge expenditure only (Table 3.1.1)

PERSONNEL RELATED EXPENDITURE

Table 3.1.1 Personnel expenditure by programme for the period 01 April 2018 to 31 March 2019

Programme	Total expenditure (R'000)	Personnel expenditure (R'000)	Training expenditure (R'000)	Professional and special services (R'000)	Personnel expenditure as a % of total expenditure	Average compensation of employees cost per employee or Judge (R'000)
OCJ: Administration	222 059	87 777	3 491	0	39.5	529
OCJ: Superior Court Services	801 547	551 810	0	0	68.8	316
OCJ: Judicial Education & Support	68 413	23 377	0	0	34.2	649
SUB-TOTAL (Voted Funds)	1 092 019	662 964	3 491	0	60.7	341
SUB-TOTAL (Direct Charge against the NRF)	1 022 189	956 209	0	0	93.5	2 000
GRAND TOTAL (Voted Funds and Direct Charge against the NRF)	2 114 208	1 619 173	3 491	0	76.6	668

Table 3.1.2 Personnel costs by salary band for the period 1 April 2018 to 31 March 2019 (including the Judges)

Salary band	Personnel expenditure (R'000)	% of total personnel cost	Number of employees (including Judges on the direct charge)	Average compensation cost per employee (R'000)
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	223 807	33.8	1 013	221
Highly skilled production (Levels 6-8)	224 266	33.8	619	362
Highly skilled supervision (Levels 9-12)	169 543	25.6	278	610
Senior management (Levels 13-16)	45 348	6.8	37	1 226
Abnormal Appointment	0	0.0	0	0.00
SUB-TOTAL (Voted Funds)	662 964	100	1 947	341
SUB-TOTAL (Direct Charge against the NRF)	956 209	100	478	2 000
GRAND TOTAL (Voted Funds and Direct Charge against the NRF)	1 619 173	100	2 425	668



Table 3.1.3 Salaries, overtime, Home Owners Allowance (HOA) and medical aid by programme for the period 1 April 2018 to 31 March 2019

PROGRAMME	SALARIES		OVERTIME		HOA		MEDICAL AID	
	Amount (R'000)	Salaries as % of Personnel Cost	Amount (R'000)	Overtime as % of Personnel Cost	Amount (R'000)	HOA as a % of personnel costs	Amount R('000)	Medical Aid as a % of personnel costs
OCJ: Administration	60 205	68.6	901	1	1 893	2.2%	2 845	3.2
OCJ: Superior Court Services	393 706	71.3	601	0.1	19 092	3.5%	34 070	6.2
OCJ: Judicial Education & Support	16 155	69.1	138	0.6	389	1.7%	761	3.3
SUB-TOTAL (Voted Funds)	470 066	70.9	1 640	0.2	21 374	3.2%	37 676	5.7
SUB-TOTAL (Direct Charge against the NRF)	695 293	72.7	0	0	0	0.0%	6 285	0.7
GRAND TOTAL (Voted Funds and Direct Charge against the NRF)	1 165 359	72	1 640	0.1	21 374	1.3%	43 961	2.7

Table 3.1.4 Salaries, overtime, HOA and medical aid by salary band for the period 1 April 2018 to 31 March 2019

SALARY BAND	SALARIES		OVERTIME		HOA		MEDICAL AID	
	Amount (R'000)	Salaries as % of personnel cost	Amount (R'000)	Overtime as % of personnel cost	Amount (R'000)	HOA as a % of personnel costs	Amount R('000)	Medical aid as a % of personnel costs
Skilled (Levels 3-5)	155 592	69.5	548	0.2	11 482	5.1	19 855	8.9
Highly skilled production (Levels 6-8)	162 643	72.5	644	0.3	6 486	2.9	12 207	5.4
Highly skilled supervision (Levels 9-12)	122 217	72.1	448	0.3	2 580	1.5	4 785	2.8
Senior management (Levels 13-16)	29 614	65.3	0	0	826	1.8	829	1.8
SUB-TOTAL (Voted Funds)	470 066	70.9	1 640	0.2	21 374	3.2	37 676	5.7
SUB-TOTAL (Direct Charge against the NRF)	695 293	72.7	0	0	0	0	6 285	0.7
GRAND TOTAL (Voted Funds and Direct Charge against the NRF)	1 165 359	72	1 640	0.1	21 374	1.3	43 961	2.7



3.2 EMPLOYMENT AND VACANCIES

Table 3.2.1 Employment and vacancies by programme as at 31 March 2019

The tables in this section summarise the OCJ's position with regard to employment and vacancies. The vacancy rate reflects the percentage of funded posts that were not filled. This table excludes information on the Judiciary.

PROGRAMME	NUMBER OF POSTS APPROVED ON THE ESTABLISHMENT	NUMBER OF POSTS FILLED	VACANCY RATE	NUMBER OF EMPLOYEES ADDITIONAL TO THE ESTABLISHMENT
OCJ: Administration	182	166	8.8	0
OCJ: Superior Court Services	1 878	1 745	7.1	0
OCJ: Judicial Education & Support	39	36	7.7	0
Total	2 099	1 947	7.2	0

Table 3.2.2 Employment and vacancies by salary band as at 31 March 2019

SALARY BAND	NUMBER OF POSTS APPROVED ON THE ESTABLISHMENT	NUMBER OF POSTS FILLED	VACANCY RATE %	NUMBER OF EMPLOYEES ADDITIONAL TO THE ESTABLISHMENT
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	1 072	1 013	5.50	0
Highly skilled production (Levels 6-8)	675	619	8.30	0
Highly skilled supervision (Levels 9-12)	311	278	10.6	0
Senior management (Levels 13-16)	41	37	9.8	0
Total	2 099	1 947	7.2	0

Table 3.2.3 Employment and vacancies by critical occupations band as at 31 March 2019

CRITICAL OCCUPATIONS	NUMBER OF POSTS APPROVED ON THE ESTABLISHMENT	NUMBER OF POSTS FILLED	VACANCY RATE IN %	NUMBER OF EMPLOYEES ADDITIONAL TO THE ESTABLISHMENT
Administrative related	105	95	9.5	0
Attorneys	1	1	0	0
Bus and heavy vehicle drivers	2	2	0	0
Cleaners in offices, workshops, hospitals etc.	6	6	0	0
Client information clerks (switchboard, reception, inform clerks)	12	12	0	0
Communication and information related	9	7	22.2	0
Finance and economics related	63	56	11.1	0
Financial and related professionals	29	27	6.9	0
Financial clerks and credit controllers	34	31	8.8	0



CRITICAL OCCUPATIONS	NUMBER OF POSTS APPROVED ON THE ESTABLISHMENT	NUMBER OF POSTS FILLED	VACANCY RATE IN %	NUMBER OF EMPLOYEES ADDITIONAL TO THE ESTABLISHMENT
Food services aids and waiters	14	14	0	0
General legal administration & related professionals	167	146	12.6	0
Historians and political scientists	1	1	0	0
Human resources & organisational development & related professionals	4	4	0	0
Human resources clerks	36	36	0	0
Human resources related	24	21	12.5	0
Language practitioners, interpreters & other communicators	49	45	8.2	0
Legal related	19	17	10.5	0
Librarians and related professionals	16	16	0	0
Library, mail and related clerks	28	26	7.1	0
Light vehicle drivers	1	1	0	0
Logistical support personnel	1	1	0	0
Material-recording and transport clerks	16	16	0	0
Messengers, porters and deliverers	145	135	6.9	0
Other administration & related clerks and organisers	711	682	4.1	0
Other administrative ,policy and related officers	38	34	10.5	0
Other IT personnel	8	5	37.5	0
Secretaries & other keyboard operating clerks	406	371	8.6	0
Security guards	2	1	50	0
Security officers	58	54	6.9	0
Senior managers	38	35	7.9	0
Translators and air traffic communicators	56	49	12.5	0
Total	2 099	1 947	7.2	0



3.3 FILLING OF SMS POSTS

Table 3.3.1 SMS post information as at 31 March 2019

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
Secretary-General	1	1	100	0	0
Salary level 15	1	1	100	0	0
Salary level 14	7	7	100	0	0
Salary level 13	32	28	87.5	4	12.5
Total	41	37	90.2	4	9.8

Table 3.3.2 SMS post information as at 30 September 2018

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
Secretary-General	1	1	100	0	0
Salary level 15	1	1	100	0	0
Salary level 14	7	5	71.4	2	28.6
Salary level 13	32	31	96.9	1	3.1
Total	41	38	92.7	3	7.3

Table 3.3.3 Advertising and filling of SMS posts for the period 1 April 2018 to 31 March 2019

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
Secretary-General	1	1	100	0	0
Salary level 16	0	0	0	0	0
Salary level 15	1	1	100	0	0
Salary level 14	7	7	100	0	0
Salary level 13	32	28	87.5	4	12.5
Total	41	37	90.2	4	9.8

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 after becoming vacant for the period 1 April 2018 to 31 March 2019

REASONS FOR VACANCIES NOT ADVERTISED WITHIN SIX MONTHS

N/A

REASONS FOR VACANCIES NOT FILLED WITHIN TWELVE MONTHS

Dispute on one Director: Court Operations post.

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 2018 to 31 March 2019

REASONS FOR VACANCIES NOT ADVERTISED WITHIN SIX MONTHS

N/A

REASONS FOR VACANCIES NOT FILLED WITHIN TWELVE MONTHS

No action taken as the reason for non-filling is attributed to the dispute.



3.4 JOB EVALUATION

Table 3.4.1 Job evaluation by salary band for the period 1 April 2018 to 31 March 2019

The information on the number of posts on the establishment excludes the Judiciary as their posts are not subjected to job evaluation.

SALARY BAND	NUMBER OF POSTS APPROVED ON THE ESTABLISHMENT	NUMBER OF JOBS EVALUATED	% OF POSTS EVALUATED	NUMBER OF POSTS UPGRADED		NUMBER OF POSTS DOWNGRADED	
				NUMBER	% OF UPGRADED POSTS	NUMBER	% OF DOWNGRADED POSTS
Lower skilled (Levels 1-2)	0	0	0	0	0	0	0
Skilled (Levels 3-5)	1 072	396	36.9	0	0	0	0
Highly skilled production (Levels 6-8)	675	123	18.2	0	0	0	0
Highly skilled supervision (Levels 9-12)	311	11	3.5	0	0	0	0
SMS Band A	32	2	6.3	0	0	0	0
SMS Band B	7	0	0	0	0	0	0
SMS Band C	1	0	0	0	0	0	0
SMS Band D	1	0	0	0	0	0	0
TOTAL	2 099	532	25,3	0	0	0	0

Table 3.4.2 Profile of employees whose positions were upgraded due to their posts being upgraded for the period 1 April 2018 to 31 March 2019

GENDER	AFRICAN	ASIAN	COLOURED	WHITE	TOTAL
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0
Employees with disability	0	0	0	0	0



Table 3.4.3 Employees whose salary levels are higher than those determined by job evaluation by occupation for the period 1 April 2018 to 31 March 2019.

OCCUPATION	NUMBER OF EMPLOYEES	JOB EVALUATION LEVEL	REMUNERATION LEVEL	REASONS FOR DEVIATION
Senior managers	1	14	15	The employee was awarded a higher notch in terms of PSR 2012, Part V (C.3) prior to the implementation of PSR 2016.
Total number of employees whose salaries exceeded the level determined by job evaluation				1
Percentage of total employed				0.1%

Table 3.4.4 Profile of employees whose salary levels are higher than those determined by job evaluation for the period 01 April 2018 to 31 March 2019

GENDER	AFRICAN	ASIAN	COLOURED	WHITE	TOTAL
Female	0	0	0	0	0
Male	1	0	0	0	1
Total	1	0	0	0	1
Employees with disability	0	0	0	0	0
Total number of employees whose salaries exceeded the grades determined by job evaluation.					1

3.5 EMPLOYMENT CHANGES

This section provides information on changes in employment over the financial year. It reflects the number of appointments versus terminations. It further translates the terminations into the turnover rate.

Table 3.5.1 Annual turnover rates by salary band for the period 1 April 2018 to 31 March 2019

SALARY BAND	NUMBER OF EMPLOYEES AT BEGINNING OF PERIOD (APRIL 2018)	APPOINTMENTS AND TRANSFERS INTO THE DEPARTMENT	TERMINATIONS AND TRANSFERS OUT OF THE DEPARTMENT	TURNOVER RATE
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5), Permanent	933	268	288	30.9
Highly skilled production (Levels 6-8)	575	80	94	16.3
Highly skilled supervision (Levels 9-12)	264	64	51	19.3
SMS Band A	31	1	3	9.7
SMS Band B	6	2	2	33.3
SMS Band C	1	0	0	0
SMS Band D	1	0	0	0
TOTAL	1 811	415	438	24.2



Table 3.5.2 Annual turnover rates by critical occupation for the period 1 April 2018 to 31 March 2019

CRITICAL OCCUPATION	NUMBER OF EMPLOYEES AT BEGINNING OF PERIOD (APRIL 2018)	APPOINTMENTS AND TRANSFERS INTO THE DEPARTMENT	TERMINATIONS AND TRANSFERS OUT OF THE DEPARTMENT	TURNOVER RATE
Administrative related	96	20	16	16.7
Advocates	2	0	0	0
Attorneys	2	1	0	0
Bus and heavy vehicle drivers	2	0	0	0
Cleaners in offices workshops hospitals etc.	3	0	0	0
Client information clerks (switchboard & reception information clerks)	11	1	0	0
Communication and information related	7	0	2	28.6
Finance and economics related	49	11	17	34.7
Financial and related professionals	26	0	0	0
Financial clerks and credit controllers	30	4	3	10
Food services aids and waiters	13	3	2	15.4
General legal administration & related professionals	125	41	45	36
Human resources & organisational development & related professionals	2	3	0	0
Human resources clerks	33	9	13	39.4
Human resources related	18	7	3	16.7
Language practitioners interpreters & other communicators	40	7	3	7.5
Legal related	23	1	3	13
Librarians and related professionals	17	0	0	0
Library mail and related clerks	29	3	3	10.3
Light vehicle drivers	1	1	0	0
Logistical support personnel	0	0	0	0
Material-recording and transport clerks	17	5	6	35.3
Messengers porters and deliverers	128	0	4	3.1
Other administration & related clerks and organisers	593	215	231	39
Other administrative policy and related officers	38	5	4	10.5
Other information technology personnel	7	0	2	28.6
Prosecutor	0	0	0	0
Secretaries & other keyboard operating clerks	361	64	64	17.7
Security guards	3	0	1	33.3
Security officers	55	0	4	7.3
Senior managers	31	4	6	19.4
Statisticians and related professions	1	0	0	0
Translators and air traffic communicators	48	10	6	12.5
Total	1 811	415	438	24.2

Table 3.5.3 Reasons why staff left the Department for the period 1 April 2018 to 31 March 2019

TERMINATION TYPE	NUMBER	% OF TOTAL RESIGNATIONS
Death	4	0.9
Resignation	138	31.5
Expiry of contract	256	58.5
Discharged due to ill health	4	0.9
Dismissal – misconduct	2	0.5
Retirement	19	4.3
Transfer	15	3.4
TOTAL	438	100
Total number of employees who left as a % of total employment		24.2

Table 3.5.4 Promotion by critical occupation for the period 1 April 2018 to 31 March 2019

OCCUPATION	NUMBER OF EMPLOYEES AT BEGINNING OF PERIOD (APRIL 2018)	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
Administrative related	96	4	4.2	52	54.2
Advocates	2	0	0	2	100
Attorneys	2	0	0	2	100
Bus and heavy vehicle drivers	2	0	0	2	100
Cleaners in offices, workshops, hospitals, etc.	3	0	0	1	33.3
Client information clerks (switchboard & reception information clerks)	11	0	0	6	54.5
Communication and information related	7	0	0	5	71.4
Finance and economics related	49	6	12.2	30	61.2
Financial and related professionals	26	2	7.7	17	65.4
Financial clerks and credit controllers	30	1	3.3	9	30
Food services aids and waiters	13	0	0	7	53.8
General legal administration & related professionals	125	3	2.4	39	31.2
Human resources & organisational development & related professionals	2	0	0	1	50
Human resources clerks	33	0	0	13	39.4



OCCUPATION	NUMBER OF EMPLOYEES AT BEGINNING OF PERIOD (APRIL 2018)	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
Human resources related	18	2	11.1	14	77.8
Language practitioners interpreters & other communicators	40	4	10	15	37.5
Legal related	23	1	4.3	17	73.9
Librarians and related professionals	17	0	0	11	64.7
Library mail and related clerks	29	0	0	18	62.1
Light vehicle drivers	1	0	0	1	100
Logistical support personnel	0	1	0		0
Material-recording and transport clerks	17	0	0	4	23.5
Messengers porters and deliverers	128	0	0	94	73.4
Other administration & related clerks and organisers	593	11	1.9	417	70.3
Other administrative policy and related officers	38	1	2.6	19	50
Other information technology personnel	7	0	0	4	57.1
Prosecutor	0	0	0	0	0
Secretaries & other keyboard operating clerks	361	20	5.5	185	51.2
Security guards	3	0	0	2	66.7
Security officers	55	0	0	22	40
Senior managers	31	0	0	24	77.4
Statisticians and related professionals	1	0	0	0	0
Translators and air traffic communicators	48	4	8.3	29	60.4
Total	1 811	60	3.3	1 062	58.6



Table 3.5.5 Promotion by salary band for the period 01 April 2018 to 31 March 2019

SALARY BAND	NUMBER OF EMPLOYEES AT BEGINNING OF PERIOD (APRIL 2018)	PROMOTIONS TO ANOTHER SALARY LEVEL	SALARY LEVEL PROMOTIONS AS A % OF EMPLOYEES BY SALARY LEVEL	PROGRESSIONS TO ANOTHER NOTCH WITH-IN A SALARY LEVEL	NOTCH PROGRESSION AS A % OF EMPLOYEES BY SALARY BAND
Skilled (Levels 3-5), permanent	933	21	2.3	595	63.8
Highly skilled production (Levels 6-8), permanent	575	33	5.7	287	49.9
Highly skilled supervision (Levels 9-12), permanent	264	6	2.3	156	59.1
Senior management (Levels 13-16), permanent	39	0	0	24	61.5
TOTAL	1 811	60	3.3	1 062	58.6

3.6 EMPLOYMENT EQUITY

Table 3.6.1 Total number of employees (including employees with disability) in each of the following occupational categories as at 31 March 2019

OCCUPATIONAL CATEGORY	MALE				FEMALE				TOTAL
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE	
SENIOR OFFICIALS AND MANAGERS	15	1		2	8	1	1	2	30
PROFESSIONALS	127	6	3	10	144	13	20	25	348
TECHNICIANS AND ASSOCIATED PROFESSIONALS	49	4	1	1	65	6	4	8	138
CLERKS	323	39	15	17	613	86	20	125	1 238
LABOURERS AND RELATED WORKERS	51	12	1	6	47	11	2	4	134
SERVICE SHOP AND MARKET SALES WORKER	24	7	1	11	9	1		2	55
PLANT AND MACHINE OPERATORS AND ASSOCIATED	3	1			0	0	0	0	4
TOTAL	592	70	21	47	886	118	47	166	1 947
Employees with disability	7	1	0	1	11	0	0	1	21



Table 3.6.2 Total number of employees (including employees with disability) in each of the following occupational bands as at 31 March 2019

OCCUPATIONAL BAND	MALE				FEMALE				TOTAL
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE	
Top management, permanent	0	0	0	0	2	0	0	0	2
Senior management, permanent	18	2	1	2	7	1	1	3	35
Professionally qualified and experienced specialists and mid-management, permanent	41	2	1	5	34	7	8	13	111
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	202	14	4	20	346	59	25	113	783
Semi-skilled and discretionary decision making, permanent	331	52	15	20	497	51	13	37	1 016
TOTAL	592	70	21	47	886	118	47	166	1 947

Table 3.6.3 Recruitment for the period 1 April 2018 to 31 March 2019

OCCUPATIONAL BAND	MALE				FEMALE				TOTAL
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE	
Top management (Levels 15-16)	2	0	0	0	0	0	0	0	2
Senior management, permanent (Levels 13-14)	17	0	0	0	19	2	6	3	47
Professionally qualified and experienced specialists and mid-management, permanent (Levels 9-12)	21	1	2	0	22	4	1	11	62
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent (Levels 6-8)	25	0	0	0	42	0	1	2	70
Semi-skilled and discretionary decision making, permanent (Levels 3-5)	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making (Levels 1-2)	0	0	0	0	0	0	0	0	0
TOTAL	65	1	2	0	83	6	8	16	181



OCCUPATIONAL BAND	MALE				FEMALE				TOTAL
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE	
Employees with disabilities	0								

Table 3.6.4 Promotions for the period 1 April 2018 to 31 March 2019

OCCUPATIONAL BAND	MALE				FEMALE				TOTAL
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE	
Senior management, permanent	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management, permanent	6	0	0	0	7	0	2	1	16
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	7	0	1	0	10	2	1	11	32
Semi-skilled and discretionary decision making, permanent	3	0	0	0	7	0	0	2	12
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL	16	0	1	0	24	2	3	14	60
Employees with disabilities	0	0	0	0	0	0	0	0	0

Table 3.6.5 Terminations for the period 1 April 2018 to 31 March 2019

OCCUPATIONAL BAND	MALE				FEMALE				TOTAL
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE	
Senior management, permanent	2	0	0	0	3	0	0	0	5
Professionally qualified and experienced specialists and mid-management, permanent	17	2	1	9	17	1	0	4	51
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	37	4	2	15	34	0	1	1	94
Semi-skilled and discretionary decision making, permanent	156	12	1	7	102	7	2	1	288
Not available	0	0	0	0	0	0	0	0	0
TOTAL	212	18	4	31	156	8	3	6	438



Table 3.6.6 Disciplinary actions for the period 1 April 2018 to 31 March 2019

OCCUPATIONAL BAND	MALE				FEMALE				TOTAL
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE	
Abscondment	0	0	0	0	0	0	0	0	0
Final written warning	1	0	0	0	0	0	0	0	1
Final written warning & one month suspension without pay	1	0	0	0	0	0	0	0	1
Final written warning & three months suspension without pay	1	0	0	0	0	0	0	0	1
Demotion	1	0	0	0	0	0	0	0	1
Withdrawn	1	0	0	0	0	0	0	0	1
Total	5	0	5						

Table 3.6.7 Skills development for the period 1 April 2018 to 31 March 2019

OCCUPATIONAL BAND	MALE				FEMALE				TOTAL
	AFRICAN	COLOURED	INDIAN	WHITE	AFRICAN	COLOURED	INDIAN	WHITE	
Legislators, senior officials and managers	15	1	0	2	8	1	1	2	30
Professionals	127	6	3	10	144	13	20	25	348
Technicians and associate professionals	49	4	1	1	65	6	4	8	138
Clerks	323	39	15	17	613	86	20	125	1 238
Service and sales workers	24	7	1	11	9	1	0	2	55
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trades workers	51	12	1	6	47	11	2	4	134
Plant and machine operators and	3	1	0	0	0	0	0	0	4
Elementary occupations	0	0	0	0	0	0	0	0	0
TOTAL	592	70	21	47	886	118	47	166	1 947

3.7 SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS

Table 3.7.1. Signing of performance agreements by SMS members as at 31 May 2018

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 SMS MEMBERS
Secretary-General/ Head of Department	1	1	1	100
Salary level 16	0	0	0	0
Salary level 15	1	1	1	100
Salary level 14	7	6	5	83.3
Salary level 13	34	31	31	100
Total	43	39	38	97.4

Table 3.7.2 Reasons for not having concluded Performance Agreements for all SMS members as at 31 May 2018

REASON

Only one SMS member on level 14 did not conclude a performance agreement as on 31 May 2018. The SMS member has a pending dispute relating to his appointment.

Table 3.7.3 Disciplinary steps taken against SMS members for not having concluded Performance Agreements as at 31 May 2018

REASON

No action was taken as the issue in dispute was still before the council.

3.8 PERFORMANCE REWARDS

Table 3.8.1 Performance rewards by race, gender and disability for the period 01 April 2017 to 31 March 2018

RACE AND GENDER	BENEFICIARY PROFILE			COST	
	NUMBER OF BENEFICIARIES	NUMBER OF EMPLOYEES	% OF TOTAL WITHIN GROUP	COST ('000)	AVERAGE COST PER EMPLOYEE
AFRICAN					
Male	122	530	23.0%	2 126	17
Female	140	786	17.8%	2 367	17
ASIAN					
Male	3	22	13.6%	34	11
Female	7	42	16.7%	101	14
COLOURED					
Male	16	68	23.5%	207	13
Female	21	114	18.4%	331	16
WHITE					
Male	3	49	6.1%	86	29
Female	38	179	21.2%	634	17
Employees with disability	5	21	23.8%	74	15
Total	355	1 811	19.6%	5 962	17

Table 3.8.2 Performance rewards by salary band for personnel below SMS for the period 01 April 2017 to 31 March 2018

SALARY BAND	BENEFICIARY PROFILE			COST		TOTAL COST AS A % OF THE TOTAL PERSONNEL EXPENDITURE
	NUMBER OF BENEFICIARIES	NUMBER OF EMPLOYEES	% OF TOTAL WITHIN GROUP	COST ('000)	AVERAGE COST PER EMPLOYEE	
Skilled (Levels 3-5)	166	933	19.1	1 619	9.8	0.7
Highly skilled production (Levels 6-8)	104	575	20.3	1 567	15	0.7
Highly skilled supervision (Levels 9-12)	71	264	30.5	2 243	31.6	1.3
TOTAL	346	1 772	17	5513	16	0.9



Table 3.8.3 Performance rewards by critical occupation for the period 01 April 2017 to 31 March 2018

CRITICAL OCCUPATION	BENEFICIARY PROFILE			COST	
	NUMBER OF BENEFICIARIES	NUMBER OF EMPLOYEES	% OF TOTAL WITHIN GROUP	COST ('000)	AVERAGE COST PER EMPLOYEE
Administrative related	34	96	35.4	1 031	30
Advocates	0	2	0.0	0	0
Attorneys	0	2	0.0	0	0
Bus and heavy vehicle drivers	1	2	50	7	7
Cleaners in offices, workshops, hospitals etc.	0	3	0.0	0	0
Client information clerks (switchboard, reception, information clerks)	1	11	9.1	8	8
Communication and information related	1	7	14.3	43	43
Finance and economics related	24	49	49	651	27
Financial and related professionals	12	26	46.2	231	19
Financial clerks and credit controllers	11	30	36.7	125	11
Food services aids and waiters	7	13	53.8	38	5
General legal administration & related professionals	15	125	12	364	24
Human resources & organisational development & related professionals	1	2	50	17	17
Human resources clerks	11	33	33.3	144	13
Human resources related	8	18	44.4	191	24
Language practitioners interpreters & other communicators	10	40	25	146	15
Legal related	2	23	8.7	113	57
Librarians and related professionals	5	17	29.4	86	17
Library mail and related clerks	4	29	13.8	38.67	10
Light vehicle drivers	0	1	0.0	0	0
Logistical support personnel	1	0	0.0	20.99	21
Material-recording and transport clerks	3	17	17.6	32.73	11
Messengers porters and deliverers	26	128	20.3	228.98	9



CRITICAL OCCUPATION	BENEFICIARY PROFILE			COST	
	NUMBER OF BENEFICIARIES	NUMBER OF EMPLOYEES	% OF TOTAL WITHIN GROUP	COST ('000)	AVERAGE COST PER EMPLOYEE
Other administrative & related clerks and organisers	100	593	16.9	1 089	11
Other administrative policy and related officers	9	38	23.7	181	20
Other information technology personnel	2	7	28.6	52	26
Secretaries & other keyboard operating clerks	46	361	12.7	628	14
Security guards	0	3	0.0	0	0
Security officers	10	55	18.2	114	11
Senior managers	5	31	16.1	256	51
Statisticians and related professionals	0	1	0.0	0	0
Translators and air traffic communicators	5	48	10.4	50	10
Total	355	1 811	19.6	5 962	17

Table 3.8.4 Performance related rewards (cash bonus) by salary band for SMS for the period 1 April 2017 to 31 March 2018

SALARY BAND	BENEFICIARY PROFILE			COST		TOTAL COST AS A % OF THE TOTAL PERSONNEL EXPENDITURE
	NUMBER OF BENEFICIARIES	NUMBER OF EMPLOYEES	% OF TOTAL WITHIN GROUP	COST ('000)	AVERAGE COST PER EMPLOYEE	
Band A	9	31	29%	448.39	49.82	1.2
Band B	0	6	0.0%	0	0.00	0
Band C	0	1	0.0%	0	0.00	0
Band D	0	1	0.0%	0	0.00	0
Total	9	39	23%	448.39	49.82	1.2

3.9 FOREIGN WORKERS

Table 3.9.1 Foreign workers by salary band for the period 1 April 2018 to 31 March 2019

SALARY BAND	1 APRIL 2018		31 MARCH 2019		CHANGE	
	NUMBER	% OF TOTAL	NUMBER	% OF TOTAL	NUMBER	% OF CHANGE
Lower skilled (Levels 3-5)	1	33.3	1	33.3	0	0
Highly skilled production (Levels 6-8)	1	33.3	0	0	-1	(100%)
Highly skilled supervision (Levels 9-12)	1	33.3	1	33.3	0	0
Senior management (Levels 13-16)	0	0	1	33.3	1	100%
TOTAL	3	100	3	100	0	100



Table 3.9.2 Foreign workers by major occupation for the period 1 April 2018 to 31 March 2019

MAJOR OCCUPATION	1 APRIL 2018		31 MARCH 2019		CHANGE	
	NUMBER	% OF TOTAL	NUMBER	% OF TOTAL	NUMBER	% OF CHANGE
Administrative office workers	2	66.6	1	33.3	-1	(100)
Professionals and managers	1	33.3	1	33.3	0	0
Senior manager	0	0	1	33.3	1	100
TOTAL	3	100	3	100	0	100

3.10 LEAVE UTILISATION

Table 3.10.1 Sick leave for the period 01 January 2018 to 31 December 2019

SALARY BAND	TOTAL DAYS	% DAYS WITH MEDICAL CERTIFICATION	NUMBER OF EMPLOYEES USING LEAVE	% OF TOTAL EMPLOYEES USING SICK LEAVE	AVERAGE DAYS PER EMPLOYEE	ESTIMATED COST (R'000)
Skilled (Levels 3-5)	6 408.00	72.30	835	51.40	7.7	5 432
Highly skilled production (Levels 6-8)	3 944.00	74.90	532	32.70	7.4	5 476
Highly skilled supervision (Levels 9-12)	1 530.00	74.20	229	14.10	6.7	3 580
Senior management (Levels 13-16)	192.00	78.90	30	1.80	6.4	903
TOTAL	12 074.00	73.50	1 626	100.00	7.4	15 792

Table 3.10.2 Disability leave (temporary and permanent) for the for the period 01 January 2018 to 31 December 2018

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)	691	100	34	49.3	20.3	586
Highly skilled production (Levels 6-8)	443	100	22	31.9	20.1	615
Highly skilled supervision (Levels 9-12)	210	100	12	17.4	17.5	491
Senior management (Levels 13-16)	5	100	1	1.4	5	24
TOTAL	1 349	100	69	100	19.6	1 764

Table 3.10.3 Annual leave for the period 01 January 2018 to 31 December 2018

SALARY BAND	TOTAL DAYS TAKEN	NUMBER OF EMPLOYEES USING ANNUAL LEAVE	AVERAGE PER EMPLOYEE
Skilled (Levels 3-5)	22 088.44	1 027	22.5
Highly skilled production (Levels 6-8)	14 762.68	662	22.3
Highly skilled supervision (Levels 9-12)	6 225.52	282	22.1
Senior management (Levels 13-16)	869	39	22.3
Contract (Levels 1-2)	0	0	00
TOTAL	43 945.64	2 010	22.9

Table 3.10.4 Capped leave for the period 1 January 2018 to 31 December 2018

SALARY BAND	TOTAL DAYS OF CAPPED LEAVE	NUMBER OF EMPLOYEES USING CAPPED LEAVE	AVERAGE NUMBER OF DAYS TAKEN PER EMPLOYEE	AVERAGE CAPPED LEAVE PER EMPLOYEE AS ON 31 MARCH 2017
Skilled (Levels 3-5)	3	1	3	21
Highly skilled production (Levels 6-8)	78	16	5	45
Highly skilled supervision (Levels 9-12)	38	8	5	53
Senior management (Levels 13-16)	0	0	0	48
TOTAL	119	25	5	40

Table 3.10.5 Leave pay-outs for the period 1 April 2018 and 31 March 2019

REASON	TOTAL AMOUNT (R'000)	NUMBER OF EMPLOYEES	AVERAGE PER EMPLOYEE (R)
Leave pay-outs for 2016/17 due to non-utilisation of leave for the previous cycle	38	1	38
Capped leave pay-outs on termination of service for 2017/18	1 005	11	91.4
Current leave pay-outs on termination of service for 2017/18	901	40	24
TOTAL	1 944	52	37.4

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 No employees have been identified as being at a high risk of contracting HIV & related diseases.
The number varies based on disclosure and number of staff testing.	Awareness sessions and information on prevention provided to staff regularly.



Table 3.11.2 Details of health promotion and HIV/AIDS programmes

QUESTION	YES	NO	DETAILS, IF YES
1. Has the Department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	Yes		Mr E Moeng is the Chief Director: Human Resource Management and Development.
2. Does the Department have a dedicated unit or have you designated specific staff members to promote health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	Yes		One staff member has been appointed. A budget of R 2 141 000 was allocated for 2018/19 financial year to implement employee well-being initiatives.
3. Has the Department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of the programme.	Yes		<ul style="list-style-type: none"> • Counselling services • Psycho-social services • Financial management services • Awareness sessions • Disease Management services • Absenteeism management services • Lifestyle management service.
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.	Yes		a. Ms Dorothea Botha: Chairperson b. Ms Mapula Mpepele: Secretariat c. Ms Thami Mbalekwa: member d. Ms Siyabonga Mponzo: member e. Ms Modiehi Luthuli: member f. Ms Lalitha Marrie: member g. Mr Mumtuz Baker-Fortune: member h. Ms Shereen Ruthven: member
9. Has the Department reviewed the employment policies and practices of your department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	Yes		<ul style="list-style-type: none"> • Reasonable Accommodation Policy • HIV/AIDS and TB Management Policy
10. 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.	Yes		<ul style="list-style-type: none"> • Policy on HIV/AIDS and TB Management • Awareness sessions on HIV prevention and stigma were conducted.
11. Does the Department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved.	Yes		The OCJ has coordinated quarterly HIV Counselling and Testing (HCT) where employees were encouraged to undergo testing. The number has increased from 437 to 593 compared to the previous financial year.
12. Has the Department developed measures/ indicators to monitor & evaluate the impact of your health promotion programme? If so, list these measures/indicators.	Yes		The OCJ monitors and evaluates the impact of health promotion annually through the Systems Monitoring Tool Report.

3.12. LABOUR RELATIONS

Table 3.12.1 Collective agreements for the period 1 April 2018 and 31 March 2019

Total number of collective agreements	None
---------------------------------------	------

Table 3.12.2 Misconduct and disciplinary hearings finalised for the period 01 April 2018 and 31 March 2019

OUTCOME OF DISCIPLINARY HEARINGS	NUMBER	% OF TOTAL
Final written warnings	1	20%
Final written warning and one month suspension without pay	1	20%
Final written warning and three months suspension without pay	1	20%
Abscondment	0	0
Corrective counselling	1	20%
Dismissal	1	20%
Total number of disciplinary hearings finalised	5	100%

Table 3.12.3 Types of misconduct addressed at disciplinary hearings for the period 1 April 2018 and 31 March 2019

Type of misconduct	Number	% of total
Insubordination	2	6.9
Misuse of State vehicle	5	17.2
Poor work performance	1	3.4
Soliciting a bribe	1	3.4
Fraud and corruption	9	31
Unprofessional behaviour	2	6.9
Theft	5	17.2
Dereliction of duty	1	3.4
Misrepresentation	1	3.4
Gross negligence	1	3.4
Irregular appointments	1	3.4
Total	29	100

Table 3.12.4 Grievances lodged for the period 1 April 2018 and 31 March 2019

Grievances	Number	% of total
Number of grievances resolved	4	19.04%
Number of grievances not resolved	17	80.95%
Total number of grievances lodged	21	100%

Table 3.12.5 Disputes lodged with Councils for the period 1 April 2018 and 31 March 2019

DISPUTES	NUMBER	% OF TOTAL
Number of disputes at Conciliation	4	19
Number of disputes at Arbitration	14	66.7
Number of disputes at Labour Court	3	14.3
Total number of disputes lodged	21	100



Table 3.12.6 Strike actions for the period 1 April 2018 and 31 March 2019

A nil report was submitted on strike action, for the period under review

Total number of hours lost	0
Total costs working days lost	R0
Amount recovered as a result of no work no pay	R0

Table 3.12.7 Precautionary suspensions for the period 1 April 2018 and 31 March 2019

Number of people suspended	1
Number of people whose suspension exceeded 30 days	1
Precautionary transfer	1
Average number of days suspended	433
Cost of suspension (R'000)	R302 293.29

3.13. SKILLS DEVELOPMENT

Table 3.13.1 Training needs identified for the 1 April 2018 to 31 March 2019

OCCUPATIONAL CATEGORY	GENDER	NUMBER OF EMPLOYEES AS AT 1 APRIL 2018	TRAINING NEEDS IDENTIFIED AT THE START OF THE REPORTING PERIOD			
			LEARNER SHIPS	SKILLS PROGRAMMES AND OTHER SHORT COURSES	OTHER FORMS OF TRAINING	TOTAL
Legislators, senior officials and managers	Male	24	N/A	<ul style="list-style-type: none"> Executive Development Programme 	N/A	29
	Female	15				
Professionals, permanent	Male	135	N/A	<ul style="list-style-type: none"> EMDP 	N/A	345
	Female	179				
Professionals, temporary	Male	0	N/A	N/A	N/A	0
	Female	0				

OCCUPATIONAL CATEGORY	GENDER	NUMBER OF EMPLOYEES AS AT 1 APRIL 2018	TRAINING NEEDS IDENTIFIED AT THE START OF THE REPORTING PERIOD			
			LEARNER SHIPS	SKILLS PROGRAMMES AND OTHER SHORT COURSES	OTHER FORMS OF TRAINING	TOTAL
Technicians and associate professionals	Male	76	N/A	<ul style="list-style-type: none"> • Default Judgement and taxation • Speed Reading, Report Writing • SCM Programmes • CIP • Records Management • Legal Interpreting • OHS • Diversity Management 	N/A	325
	Female	103				
Clerks, permanent	Male	327	N/A	<ul style="list-style-type: none"> • OHS • Service Excellence • CIP • Records Management 	N/A	230
	Female	731				
Clerks, temporary	Male	0	N/A	N/A	N/A	0
	Female	0				
Service and sales workers	Male	47	N/A	N/A	N/A	0
	Female	12				
Plant and machine operators and assemblers	Male	4	N/A	N/A	N/A	0
	Female	0				
Elementary occupations	Male	0	N/A	N/A	N/A	0
	Female	0				
Sub-total	Male	697	N/A	N/A	N/A	929
	Female	1 114				



Table 3.13.2 Training provided for the period 1 April 2018 and 31 March 2019

OCCUPATIONAL CATEGORY	GENDER	NUMBER OF EMPLOYEES AS AT 1 APRIL 2018	TRAINING PROVIDED WITHIN THE REPORTING PERIOD			
			LEARNER SHIPS	SKILLS PROGRAMMES AND OTHER SHORT COURSES	OTHER FORMS OF TRAINING	TOTAL
Legislators, senior officials and managers	Male	24		Speed Reading	Learning Programme	2
				Financial Management	Learning Programme	1
	Female	15		Corporate Governance	Programme Learning	1
				Monitoring and evaluation	Programme Learning	1
				People empowerment (Emotional Intelligence)	Workshop	11
				Leadership for good governance	Programme Learning	9
				Risk Management	Programme Learning	26
Professionals, permanent	Male	135	N/A	Financial Management	Workshop	15
				Compulsory Induction Programme (CIP)	Workshop	185
				Risk Management	Learning programme	3
				Diversity Management	Learning programme	21
				Corporate Governance	Programme Learning	1
				Contract Management	Learning Programme	20
				Supply Chain Management	Learning Programme	20
				Budgeting (SCOA)	Learning programme	3
				Management and Development Programme (AMDP)	Learning programme	5
				Professionals, permanent	Female	179
Default judgement	Workshop	41				
ICT CCNA	Learning Programme	1				
OHS	Learning Programme	17				
Speed Reading	Learning Programme	8				
Emotional Intelligence	Workshop	13				
Risk Response	Learning Programme	25				
Professionals, permanent				Project Management	Learning Programme	20
				Records Management	Learning Programme	2
Technicians and associate professionals	Male	76	N/A	N/A	N/A	N/A
	Female	103	N/A	N/A	N/A	N/A
Professionals, temporary	Male	0	N/A	N/A	N/A	N/A
	Female	0				
Clerks, permanent	Male	327	N/A	Compulsory Induction Programme	Learning Programme	225
				Records Management	Learning Programme	23
	Female	731				
Plant and machine operators and assemblers	Male	4	N/A	N/A	N/A	N/A
	Female	0				

OCCUPATIONAL CATEGORY	GENDER	NUMBER OF EMPLOYEES AS AT 1 APRIL 2018	TRAINING PROVIDED WITHIN THE REPORTING PERIOD			
			LEARNER SHIPS	SKILLS PROGRAMMES AND OTHER SHORT COURSES	OTHER FORMS OF TRAINING	TOTAL
Clerks, temporary	Male	0	N/A	N/A	N/A	N/A
	Female	0				
Service and sales workers, permanent	Male	47	N/A	N/A	N/A	N/A
	Female	12				
Elementary occupations	Male	0	N/A	N/A	N/A	N/A
	Female	0				
Sub-total	Male	697	0	0	0	748
	Female	1 114				

3.14. INJURY ON DUTY

Table 3.14.1 Injury on duty for the period 1 April 2018 to 31 March 2019

One injury on duty case was reported for the period under review.

NATURE OF INJURY ON DUTY	TOTAL NUMBER OF EMPLOYEES AS AT 1 APRIL 2018	TOTAL NUMBER OF CASES REPORTED	% OF TOTAL
Required basic medical attention only	1 811	1	0.1
Temporary total disablement			
Permanent disablement			
Fatal			
Total	1 811	1	0.1

3.15. UTILISATION OF CONSULTANTS

Table 3.15.1 Report on consultant appointments using appropriated funds for the period 01 April 2018 to 31 March 2019

PROJECT TITLE	TOTAL NUMBER OF CONSULTANTS THAT WORKED ON PROJECT	DURATION (WORK DAYS)	TOTAL CONTRACT VALUE IN RAND	TOTAL AMOUNT SPENT IN THE 2018/2019 FINANCIAL YEAR
OCJ2015/04: Appointment of a service provider for the supply, delivery and commissioning of the network infrastructure for "WAN Optimisation"	1	261	R7 920 326.13	R620 754.00
OCJ2017/04: Appointment of a service provider to support and maintain the ICT infrastructure	2	261	R39 335 285.16	R11 258 428.37
OCJ2018/01 Appointment of a service provider to provide the following services: Travel, accommodation and conference facilities to the OCJ for the period of 36 months	3	261	% based	%based
OCJ2017/01 Appointment of a service provider to provide comprehensive employee health and wellness services for a period of 36 months	N/A	261	R1 047 382.00	R413 189.70



TOTAL NUMBER OF PROJECTS	TOTAL INDIVIDUAL CONSULTANTS THAT WORKED ON PROJECT	TOTAL DURATION (WORK DAYS)	TOTAL CONTRACT VALUE IN RAND	TOTAL AMOUNT SPENT IN THE 2018/2019 FINANCIAL YEAR
4	6	1 044	R48 302 993.29	R12 292 372.07

Table 3.15.2 Analysis of consultant appointments using appropriated funds in terms of Historically Disadvantaged Individuals (HDIs) for the period 1 April 2018 to 31 March 2019

PROJECT TITLE	PERCENTAGE OWNERSHIP BY HDI GROUPS	PERCENTAGE MANAGEMENT BY HDI GROUPS	NUMBER OF CONSULTANTS FROM HDI GROUPS THAT WORKED ON THE PROJECT
OCJ2015/04: Appointment of a service provider for the supply, delivery and commissioning of the network infrastructure for "Wan Optimisation"	100	100	1
OCJ2017/04: Appointment of a service provider to support and maintain the ICT infrastructure	100	100	2
OCJ2018/01 Appointment of a service provider to provide the following services: Travel, accommodation and conference facilities to the OCJ for the period of 36 months	100	100	2
OCJ2017/01 Appointment of a service provider to provide comprehensive employee health and wellness services for a period of 36 months	100	100	N/A

Table 3.15.3 Report on consultant appointments using donor funds for the period 1 April 2018 to 31 March 2019

PROJECT TITLE	TOTAL NUMBER OF CONSULTANTS THAT WORKED ON PROJECT	DURATION (WORK DAYS)	CONTRACT VALUE IN RAND
N/A	N/A	N/A	N/A

TOTAL NUMBER OF PROJECTS	TOTAL INDIVIDUAL CONSULTANTS THAT WORKED ON PROJECT	TOTAL DURATION (WORK DAYS)	CONTRACT VALUE IN RAND
N/A	N/A	N/A	N/A

Table 3.15.4 Analysis of consultant appointments using donor funds in terms of HDIs for the period 1 April 2018 to 31 March 2019

PROJECT TITLE	PERCENTAGE OWNERSHIP BY HDI GROUPS	PERCENTAGE MANAGEMENT BY HDI GROUPS	NUMBER OF CONSULTANTS FROM HDI GROUPS THAT WORKED ON THE PROJECT
N/A	N/A	N/A	N/A

3.16. SEVERANCE PACKAGES

Table 3.16.1 Granting of employee initiated severance packages for the period 1 April 2018 to 31 March 2019

No severance packages were initiated or granted for the period under review.



PART E: FINANCIAL STATEMENTS



TABLE OF CONTENTS

Report of the Auditor-General to Parliament on vote no. 22: Office of the Chief Justice	89
Appropriation Statement	93
Notes to the Appropriation Statement	124
Statement of Financial Performance	125
Statement of Financial Position	126
Statement of Changes in Net Assets	127
Cash Flow Statement	128
Accounting policies	129
Notes to the Annual Financial Statements	137
Explanatory Notes	
Annexures	163



Report of the auditor-general to Parliament on vote no. 22: Office of the Chief Justice

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinion

1. I have audited the financial statements of the Office of the Chief Justice set out on pages 93 to 162, which comprise the appropriation statement, the statement of financial position as at 31 March 2019, 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 to the financial statements, including a summary of significant accounting policies.
2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Office of the Chief Justice as at 31 March 2019 and its financial performance and cash flows for the year then ended in accordance with the Modified Cash Standards (MCS) prescribed by National Treasury and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of this auditor's report.
4. I am independent of the department in accordance with sections 290 and 291 of the International Ethics Standards Board for Accountants' *Code of ethics for professional accountants* (IESBA code), parts 1 and 3 of the International Ethics Standards Board for Accountants' *International Code of Ethics for Professional Accountants (including International Independence Standards)* and the ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA codes.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other matter

6. The following other matter paragraph will be included in our auditor's report to draw the users' attention to matters regarding the audit, the auditor's responsibilities and the auditor's report:

UNAUDITED SUPPLEMENTARY SCHEDULES

7. The supplementary information set out on pages 163 to 170 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 on them.

Responsibilities of accounting officer for the financial statements

8. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the MCS prescribed by National Treasury and the requirements of the PFMA 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.
9. In preparing the financial statements, the accounting officer is responsible for assessing the Office of the Chief Justice's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the department or to cease operations, or has no realistic alternative but to do so.

Auditor-general's responsibilities for the audit of the financial statements

10. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.
11. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

REPORT ON THE AUDIT OF THE ANNUAL PERFORMANCE REPORT

Introduction and scope

12. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report material findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report. I performed procedures to identify findings but not to gather evidence to express assurance.
13. My procedures address the reported performance information, which must be based on the approved performance planning documents of the department. I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures also did not extend to any disclosures or assertions relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.
14. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected programmes presented in the annual performance report of the department for the year ended 31 March 2019:

Programmes	Pages in the annual performance report
Programme 2 – Superior Court Services	39 – 41
Programme 3 – Judicial Education and Support	42 – 44

15. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved performance planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
16. I did not raise any material findings on the usefulness and reliability of the reported performance information for these programmes:
 - Programme 2 – Superior Court Services
 - Programme 3 – Judicial Education and Support

Other matter

17. I draw attention to the matter below.



ACHIEVEMENT OF PLANNED TARGETS

18. Refer to the annual performance report on pages 35 to 45 for information on the achievement of planned targets for the year and explanations provided for the over achievement of a number of targets.

REPORT ON THE AUDIT OF COMPLIANCE WITH LEGISLATION

Introduction and scope

19. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the compliance of the department with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.

20. I did not raise material findings on compliance with the specific matters in key legislation set out in the general notice issued in terms of the PAA.

OTHER INFORMATION

21. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report. The other information does not include the financial statements, the auditor's report and those selected programmes presented in the annual performance report that have been specifically reported in this auditor's report.

22. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion thereon.

23. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected programmes presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

24. If, based on the work I have performed, I conclude that there is a material misstatement in this other information, I am required to report that fact. I have nothing to report in this regard

INTERNAL CONTROL DEFICIENCIES

25. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance on it. I did not identify any significant deficiencies in internal control.

Auditor - General

Pretoria

31 July 2019



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annexure – Auditor-general’s responsibility for the audit

26. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements, and the procedures performed on reported performance information for selected programmes and on the department’s compliance with respect to the selected subject matters.

Financial statements

27. In addition to my responsibility for the audit of the financial statements as described in this auditor’s report, I also:

- identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
- obtain an understanding of internal control relevant to the audit 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 department’s internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the, which constitutes the accounting officer
- conclude on the appropriateness of the accounting officer’s use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Office of the Chief Justice ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor’s report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify the opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor’s report. However, future events or conditions may cause a department to cease continuing as a going concern
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

Communication with those charged with governance

28. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

29. I also confirm to the accounting officer that I have complied with relevant ethical requirements regarding independence, and communicate all relationships and other matters that may reasonably be thought to have a bearing on my independence and, where applicable, related safeguards.



APPROPRIATION STATEMENT
for the year ended 31 March 2019

Appropriation per programme										
2018/19										2017/18
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual Expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000
Programme										
1. Administration	201 380	-	22 425	223 805	222 059	1 746	99.2%	177 353	167 667	
2. Superior Court Services	845 252	-	(20 497)	824 755	801 547	23 208	97.2%	760 322	748 224	
3. Judicial Education and Support	73 115	-	(1 928)	71 187	68 413	2 774	96.1%	81 643	81 624	
Subtotal	1 119 747	-		1 119 747	1 092 019	27 728	97.5%	1 019 318	997 515	
Statutory Appropriation	1 022 091	-		1 022 091	1 022 189	(98)	100.0%	966 060	998 355	
Judges' salaries	1 022 091	-		1 022 091	1 022 189	(98)	100.0%	966 060	998 355	
TOTAL	2 141 838	-		2 141 838	2 114 208	27 630	98.7%	1 985 378	1 995 870	

APPROPRIATION STATEMENT
for the year ended 31 March 2019

	2018/19		2017/18	
	Final Appropriation	Actual Expenditure	Final Appropriation	Actual Expenditure
TOTAL (brought forward)				
Reconciliation with statement of financial performance				
ADD				
Departmental receipts	1 495		2 754	
NRF Receipts				
Aid assistance				
Actual amounts per statement of financial performance (total revenue)	2 143 333		1 988 132	
ADD				
Aid assistance				
Prior year unauthorised expenditure approved without funding				
Actual amounts per statement of financial performance (total expenditure)		2 114 208		1 995 870

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Appropriation per economic classification									
	2018/19					2017/18			
	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	1 958 479	(28 225)	(17 193)	1 913 061	1 885 424	27 637	98.6%	1 800 387	1 795 006
Compensation of employees	1 644 037	-	-	1 644 037	1 619 174	24 863	98.5%	1 524 040	1 519 003
Salaries and wages	1 543 771	367	-	1 544 138	1 522 128	22 010	98.6%	1 439 765	1 430 176
Social contributions	100 266	(367)	-	99 899	97 046	2 853	97.1%	84 275	88 827
Goods and services	314 442	(28 225)	(17 193)	269 024	266 250	2 774	99.0%	276 314	275 970
Administrative fees	3 540	48	-	3 588	3 588	-	100.0%	4 833	4 828
Advertising	1 526	198	-	1 724	1 724	-	100.0%	1 480	1 476
Minor assets	7 386	(2 777)	(177)	4 432	4 432	-	100.0%	3 352	3 348
Audit costs: External	5 273	599	-	5 872	5 872	-	100.0%	6 269	6 268
Bursaries: Employees	1 637	(648)	-	989	989	-	100.0%	454	454
Catering: Departmental activities	4 417	695	(596)	4 516	4 516	-	100.0%	4 084	4 078
Communication	17 008	282	(1 999)	15 291	15 291	-	100.0%	17 463	17 457
Computer services	57 664	(24 753)	-	32 911	32 911	-	100.0%	46 314	46 310
Consultants: Business and advisory services	12 747	(4 979)	-	7 768	7 768	-	100.0%	12 359	12 352
Legal services	3 349	(2 416)	-	933	933	-	100.0%	1 349	1 347
Contractors	5 587	(4 436)	-	1 151	1 151	-	100.0%	1 913	1 912
Agency and support / outsourced services	3 167	(1 836)	-	1 331	1 331	-	100.0%	2 355	2 353
Entertainment	129	30	-	159	159	-	100.0%	98	97
Fleet services	24 502	2 588	(563)	26 527	26 527	-	100.0%	24 967	24 965
Housing									
Consumable supplies	17 659	(7 896)	(6 334)	3 429	3 429	-	100.0%	3 153	3 144

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Appropriation per economic classification									
2018/19									
	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
Consumable: Stationery, printing and office supplies	-	10 546	-	10 546	10 546	-	100.0%	9 052	9 044
Operating leases	3 858	14 084	-	17 942	17 942	-	100.0%	-	-
Property payments	2 864	(363)	-	2 501	2 501	-	100.0%	2 468	2 466
Transport provided: Departmental activity									
Travel and subsistence	116 901	(1 273)	(5 081)	110 547	107 773	2 774	97.5%	113 891	113 627
Training and development	7 743	(3 323)	-	4 420	4 420	-	100.0%	4 452	4 450
Operating payments	8 594	(2 466)	-	6 128	6 128	-	100.0%	5 488	5 481
Venues and facilities	8 759	(8)	(2 443)	6 308	6 308	-	100.0%	10 245	10 239
Rental and hiring	132	(121)	-	11	11	-	100.0%	275	274
Interest and rent on land	-	-	-	-	-	-	-	33	33
Interest	-	-	-	-	-	-	-	33	33
Rent on land									
Transfers and subsidies	67 646	660	-	68 306	68 313	(7)	100.0%	60 207	76 036
Provinces and municipalities	17	(17)	-	-	-	-	-	8	8
Provinces	-	-	-	-	-	-	-	2	2
Provincial Revenue Funds									
Provincial agencies and funds	-	-	-	-	-	-	-	2	2
Municipalities	17	(17)	-	-	-	-	-	6	6
Municipal bank accounts	4	(4)	-	-	-	-	-	-	-
Municipal agencies and funds	13	(13)	-	-	-	-	-	6	6

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Appropriation per economic classification									
	2018/19					2017/18			
	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
Departmental agencies and accounts	2	(2)	-	-	-	-	-	2	2
Social security funds									
Departmental agencies and accounts	2	(2)	-	-	-	-	-	2	2
Households	67 627	679	-	68 306	68 313	(7)	100.0%	60 197	76 026
Social benefits	67 627	679	-	68 306	68 313	(7)	100.0%	60 197	76 026
Other transfers to households									
Payments for capital assets	115 713	27 565	17 193	160 471	160 471	-	100.0%	124 784	124 777
Buildings and other fixed structures	-	9	-	9	9	-	100.0%	-	-
Buildings									
Other fixed structures	-	9	-	9	9	-	100.0%	-	-
Machinery and equipment	115 713	13 452	(5 232)	123 933	123 933	-	100.0%	124 609	124 603
Transport equipment	92 503	5 788	(1 039)	97 252	97 252	-	100.0%	106 833	106 832
Other machinery and equipment	23 210	7 664	(4 193)	26 681	26 681	-	100.0%	17 776	17 771
Heritage assets									
Specialised military assets									
Biological assets									
Land and subsoil assets	-	14 104	22 425	36 529	36 529	-	100.0%	175	174
Intangible assets									
Payments for financial assets	-	-	-	-	-	-	-	-	51
TOTAL	2 141 838	-	-	2 141 838	2 114 208	27 630	98.7%	1 985 378	1 995 870

APPROPRIATION STATEMENT

for the year ended 31 March 2019

	2018/19							2017/18	
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Sub programme									
1. Management	33 222	(2 042)	-	31 180	31 162	18	99.9%	32 558	27 127
2. Corporate Services	118 916	(5 316)	22 425	136 025	134 322	1 703	98.7%	100 837	98 409
3. Financial Administration	29 761	(501)	-	29 260	29 260	-	100.0%	27 299	25 727
4. Internal audit	15 623	1 210	-	16 833	16 808	25	99.9%	16 659	16 404
5. Office Accommodation	3 858	6 649	-	10 507	10 507	-	100.0%	-	-
Total for sub programmes	201 380	-	22 425	223 805	222 059	1 746	99.2%	177 353	167 667
Economic classification									
Current payments	183 452	(19 901)	-	163 551	161 805	1 746	98.9%	156 560	146 875
Compensation of employees	89 523	-	-	89 523	87 777	1 746	98.0%	83 401	73 953
Salaries and wages	79 202	-	-	79 202	77 736	1 466	98.1%	73 785	65 347
Social contributions	10 321	-	-	10 321	10 041	280	97.3%	9 616	8 606
Goods and services	93 929	(19 901)	-	74 028	74 028	-	100.0%	73 152	72 915
Administrative fees	781	(236)	-	545	545	-	100.0%	547	546
Advertising	825	492	-	1 317	1 317	-	100.0%	1 234	1 233
Minor assets	522	294	-	816	816	-	100.0%	244	244
Audit costs: External	5 273	599	-	5 872	5 872	-	100.0%	6 269	6 268
Bursaries: Employees	1 637	(648)	-	989	989	-	100.0%	454	454
Catering: Departmental activities	325	7	-	332	332	-	100.0%	337	335
Communication	637	3 912	-	4 549	4 549	-	100.0%	1 757	1 755
Computer services	54 629	(24 008)	-	30 621	30 621	-	100.0%	43 816	43 814

APPROPRIATION STATEMENT

for the year ended 31 March 2019

	2018/19							2017/18	
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Consultants: Business and advisory services	1 517	(54)	-	1 463	1 463	-	100.0%	1 286	1 284
Legal services	16	-	-	16	16	-	100.0%	-	-
Contractors	2 500	(1 813)	-	687	687	-	100.0%	365	365
Agency and support / outsourced services	252	(252)	-	-	-	-	-	-	-
Entertainment	1	(1)	-	-	-	-	-	-	-
Fleet services	580	(522)	-	58	58	-	100.0%	1 268	1 268
Consumable supplies	2 283	(601)	-	1 682	1 682	-	100.0%	835	832
Consumable: Stationery, printing and office supplies	-	1 097	-	1 097	1 097	-	100.0%	661	658
Operating leases	3 858	6 649	-	10 507	10 507	-	100.0%	-	-
Property payments	257	240	-	497	497	-	100.0%	1 088	1 088
Transport provided: Departmental activity	-	-	-	-	-	-	-	-	-
Travel and subsistence	9 759	(1 373)	-	8 386	8 386	-	100.0%	8 094	7 878
Training and development	6 638	(3 147)	-	3 491	3 491	-	100.0%	3 575	3 574
Operating payments	1 533	(442)	-	1 091	1 091	-	100.0%	1 192	1 190
Venues and facilities	106	(94)	-	12	12	-	100.0%	122	121
Rental and hiring	-	-	-	-	-	-	-	8	8
Interest and rent on land	-	-	-	-	-	-	-	7	7
Interest	-	-	-	-	-	-	-	7	7
Rent on land	-	-	-	-	-	-	-	-	-

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 1: Administration									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Transfers and subsidies	4	162	-	166	166	-	100.0%	42	41
Provinces and municipalities	4	(4)	-	-	-	-	-	1	1
Provinces									
Provincial Revenue Funds									
Provincial agencies and funds									
Municipalities	4	(4)	-	-	-	-	-	1	1
Municipal bank accounts	4	(4)	-	-	-	-	-	-	-
Municipal agencies and funds	-	-	-	-	-	-	-	1	1
Households	-	166	-	166	166	-	100.0%	41	40
Social benefits	-	166	-	166	166	-	100.0%	41	40
Other transfers to households	-	-	-	-	-	-	-	-	-
Payments for capital assets	17 924	19 739	22 425	60 088	60 088	-	100.0%	20 751	20 750
Buildings and other fixed structures									
Buildings									
Other fixed structures									
Machinery and equipment	17 924	5 685	-	23 609	23 609	-	100.0%	20 751	20 750
Transport equipment	5 721	(2 572)	-	3 149	3 149	-	100.0%	13 333	13 333
Other machinery and equipment	12 203	8 257	-	20 460	20 460	-	100.0%	7 418	7 417
Intangible assets	-	14 054	22 425	36 479	36 479	-	100.0%	-	-

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 1: Administration									
2018/19					2017/18				
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Payments for financial assets	-	-	-	-	-	-	-	-	1
TOTAL	201 380	-	22 425	223 805	222 059	1 746	99.2%	177 353	167 667

APPROPRIATION STATEMENT

for the year ended 31 March 2019

1.1 MANAGEMENT	2018/19							2017/18	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
Economic classification	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	32 777	(1 719)	-	31 058	31 040	18	99.9%	32 151	26 721
Compensation of employees	27 290	910	-	28 200	28 182	18	99.9%	28 947	23 523
Goods and services	5 487	(2 629)	-	2 858	2 858	-	100.0%	3 204	3 198
Interest and rent on land									
Payments for capital assets	445	(323)	-	122	122	-	100.0%	407	406
Buildings and other fixed structures									
Machinery and equipment	445	(337)	-	108	108	-	100.0%	407	406
Intangible assets	-	14	-	14	14	-	100.0%	-	-
Payments for financial assets									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

	2018/19							2017/18	
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
Economic classification	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	101 822	(25 876)	-	75 946	74 243	1 703	97.8%	80 623	78 195
Compensation of employees	29 553	(1 360)	-	28 193	26 490	1 703	94.0%	23 495	21 074
Goods and services	72 269	(24 516)	-	47 753	47 753	-	100.0%	57 121	57 114
Interest and rent on land	-	-	-	-	-	-	-	7	7
Transfers and subsidies	4	122	-	126	126	-	100.0%	1	1
Provinces and municipalities	4	(4)	-	-	-	-	-	1	1
Households	-	126	-	126	126	-	100.0%	-	-
Payments for capital assets	17 090	20 438	22 425	59 953	59 953	-	100.0%	20 213	20 213
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-
Machinery and equipment	17 090	6 398	-	23 488	23 488	-	100.0%	20 213	20 213
Intangible assets	-	14 040	22 425	36 465	36 465	-	100.0%	-	-
Payments for financial assets									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

1.3 FINANCIAL ADMINISTRATION									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appo- riation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appo- riation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Economic classification									
Current payments	29 372	(165)	-	29 207	29 207	-	100.0%	27 149	25 577
Compensation of employees	25 818	277	-	26 095	26 095	-	100.0%	24 535	23 182
Goods and services	3 554	(442)	-	3 112	3 112	-	100.0%	2 614	2 395
Interest and rent on land									
Transfers and subsidies	-	40	-	40	40	-	100.0%	19	18
Provinces and municipalities									
Households	-	40	-	40	40	-	100.0%	19	18
Payments for capital assets	389	(376)	-	13	13	-	100.0%	131	131
Buildings and other fixed structures									
Machinery and equipment	389	(376)	-	13	13	-	100.0%	131	131
Payments for financial assets									1

APPROPRIATION STATEMENT

for the year ended 31 March 2019

1.4 INTERNAL AUDIT	2018/19							2017/18	
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appo- piation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appo- piation	Actual expenditure
Economic classification	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	15 623	1 210	-	16 833	16 808	25	99.9%	16 637	16 382
Compensation of employees	6 862	173	-	7 035	7 010	25	99.6%	6 424	6 174
Goods and services	8 761	1 037	-	9 798	9 798	-	100.0%	10 213	10 208
Interest and rent on land	-	-	-	-	-	-	-	-	-
Transfers and subsidies	-	-	-	-	-	-	-	22	22
Provinces and municipalities	-	-	-	-	-	-	-	-	-
Departmental agencies and accounts	-	-	-	-	-	-	-	-	-
Households	-	-	-	-	-	-	-	22	22
Payments for financial assets	-	-	-	-	-	-	-	-	-

APPROPRIATION STATEMENT

for the year ended 31 March 2019

1.5 OFFICE ACCOMODATION									
2018/19							2017/18		
Economic classification	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments	3 858	6 649	-	10 507	10 507	-	100.0%	-	-
Compensation of employees					10 507		100.0%		
Goods and services	3 858	6 649	-	10 507	10 507	-			
Interest and rent on land									
Payments for financial assets									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 2: SUPERIOR COURT SERVICES									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final App- ropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final App- ropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Sub programme									
1. Administration of Superior Courts	16 200	46	(4 286)	11 960	11 150	810	93.2%	11 725	11 312
2. Constitutional Court	61 400	(389)	(3 875)	57 136	55 780	1 356	97.6%	68 982	68 615
3. Supreme Court of Appeal	36 981	(926)	(1 602)	34 453	34 191	262	99.2%	33 693	32 477
4. High Courts	672 564	(924)	(7 610)	664 030	643 250	20 780	96.9%	586 810	581 169
5. Specialised Courts	58 107	2 193	(3 124)	57 176	57 176	-	100.0%	59 112	54 651
Total for sub programmes	845 252	-	(20 497)	824 755	801 547	23 208	97.2%	760 322	748 224
Economic classification									
Current payments	746 910	(522)	(15 265)	731 123	707 915	23 208	96.8%	666 534	654 442
Compensation of employees	575 257	-	(239)	575 018	551 810	23 208	96.0%	511 911	499 862
Salaries and wages	494 695	-	(236)	494 459	473 824	20 635	95.8%	439 775	428 125
Social contributions	80 562	-	(3)	80 559	77 986	2 573	96.8%	72 136	71 737
Goods and services	171 653	(522)	(15 026)	156 105	156 105	-	100.0%	154 597	154 554
Administrative fees	1 931	(460)	-	1 471	1 471	-	100.0%	2 512	2 509
Advertising	21	(7)	-	14	14	-	100.0%	52	50
Minor assets	5 985	(2 299)	(177)	3 509	3 509	-	100.0%	2 965	2 963
Audit costs: External	-	-	-	-	-	-	-	-	-
Bursaries: Employees	-	-	-	-	-	-	-	-	-
Catering: Departmental activities	2 874	(136)	(596)	2 142	2 142	-	100.0%	2 157	2 154
Communication	16 233	(3 585)	(1 999)	10 649	10 649	-	100.0%	15 615	15 613
Computer services	2 754	(570)	-	2 184	2 184	-	100.0%	2 498	2 496

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 2: SUPERIOR COURT SERVICES									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Consultants: Business and advisory services	9 988	(4 678)	-	5 310	5 310	-	100.0%	10 296	10 293
Legal services	40	(29)	-	11	11	-	100.0%	11	10
Contractors	2 978	(2 514)	-	464	464	-	100.0%	1 456	1 456
Agency and support / outsourced services	2 915	(1 584)	-	1 331	1 331	-	100.0%	2 355	2 353
Entertainment	128	(112)	-	16	16	-	100.0%	98	97
Fleet services	23 922	2 309	(563)	25 668	25 668	-	100.0%	21 158	21 157
Housing									
Consumable supplies	13 929	(5 972)	(6 334)	1 623	1 623	-	100.0%	2 189	2 185
Consumable: Stationery, printing and office supplies	-	8 916	-	8 916	8 916	-	100.0%	8 078	8 074
Operating leases	-	7 087	-	7 087	7 087	-	100.0%	-	-
Property payments	2 607	(603)	-	2 004	2 004	-	100.0%	1 380	1 378
Transport provided: Departmental activity									
Travel and subsistence	75 521	5 672	(2 914)	78 279	78 279	-	100.0%	73 897	73 894
Training and development	-	-	-	-	-	-	-	88	88
Operating payments	5 648	(1 216)	-	4 432	4 432	-	100.0%	3 620	3 617
Venues and facilities	4 162	(735)	(2 443)	984	984	-	100.0%	4 160	4 155
Rental and hiring	17	(6)	-	11	11	-	100.0%	12	12
Interest and rent on land	-	-	-	-	-	-	-	26	26
Interest	-	-	-	-	-	-	-	26	26
Rent on land									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 2: SUPERIOR COURT SERVICES									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Transfers and subsidies	1 669	463	-	2 132	2 132	-	100.0%	2 248	2 246
Provinces and municipalities	13	(13)	-	-	-	-	-	7	7
Provinces	-	-	-	-	-	-	-	2	2
Provincial Revenue Funds	-	-	-	-	-	-	-	2	2
Provincial agencies and funds	-	-	-	-	-	-	-	2	2
Municipalities	13	(13)	-	-	-	-	-	5	5
Municipal bank accounts	-	-	-	-	-	-	-	-	-
Municipal agencies and funds	13	(13)	-	-	-	-	-	5	5
Departmental agencies and accounts	2	(2)	-	-	-	-	-	2	2
Social security funds	-	-	-	-	-	-	-	-	-
Departmental agencies	2	(2)	-	-	-	-	-	2	2
Households	1 654	478	-	2 132	2 132	-	100.0%	2 239	2 237
Social benefits	1 654	478	-	2 132	2 132	-	100.0%	2 239	2 237
Other transfers to households	-	-	-	-	-	-	-	-	-
Payments for capital assets	96 673	59	(5 232)	91 500	91 500	-	100.0%	91 540	91 536
Buildings and other fixed structures	-	9	-	9	9	-	100.0%	-	-
Buildings	-	-	-	-	-	-	-	-	-
Other fixed structures	-	9	-	9	9	-	100.0%	-	-
Machinery and equipment	96 673	-	(5 232)	91 441	91 441	-	100.0%	91 465	91 461

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 2: SUPERIOR COURT SERVICES									
2018/19							2017/18		
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Transport equipment	86 782	-	(1 039)	85 743	85 743	-	100.0%	81 699	81 698
Other machinery and equipment	9 891	-	(4 193)	5 698	5 698	-	100.0%	9 766	9 763
Intangible assets	-	50	-	50	50	-	100.0%	75	75
Payments for financial assets	845 252	-	(20 497)	824 755	801 547	23 208		760 322	748 224
Total									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

2.1 ADMINISTRATOR OF SUPERIOR COURTS									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Economic classification									
Current payments	16 128	70	(4 286)	11 912	11 102	810	93.2%	11 642	11 230
Compensation of employees	10 586	70	-	10 656	9 846	810	92.4%	10 022	9 618
Goods and services	5 542	-	(4 286)	1 256	1 256	-	100.0%	1 620	1 612
Interest and rent on land									
Payments for capital assets	72	(24)	-	48	48	-	100.0%	83	82
Buildings and other fixed structures									
Machinery and equipment	72	(24)	-	48	48	-	100.0%	83	82
Payments for financial assets									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

2.2 CONSTITUTIONAL COURT									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Economic classification									
Current payments	56 259	-	(3 098)	53 161	51 805	1 356	97.4%	65 497	65 130
Compensation of employees	31 379	-	-	31 379	30 023	1 356	95.7%	29 960	29 602
Goods and services	24 880	-	(3 098)	21 782	21 782	-	100.0%	35 537	35 528
Interest and rent on land									
Transfers and subsidies	22	(22)	-	-	-	-	-	-	-
Households	22	(22)	-	-	-	-	-	-	-
Payments for capital assets	5 119	(367)	(777)	3 975	3 975	-	100.0%	3 485	3 485
Buildings and other fixed structures									
Machinery and equipment	5 119	(367)	(777)	3 975	3 975	-	100.0%	3 485	3 485
Payments for financial assets									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

2.3 SUPREME COURT OF APPEAL									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Economic classification									
Current payments	28 192	(59)	(563)	27 570	27 308	262	99.0%	25 285	24 070
Compensation of employees	17 717	-	-	17 717	17 455	262	98.5%	17 941	16 731
Goods and services	10 475	(59)	(563)	9 853	9 853	-	100.0%	7 344	7 339
Interest and rent on land									
Transfers and subsidies	152	(145)	-	7	7	-	100.0%	180	180
Households	152	(145)	-	7	7	-	100.0%	180	180
Payments for capital assets	8 637	(722)	(1 039)	6 876	6 876	-	100.0%	8 228	8 227
Buildings and other fixed structures	-	9	-	9	9	-	100.0%	-	-
Machinery and equipment	8 637	(781)	(1 039)	6 817	6 817	-	100.0%	8 228	8 227
Intangible assets	-	50	-	50	50	-	100.0%	-	-
Payments for financial assets									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

		2018/19							2017/18	
		Adjusted Ap- propriation	Shifting of Funds	Virement	Final App- ropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final App- ropriation	Actual expenditure
Economic classification		R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	
Current payments		593 476	(2 688)	(4 940)	585 848	565 068	96.5%	510 884	505 246	
Compensation of employees		474 938	(2 225)	(239)	472 474	451 694	95.6%	410 753	405 126	
Goods and services		118 538	(463)	(4 701)	113 374	113 374	100.0%	100 105	100 094	
Interest and rent on land								26	26	
Transfers and subsidies		1 475	639	-	2 114	2 114	100.0%	2 065	2 063	
Provinces and municipalities		13	(13)	-	-	-	-	7	7	
Departmental agencies and accounts		2	(2)	-	-	-	-	2	2	
Households		1 460	654	-	2 114	2 114	100.0%	2 056	2 054	
Payments for capital assets		77 613	1 125	(2 670)	76 068	76 068	100.0%	73 861	73 860	
Buildings and other fixed structures										
Machinery and equipment		77 613	1 125	(2 670)	76 068	76 068	100.0%	73 861	73 860	
Payments for financial assets										

APPROPRIATION STATEMENT

for the year ended 31 March 2019

2.5 SPECIALISED Courts		2018/19							2017/18	
		Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
Economic classification	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	
Current payments	52 855	2 155	(2 378)	52 632	52 632	-	100.0%	53 226	48 766	
Compensation of employees	40 637	2 155	-	42 792	42 792	-	100.0%	43 235	38 785	
Goods and services	12 218	-	(2 378)	9 840	9 840	-	100.0%	9 991	9 981	
Interest and rent on land										
Transfers and subsidies	20	(9)	-	11	11	-	100.0%	3	3	
Households	20	(9)	-	11	11	-	100.0%	3	3	
Payments for capital assets	5 232	47	(746)	4 533	4 533	-	100.0%	5 883	5 882	
Buildings and other fixed structures										
Machinery and equipment	5 232	47	(746)	4 533	4 533	-	100.0%	5 808	5 807	
Intangible assets								75	75	
Payments for financial assets										

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 3: JUDICIAL EDUCATION AND SUPPORT									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appo- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appo- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Sub programme									
1. South African Judicial Education Institute	51 428	(8 773)	(2 156)	40 499	37 725	2 774	93.2%	41 043	41 033
2. Judicial Policy, Research and Support	13 407	9 853	228	23 488	23 488	-	100.0%	24 691	24 686
3. Judicial Service Commission	8 280	(1 080)	-	7 200	7 200	-	100.0%	15 909	15 905
Total for sub programmes	73 115	-	(1 928)	71 187	68 413	2 774	96.1%	81 643	81 624
Economic classification									
Current payments	71 999	(7 802)	(1 928)	62 269	59 495	2 774	95.5%	69 052	68 986
Compensation of employees	23 139	-	239	23 378	23 378	-	100.0%	20 487	20 485
Salaries and wages	20 408	-	236	20 644	20 644	-	100.0%	17 964	17 963
Social contributions	2 731	-	3	2 734	2 734	-	100.0%	2 523	2 522
Goods and services	48 860	(7 802)	(2 167)	38 891	36 117	2 774	92.9%	48 565	48 501
Administrative fees	828	744	-	1 572	1 572	-	100.0%	1 774	1 773
Advertising	680	(287)	-	393	393	-	100.0%	194	193
Minor assets	879	(772)	-	107	107	-	100.0%	143	141
Catering: Departmental activities	1 218	824	-	2 042	2 042	-	100.0%	1 590	1 589
Communication	138	(45)	-	93	93	-	100.0%	91	89
Computer services	281	(175)	-	106	106	-	100.0%	-	-
Consultants: Business and advisory services	1 242	(247)	-	995	995	-	100.0%	777	775
Legal services	3 293	(2 387)	-	906	906	-	100.0%	1 338	1 337
Contractors	109	(109)	-	-	-	-	-	92	91

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 3: JUDICIAL EDUCATION AND SUPPORT									
	2018/19					2017/18			
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Agency and support / outsourced services	-	-	-	-	-	-	-	-	-
Entertainment	-	143	-	143	143	-	100.0%	-	-
Fleet services	-	801	-	801	801	-	100.0%	2 541	2 540
Consumable supplies	1 447	(1 323)	-	124	124	-	100.0%	129	127
Consumable: Stationery, printing and office supplies	-	533	-	533	533	-	100.0%	313	312
Operating leases	-	348	-	348	348	-	100.0%	-	-
Property payments	-	-	-	-	-	-	-	-	-
Transport provided: Departmental activity	31 621	(5 572)	(2 167)	23 882	21 108	2 774	88.4%	31 900	31 855
Training and development	1 105	(176)	-	929	929	-	100.0%	789	788
Operating payments	1 413	(808)	-	605	605	-	100.0%	676	674
Venues and facilities	4 491	821	-	5 312	5 312	-	100.0%	5 963	5 963
Rental and hiring	115	(115)	-	-	-	-	-	255	254
Interest and rent on land	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
Rent on land	-	-	-	-	-	-	-	-	-
Transfers and subsidies	-	35	-	35	35	-	100.0%	98	97
Provinces and municipalities	-	-	-	-	-	-	-	-	-
Households	-	35	-	35	35	-	100.0%	98	97
Social benefits	-	35	-	35	35	-	100.0%	98	97

APPROPRIATION STATEMENT

for the year ended 31 March 2019

Programme 3: JUDICIAL EDUCATION AND SUPPORT									
2018/19					2017/18				
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Other transfers to households									
Payments for capital assets	1 116	7 767	-	8 883	8 883	-	100.0%	12 493	12 491
Machinery and equipment	1 116	7 767	-	8 883	8 883	-	100.0%	12 393	12 392
Transport equipment	-	8 360	-	8 360	8 360	-	100.0%	11 801	11 801
Other machinery and equipment	1 116	(593)	-	523	523	-	100.0%	592	591
Intangible assets	-	-	-	-	-	-	-	100	99
Payments for financial assets	-	-	-	-	-	-	-	-	50
Total	73 115	-	(1 928)	71 187	68 413	2 774	96.1%	81 643	81 624

APPROPRIATION STATEMENT

for the year ended 31 March 2019

		2018/19						2017/18	
		Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appo- piation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appo- piation
Economic classification		R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments		50 472	(8 232)	(2 156)	40 084	37 310	93.1%	40 366	40 357
Compensation of employees		9 555	234	11	9 800	9 800	100.0%	8 608	8 607
Goods and services		40 917	(8 466)	(2 167)	30 284	27 510	90.8%	31 758	31 750
Interest and rent on land									
Payments for capital assets		956	(541)	-	415	415	100.0%	677	676
Buildings and other fixed structures									
Machinery and equipment		956	(541)	-	415	415	100.0%	577	577
Intangible assets		-	-	-	-	-	-	100	99
Payments for financial assets									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

3.2 JUDICIAL POLICY, RESEARCH AND SUPPORT									
2018/19									
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appo- piation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appo- piation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Economic classification									
Current payments	13 247	1 510	228	14 985	14 985	-	100.0%	12 792	12 788
Compensation of employees	9 687	8	228	9 923	9 923	-	100.0%	8 669	8 669
Goods and services	3 560	1 502	-	5 062	5 062	-	100.0%	4 123	4 119
Interest and rent on land	-	-	-	-	-	-	-	-	-
Transfers and subsidies	-	35	-	35	35	-	100.0%	98	97
Households	-	35	-	35	35	-	100.0%	98	97
Payments for capital assets	160	8 308	-	8 468	8 468	-	100.0%	11 801	11 801
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-
Machinery and equipment	160	8 308	-	8 468	8 468	-	100.0%	11 801	11 801
Payments for financial assets									

APPROPRIATION STATEMENT

for the year ended 31 March 2019

3.3 JUDICIAL SERVICE COMMISSION									
2018/19									
Economic classification	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	8 280	(1 080)	-	7 200	7 200	-	100.0%	15 894	15 841
Compensation of employees	3 897	(242)	-	3 655	3 655	-	100.0%	3 210	3 209
Goods and services	4 383	(838)	-	3 545	3 545	-	100.0%	12 684	12 632
Interest and rent on land	-	-	-	-	-	-	-	-	-
Payments for capital assets	-	-	-	-	-	-	-	15	14
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-
Machinery and equipment	-	-	-	-	-	-	-	15	14
Payments for financial assets	-	-	-	-	-	-	-	-	50

APPROPRIATION STATEMENT

for the year ended 31 March 2019

	2018/19							2017/18	
	Adjusted Ap- propriation	Shifting of Funds	Virement	Final Appro- priation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Sub programme									
1. Judges' Salaries	1 022 091	-	-	1 022 091	1 022 189	(98)	100.0%	966 060	998 355
Total for sub programmes	1 022 091	-	-	1 022 091	1 022 189	(98)	100.0%	966 060	998 355
Economic classification									
Current payments	956 118	-	-	956 118	956 209	(91)	100.0%	908 241	924 703
Compensation of employees	956 118	-	-	956 118	956 209	(91)	100.0%	908 241	924 703
Salaries and wages	949 466	367	-	949 833	949 924	(91)	100.0%	908 241	918 741
Social contributions	6 652	(367)	-	6 285	6 285	-	100.0%	-	5 962
Transfers and subsidies	65 973	-	-	65 973	65 980	(7)	100.0%	57 819	73 652
Households	65 973	-	-	65 973	65 980	(7)	100.0%	57 819	73 652
Social benefits	65 973	-	-	65 973	65 980	(7)	100.0%	57 819	73 652
TOTAL	1 022 091	-	-	1 022 091	1 022 189	(98)	100.0%	966 060	998 355

APPROPRIATION STATEMENT

for the year ended 31 March 2019

DIRECT CHARGE: JUDGES' SALARIES									
2018/19									
Economic classification	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	956 118	-	-	956 118	956 209	(91)	100.0%	908 241	924 703
Compensation of employees	956 118	-	-	956 118	956 209	(91)	100.0%	908 241	924 703
Transfers and subsidies	65 973	-	-	65 973	65 980	(7)	100.0%	57 819	73 652
Households	65 973	-	-	65 973	65 980	(7)	100.0%	57 819	73 652
Payments for financial assets									

2017/18

NOTES TO THE APPROPRIATION STATEMENT*for the year ended 31 March 2019***1. DETAIL OF TRANSFERS AND SUBSIDIES AS PER APPROPRIATION ACT (AFTER VIREMENT):**

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

2. DETAIL OF SPECIFICALLY AND EXCLUSIVELY APPROPRIATED AMOUNTS VOTED (AFTER VIREMENT):

Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the Annual Financial Statements.

3. DETAIL ON PAYMENTS FOR FINANCIAL ASSETS

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

4. EXPLANATIONS OF MATERIAL VARIANCES FROM AMOUNTS VOTED (AFTER VIREMENT):

4.1	Per programme	Final Appropriation	Actual Expenditure	Variance R'000	Variance as a % of Final Appropriation
Administration					
	Compensation of employees	89 523	87 777	1 746	2.0%
Superior Court Services					
	Compensation of employees	575 018	551 810	23 208	4%
Judicial Education and Support					
	Goods and Services	38 891	36 117	2 774	7%
Judges` Salaries					
	Compensation of employees	956 118	956 209	(91)	0%
	Transfers and Subsidies	65 973	65 980	(7)	0%

4.2	Per economic classification	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
		R'000	R'000	R'000	R'000
Current payments					
	Compensation of employees	1 644 037	1 619 174	24 863	1.50%
	Goods and services	269 024	266 250	2 774	1.00%
Transfers and subsidies					
	Households	68 306	68 313	(7)	0.00%

The underspending on compensation of employees is due to the delay in the approval of the macro organisational structure as well as the non-appointment of officials due to the delay in the operationalisation of the Mpumalanga High Court. The saving on goods and services is due to the postponement of the Judicial training for newly appointed Magistrates as a result of the late appointment of Magistrates. The overspending on Judges' salaries is as a result of the appointment of acting Judges. The overspending on households is due to higher than projected payment of gratuities to Judges who completed (15) fifteen and (20) twenty years of service.

STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 31 March 2019

	Note	2018/19 R'000	2017/18 R'000
REVENUE			
Annual appropriation	1	1 119 747	1 019 318
Statutory appropriation	2	1 022 091	966 060
Departmental revenue	3	1 495	2 754
TOTAL REVENUE		2 143 333	1 988 132
EXPENDITURE			
Current expenditure			
Compensation of employees	4	1 619 174	1 519 004
Goods and services	5	266 250	275 971
Interest and rent on land	6	-	32
Total current expenditure		1 885 424	1 795 007
Transfers and subsidies			
Transfers and subsidies	8	68 313	76 035
Total transfers and subsidies		68 313	76 035
Expenditure for capital assets			
Tangible assets	9	123 941	124 603
Intangible assets	9	36 530	174
Total expenditure for capital assets		160 471	124 777
Payments for financial assets	7	-	51
TOTAL EXPENDITURE		2 114 208	1 995 870
SURPLUS/(DEFICIT) FOR THE YEAR		29 125	(7 738)
Reconciliation of Net Surplus/(Deficit) for the year			
Voted funds		27 630	(10 492)
Annual appropriation		27 630	(10 492)
Departmental revenue and NRF Receipts	14	1 495	2 754
SURPLUS/(DEFICIT) FOR THE YEAR		29 125	(7 738)

STATEMENT OF FINANCIAL POSITION*for the year ended 31 March 2019*

	Note	2018/19	2017/18
		R'000	R'000
ASSETS			
Current assets		29 464	33 846
Cash and cash equivalents	10	16 571	770
Prepayments and advances	11	47	94
Receivables	12	12 846	32 982
Non-current assets		3 136	214
Receivables	12	3 136	214
TOTAL ASSETS		32 600	34 060
LIABILITIES			
Current liabilities		29 306	34 022
Voted funds to be surrendered to the Revenue Fund	13	27 630	21 745
Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund	14	424	862
Bank overdraft	15	8	10 857
Payables	16	1 244	558
Non-current liabilities			
Payables		-	-
TOTAL LIABILITIES		29 306	34 022
NET ASSETS		3 294	38
Represented by:			
Recoverable revenue		3 294	38
TOTAL		3 294	38



STATEMENT OF CHANGES IN NET ASSETS*for the year ended 31 March 2019*

	Note	2018/19	2017/18
		R'000	R'000
Recoverable revenue			
Opening balance		38	49
Transfers:		3 256	(11)
Debts revised			
Debts recovered (included in departmental receipts)		-	(11)
Debts raised		3 256	-
Closing balance		3 294	38
TOTAL		3 294	38

CASH FLOW STATEMENT*for the year ended 31 March 2019*

	Note	2018/19	2017/18
		R'000	R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		2 143 333	1 988 006
Annual appropriated funds received	1.1	1 119 747	1 019 318
Statutory appropriated funds received	2	1 022 091	966 060
Departmental revenue received	3	1 494	2 607
Interest received	3.3	1	21
Net (increase)/decrease in working capital		17 947	(23 697)
Surrendered to Revenue Fund		(23 678)	(39 895)
Surrendered to RDP Fund/Donor		-	-
Current payments		(1 885 424)	(1 794 975)
Interest paid	6	-	(32)
Payments for financial assets		-	(51)
Transfers and subsidies paid		(68 313)	(76 035)
Net cash flow available from operating activities	17	183 865	53 321
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	9	(160 471)	(124 777)
Proceeds from sale of capital assets	3.4	-	126
Net cash flows from investing activities		(160 471)	(124 651)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/(decrease) in net assets		3 256	(11)
Increase/(decrease) in non-current payables		-	-
Net cash flows from financing activities		3 256	(11)
Net increase/(decrease) in cash and cash equivalents		26 650	(71 341)
Cash and cash equivalents at beginning of period		(42 378)	28 963
Unrealised gains and losses within cash and cash equivalents		32 291	-
Cash and cash equivalents at end of period	18	16 563	(42 378)

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

PART A: ACCOUNTING POLICIES

Summary of significant accounting policies

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. Management has concluded that the financial statements present fairly the department's primary and secondary information.

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.

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 (PFMA), Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the PFMA and the annual Division of Revenue Act.

1. BASIS OF PREPARATION

The financial statements have been prepared in accordance with the Modified Cash Standard.

2. GOING CONCERN

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

3. PRESENTATION CURRENCY

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

4. ROUNDING

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

5. FOREIGN CURRENCY TRANSLATION

Cash flows arising from foreign currency transactions are translated into South African Rand using the spot exchange rates prevailing at the date of payment / receipt.

6. COMPARATIVE INFORMATION

6.1 Prior period comparative information

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.

6.2 Current year comparison with budget

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

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

7. REVENUE

7.1 Appropriated funds

Appropriated funds comprise of departmental allocations as well as direct charges against the 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.

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.

7.2 Departmental revenue

Departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the relevant revenue fund, unless stated otherwise.

Any amount owing to the relevant revenue fund at the reporting date is recognised as a payable in the statement of financial position.

7.3 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.

Write-offs are made according to the department's debt write-off policy

8. EXPENDITURE

8.1 Compensation of employees

8.1.1 Salaries and wages

Salaries and wages are recognised in the statement of financial performance on the date of payment.

8.1.2 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.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

8.2 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.

8.3 Accruals and payables not recognised

Accruals and payables not recognised are recorded in the notes to the financial statements at cost at the reporting date.

8.4 Leases

8.4.1 Operating leases

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.

8.4.2 Finance leases

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.

9. AID ASSISTANCE

9.1 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.

9.2 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.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

10. CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown separately on the face of the statement of financial position as a current liability.

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.

11. 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.

Prepayments are expensed as the items are budgeted for in the current year.

12. LOANS AND RECEIVABLES

Loans and receivables are recognised in the statement of financial position at cost plus accrued interest, where interest is charged, less amounts already settled or written-off. Write-offs are made according to the department's write-off policy.

13. INVESTMENTS

Investments are recognised in the statement of financial position at cost.

14. FINANCIAL ASSETS

14.1 Financial assets (not covered elsewhere)

A financial asset is recognised initially at its cost plus transaction costs that are directly attributable to the acquisition or issue of the financial asset.

At the reporting date, a department shall measure its financial assets at cost, less amounts already settled or written-off, except for recognised loans and receivables, which are measured at cost plus accrued interest, where interest is charged, less amounts already settled or written-off.

14.2 Impairment of financial assets

Where there is an indication of impairment of a financial asset, an estimation of the reduction in the recorded carrying value, to reflect the best estimate of the amount of the future economic benefits expected to be received from that asset, is recorded in the notes to the financial statements.

15. PAYABLES

Payables recognised in the statement of financial position are recognised at cost.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

16. CAPITAL ASSETS

16.1 Immovable capital assets

Immovable assets reflected in the asset register of the department are recorded in the notes to the financial statements at cost or fair value where the cost cannot be determined reliably. Immovable assets acquired in a non-exchange transaction are recorded at fair value at the date of acquisition. Immovable assets are subsequently carried in the asset register at cost and are not currently subject to depreciation or impairment.

Subsequent expenditure of a capital nature forms part of the cost of the existing asset when ready for use.

Additional information on immovable assets not reflected in the assets register is provided in the notes to financial statements.

16.2 Movable capital 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 reliably, 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) may be 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 forms part of the cost of the existing asset when ready for use.

16.3 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 reliably, 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) may be recorded at R1.

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

Subsequent expenditure of a capital nature forms part of the cost of the existing asset when ready for use.

16.4 Project Costs: Work-in-progress

Expenditure of a capital nature is initially recognised in the statement of financial performance at cost when paid.

Amounts paid towards capital projects are separated from the amounts recognised and accumulated in work-in-progress until the underlying asset is ready for use. Once ready for use, the total accumulated payments are recorded in an asset register. Subsequent payments to complete the project are added to the capital asset in the asset register.

Where the department is not the custodian of the completed project asset, the asset is transferred to the custodian subsequent to completion.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

17. PROVISIONS AND CONTINGENTS

17.1 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.

17.2 Contingent liabilities

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.

17.3 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.

17.4 Commitments

Commitments (other than for transfers and subsidies) 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.

18. 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.

19. 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.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

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.

20. 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.

21. CHANGES IN ACCOUNTING POLICIES, ACCOUNTING ESTIMATES AND ERRORS

Changes in accounting policies that are effected by management have been applied retrospectively in accordance with MCS requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the change in policy. In such instances the department shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

Changes in accounting estimates are applied prospectively in accordance with MCS requirements.

Correction of errors is applied retrospectively in the period in which the error has occurred in accordance with MCS requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the department shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

22. EVENTS AFTER THE REPORTING DATE

Events after the reporting date that are classified as adjusting events have been accounted for in the financial statements. The events after the reporting date that are classified as non-adjusting events after the reporting date have been disclosed in the notes to the financial statements.

23. PRINCIPAL-AGENT ARRANGEMENTS

The department is party to a principal-agent arrangement for [include details here]. In terms of the arrangement the department is the [principal / agent] and is responsible for [include details here]. All related revenues, expenditures, assets and liabilities have been recognised or recorded in terms of the relevant policies listed herein. Additional disclosures have been provided in the notes to the financial statements where appropriate.

24. DEPARTURES FROM THE MCS REQUIREMENTS

Management has concluded that the financial statements present fairly the Department's primary and secondary information and that the Department complied with the MCS. The OCJ did not depart from a particular requirement to achieve a fair presentation.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

25. 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.

26. 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.

27. RELATED PARTY TRANSACTIONS

A related party transaction is a transfer of resources, services or obligations between the reporting entity and a related party. Related party transactions within the Minister/MEC's portfolio are recorded in the notes to the financial statements when the transaction is not at arm's length.

Key management personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the department. The number of individuals and their full compensation is recorded in the notes to the financial statements.

28. INVENTORIES (EFFECTIVE FROM DATE DETERMINED IN A TREASURY INSTRUCTION)

At the date of acquisition, inventories are recognised at cost in the statement of financial performance.

Where inventories are acquired as part of a non-exchange transaction, the inventories are measured at fair value as at the date of acquisition.

Inventories are subsequently measured at the lower of cost and net realisable value or where intended for distribution (or consumed in the production of goods for distribution) at no or a nominal charge, the lower of cost and current replacement value.

The cost of inventories is assigned by using the weighted average cost basis.

29. PUBLIC-PRIVATE PARTNERSHIPS

Public Private Partnerships are accounted for based on the nature and or the substance of the partnership. The transaction is accounted for in accordance with the relevant accounting policies.

A summary of the significant terms of the PPP agreement, the parties to the agreement, and the date of commencement thereof together with the description and nature of the concession fees received, the unitary fees paid, rights and obligations of the department are recorded in the notes to the financial statements.

30. EMPLOYEE BENEFITS

The value of each major class of employee benefit obligation (accruals, payables not recognised and provisions) is disclosed in the Employee benefits note.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

PART B: EXPLANATORY NOTES**1. ANNUAL APPROPRIATION****1.1 Annual Appropriation**

Included are funds appropriated in terms of the Appropriation Act (and the Adjustments Appropriation Act) for National Departments (Voted funds) and Provincial Departments:

	2018/19			2017/18	
	Final Appropriation	Actual Funds Received	Funds not requested/not received	Final Appropriation	Appropriation received
	R'000	R'000	R'000	R'000	R'000
Administration	201 380	201 380	-	177 353	183 741
Superior Court Services	845 252	845 252	-	760 322	758 668
Judicial Education and Support	73 115	73 115	-	81 643	76 909
Total	1 119 747	1 119 747	-	1 019 318	1 019 318

2. STATUTORY APPROPRIATION

	2018/19	2017/18
	R'000	R'000
Judges salaries	1 022 091	966 060
Total	1 022 091	966 060
Actual Statutory Appropriation received	1 022 091	966 060

3. DEPARTMENTAL REVENUE

	Note	2018/19	2017/18
		R'000	R'000
Sales of goods and services other than capital assets	3.1	674	590
Fines, penalties and forfeits	3.2	40	20
Interest, dividends and rent on land	3.3	1	21
Sales of capital assets	3.4	-	126
Transactions in financial assets and liabilities	3.5	780	1 244
Transfer received	3.6	-	753
Total revenue collected		1 495	2 754
Less: Own revenue included in appropriation	19	-	-
Departmental revenue collected		1 495	2 754

NOTES TO THE ANNUAL FINANCIAL STATEMENTS*for the year ended 31 March 2019***3.1 Sales of goods and services other than capital assets**

	Note	2018/19	2017/18
	3	R'000	R'000
Sales of goods and services produced by the department		664	584
Sales by market establishment		51	58
Administrative fees		-	3
Other sales		613	523
Sales of scrap, waste and other used current goods		10	6
Total		674	590

3.2 Fines, penalties and forfeits

	Note	2018/19	2017/18
	3	R'000	R'000
Fines		-	20
Penalties		40	-
Total		40	20

3.3 Interest, dividends and rent on land

	Note	2018/19	2017/18
	3	R'000	R'000
Interest		1	21
Total		1	21

3.4 Sale of capital assets

	Note	2018/19	2017/18
	3	R'000	R'000
Tangible assets		-	126
Machinery and equipment	28	-	126
Total		-	126

3.5 Transactions in financial assets and liabilities

	Note	2018/19	2017/18
	3	R'000	R'000
Receivables		780	1 244
Total		780	1 244



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

3.6 Transfers received

	Note	2018/19	2017/18
	3	R'000	R'000
International organisations		-	753
Total		-	753

4. COMPENSATION OF EMPLOYEES**4.1 Salaries and Wages**

	Note	2018/19	2017/18
		R'000	R'000
Basic salary		1 165 359	1 094 239
Performance award		6 378	3 284
Service Based		509	381
Compensative/circumstantial		3 223	4 643
Periodic payments		825	1 113
Other non-pensionable allowances		345 833	326 517
Total		1 522 127	1 430 177

4.2 Social contributions

	Note	2018/19	2017/18
		R'000	R'000
Employer contributions			
Pension		52 907	48 581
Medical		43 962	40 087
UIF		1	4
Bargaining council		177	155
Total		97 047	88 827
Total compensation of employees		1 619 174	1 519 004
Average number of employees		1 947	1 811

The expenditure under Direct Charge relating to Judges' salaries is included in the figure above. The average number of employees however excludes Judges.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS*for the year ended 31 March 2019***5. GOODS AND SERVICES**

	Note	2018/19	2017/18
		R'000	R'000
Administrative fees		3 590	4 828
Advertising		1 723	1 475
Minor assets	5.1	4 431	3 347
Bursaries (employees)		989	454
Catering		4 515	4 078
Communication		15 290	17 456
Computer services	5.2	32 910	46 310
Consultants: Business and advisory services		7 769	12 353
Legal services		933	1 347
Contractors		1 151	1 910
Agency and support / outsourced services		1 331	2 354
Entertainment		159	97
Audit cost – external	5.3	5 872	6 268
Fleet services		26 530	24 965
Consumables	5.4	13 976	12 192
Operating leases		17 942	-
Property payments	5.5	2 501	2 465
Travel and subsistence	5.6	107 771	113 628
Venues and facilities		6 307	10 240
Training and development		4 420	4 450
Other operating expenditure	5.7	6 140	5 754
Total		266 250	275 971

5.1 Minor assets

	Note	2018/19	2017/18
	5	R'000	R'000
Tangible assets		4 397	3 347
Machinery and equipment		4 397	3 347
Intangible assets		34	-
Software		34	-
Total		4 431	3 347



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

5.2 Computer services

	Note	2018/19	2017/18
	5	R'000	R'000
SITA computer services		9 559	28 807
External computer service providers		23 351	17 503
Total		32 910	46 310

5.3 Audit cost – External

	Note	2018/19	2017/18
	5	R'000	R'000
Regularity audits		5 872	6 268
Total		5 872	6 268

5.4 Consumables

	Note	2018/19	2017/18
	5	R'000	R'000
Consumable supplies		3 475	3 147
Uniform and clothing		97	286
Household supplies		783	1 022
Building material and supplies		54	-
Communication accessories		2	1
IT consumables		1 035	412
Other consumables		1 504	1 426
Stationery, printing and office supplies		10 501	9 045
Total		13 976	12 192

5.5 Property payments

	Note	2018/19	2017/18
	5	R'000	R'000
Property maintenance and repairs		1 695	1 713
Other		806	752
Total		2 501	2 465

5.6 Travel and subsistence

	Note	2018/19	2017/18
	5	R'000	R'000
Local		100 334	107 440
Foreign		7 437	6 188
Total		107 771	113 628

NOTES TO THE ANNUAL FINANCIAL STATEMENTS*for the year ended 31 March 2019***5.7 Other operating expenditure**

	Note	2018/19	2017/18
	5	R'000	R'000
Professional bodies, membership and subscription fees		218	285
Resettlement costs		155	160
Other		5 767	5 309
Total		6 140	5 754

6. INTEREST AND RENT ON LAND

	Note	2018/19	2017/18
		R'000	R'000
Interest paid		-	32
Total		-	32

7. PAYMENTS FOR FINANCIAL ASSETS

	Note	2018/19	2017/18
		R'000	R'000
Other material losses written off	7.1	-	51
Total		-	51

7.1 Other material losses

	Note	2018/19	2017/18
	7	R'000	R'000
Nature of other material losses			
Repairs		-	51
Total		-	51

8. TRANSFERS AND SUBSIDIES

	Note	2018/19	2017/18
		R'000	R'000
Households	Annex 1G	68 313	76 035
Total		68 313	76 035



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

9. EXPENDITURE FOR CAPITAL ASSETS

	Note	2018/19 R'000	2017/18 R'000
Tangible assets		123 941	124 603
Buildings and other fixed structures	30	9	-
Machinery and equipment	28	123 932	124 603
Intangible assets		36 530	174
Software	29	36 530	174
Total		160 471	124 777

9.1 Analysis of funds utilised to acquire capital assets – 2018/19

	Voted funds R'000	Aid assistance R'000	Total R'000
Tangible assets	123 941	-	123 941
Buildings and other fixed structures	9	-	9
Machinery and equipment	123 932	-	123 932
Intangible assets	36 530	-	36 530
Software	36 530	-	36 530
Total	160 471	-	160 471

9.2 Analysis of funds utilised to acquire capital assets – 2017/18

	Voted funds R'000	Aid assistance R'000	Total R'000
Tangible assets	124 603	-	124 603
Machinery and equipment	124 603	-	124 603
Intangible assets	174	-	174
Software	174	-	174
Total	124 777	-	124 777

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

9.3 Finance lease expenditure included in Expenditure for capital assets

	Note	2018/19	2017/18
		R'000	R'000
Tangible assets			
Machinery and equipment		90 246	109 301
Total		90 246	109 301

10. CASH AND CASH EQUIVALENTS

	Note	2018/19	2017/18
		R'000	R'000
Consolidated Paymaster General Account		16 299	-
Cash on hand		272	257
Investments (Domestic)		-	513
Total		16 571	770

Investments (Domestic) reflects the commercial bank balances as at 31 March 2019

11. PREPAYMENTS AND ADVANCES

	Note	2018/19	2017/18
		R'000	R'000
Travel and subsistence		47	94
Total		47	94

The amount reflects advances paid for international travel.

11.1 Prepayments (Expensed)

	Note	Amount as at 1 April 2018	Less: Received in the current year	Add or Less: Other	Add: Current Year prepayments	Amount as at 31 March 2019
		R'000	R'000	R'000	R'000	R'000
Capital assets		-	-	-	4 700	4 700
Total		-	-	-	4 700	4 700

Prepayment for computer equipment to the amount of R4.7 million which would be delivered in the 2019/20 financial year. This equipment was subsequently received and the assets disclosure note was updated accordingly.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

12. RECEIVABLES

	Note	2018/19			2017/18		
		Current	Non-current	Total	Current	Non-current	Total
		R'000	R'000	R'000	R'000	R'000	R'000
Claims recoverable	12.1	11 201	-	11 201	1	-	1
Recoverable expenditure	12.2	72	-	72	32 295	-	32 295
Staff debt	12.3	714	3 136	3 850	140	214	354
Fruitless and wasteful expenditure	12.5	-	-	-	10	-	10
Other debtors	12.4	859	-	859	536	-	536
Total		12 846	3 136	15 982	32 982	214	33 196

12.1 Claims recoverable

	Note	2018/19	2017/18
		R'000	R'000
National departments	12 and Annex 4	11 201	1
Total		11 201	1

12.2 Recoverable expenditure (disallowance accounts)

	Note	2018/19	2017/18
		R'000	R'000
Disallowance accounts		72	32 295
Total		72	32 295

Represent amounts for damage in motor vehicle accidents still under investigation.

12.3 Staff debt

	Note	2018/19	2017/18
		R'000	R'000
Staff debts		3 850	354
Total		3 850	354

12.4 Other debtors

	Note	2018/19	2017/18
		R'000	R'000
Staff Tax debts		859	536
Total		859	536

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

12.5 Fruitless and wasteful expenditure

	Note	2018/19	2017/18
	12	R'000	R'000
Opening balance		10	-
Less amounts recovered		(10)	-
Transfers from note 25 Fruitless and Wasteful Expenditure			10
Total		-	10

13. VOTED FUNDS TO BE SURRENDERED TO THE REVENUE FUND

	Note	2018/19	2017/18
		R'000	R'000
Opening balance		21 745	37 711
Prior period error			
As restated		21 745	37 711
Transfer from statement of financial performance (as restated)		27 630	(10 492)
Statutory appropriation not requested/not received	1.1	-	32 295
Paid during the year		(21 745)	(37 769)
Closing balance		27 630	21 745

14. DEPARTMENTAL REVENUE AND NRF RECEIPTS TO BE SURRENDERED TO THE REVENUE FUND

	Note	2018/19	2017/18
		R'000	R'000
Opening balance		862	234
Prior period error			
As restated		862	234
Transfer from Statement of Financial Performance (as restated)		1 495	2 754
Paid during the year		(1 933)	(2 126)
Closing balance		424	862

15. BANK OVERDRAFT

	Note	2018/19	2017/18
		R'000	R'000
Consolidated Paymaster General Account		-	10 857
Overdraft with commercial banks (Local)		8	-
Total		8	10 857

Overdraft (local) reflects the commercial bank balances as at 31 March 2019.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

16. PAYABLES – CURRENT

	Note	2018/19	2017/18
		R'000	R'000
Clearing accounts	16.1	1 244	558
Total		1 244	558

16.1 Clearing accounts

	Note	2018/19	2017/18
	16	R'000	R'000
PAYE		1 244	558
Total		1 244	558

17. NET CASH FLOW AVAILABLE FROM OPERATING ACTIVITIES

	Note	2018/19	2017/18
		R'000	R'000
Net surplus/(deficit) as per Statement of Financial Performance		29 125	(7 738)
Add back non cash/cash movements not deemed operating activities		154 740	61 059
(Increase)/decrease in receivables		17 214	(23 679)
(Increase)/decrease in prepayments and advances		47	61
(Increase)/decrease in other current assets		-	-
Increase/(decrease) in payables – current		686	(79)
Proceeds from sale of capital assets		-	(126)
Proceeds from sale of investments			
(Increase)/decrease in other financial assets			
Expenditure on capital assets		160 471	124 777
Surrenders to Revenue Fund		(23 678)	(39 895)
Net cash flow generated by operating activities		183 865	53 321

18. RECONCILIATION OF CASH AND CASH EQUIVALENTS FOR CASH FLOW PURPOSES

	Note	2018/19	2017/18
		R'000	R'000
Consolidated Paymaster General account		16 299	(43 148)
Cash on hand		272	257
Cash with commercial banks (Local)		(8)	513
Cash with commercial banks (Foreign)		-	-
Total		16 563	(42 378)

NOTES TO THE ANNUAL FINANCIAL STATEMENTS*for the year ended 31 March 2019***19. CONTINGENT LIABILITIES AND CONTINGENT ASSETS****19.1 Contingent liabilities**

	Note	2018/19	2017/18
		R'000	R'000
Liable to			
	Nature		
Claims against the department	Annex 3B	3 096	3 339
Total		3 096	3 339

Contingent liabilities consist of cases relating to the Judicial Service Commission where the OCJ will be expected to carry the litigation costs, of which the outcomes and timing are still uncertain.

20. COMMITMENTS

	Note	2018/19	2017/18
		R'000	R'000
Current expenditure			
Approved and contracted		55 901	47 389
Approved but not yet contracted		586	861
		56 487	48 250
Capital expenditure			
Approved and contracted		219	540
		219	540
Total Commitments		56 706	48 790

The major part of the commitments are contracted amounts for Nambiti Technologies (3 year contract), Motive8 (5 year contract) for the provision of ICT services and Ornico (3 year contract) for media monitoring services.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS*for the year ended 31 March 2019***21. ACCRUALS AND PAYABLES NOT RECOGNISED****21.1 Accruals**

	2018/19			2017/18
	R'000			R'000
Listed by economic classification				
	30 Days	30+ Days	Total	Total
Goods and services	7 895	1 854	9 749	11 436
Capital assets	697	439	1 136	1 085
Total	8 592	2 293	10 885	12 521

	Note	2018/19	2017/18
		R'000	R'000
Listed by programme level			
Administration		2 240	2 380
Superior Courts Services		6 735	8 883
Judicial Education Support		1 910	1 258
Total		10 885	12 521

The bulk of accruals are for travelling invoices relating to March 2019.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

21.2 Payables not recognised

				2018/19	2017/18
				R'000	R'000
Listed by economic classification					
	30 Days	30+ Days	Total		Total
Capital assets	-	-	-		2 573
Other					
Total	-	-	-		2 573

	Note	2018/19	2017/18
		R'000	R'000
Listed by programme level			
Superior Courts Services		-	2 573
Total		-	2 573

	Note	2018/19	2017/18
		R'000	R'000
Included in the above totals are the following:			
Confirmed balances with other government entities	Annex 5	-	2 573
Total		-	2 573

22. EMPLOYEE BENEFITS

	Note	2018/19	2017/18
		R'000	R'000
Leave entitlement	31.2	22 042	19 098
Service bonus		17 149	15 956
Performance awards		10 166	8 914
Capped leave commitments		14 304	14 792
Long service awards		1 016	711
Total		64 677	59 471

Included in the leave entitlement is an amount of R1 097 980.11 representing negative leave which is due to the over-grant of leave commitments as employees are given full leave credits in January of each year while the information in the Financial Statements is based on the leave accruals as at 31 March 2019. The 2017/18 Leave entitlement has been reduced with R69 321.11 which was overstated in the prior year figures. (Refer to note 31.2). Judges' social benefits for leave are excluded from the amount above as they are on a different leave dispensation.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

23. LEASE COMMITMENTS**23.1 Operating leases**

2018/19	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	10 596	1 001	11 597
Later than 1 year and not later than 5 years	-	-	13 103	-	13 103
Total lease commitments	-	-	23 699	1 001	24 700

2017/18	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	446	446
Total lease commitments	-	-	-	446	446

The operating leases are for Judges` vehicles leased on a month to month basis as well as for the rental of National Office. The rental for the National Office was paid for by DoJ&CD up to 31 March 2018.

23.2 Finance leases **

2018/19	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	68 634	68 634
Later than 1 year and not later than 5 years	-	-	-	82 655	82 655
Total lease commitments	-	-	-	151 289	151 289

2017/18	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	65 272	65 272
Later than 1 year and not later than 5 years	-	-	-	71 480	71 480
Later than five years	-	-	-	-	-
Total lease commitments	-	-	-	136 752	136 752

The main portion of the finance lease amount relates to the leasing of Judges` vehicles in terms of their legislated benefits. Due to vehicles with expired contracts still being used and disclosed as finance lease as they were not converted to month to month leases and was corrected for the 2017/18 disclosure. (Refer to note 31.1)

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

24. IRREGULAR EXPENDITURE**24.1 Reconciliation of irregular expenditure**

	Note	2018/19 R'000	2017/18 R'000
Opening balance			64
Prior period error			
As restated			64
Add: Irregular expenditure – relating to prior year		502	5
Add: Irregular expenditure – relating to current year		412	23
Less: Prior year amounts condoned		(235)	(69)
Less: Current year amounts condoned		-	(23)
Less: Amounts not condoned and recoverable	12	-	-
Less: Amounts not condoned and not recoverable		-	-
Closing balance		679	-
Analysis of awaiting condonation per age classification			
Current year		412	-
Prior year		267	-
Total		679	-

24.2 Details of irregular expenditure – added current year (relating to current and prior years)

Incident	Disciplinary steps taken/criminal proceedings	2018/19 R'000
Deviation from procurement prescripts (Current year)	Letters of reprimand were issued to the relevant authority. Matters will be submitted for condonation by the relevant authority. No action taken; re-training of officials.	100
	Matter will be submitted for condonation by the relevant authority.	312
Deviation from procurement prescripts (Prior year)	No action taken; re-training of officials.	267
	Matter will be submitted for condonation by the relevant authority.	
Deviation from procurement prescripts (Prior year)	Condoned by relevant authority	235
Total		914

24.3 Details of irregular expenditure condoned

Incident	Condoned by (condoning authority)	2018/19 R'000
Deviation from procurement prescripts	Condoned by relevant authority	235
Total		235



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

25. FRUITLESS AND WASTEFUL EXPENDITURE

25.1 Reconciliation of fruitless and wasteful expenditure

	Note	2018/19 R'000	2017/18 R'000
Opening balance		26	25
Prior period error			
As restated		26	25
Fruitless and wasteful expenditure – relating to prior year		-	29
Fruitless and wasteful expenditure – relating to current year		-	12
Less: Amounts resolved		(26)	(30)
Less: Amounts transferred to receivables for recovery	12.5		(10)
Closing balance		-	26

25.2 Analysis of awaiting resolution per economic classification

	2018/19 R'000	2017/18 R'000
Current	-	26
Total	-	26

26. RELATED PARTY TRANSACTIONS

List related party relationships

The Department has a related party relationship with all the public sector entities falling within the portfolio of the Minister of Justice and Correctional Services, which includes the following:

Department of Justice and Constitutional Development

Department of Correctional Services

Guardian's Fund

Legal Aid SA

President's Fund

Special Investigation Unit

Third Party Fund

The Human Rights Commission

Criminal Asset Recovery Account

The Public Protector

The Information Regulator

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

It should be noted that in terms of retained functions in the DoJ&CD as well as shared services, the DoJ&CD carries the cost on behalf of the OCJ in relation to the following:

- Infrastructure related cost
- Provision of security services
- Virtual Library

27. KEY MANAGEMENT PERSONNEL

	No. of Individuals	2018/19 R'000	2017/18 R'000
Political office bearers (provide detail below)	2	-	-
Officials:			
Level 15 to 16	3	5 054	4 744
Level 14 (incl. CFO if at a lower level)	6	6 942	7 070
Family members of key management personnel	-		
Total		11 996	11 814

The Department of Justice and Constitutional Development carries the cost for the two political bearers: Minister and Deputy Minister.

28. MOVABLE TANGIBLE CAPITAL ASSETS**MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019**

	Opening balance R'000	Value adjustments R'000	Additions R'000	Disposals R'000	Closing Balance R'000
MACHINERY AND EQUIPMENT	141 294	-	37 056	(2 190)	176 160
Transport assets	7 313	-	10 327	(216)	17 424
Computer equipment	41 497	-	19 719	(753)	60 463
Furniture and office equipment	39 034	-	1 590	(385)	40 239
Other machinery and equipment	53 450	-	5 420	(836)	58 034
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	141 294	-	37 056	(2 190)	176 160

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

28.1 Additions**ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019**

	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	123 932	3 125	(90 246)	245	37 056
Transport assets	97 252	-	(86 925)	-	10 327
Computer equipment	19 495	-	-	224	19 719
Furniture and office equipment	1 569	-	-	21	1 590
Other machinery and equipment	5 616	3 125	(3 321)	-	5 420
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	123 932	3 125	(90 246)	245	37 056

28.2 Disposals**DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019**

	Sold for cash	Non-cash disposal	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	(1 005)	(1 185)	(2 190)	11
Transport assets	(108)	(108)	(216)	6
Computer equipment	(753)	-	(753)	3
Furniture and office equipment	(144)	(241)	(385)	2
Other machinery and equipment	-	(836)	(836)	-
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	(1 005)	(1 185)	(2 190)	11

The R11 000 was for the cash disposal of assets with an initial purchase value of R1 005 000 as per asset register.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

28.3 Movement for 2017/18

MOVEMENT IN TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2018					
	Opening balance	Prior period error	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	128 973	247	14 194	(2 120)	141 294
Transport assets	7 642	-	-	(329)	7 313
Computer equipment	32 529	26	9 943	(1 001)	41 497
Furniture and office equipment	36 335	86	2 838	(225)	39 034
Other machinery and equipment	52 467	135	1 413	(565)	53 450
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	128 973	247	14 194	(2 120)	141 294

28.3.1 Prior period error

	Note	2017/18
		R'000
Nature of prior period error		
Relating to 2017/18 [affecting the closing balance]		247
Computer Equipment		26
Furniture and office equipment		86
Other machinery and equipment		135
Total prior period errors		247

The 2017/18 asset closing balance as stated in 2017/18 has been increased with R247 000.00 due to duplicate barcodes resolved and assets take-on from the DoJ&CD.

28.4 Minor assets

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2019						
	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
	R'000	R'000	R'000	R'000	R'000	R'000
Opening balance	-	5	321	129 477	-	129 803
Value adjustments	-	-	-	-	-	-
Additions	-	34	-	8 328	-	8 362
Disposals	-	-	-	(1 157)	-	(1 157)
TOTAL MINOR ASSETS	-	39	321	136 648	-	137 008

NOTES TO THE ANNUAL FINANCIAL STATEMENTS*for the year ended 31 March 2019*

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets	-	-	4 944	304 591	-	309 535
Number of minor assets at cost	-	9	485	174 958	-	175 452
TOTAL NUMBER OF MINOR ASSETS	-	9	5 429	479 549	-	484 987

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2018

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Opening balance	-	5	322	123 644	-	123 971
Prior period error	-	-	-	182	-	182
Additions	-	-	-	7 012	-	7 012
Disposals	-	-	(1)	(1 361)	-	(1 362)
TOTAL MINOR ASSETS	-	5	321	129 477	-	129 803

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets	-	-	-	-	-	-
Number of minor assets at cost	-	2	485	155 474	-	155 961
TOTAL NUMBER OF MINOR ASSETS	-	2	485	155 474	-	155 961

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

28.4.1 Prior period error

	Note	2017/18 R'000
Nature of prior period error		
Relating to 2017/18 [affecting the closing balance]		182
Machinery and equipment		182
Total prior period errors		182

The 2017/18 asset closing balance as stated in 2017/18 has been increased with R182 000.00 due to duplicate barcodes resolved.

29. INTANGIBLE CAPITAL ASSETS**MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019**

	Opening balance	Value adjustments	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
SOFTWARE	852	-	36 873	-	37 725
TOTAL INTANGIBLE CAPITAL ASSETS	852	-	36 873	-	37 725

29.1 Additions**ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019**

	Cash	Non-Cash	(Develop- ment work in progress – current costs)	Received current year, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
SOFTWARE	36 530	10 128	(10 128)	343	36 873
TOTAL ADDITIONS TO INTANGIBLE CAPITAL ASSETS	36 530	10 128	(10 128)	343	36 873



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

29.2 Movement for 2017/18

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2018					
	Opening balance	Prior period error	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
SOFTWARE	678	-	174	-	852
TOTAL INTANGIBLE CAPITAL ASSETS	678	-	174	-	852

30. IMMOVABLE TANGIBLE CAPITAL ASSETS

MOVEMENT IN IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019					
	Opening balance	Value adjustments	Additions	Disposals	Closing Balance
	R'000		R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES	-	-	9	-	9
Other fixed structures	-	-	9	-	9
TOTAL IMMOVABLE TANGIBLE CAPITAL ASSETS	-	-	9	-	9

30.1 Additions

ADDITIONS TO IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2019					
	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
BUILDING AND OTHER FIXED STRUCTURES	9	-	-	-	9
Other fixed structures	9	-	-	-	9
TOTAL ADDITIONS TO IMMOVABLE TANGIBLE CAPITAL ASSETS	9	-	-	-	9

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

30.2 Capital Work-in-progress**CAPITAL WORK-IN-PROGRESS AS AT 31 MARCH 2019**

	Note	Opening balance 1 April 2018	Current Year WIP	Ready for use (Assets to the AR) / Contracts terminated	Closing balance 31 March 2019
	Annexure 7	R'000	R'000	R'000	R'000
Intangible assets		27 000	10 128	-	37 128
TOTAL		27 000	10 128	-	37 128

Age analysis on ongoing projects	Number of projects		2018/19
	Planned, Construction not started	Planned, Construction started	Total R'000
0 to 1 Year	1	1	2
1 to 3 Years	1	1	2
Total	2	2	4

Capital Work in Progress to the value of R37 128 million relates to the e-Filing software for the Superior Courts developed by SITA and paid for from the IJS fund in the budget of the DoJ&CD. This project will now be piloted in the 2019/20 financial year and rolled out in the 2020/21 financial year due to delays by SITA.

CAPITAL WORK-IN-PROGRESS AS AT 31 MARCH 2017/18

	Note	Opening balance 1 April 2017	Prior period error	Current Year WIP	Ready for use (Assets to the AR) / Contracts terminated	Closing balance 31 March 2018
	Annexure 7	R'000	R'000	R'000	R'000	R'000
Intangible assets		-	-	27 000	-	27 000
TOTAL		-	-	27 000	-	27 000

Age analysis on ongoing projects	Number of projects		2017/18
	Planned, Construction not started	Planned, Construction started	Total R'000
0 to 1 Year	1	-	1
1 to 3 Years	-	-	-
Total	1	-	1

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

31. PRIOR PERIOD ERRORS**31.1 Correction of prior period errors**

	Note	Amount before error correction	Prior period error	Restated Amount
		2017/18	2017/18	2017/18
		R'000	R'000	R'000
Leases:				
Operating Leases	23.1	-	446	446
Net effect		-	446	446

Vehicles with expired contracts still being used and disclosed as finance lease in 2017/18 as they were not converted to month to month leases.

	Note	Amount bef error correction	Prior period error	Restated Amount
		2017/18	2017/18	2017/18
		R'000	R'000	R'000
Leases:				
Finance lease	23.2	67 849	(2 577)	65 272
Net effect		67 849	(2 577)	65 272

Vehicles with expired contracts still being used and disclosed as finance lease in 2017/18 as they were not converted to month to month leases.

	Note	Amount before error correction	Prior period error	Restated Amount
		2017/18	2017/18	2017/18
		R'000	R'000	R'000
Employee benefits:				
Leave entitlement	22	19 167	(69)	19 098
Net effect		19 167	(69)	19 098

The 2017/18 Leave entitlement has been reduced with R69 321.11 which was overstated in the prior year figures.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

	Note	Amount before error correction	Prior period error	Restated Amount
		2017/18	2017/18	2017/18
		R'000	R'000	R'000
Movable Tangible Capital Assets:				
Computer Equipment	28	41 471	26	41 497
Furniture and office equipment		38 948	86	39 034
Other machinery and equipment		53 315	135	53 450
Net effect		133 734	247	133 981

The 2017/18 asset closing balance as stated in 2017/18 has been increased with R247 000.00 due to duplicate barcodes resolved and assets take-on from the DoJ&CD.

	Note	Amount bef error correction	Prior period error	Restated Amount
		2017/18	2017/18	2017/18
		R'000	R'000	R'000
Minor Assets:				
Machinery and equipment	28	129 621	182	129 803
Net effect		129 621	182	129 803

The 2017/18 asset closing balance as stated in 2017/18 has been increased with R182 000.00 due to duplicate barcodes resolved.



ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

ANNEXURE 1G

STATEMENT OF TRANSFERS TO HOUSEHOLDS

HOUSEHOLDS	TRANSFER ALLOCATION			EXPENDITURE		2017/18 Final Appropriation R'000
	Adjusted Appropriation Act R'000	Roll Overs R'000	Adjust-ments R'000	Total Available R'000	Actual Transfer R'000	
Transfers						
Judges' social benefits	65 975	-	-	65 975	65 980	100.0%
Employees social benefits	2 333	-	-	2 333	2 333	100.0%
	68 308	-	-	68 308	68 313	76 035
TOTAL	68 308	-	-	68 308	68 313	76 035

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

ANNEXURE 1H**STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2018/19	2017/18
		R'000	R'000
Received in kind			
Juta Books Supplier	South African and International Law Books	26	13
United Nations Environment	Flight Ticket to present work related matters	4	10
United Nations Environment	Travel costs for Official trip to present work related matters	11	6
United States Department of State	Travel and Accommodation costs to attend International visitors Leadership program (IVLP)	9	270
Supreme Court of Beijing, China	Wooden frame with Beijing Supreme Court Logo	3	
SA Institute: Management Services	Travel cost to Mpumalanga: Operations Management Framework	1	
Stellenbosch University	Financial market insider information	1	
Lexis Nexis	Index of South African criminal cases 1910-2018. Vol 1	1	
Subtotal		55	299
TOTAL		55	299

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

ANNEXURE 1I

STATEMENT OF AID ASSISTANCE RECEIVED

NAME OF DONOR	PURPOSE	OPENING BALANCE	REVENUE	EXPENDITURE	PAID BACK ON/BY 31 MARCH	CLOSING BALANCE
		R'000	R'000	R'000	R'000	R'000
Received in kind						
German development Corporation	Developing administrative Capacity for OCJ through business process re-engineering.	4 868	-	(1 869)	-	2 999
Subtotal		4 868	-	(1 869)	-	2 999
TOTAL		4 868	-	(1 869)	-	2 999

The donor funding by the German Development Corporation is for a project on business process re-engineering in the High Courts. No money was received or expensed by the OCJ.

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

ANNEXURE 3B**STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2019**

Nature of Liability	Opening Balance	Liabilities incurred during the year	Liabilities paid/cancelled/reduced during the year	Liabilities recoverable (Provide details hereunder)	Closing Balance
	1 April 2018				31 March 2019
	R'000	R'000	R'000	R'000	R'000
Claims against the department					
Cases against the Judiciary where the OCJ will be expected to carry litigation costs	3 339	-	(243)	-	3 096
Subtotal	3 339	-	(243)		3 096
TOTAL	3 339	-	(243)		3 096

Helen Suzman Foundation vs Judicial Service Commission.

Limpopo Legal Solutions vs Judicial Service Commission & 2 others.

Snail vs Judicial Service Commission and others

Limpopo Legal Solutions vs Judicial Service Commission and 13 others.

Adv Mthenjwa vs Judge Steyn and others.

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

ANNEXURE 4

CLAIMS RECOVERABLE

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total		Cash in transit at year end 2018/19 *	
	31/03/2019	31/03/2018	31/03/2019	31/03/2018	31/03/2019	31/03/2018	Receipt date up to six (6) working days after year end	Amount
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
Department								
Department of Justice and Constitutional Development	11 200	-	-	-	11 200	-	-	-
National Treasury	-	32 295	-	-	-	32 295	-	-
Department of Agriculture	-	1	-	-	-	1	-	-
	11 200	32 296	-	-	11 200	32 296	-	-
TOTAL	11 200	32 296	-	-	11 200	32 296	-	-

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

ANNEXURE 5**INTER-GOVERNMENT PAYABLES**

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL		Cash in transit at year end 2018/19	
	31/03/2019	31/03/2018	31/03/2019	31/03/2018	31/03/2019	31/03/2018	Payment date up to six (6) working days before year end	Amount
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
OTHER GOVERNMENT ENTITY								
Current								
G-Fleet Management	-	2 573	-	-	-	2 573	-	-
Subtotal	-	2 573	-	-	-	2 573	-	-
Total Other Govern Entities	-	2 573	-	-	-	2 573	-	-
TOTAL INTERGOVERNMENTAL	-	2 573	-	-	-	2 573	-	-

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

ANNEXURE 7**MOVEMENT IN CAPITAL WORK IN PROGRESS****MOVEMENT IN CAPITAL WORK IN PROGRESS FOR THE YEAR ENDED 31 MARCH 2019**

	Opening balance	Current Year Capital WIP	Ready for use (Asset register) / Contract terminated	Closing balance
	R'000	R'000	R'000	R'000
SOFTWARE	27 000	10 128	-	37 128
Software	27 000	10 128	-	37 128
TOTAL	27 000	10 128	-	37 128

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2019

MOVEMENT IN CAPITAL WORK IN PROGRESS FOR THE YEAR ENDED 31 MARCH 2018

	Opening balance	Prior period error	Current Year Capital WIP	Ready for use (Asset register) / Contract terminated	Closing balance
	R'000	R'000	R'000	R'000	R'000
SOFTWARE					
Software	-	-	27 000	-	27 000
TOTAL			27 000		27 000

Capital Work in Progress to the value of R37 128 million relates to the e-Filing software for the Superior Courts developed by SITA and paid for from the IJS fund in the budget of the DoJ&CD. This project will now be piloted in the 2019/20 financial year and rolled out in the 2020/21 financial year due to delays by SITA.











OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

CONTACT US

Office of the Chief Justice
188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
www.facebook.com/TheSouthAfricanJudiciary

RP147/2016

ISBN: 978-0-621-44611-1



ocj_rsa



@OCJ_RSA



TheSouthAfricanJudiciary



Judiciary RSA

