

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

Occupation	Number of Employees	Job Evaluation Level	Remuneration Level	Reason for Deviation	No of employees in the Department
xxx	0	xxx	xxx	xxx	
xxx	0	xxx	xxx	xxx	
<b>Total</b>	<b>0</b>				
<b>Percentage of Total Employment</b>	<b>0</b>				<b>0</b>

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

Salary Band	Employment at Beginning of Period (April 2006)	Appointments	Terminations	Turnover Rate
Lower skilled (Levels 1-2), Permanent	13	4	1	7.7
Skilled (Levels 3-5), Permanent	34	2	1	2.9
Highly skilled production (Levels 6-8), Permanent	80	11	8	10
Highly skilled supervision (Levels 9-12), Permanent	102	10	11	10.8
Senior Management Service Band A, Permanent	20	1	3	15
Senior Management Service Band B, Permanent	8	1	0	0
Senior Management Service Band C, Permanent	6	1	1	16.7
Senior Management Service Band D, Permanent	0	1	0	0
Contract (Levels 3-5), Permanent	25	26	18	72
Contract (Levels 6-8), Permanent	23	9	28	121.7
Contract (Levels 9-12), Permanent	8	6	7	87.5
Contract (Band A), Permanent	1	1	0	0
Contract (Band B), Permanent	2	0	0	0
Contract (Band D), Permanent	1	0	0	0
<b>TOTAL</b>	<b>323</b>	<b>73</b>	<b>78</b>	<b>24.1</b>

Occupation	Employment at Beginning of Period (April 2006)	Appointments	Terminations	Turnover Rate
Administrative related, Permanent	32	9	7	21.9
Architects town and traffic planners, Permanent	2	0	0	0
Cleaners in offices workshops hospitals etc., Permanent	8	18	10	125
Client inform clerks(switchboard receipt inform clerks), Permanent	4	0	3	75
Communication and information related, Permanent	13	2	5	38.5
Economists, Permanent	22	9	3	13.6
Electrical and electronics engineering technicians, Permanent	1	0	0	0
Engineers and related professionals, Permanent	8	0	1	12.5
Finance and economics related, Permanent	12	4	2	16.7
Financial and related professionals, Permanent	9	0	2	22.2
Financial clerks and credit controllers, Permanent	17	5	8	47.1
Food services aids and waiters, Permanent	7	4	3	42.9
General legal administration & rel. professionals, Permanent	5	0	0	0
Head of department/chief executive officer, Permanent	0	1	0	0
Housekeepers laundry and related workers, Permanent	0	1	0	0
Human resources & organisat developm & relate prof, Permanent	10	1	0	0
Human resources clerks, Permanent	8	2	3	37.5
Human resources related, Permanent	4	0	0	0
Legal related, Permanent	2	0	1	50
Librarians and related professionals, Permanent	2	0	0	0
Library mail and related clerks, Permanent	6	0	1	16.7
Light vehicle drivers, Permanent	2	0	0	0
Logistical support personnel, Permanent	6	0	3	50
Material-recording and transport clerks, Permanent	9	0	1	11.1
Messengers porters and deliverers, Permanent	6	1	0	0
Other administrat & related clerks and organisers, Permanent	38	3	9	23.7
Other administrative policy and related officers, Permanent	2	0	1	50
Other information technology personnel., Permanent	4	2	2	50
Other occupations, Permanent	2	0	1	50
Secretaries & other keyboard operating clerks, Permanent	32	7	8	25
Security guards, Permanent	7	0	0	0
Security officers, Permanent	14	0	0	0
Senior managers, Permanent	29	4	4	13.8
<b>TOTAL</b>	<b>323</b>	<b>73</b>	<b>78</b>	<b>24.1</b>

Termination Type	Number	Percentage of Total Resignations	Percentage of Total Employment	Total	Total Employment
Resignation, Permanent	30	38.5	9.3	78	323
Expiry of contract, Permanent	42	53.8	13	78	323
Dismissal-misconduct, Permanent	3	3.8	0.9	78	323
Retirement, Permanent	3	3.8	0.9	78	323
<b>TOTAL</b>	<b>78</b>	<b>100</b>	<b>24.1</b>	<b>78</b>	<b>323</b>
<b>Resignations as % of Employment</b>	<b>24.1</b>				

<b>TABLE 5.4 - Promotions by Critical Occupation</b>					
<b>Occupation</b>	<b>Employment at Beginning of Period (April 2006)</b>	<b>Promotions to another Salary Level</b>	<b>Salary Level Promotions as a % of Employment)</b>	<b>Progressions to another Notch within Salary Level</b>	<b>Notch progressions as a % of employment</b>
Administrative related	32	11	34.4	10	31.3
Architects town and traffic planners	2	0	0	1	50
Cleaners in offices workshops hospitals etc.	8	0	0	5	62.5
Client inform clerks(switchboard receipt inform clerks)	4	0	0	1	25
Communication and information related	13	2	15.4	1	7.7
Economists	22	7	31.8	9	40.9
Electrical and electronics engineering technicians	1	0	0	0	0
Engineers and related professionals	8	1	12.5	4	50
Finance and economics related	12	1	8.3	7	58.3
Financial and related professionals	9	1	11.1	3	33.3
Financial clerks and credit controllers	17	0	0	6	35.3
Food services aids and waiters	7	0	0	1	14.3
General legal administration & rel. professionals	5	1	20	3	60
Human resources & organisat developm & relate prof	10	0	0	4	40
Human resources clerks	8	2	25	3	37.5
Human resources related	4	1	25	1	25
Legal related	2	1	50	1	50
Librarians and related professionals	2	0	0	0	0
Library mail and related clerks	6	0	0	2	33.3
Light vehicle drivers	2	0	0	2	100
Logistical support personnel	6	3	50	3	50
Material-recording and transport clerks	9	0	0	5	55.6
Messengers porters and deliverers	6	0	0	3	50
Other administrat & related clerks and organisers	38	6	15.8	17	44.7
Other administrative policy and related officers	2	0	0	1	50
Other information technology personnel.	4	0	0	0	0
Other occupations	2	0	0	0	0
Secretaries & other keyboard operating clerks	32	3	9.4	16	50
Security guards	7	0	0	6	85.7
Security officers	14	1	7.1	3	21.4
Senior managers	29	3	10.3	6	20.7
<b>TOTAL</b>	<b>323</b>	<b>44</b>	<b>13.6</b>	<b>124</b>	<b>38.4</b>

Salary Band	Employment at Beginning of Period (April 2006)	Promotions to another Salary Level	Salary Level Promotions as a % of Employment	Progressions to another Notch within Salary Level	Notch progressions as a % of Employment
Lower skilled (Levels 1-2), Permanent	13	0	0	8	61.5
Skilled (Levels 3-5), Permanent	34	1	2.9	22	64.7
Highly skilled production (Levels 6-8), Permanent	80	12	15	45	56.3
Highly skilled supervision (Levels 9-12), Permanent	102	20	19.6	39	38.2
Senior management (Levels 13-16), Permanent	34	10	29.4	8	23.5
Contract (Levels 3-5), Permanent	25	0	0	0	0
Contract (Levels 6-8), Permanent	23	0	0	1	4.3
Contract (Levels 9-12), Permanent	8	1	12.5	0	0
Contract (Levels 13-16), Permanent	4	0	0	1	25
<b>TOTAL</b>	<b>323</b>	<b>44</b>	<b>13.6</b>	<b>124</b>	<b>38.4</b>

**TABLE 6.1 - Total number of Employees (incl. Employees with disabilities) per Occupational Category (SASCO)**

Occupational Categories	Male, African	Male, Coloured	Male, Indian	Male, Total Blacks	Male, White
Legislators, senior officials and managers, Permanent	14	1	2	17	6
Professionals, Permanent	52	0	4	56	8
Clerks, Permanent	25	1	0	26	2
Service and sales workers, Permanent	13	0	0	13	0
Plant and machine operators and assemblers, Permanent	2	0	0	2	0
Elementary occupations, Permanent	7	1	0	8	1
<b>TOTAL</b>	<b>113</b>	<b>3</b>	<b>6</b>	<b>122</b>	<b>17</b>
	<b>Male, African</b>	<b>Male, Coloured</b>	<b>Male, Indian</b>	<b>Male, Total Blacks</b>	<b>Male, White</b>
<b>Employees with disabilities</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>

<b>TABLE 6.2 – Recruitment</b>											
<b>Occupational Bands</b>	<b>Male African</b>	<b>Male Coloured</b>	<b>Male Indian</b>	<b>Male Total Black</b>	<b>Male White</b>	<b>Female African</b>	<b>Female Coloured</b>	<b>Female Indian</b>	<b>Female Total Black</b>	<b>Female White</b>	<b>Total</b>
Top Management, Permanent	2	0	0	2	0	0	0	0	0	0	2
Senior Management, Permanent	2	0	0	2	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management, Permanent	5	0	0	5	0	3	1	1	5	0	10
Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent	4	0	0	4	0	6	0	1	7	0	11
Semi-skilled and discretionary decision making, Permanent	1	0	0	1	0	1	0	0	1	0	2
Unskilled and defined decision making, Permanent	1	0	0	1	1	2	0	0	2	0	4
Contract (Senior Management), Permanent	0	0	0	0	1	0	0	0	0	0	1
Contract (Professionally qualified), Permanent	2	0	0	2	0	4	0	0	4	0	6
Contract (Skilled technical), Permanent	2	0	0	2	0	7	0	0	7	0	9
Contract (Semi-skilled), Permanent	7	0	0	7	0	19	0	0	19	0	26
<b>TOTAL</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>2</b>	<b>42</b>	<b>1</b>	<b>2</b>	<b>45</b>	<b>0</b>	<b>73</b>

<b>TABLE 6.3 – Promotions</b>		
<b>Occupational Bands</b>	<b>Male, African</b>	<b>Male, Coloured</b>
Top Management, Permanent	1	0
Senior Management, Permanent	8	1
Professionally qualified and experienced specialists and mid-management, Permanent	21	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent	15	0
Semi-skilled and discretionary decision making, Permanent	13	1
Unskilled and defined decision making, Permanent	3	0
Contract (Senior Management), Permanent	1	0
Contract (Professionally qualified), Permanent	0	0
Contract (Skilled technical), Permanent	0	0
<b>TOTAL</b>	<b>62</b>	<b>2</b>

	<b>Male, African</b>	<b>Male, Coloured</b>
<b>Employees with disabilities</b>	<b>2</b>	<b>0</b>

<b>TABLE 6.4 – Terminations</b>		
<b>Occupational Bands</b>	<b>Male, African</b>	<b>Male, Coloured</b>
Top Management, Permanent	1	0
Senior Management, Permanent	2	0
Professionally qualified and experienced specialists and mid-management, Permanent	5	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, Permanent	1	0
Semi-skilled and discretionary decision making, Permanent	0	0
Unskilled and defined decision making, Permanent	0	0
Contract (Professionally qualified), Permanent	1	0
Contract (Skilled technical), Permanent	9	0
Contract (Semi-skilled), Permanent	6	0
<b>TOTAL</b>	<b>25</b>	<b>0</b>

	<b>Male, African</b>	<b>Male, Coloured</b>
<b>Employees with disabilities</b>	<b>1</b>	<b>0</b>

<b>TABLE 6.5 - Disciplinary Action</b>				
<b>Disciplinary action</b>	<b>Male African</b>	<b>Male Coloured</b>	<b>Male Indian</b>	<b>Male Total Blacks</b>
Disciplinary hearing – not guilty	1			
Disciplinary hearing – Discharged from Public Service				
Abscondment	1			
Written warnings	2			
Final written warning	2			
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>

Occupational Categories	Male African	Male, Coloured	Male Indian	Male Total Blacks	Male White
Legislators, Senior Officials and Managers	0	0	0	0	0
Professionals	0	0	0	0	0
Technicians and Associate Professionals	0	0	0	0	0
Clerks	0	0	0	0	0
Service and Sales Workers	0	0	0	0	0
Skilled Agriculture and Fishery Workers	0	0	0	0	0
Craft and related Trades Workers	0	0	0	0	0
Plant and Machine Operators and Assemblers	0	0	0	0	0
Elementary Occupations	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Employees with disabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**TABLE 7.1 - Performance Rewards by Race, Gender and Disability**

Demographics	Number of Beneficiaries	Total Employment	Percentage of Total Employment	Cost (R'000)	Average cost per beneficiary (R)
African, Female	35	121	28.9	454	12,970
African, Male	38	112	33.9	621	16,336
Asian, Female	6	11	54.5	113	18,884
Asian, Male	3	6	50	75	25,099
Coloured, Female	3	7	42.9	50	16,633
Coloured, Male	1	3	33.3	9	8,553
Total Blacks, Female	44	139	31.7	617	14,026
Total Blacks, Male	42	121	34.7	705	16,777
White, Female	28	37	75.7	636	22,731
White, Male	1	17	5.9	27	26,883
Employees with a disability	0	1	0	0	0
<b>TOTAL</b>	<b>115</b>	<b>315</b>	<b>36.5</b>	<b>1,985</b>	<b>17,262</b>

**TABLE 7.2 - Performance Rewards by Salary Band for Personnel below Senior Management Service**

Salary Band	Number of Beneficiaries	Total Employment	Percentage of Total Employment	Cost R'000)	Average cost per beneficiary (R)
Lower skilled (Levels 1-2)	12	16	75	86	7,167
Skilled (Levels 3-5)	17	30	56.7	134	7,882
Highly skilled production (Levels 6-8)	57	83	68.7	950	16,667
Highly skilled supervision (Levels 9-12)	28	99	28.3	740	26,429
Contract (Levels 3-5)	0	25	0	0	0
Contract (Levels 6-8)	0	4	0	0	0
Contract (Levels 9-12)	0	9	0	0	0
Abnormal Appointment	0	19	0	0	0
<b>TOTAL</b>	<b>114</b>	<b>285</b>	<b>40</b>	<b>1,910</b>	<b>16,754</b>

<b>Critical Occupations</b>	<b>Number of Beneficiaries</b>	<b>Total Employment</b>	<b>Percentage of Total Employment</b>	<b>Cost (R'000)</b>	<b>Average cost per beneficiary (R)</b>
Administrative related	6	36	16.7	240	40,000
Architects town and traffic planners	0	1	0	0	0
Cleaners in offices workshops hospitals etc.	5	15	33.3	37	7,400
Client inform clerks(switchb receipt inform clerks)	1	1	100	8	8,000
Communication and information related	0	10	0	0	0
Economists	5	29	17.2	115	23,000
Electrical and electronics engineering technicians	0	1	0	0	0
Engineers and related professionals	2	7	28.6	26	13,000
Finance and economics related	4	15	26.7	101	25,250
Financial and related professionals	4	6	66.7	54	13,500
Financial clerks and credit controllers	5	12	41.7	71	14,200
Food services aids and waiters	3	5	60	19	6,333
General legal administration & rel. professionals	3	3	100	61	20,333
Head of department/chief executive officer	0	1	0	0	0
Housekeepers laundry and related workers	0	1	0	0	0
Human resources & organisat developm & relate prof	3	10	30	46	15,333
Human resources clerks	7	8	87.5	127	18,143
Human resources related	0	4	0	0	0
Legal related	0	3	0	0	0
Librarians and related professionals	0	2	0	0	0
Library mail and related clerks	6	6	100	82	13,667
Light vehicle drivers	2	2	100	13	6,500
Logistical support personnel	4	4	100	75	18,750
Material-recording and transport clerks	5	6	83.3	61	12,200
Messengers porters and deliverers	4	6	66.7	35	8,750
Other administrat & related clerks and organisers	17	29	58.6	284	16,706
Other administrative policy and related officers	1	1	100	13	13,000
Other information technology personnel.	0	4	0	0	0
Other occupations	1	2	50	32	32,000
Secretaries & other keyboard operating clerks	19	34	55.9	351	18,474
Security guards	5	6	83.3	42	8,400
Security officers	2	13	15.4	17	8,500
Senior managers	1	31	3.2	75	75,000
Trade/industry advisers & other related profession	0	1	0	0	0
<b>TOTAL</b>	<b>115</b>	<b>315</b>	<b>36.5</b>	<b>1,985</b>	<b>17,261</b>

**TABLE 7.4 - Performance Related Rewards (Cash Bonus) by Salary Band for Senior Management Service**

<b>SMS Band</b>	<b>Number of Beneficiaries</b>	<b>Total Employment</b>	<b>Percentage of Total Employment</b>	<b>Cost (R'000)</b>	<b>Average Cost per beneficiary(R)</b>	<b>% of SMS Wage Bill</b>	<b>Personnel Cost SMS (R'000)</b>
Band A	0	24	0	0	0	0	0
Band B	1	16	6.3	75	7,500	1	7,829
Band C	0	7	0	0	0	0	0
Band D	0	2	0	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>49</b>	<b>2</b>	<b>75</b>	<b>7,500</b>	<b>1</b>	<b>7,829</b>

TABLE 8.1 - Foreign Workers by Salary Band								
Salary Band	Employment at Beginning Period	Percentage of Total	Employment at End of Period	Percentage of Total	Change in Employment	Percentage of Total	Total Employment at Beginning Period	Total Employment at End of Period
<b>TOTAL</b>	0	0	0					
TABLE 8.2 - Foreign Workers by Major Occupation								
Major Occupation	Employment at Beginning Period	Percentage of Total	Employment at End of Period	Percentage of Total	Change in Employment	Percentage of Total	Total Employment at Beginning Period	Total Employment at End of Period
<b>TOTAL</b>	0	0	0	0	0			
TABLE 9.1 - Sick Leave for Jan 2006 to Dec 2006								
Salary Band	Total Days	% Days with Medical Certification	Number of Employees using Sick Leave	% of Total Employees using Sick Leave	Average days per Employee			
Lower skilled (Levels 1-2)	61	90.2	10	4.4	6			
Skilled (Levels 3-5)	149	87.9	20	8.9	7			
Highly skilled production (Levels 6-8)	497	70.2	70	31.1	7			
Highly skilled supervision (Levels 9-12)	477	67.9	79	35.1	6			
Senior management (Levels 13-16)	146	81.5	20	8.9	7			
Contract (Levels 3-5)	48	77.1	11	4.9	4			
Contract (Levels 6-8)	49	67.3	11	4.9	4			
Contract (Levels 9-12)	4	50	2	0.9	2			
Contract (Levels 13-16)	15	80	2	0.9	8			
<b>TOTAL</b>	<b>1 446</b>	<b>73.4</b>	<b>225</b>	<b>100</b>	<b>6</b>			
TABLE 9.2 - Disability Leave (Temporary and Permanent) for Jan 2006 to Dec 2006								
Salary Band	Total Days	% Days with Medical Certification	Number of Employees using Disability Leave	% of Total Employees using Disability Leave	Average days per Employee			
Highly skilled production (Levels 6-8)	103	100	4	44.4				
Highly skilled supervision (Levels 9-12)	55	100	5	55.6				
<b>TOTAL</b>	<b>158</b>	<b>100</b>	<b>9</b>	<b>100</b>				

Salary Band	Total Days Taken	Average days per Employee	Number of Employees who took leave
Lower skilled (Levels 1-2)	285	17	17
Skilled (Levels 3-5)	533	17	31
Highly skilled production (Levels 6-8)	1645	18	93
Highly skilled supervision (Levels 9-12)	2003	17	115
Senior management (Levels 13-16)	648	16	40
Contract (Levels 3-5)	163.92	6	26
Contract (Levels 6-8)	177	8	21
Contract (Levels 9-12)	52	9	6
Contract (Levels 13-16)	42	14	3
<b>TOTAL</b>	<b>5548.92</b>	<b>16</b>	<b>352</b>

	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2006
Lower skilled (Levels 1-2)	1	1	71
Skilled (Levels 3-5)	3	3	73
Highly skilled production (Levels 6-8)	31	4	33
Highly skilled supervision (Levels 9-12)	26	5	50
Senior management (Levels 13-16)	27	9	62
<b>TOTAL</b>	<b>88</b>	<b>5</b>	<b>50</b>

Reason	Total Amount (R'000)	Number of Employees	Average Payment per Employee (R)
Capped leave payouts on termination of service for 2006/07	59	6	9833
Current leave payout on termination of service for 2006/07	0	1	0
<b>TOTAL</b>	<b>59</b>	<b>7</b>	<b>8429</b>

Salary Band	Number of Beneficiaries	Total Employment	Percentage of Total Employment	Cost (R'000)	Average cost per Beneficiary (R)
Lower skilled (Levels 1-2)	12	16	75	86	7,167
Skilled (Levels 3-5)	17	30	56.7	134	7,882
Highly skilled production (Levels 6-8)	57	83	68.7	950	16,667
Highly skilled supervision (Levels 9-12)	28	99	28.3	740	26,429
Contract (Levels 3-5)	0	25	0	0	0
Contract (Levels 6-8)	0	4	0	0	0
Contract (Levels 9-12)	0	9	0	0	0
Abnormal Appointment	0	19	0	0	0
<b>TOTAL</b>	<b>114</b>	<b>285</b>	<b>40</b>	<b>1910</b>	<b>16,754</b>

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)
xxx
xxx

TABLE 10.2 - Details of Health Promotion and HIV/AIDS Programmes

Employee Health & Wellness Programme	
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, Henry: Director Human Resource Management	
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, Three employees (Charles, Henry & Sizwe)	
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, 1) To assist employees to identify and effectively resolve problems that prevent them from functioning optimally in general life and rendering peak performance in the workplace. 2) Mainstream the Employee Health & Wellness Programme with other Departmental Policies and Programmes. 3) Develop and implement the Departmental EHWP policy and strategies. 4) Market the EHWP, E-care programmes to increase programme visibility and promote their utilisation.	
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent. No	
5. Has the department reviewed the employment policies and practices of your department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed. Yes, The Department has an HIV/AIDS policy, which seek to protect employees from unfair discrimination in the workplace and promote non-discriminatory employment practices such as recruitment, training and promotion against employees on the basis of their HIV/AIDS Status. New Policy on HIV/AIDS will be drafted by the EHWP officer in working relationship with DPSA & the Health Department, hence it should be aligned with the National Strategic Planning on HIV/AIDS Nationwide.	
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures. Yes, 1) The EHWP officer conducts counseling to infected and affected employees, 2) The EHWP officer co-ordinates the distribution of condoms to all the demarcated areas such as toilets, reception etc, in working relationship with Departmental Auxillary Services, 3) The EHWP office executes the HIV/AIDS programme function according to the Health Calender Year: Co-ordinating Information Session and Campaign on HIV prevention during Condom Week; Candle Light Memorial Week; HIV/AIDS Partnership; World AIDS Day and Nutrition Campaign of HIV/AIDS, 4)The Department has a strong establishment of the Peer Educators who play a significant role in promoting HIV/AIDS prevention in the workplace, through HIV/AIDS programmes and assist to create and maintain a non-discriminatory working environment.	
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved. Yes, The EHWP has 35 (thirty five) employees who have undergone Voluntary Counselling and Testing for 2007.	
8. Has the department developed measures/indicators to monitor & evaluate the impact of your health promotion programme? If so, list these measures/indicators. Yes, In Dec 2006/ Jan 2007, the EHWP office conducted a Climate Survey to the staff which assessed the employees on work life: relationships at work, stress in the workplace; financial difficulties; emotional difficulties; alcohol and drug illness; violence/trauma. Monitoring Measures/Indicators are as follows: Number of employees attending EHWP information session on Nutrition on HIV/AIDS program; Number of employees attending HIV/AIDS prevention programmes, per information session; Number of Peer Educators trained; Level of HIV/AIDS awareness in the workplace; Number of employees undertaking VCT; Number of condoms distributed. Health promotion program is further monitored through ICAS service provider' quarterly reports.	

TABLE 11.1 - Collective Agreements

Subject Matter	Date
NONE	
NONE	

TABLE 11.2 - Misconduct and Discipline Hearings Finalised

Outcomes of disciplinary hearings	Number	Percentage of Total	Total
Disciplinary Hearing - Not guilty	1	100	1
Disciplinary Hearing - Discharge from Public Service	1		1
Misconduct	7		7

TABLE 11.3 - Types of Misconduct Addressed and Disciplinary Hearings

Type of misconduct	Number	Percentage of Total	Total
Fraud, Corruption, Theft	2	0.6	2
Theft, unlawful removal and insolence	3	0.9	3
Written Warnings	4	1.2	4
Final Written Warnings	3	0.9	3
Abscondment from Public Service	2	0.9	2

TABLE 11.4 - Grievances Lodged

Number of grievances addressed	Number	Percentage of Total	Total
Formal grievances lodged	10	2.9	10
Number of grievances finalised	5	1.5	5
Number of grievances outstanding	5	1.5	5

<b>TABLE 11.5 - Disputes Lodged</b>			
<b>Number of disputes addressed</b>	<b>Number</b>	<b>% of total</b>	
<b>Upheld</b>	<b>0</b>	<b>0</b>	
<b>Dismissed</b>	<b>1</b>	<b>0.3</b>	
<b>Total</b>	<b>1</b>	<b>0.3</b>	
<b>TABLE 11.6 - Strike Actions</b>			
<b>Strike Actions</b>	<b>-</b>		
<b>Total number of person working days lost</b>	<b>1</b>		
<b>Total cost (R'000) of working days lost</b>	<b>R2 526.81</b>		
<b>Amount (R'000) recovered as a result of no work no pay</b>	<b>R2 526.81</b>		
<b>TABLE 11.7 - Precautionary Suspensions</b>			
<b>Precautionary Suspensions</b>	<b>-</b>		
<b>Number of people suspended</b>	<b>4</b>		
<b>Number of people whose suspension exceeded 30 days</b>	<b>4</b>		
<b>Average number of days suspended</b>	<b>90</b>		
<b>Cost (R'000) of suspensions</b>	<b>507 314.75</b>		

TABLE 12.1 - Training Needs identified						
Occupational Categories	Gender	Employment	Learnerships (Not yet implemented)	Skills Programmes & other short courses	Other forms of training	Total
Legislators, Senior Officials & Managers	Female	12	0	Anti Corruption SA	0	12
(DG; DDG; CD & D)	Male	27	0	Combating Fraud & Corruption in the workplace	0	27
			0	Creative Problem Solving	0	
			0	Business Writing	0	
			0	Governance & Risk Management	0	
			0	Monitoring & Evaluation	0	
			0	Mentoring & Coaching	0	
			0	Policy Development & Management	0	
			0	Promotion on Administration & Justice Act	0	
			0	Rules for dealing with Grievances in PS	0	
			0	Strategic & Operational Planning	0	
			0	Strategic Management	0	
			0	Strategic Media Relations	0	
			0	Urban & Regional Planning	0	
			0	Job Evaluation & Panel Training	0	
Professionals + Technicians & Ass. Prof.	Female	109	0	Applied Management	0	109
(DD & ASD & Salary levels 8 & 7)	Male	80	0	Creative Problem Solving	0	80
			0	Business Writing	0	
			0	Disaster Management for Informal Settlements	0	
			0	Computer skills	0	
			0	Policy Development & Management	0	
			0	Promotion on Administration & Justice Act	0	
			0	Strategic Management	0	
			0	Supervisory Skills	0	
			0	Adherence Counselling Training	0	
			0	Applied Management	0	
			0	Combating Fraud & Corruption in the workplace	0	
			0	Disciplinary Skills	0	
			0	Emotional Intelligence	0	
			0	Management Principals	0	
			0	Mentoring & Coaching	0	
			0	Project Management	0	
			0	Public Sector Protocol	0	
			0	Urban & Regional Planning	0	
			0	Questioning Techniques & Cross Examination	0	
			0	Research Skills	0	
			0	Transport & Fleet Management in PS	0	
			0	Project Management	0	
Clerks (Salary level 3 -6)	Female	40	0	Advanced Case Law in PS	0	40
	Male	41	0	Computer skills	0	41
			0	Advanced PAYE	0	
			0	Applied Management	0	
			0	Business Writing Skills	0	
			0	Conflict Management	0	
			0	Development Programme for Office Professionals	0	

			0	Effective Speed Reading for Business	0	
			0	Disciplinary Skills	0	
			0	Mentoring & Coaching	0	
			0	Managing & Incorporating HIV/Aids today	0	
			0	Office Administration	0	
			0	Policy Development & Management	0	
			0	Presentation & Facilitation Skills	0	
			0	Project Management	0	
			0	Promotion of Administration & Justice Act	0	
			0	Speech Writing	0	
			0	Supervisory Skills	0	
			0	Finance for Non Financial Managers	0	
			0	ABET	0	
Elementary Occupations	Female	3	0	Managing & incorporating HIV/AIDS today	0	3
	Male	4	0		0	4
Gender sub totals	Female	164	0		0	0
	Male	152	0		0	0
<b>Total</b>		<b>316</b>	<b>0</b>		<b>0</b>	<b>427</b>

**TABLE 12.2 - Training Provided**

Occupational Categories	Gender	Employment	Learner-ships	Skills Program-mes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Professionals	Female	0	0	0	0	0
	Male	0	0	0	0	0
Technicians and associate professionals	Female	0	0	0	0	0
	Male	0	0	0	0	0
Clerks	Female	0	0	0	0	0
	Male	0	0	0	0	0
Service and sales workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	0	0	0	0
Gender sub totals	Female	0	0	0	0	0
	Male	0	0	0	0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>TABLE 13.1 - Injury on Duty</b>		
<b>Nature of injury on duty</b>	<b>Number</b>	<b>% of total</b>
Required basic medical attention only	0	0
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

<b>TABLE 14.1 - Report on consultant appointments using appropriated funds</b>			
<b>Project Title</b>	<b>Total number of consultants that worked on the project</b>	<b>Duration: Work days</b>	<b>Contract value in Rand</b>
xxx	xxx	xxx	xxx
<b>Total number of projects</b>	<b>Total individual consultants</b>	<b>Total duration: Work days</b>	<b>Total contract value in Rand</b>
xxx	xxx	xxx	xxx

<b>TABLE 14.2 - Analysis of consultant appointments using appropriated funds, i.t.o. HDIs</b>			
<b>Project Title</b>	<b>Percentage ownership by HDI groups</b>	<b>Percentage management by HDI groups</b>	<b>Number of Consultants from HDI groups that work on the project</b>
xxx	xxx	xxx	

<b>TABLE 14.3 - Report on consultant appointments using Donor funds</b>				
<b>Project Title</b>	<b>Total number of consultants that worked on the project</b>	<b>Duration: Work days</b>	<b>Donor and Contract value in Rand</b>	
xxx	xxx	xxx	xxx	
<b>Total number of projects</b>	<b>Total individual consultants</b>	<b>Total duration: Work days</b>	<b>Total contract value in Rand</b>	
xxx	xxx	xxx	xxx	

<b>TABLE 14.4 - Analysis of consultant appointments using Donor funds, i.t.o. HDIs</b>			
<b>Project Title</b>	<b>Percentage ownership by HDI groups</b>	<b>Percentage management by HDI groups</b>	<b>Number of Consultants from HDI groups that work on the project</b>
xxx	xxx	xxx	

NOTES: