

# HR Reporting

HR ITEM	Approved Establishment 2007/8	Funded Posts Q4			% Establishment Funded	Establishment Variance	% Vacant Posts Q4	SMS Performance Agreement				PMDS Work plan			
		Actual Posts Filled	Vacant Posts	Total				No. with	% Without	No. Evaluated	% Not Evaluated	No. with	% Without	No. Evaluated	% Not Evaluated
	1	2	3	4 (2+3)	5 (4+1)	6 (1-4)	7 (3+4)	8	9 ((2-8)+2)	10	11 ((2-10)+2)	12	13 ((2-12)+2)	14	15 ((2-14)+2)
Level 13 - 16 (SMS)	4	4	-	4	100.0%	-	-	4	-	4	-				
Level 11-12 (MMS)	18	9	4	13	72.2%	5	30.8%					9	-	9	-
Level 1 - 10	2,625	1,228	146	1,374	52.3%	1,251	10.6%					1,228	-	1,228	-
<b>TOTAL</b>	<b>2,647</b>	<b>1,241</b>	<b>150</b>	<b>1,391</b>	<b>52.6%</b>	<b>1,256</b>	<b>10.8%</b>					<b>1,237</b>	<b>-</b>	<b>1,237</b>	<b>-</b>



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# Daily flash report

Office	Operational information				Capacity information		Client information	
	Identity documents on hand	Identity document applications on hand (collected and still to be forwarded to head office)	Passports and travel documents on hand (all types)	Passport applications collected and not yet captured	Number of staff on duty vs staff that are supposed to be on duty	Number of staff absent (all types of leave including abscondment)	Client volumes	Average time spent in queues
R/O Johannesburg	4488	472	6105	201	10/106	1x Leave 1x Sick leave 1x Suspended 1x Maternity leave	746	30 Minutes
Randburg	4566	62	5893	336	37/35	2x Vacation leave	100	20 Minutes
D/O Harrison Str	2188	32	6089	360	18	5	193	8 Minutes
Sandton	2128	62	1606	21	30	2x Sick leave 1x Study leave 1x Suspended 2x Annual leave 3x Maternity Leave	79	25 Minutes
R/O Soweto	6073	94	1984	82	53/47	1x Maternity Leave 1x Sick leave 1x Suspended 1x Vacation leave	228	20 Minutes
Roadport	4370	68	2577	0	43/40	2x Vacation 1x Sick leave	7	5 Minutes



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R/O Randfontein	1269	38	939	26	89/52	3x Vacation leave 1x Study leave 2x Flex hours 1x Leave	169	5 Minutes
Carletonville	1551	28	775	38	24/23	1x Sick leave	150	5 Minutes
Krugersdorp	1632	43	838	39	34/32	1x Study Leave 1x Leave	201	12 Minutes
LIA								
R/O Vereeniging	3857	45	1162	6	3/84	4x Maternity leave 3x Sick leave 1x Absconded 5x Annual leave	389	8 Minutes
Vanderbijlpark	2099	42	762	19	26/23	3x Leave	205	14 Minutes
Heidelberg	870	61	521	46	8/7	1x Maternity Leave	42	12 Minutes



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RO Springs	3636	5	845	19	45/40	6	421	20 Minutes
Benoni	2361	68	1625	46	30/22	5x Sick Leave 1x Study Leave 2x Reported at Springs	226	30 Minutes
Brakpan	1100	18	656	8	15/13	1x Maternity Leave 1x Annual leave	135	18 Minutes
Kempton Park	3656	75	1982	73	29/23	1x Vacation Leave 1x Sick Leave 2x Mobile 1x On line birth 1x Mpcc	130	5-10 Minutes
Nigel	984	26	652	8	22/21	1x Sick leave	129	10 Minutes



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RO Germiston	5885	930	1104	51	60/44	2x Sick leave 2x Leave 1x Study leave 1x ore	100	5 Minutes
Alberton	5697	434	2187	30	31	2	103	50 Minutes
Boksburg	2205	50	1700	55	26/23	1x Study Leave 1x Leave 1x Not reported	10	3 Minutes
Edenvale	2795	130	2096	220	26/25	1x Study leave 1x Maternity leave	130	35 Minutes



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RO Pretoria	13125	305	32	1	6/16	2x Maternity Leave 2x Study leave 5x Sick leaves 3x Annual Leave	1201	15 Minutes
Akasia	1374	10	1015	150	22/29	2x Temporary 1x Maternity Leave 2x Unauthorised Leave 2x Annual Leave	300	35 Minutes
Centurion	2703	57	7260	150	17/20	1x Family responsibility 1x Sick leave 1x Study leave	60	30 Minutes
Cullinstree	3494	16	1516	26	10	2x Suspension 1x Sick Leave 2x Vacation Leave	750	10 Minutes
Soshanguve	602	210	295	10	17/17	0	166	31 15 Minutes



# Daily flash report

## OVERALL STATUS REPORT

Recent Xenophobic attacks throughout the province have spread exponentially within the communities, thus creating a fear within Gauteng provincial management that departmental officials could be targeted and fall victim to the vicious mob rage that is being displayed and this fear stems from statements of contempt that have been reported in the media against the executing authority of the department. It is requested that the DG strengthen our efforts to get the provincial SAPS officers deployed in the vicinity of all our provincial offices to prevent possible mob rage which is fear to erupt anytime.



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# Reporting on Key Indicators

## Equipment Information (Jan to Mar 2008)

Equipment Breakages (specify nature of equipment)	Remedial Action	Equipment Losses (specify nature of equipment & loss)	Remedial Action
Photocopiers	Reported to service providers for repairs	7 X CPU's lost	Reported to Regional IT manager for replacement
Fax machines	Reported to service providers for repairs		
IT equipment	Reported to IT managers within the province		



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# Reporting on Key Indicators

## Systems Information (Jan to Mar 2008)

System downtimes  
(specify nature and  
loss in working  
days- 8 hours = 1  
day)

8 hours = 1 Day

Remedial  
Action

Reported to IT  
Managers and SITA

Telephone /  
electricity downtime  
(specify nature &  
loss in working  
days)

24 hours

Remedial Action

No action can be taken for load  
shedding



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# Reporting on Key Indicators

## Capacity Information (Jan to Mar 2008)

Absenteeism rate for reporting period: 17% of officials within Gauteng Offices

Remedial actions taken: Leave is granted prior to official taken leave

## Client Information

Client volumes 7519 per day (488735 for period)

Average time spent in queues 20 minutes

Trend (upward or downward curve) and reasons therefore Statistics were only kept from March 2008.



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# Reporting on Key Indicators

## Special programmes

Nature of special programmes undertaken (e.g. employee wellness, transformation and gender, etc)

Details of programme

STI Awareness and Condom Week

DVD on know your status was played in Springs, Pretoria and Germiston regions and discussion around HIV and other STI's were held

Men's Summit

Disability

Sexual harassment

Choir Festival

Workshop were held to introduce songs to the various voices and the conductors  
Practices are continuing during the next few months up until 15 June 2008 for National Choir Competition.



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# Reporting on Key Indicators

## Stakeholders

Department of Education

Grade 12 Project

Department of Social Development

Grants / Late registration of birth

Department of Public Work

Office accommodation

IEC

Voter registration campaign

Local Government / MEC's / NGO's

Imbizo's

Outreach Campaigns

Mobile Units

GCIS

Thusong Centre's



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ANC MEMBER OF PARLIAMENT  
CHAIRPERSON, ANC STUDY GROUP ON PUBLIC ACCOUNTS

New Wing ROOM E 4.52  
TEL NO: ☎(021) 403 8701  
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23 April 2008  
Department of Home Affairs  
Director General  
Dear Mavuso Msimang



**HOME AFFAIRS OFFICES - ROODEPOORT**

It has become the "in thing" for citizens to raise complaints and dissatisfaction with the services provided by your department. Many times this dissatisfaction can be justified. This letter, however, is to acknowledge the excellent service provided by the above mentioned office and to give those employees the highest praises. Today I walked into the office to apply for my son's ID documents and to renew my own passport.

I was struck by the cleanliness of those offices, the professional and efficient manner of those manning the counters and the cash desk as well as the overall friendliness of the staff in general. Not enough is said of the good things that your department is doing and I hope this letter can serve as an inspiration to all at Home Affairs.

I however want to single out the exceptional service I received from Ms. Miranda Brits and Ms. Thelma Michaels from that office. I honestly believe that these two individuals deserve recognition for their service. To them I say keep up all the good work and let their attitude rub off the staff there.

Finally let me state that in the last few months I have received nothing but professionalism from the staff in your office, amongst other Cleo and Melanie. Kindly convey my heartfelt thanks to them for their efforts in improving the lives of South Africans and other visitors to our shores.

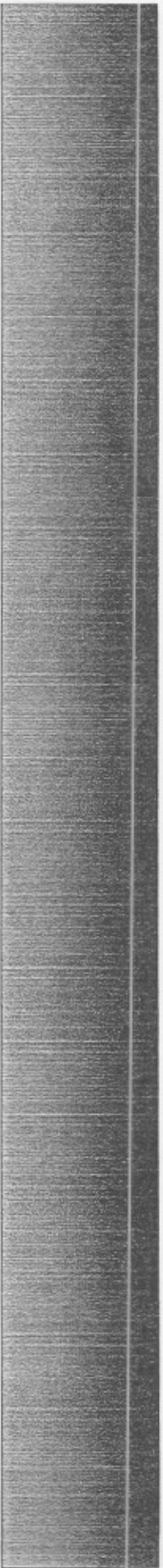
Kind Regards

Vincent G. Smith  
0832863006  
ANC Member of Parliament



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**THANK YOU**



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