

2023
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2024



ANNUAL Performance Plan



Amendment to the Annual Performance Plan for 2023/24

October 2023



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA



We Care!

OFFICIAL SIGN OFF

It is hereby certified that the amendment to the Annual Performance Plan:

- Was developed by the management of the Department of Home Affairs under the guidance of Minister PA Motsoaledi.
- Takes into account all the relevant policies, legislation and other mandates for which the Department of Home Affairs is responsible.
- Accurately reflects the outcomes and outputs which the Department of Home Affairs will endeavour to achieve over the period 2023/24.

Ms Tampane Molefe-Sefanyetso

Human Resource Management and Development



Signature

Mr Modiri Matthews

Immigration Services



Signature

Mr Thomas Sigama

Civic Services



Signature

Ms Constance Moitse

Counter Corruption and Security Services



Signature

Mr Gordon Hollamby

Chief Financial Officer



Signature

Mr Thulani Mavuso

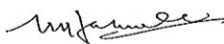
Head of Planning / Chief Information Officer



Signature

Mr Livhuwani Makhode

Accounting Officer



Signature

Approved by:

Dr P A Motsoaledi

Executive Authority



Signature

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LIST OF ACRONYMS

ACRONYM	DEFINITION
ABIS	Automated Biometric Identification System
APP	Annual Performance Plan
BMCS	Biometric Movement Control System
DPME	Department of Planning, Monitoring and Evaluation
DPW&I	Department of Public Works and Infrastructure
EMCS	Enhanced Movement Control System
eQPRS	Electronic Quarterly Performance Reporting System
SDG	Sustainable Development Goal

RATIONALE FOR AMENDMENT OF APPROVED 2023/24 ANNUAL PERFORMANCE PLAN

The President has signed Performance Agreements with Ministers to ensure that the relevant priorities of the current administration of government are implemented in 2023/24, which is the last year of the 2019 to 2024 electoral cycle.

Circular Number 04 of 2023 (Reference 12/1/3/2/1/1) was issued by the Minister in the Presidency for Planning, Monitoring and Evaluation on 3 October 2023 requesting the revision and re-tabling of the 2023/24 Annual Performance Plans of departments to ensure alignment with the performance agreements of Ministers. It is essential that ministerial priorities are included in the annual performance plans of departments to ensure implementation and quarterly reporting through the Electronic Quarterly Performance Reporting System (eQPRS). This will ensure that priorities are budgeted for and implemented.

A deliberation was held with the Department of Planning, Monitoring and Evaluation (DPME) on 4 October 2023 to obtain clarity on the priorities, interventions, indicators and targets in the performance agreement of the Minister of Home Affairs to be included as an amendment to the approved Annual Performance Plan for the Department of Home Affairs for 2023/24. The result of the deliberations is contained in this document and the following additional priorities emanating from the revised performance agreement of the Minister of Home Affairs are addressed in the amendment and supplement the Annual Performance Plan for the Department of Home Affairs tabled in Parliament in March 2023:

- Implement the recommendations of the work visa review
- Expand and improve the e-Visa system
- Roll-out of the birth registration system
- Biometric functionality at ports of entry

The Department has also effected a change to the definition and calculation methodology of the technical indicator descriptor dealing with Misconduct. The change deals with the exclusion of certain cases as part of the calculation methodology of the indicator and target.

AMENDMENT TO ANNUAL PERFORMANCE PLAN INDICATORS AND TARGETS FOR 2023/24

Revision of Immigration Regulations	Outcome:	Secure management of international migration resulting in South Africa's interests being served and fulfilling international commitments.						
	Output:	Immigration Amendment Regulations, 2014 gazetted to deal with the priority on the implementation of the recommendations of the work visa review.						
	Output Indicators:	Annual Targets						
		Audited / Actual Performance			Estimated Performance	MTEF Period		
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Changes made to the Immigration Regulations.	NA	NA	NA	NA	Immigration Amendment Regulations, 2014 gazetted.	NA	NA	
Explanation of planned performance over the Medium Term Period								
<p>The following interventions will be dealt with through the revision of the Immigration Amendment Regulations, namely the introduction of a points-based system incorporating the critical skills visa and the general work visa; the creation of a remote worker visa and inclusion of the start-up visa as part the current business visa category to establish a business. Certain requirements such as the requirement for a radiological certificate and police clearance certificate for every country an applicant has lived in since attaining majority were regarded as too onerous and will be amended.</p> <p>Requirements pertaining to the registration with a professional body will also be amended. The Trusted Employer Scheme will form part of the existing Large Account Unit in the Department of Home Affairs. The output will give effect to the Priority: Implement the recommendations of the work visa review, which was included in the Minister of Home Affairs' performance agreement as signed with the President on 22 June 2023. The revision of the Immigration Regulations is critical to the comprehensive review of the visa regime as pronounced in the 2023 State of the Nation Address. The output will contribute to the Economic Reconstruction and Recovery Plan of Government and the APEX priority dealing with Economic Transformation and Job Creation. The output will contribute to the developmental and risk-based approach to the DHA outcome dealing with the secure management of international migration resulting in South Africa's interests being served and fulfilling international commitments.</p> <p>The Points-based System is also included in the White Paper on the Management of Citizenship, International Migration and Refugee Protection which will be submitted to Cabinet for approval by 2023/24 and forms part of the approved 2023/24 Annual Performance Plan of the Department of Home Affairs tabled in March 2023.</p>								
Quarterly Targets for 2023/24								
Output Indicators	Annual Target		Q3		Q4			
Changes made to the Immigration Regulations.	Immigration Amendment Regulations, 2014 gazetted.		Draft Immigration Amendment Regulations, 2014 published in the Government gazette for public consultation.		Immigration Amendment Regulations, 2014 gazetted.			

Expansion of the e-Visa system	Outcome:	Secure management of international migration resulting in South Africa's interests being served and fulfilling international commitments.						
	Output:	e-Visa system rolled out in a phased approach to include study, business and intra-company transfers.						
	Output Indicators:	Annual Targets						
		Audited / Actual Performance			Estimated Performance	MTEF Period		
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Number of countries in which e-Visa System for study, business and intra-company transfer visas is piloted in 2023/24.	NA	NA	e-Visa system rolled out to 14 countries (tourism module).	NA	e-Visa system for study, business and intra-company transfer visas piloted in 3 countries.	e-Visa system for study, business and intra-company transfer visas rolled out in additional 5 countries.	e-Visa system for study, business and intra-company transfer visas rolled out in additional 10 countries.
	Number of countries with e-Visa system for study, business and intra-company transfer visas rollout (2024/25 and 2025/26).							
	Explanation of planned performance over the Medium Term Period							
	<p>The tourism module of the e-Visa system has been rolled out to 34 countries, including 20 additional countries in the 2023/24 financial year. The names of the countries are: Albania, Algeria, Belarus, Bulgaria, Cameroon, People's Republic of China, Comoros, Democratic Republic of the Congo, Republic of Congo, Cote d'Ivoire, Croatia, Cuba, Egypt, Ethiopia, Ghana, Guinea, India, Indonesia, Iran, Kenya, Liberia, Lithuania, Mali, Mexico, Morocco, Niger, Nigeria, Philippines, Romania, Saudi Arabia, Senegal, Slovakia, Uganda and Oman.</p> <p>The e-Visa system will be expanded to include study, business and intra-company transfer visas and be piloted in 3 countries in the 2023/24 financial year, namely Germany, Japan and France. Applicants will be able to apply for the e-Visa from the comfort of their homes and upload all supporting documents. The application will be received at the e-Visa hub in South Africa where an adjudicator will adjudicate the application and request for verification of supporting documents from the relevant company or via a mission. The applicant will be referred to the mission to submit biometrics and interview. On receipt of all verifications the adjudicator will take a decision. The e-Visa outcome is sent to the applicants via e-mail, which they will print and, if approved, use it to proceed to a port of entry.</p> <p>The output will give effect to the Priority: Expand and improve the e-Visa system which was included in the Minister of Home Affairs' performance agreement as signed with the President on 22 June 2023. The output is critical to the comprehensive review of the visa regime as pronounced in the 2023 State of the Nation Address. The output will contribute to the Economic Reconstruction and Recovery Plan of Government and the APEX priority dealing with Economic Transformation and Job Creation. The output will contribute to the developmental and risk-based approach to the DHA outcome dealing with the secure management of international migration resulting in South Africa's interests being served and fulfilling international commitments.</p>							
	Quarterly Targets for 2023/24							
Output Indicators	Annual Target		Q3		Q4			
Number of countries in which e-Visa System for study, business and intra-company transfer visas s piloted in 2023/24.	e-Visa system for study, business and intra-company transfer visas piloted in 3 countries.		e-Visa system for study, business and inter-company transfer visas tested.		e-Visa system for study, business and intra-company transfer visas piloted in 3 countries.			

Birth registration system	Outcome:	Secure population register to empower citizens, enable inclusivity, economic development and national security; and DHA positioned to contribute positively to a capable and developmental state.						
	Output:	Online birth registration system rolled out to 252 health facilities by 2023/24.						
	Output Indicators:	Annual Targets						
		Audited / Actual Performance			Estimated Performance	MTEF Period		
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Number of health facilities equipped with online birth registration system.	NA	NA	NA	161 Priority 1, 2 & 3 health facilities equipped with online birth registration system.	91 Priority 2 & 3 health facilities equipped with online birth registration system (issuing birth certificates on the spot).	95 Priority 4 health facilities equipped with online birth registration system (issuing birth certificates on the spot).	250 Priority 5 health facilities equipped with online birth registration system (issuing birth certificates on the spot).
	Explanation of planned performance over the Medium Term Period							
	<p>The project to rollout out an online birth registration system in public health facilities seeks to establish birth registration infrastructure in health facilities that deliver births in the country with the capability to process birth registration applications and conduct online verification and authentication of clients on the spot. This will ensure that the births in these health facilities are registered and birth certificates are issued on the spot. The focus for the 2022/23 and 2023/24 financial years is on priority 1 to 3 health facilities. The following categories are applicable: Priority 1 health facilities (actual births > 5 000 per annum), priority 2 health facilities (actual births between 2000 and 5000 per annum), priority 3 health facilities (actual births between 1000 and 2000 per annum), priority 4 health facilities (actual births between 500 and 1000 per annum) and priority 5 health facilities (actual births below 500 per annum).</p> <p>The output is a key contributor to ensuring early birth registration (births registered within 30 calendar days) and will improve access to the public for the registration of births. Furthermore, the output will contribute to closing the gap between the births delivered and births registered resulting in the reduction in the number of late birth registration of births. The output contributes to the attainment of Sustainable Development Goal (SDG) 16.9 which states that by 2030 legal identity must be provided for all, including birth registration.</p> <p>The roll-out of the birth registration system is central to expanding the footprint of the DHA and taking services closer to the people. The output will give effect to the Priority: Roll-out of the Birth Registration System, which was included in the Minister of Home Affairs' performance agreement as signed with the President on 22 June 2023. The output will contribute to the DHA outcome of securing the population register to empower citizens, enable inclusivity, economic development and national security; and to position the DHA to contribute positively to a capable and developmental state. The output will contribute to the APEX priority of a capable, ethical and developmental state.</p>							
	Quarterly Targets for 2023/24							
	Output Indicators	Annual Target		Q3		Q4		
Number of health facilities equipped with online birth registration system.	91 health facilities equipped with online birth registration system (issuing birth certificates on the spot).		IT equipment distributed and configured in 45 priority 2 & 3 health facilities. 45 Priority 2 & 3 health facilities connected and issuing a birth certificate on the spot.		IT equipment distributed and configured in 46 priority 2 & 3 health facilities. 46 Priority 2 & 3 health facilities connected and issuing a birth certificate on the spot.			

Biometric movement control system	Outcome:	Secure management of international migration resulting in South Africa's interests being served and fulfilling international commitments.						
	Output:	Biometric functionality implemented at ports of entry.						
	Output Indicators:	Annual Targets						
		Audited / Actual Performance			Estimated Performance	MTEF Period		
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
All identified ports of entry equipped with biometric functionality by March 2024 (68 ports of entry).	BMCS piloted at 2 ports of entry.	BMCS servers were installed and configured in four airports and system rolled out to OR Tambo, Cape Town, King Shaka and Lanseria International Airports to limited counters.	Procurement of IT equipment completed (Webcams, fingerprint scanners, passport scanners and servers.	50% (34 ports of entry).	100% of identified ports of entry equipped with biometric functionality by March 2024 (68 ports of entry in total and 34 in 2023/24).	NA	NA	
<p><u>Explanation of planned performance over the Medium Term Period</u></p> <p>The Enhanced Movement Control System (EMCS) is used to track the movement of citizens and foreign travellers entering and departing South Africa at ports of entry. The EMCS system will be replaced by a Biometric Movement Control System (BMCS). The system will interface with the e-Visa system which will confirm visa compliance, where applicable. It will further identify undesirable travellers and confirm citizens against the Automated Biometric Identification System (ABIS).</p> <p>The output is a critical component of a risk-based approach to managing immigration in support of the DHA outcome of the secure management of international migration resulting in South Africa's interests being served and fulfilling international commitments. It also contributes to the DHA outcome dealing with securing the population register to empower citizens, enable inclusivity, economic development and national security. The output therefore has a cross-cutting impact on the execution of the DHA mandate.</p> <p>The output and DHA outcome contribute to the APEX priority dealing with social cohesion and specifically safer communities and is included in the MTSF 2019 to 2024. The output will assist with securing South African borders by identifying all travellers entering and departing the country. An indicator was included in the 2023/24 Annual Performance Plan for the Department of Home Affairs but reflected a number. The indicator and target are being amended to align with the performance agreement of the Minister of Home Affairs as signed with the President on 22 June 2023 reflecting a percentage. The remaining 34 ports of entry to make up the 100% are: Alexander Bay, Makgobistad, Makhaleen Bridge, Pafuri, Bothashoop, Bray, Kruger Mpumalanga Airport, Rietfontein, McCarthy's Rest, Platjan, Pontdrift, Josefsdal, Gqeberha (Port Elizabeth) Harbour, Waterkloof Military Airbase, Gemsbok, Onverwacht, Derdepoort, Peka Bridge, Middelputs, Twee Rivieren, Waverley, Sendelingsdrift, Sepapus Gate, Polokwane International Airport, Makopong, Bloemfontein International Airport, Upington International Airport, Boesmansnek, Ramatseliso's Gate, Chief Dawid Stuurman (Port Elizabeth) International Airport, Saldanha, East London, Ongeluksnek and Onskeepkans. The following ports of entry were removed from the original list published in the Annual Performance Plan for 2023/24 tabled in March 2023:</p> <ul style="list-style-type: none"> • Pilansberg: The building is to be renovated by the Department of Public Works and Infrastructure due to fire damage with no specific timelines available. • Ngqura: Lack of adequate infrastructure to deploy BMCS. • Mossel Bay: Lack of adequate infrastructure to deploy BMCS. • Zanzibar: Formal request received from Botswana to close the port of entry. 								
Quarterly Targets for 2023/24								
	Output Indicators	Annual Target		Q3	Q4			
	All identified ports of entry equipped with biometric functionality by March 2024 (68 ports of entry).	100% of identified ports of entry equipped with biometric functionality by March 2024 (68 ports of entry in total and 34 in 2023/24).		50% (17 ports of entry).	100% (additional 17 ports of entry in quarter 4 and 34 in total).			

TECHNICAL INDICATOR DESCRIPTORS

IMMIGRATION AMENDMENT REGULATIONS, 2014	
Indicator title	Changes made to the Immigration Regulations.
Target title	Immigration Amendment Regulations, 2014 gazetted.
Definition	The Immigration Amendment Regulations, 2014 seeks to ensure that the recommendations of the Vulindlela Report are incorporated in the regulations made under the Immigration Act, 2002. The draft regulations further seeks to implement the recommendations of the Vulindlela Report relating to the work visa review, which was included in the Minister of Home Affairs' Performance Agreement as signed with the President on 22 June 2023.
Purpose / importance	The Immigration Amendment Regulations, 2014 is critical to the comprehensive review of the visa regime as pronounced in the 2023 State of the Nation Address. The output will contribute to the Economic Reconstruction and Recovery Plan of Government and the APEX priority dealing with Economic Transformation and Job Creation.
Source of data	Vulindlela Report recommendations, Government Gazette and Immigration Amendment Regulations, 2014.
Method of calculation / assessment	Gazetting of the Immigration Amendment Regulations, 2014.
Means of verification	<ul style="list-style-type: none"> • Q3: Government Gazette. • Q4: Government Gazette.
Assumptions	NA
Disaggregation of beneficiaries (where applicable)	NA
Spatial transformation (where applicable)	NA
Calculation type	Non-cumulative.
Availability of total population	Gazetted Immigration Amendment Regulations, 2014.
Reporting cycle	Quarterly and annual.
Desired performance	Immigration Amendment Regulations, 2014 gazetted.
Indicator responsibility	<ul style="list-style-type: none"> • Who is responsible for managing or reporting on the indicator? Director Drafting. • Who resolves internal disputes on performance reports / matters? Director-General.

EXPANSION OF THE E-VISA SYSTEM

Indicator title	Number of countries in which e-Visa system for study, business and intra-company transfer visas is piloted in 2023/24.
Target title	e-Visa system for study, business and intra-company transfer visas piloted in 3 countries.
Definition	The aim is to pilot the e-Visa system functionality for study, business and intra-company transfer in 3 countries. The countries are Germany, France and Japan. Applicants will apply for the e-Visa from the comfort of their home and upload all supporting documents. The application will be received at the e-Visa hub in South Africa where an adjudicator will adjudicate the application and request for verification of supporting documents from the relevant company or via a mission. The applicant will be referred to the mission to submit biometrics and interview. On receipt of all verifications the adjudicator will take a decision. The e-Visa outcome is sent to the applicants via e-mail, which they will print and, if approved, use it to proceed to a port of entry.
Purpose / importance	The indicator is a key contributor to the implementation of a visa regime in support of economic growth and job creation as well as the economic reconstruction and recovery plan of the country in respect of tourism, facilitation of investment and ease of doing business. The e-Visa system will improve service delivery, security and turnaround times for the issuance of visas to deserving clients.
Source of data	User requirement specifications or change requests.
Method of calculation / assessment	Successful pilot results for 3 identified countries.
Means of verification	<ul style="list-style-type: none"> • Q3: User acceptance testing. • Q4: System pilot report covering scope of target.
Assumptions	Relevant external stakeholders will be available; end user computer compatibility.
Disaggregation of beneficiaries (where applicable)	NA
Spatial transformation (where applicable)	NA
Calculation type	Non-cumulative.
Availability of total population	Pilot results for all 3 identified countries for study, business and intra-company transfer visas.
Reporting cycle	Quarterly and annual.
Desired performance	Successful pilot of e-Visa system for study, business and intra-company transfer visas in 3 identified countries.
Indicator responsibility	<ul style="list-style-type: none"> • Who is responsible for managing or reporting on the indicator? DDG: IS • Who resolves internal disputes on performance reports / matters? DG

ROLL-OUT OF THE BIRTH REGISTRATION SYSTEM

Indicator title	Number of health facilities equipped with online birth registration system.
Target title	91 Priority 2 & 3 health facilities equipped with online birth registration system (issuing birth certificates on the spot).
Definition	<p>The aim of the target is to rollout an online birth registration system in all public health facilities with maternity wards by establishing health facility service points to allow for the registration of birth and issuance of birth certificate on the spot.</p> <p>The Births and Deaths Registration Act, 1992 (Act No. 51 of 1992), stipulates that all children born in South Africa must be registered within 30 days of their birth. Births registered after 30 days of birth are regarded as late birth registration. In order to comply with the regulatory obligation on birth registration within 30 days, there is a need to establish relevant infrastructure to enable the registration of birth and issuance of birth certificates on the spot in health facilities. Thus, the existence of birth registration infrastructure in health facilities will ensure that all births delivered are registered on the spot, clients are verified on the spot and birth certificates are also issued on the spot.</p> <p>The target aims to achieve the establishment of health facility service points in 91 health facilities with maternity wards which will capacitate the department to register births where it occurs by providing access to birth registration services to parents to register their children.</p>
Purpose / importance	The ultimate goal of this project is to ensure that every birth delivered in a health facility is registered and every child born in the health facility leaves with a birth certificate. The target also contributes to the early birth registration programme which allows parents to register the birth of their children with Home Affairs within 30 days. The target further contributes to the elimination of late registration of birth and universal birth registration. The indicator and target contribute to the attainment of Sustainable Development Goal (SDG) 16.9 by 2030 which provides for legal identity for all including birth registration.
Source of data	<ul style="list-style-type: none"> • Business case on the rollout of online birth registration system in health facilities. • Health facility database.
Method of calculation / assessment	91 Priority 2 & 3 health facilities equipped with online birth registration system (issuing birth certificates on the spot).
Means of verification	<p>Q3: Evidence to support performance:</p> <ul style="list-style-type: none"> • IT distribution list, signed movement forms and asset register • Copy of a printed birth certificate • Copy of online verification outcome • Distribution list of 3Gs and confirmation of network connectivity • Letters to heads of departments signed by Director-General of Home Affairs and National Department of Health. <p>Q4: Evidence to support performance:</p> <ul style="list-style-type: none"> • IT distribution list, signed movement forms and asset register • Copy of a printed birth certificate • Copy of online verification outcome • Distribution list of 3Gs and confirmation of network connectivity
Assumptions	Availability of office space in all 91 health facilities.
Disaggregation of beneficiaries (where applicable)	Focus of the indicator and target is on children and parents of the children.
Spatial transformation (where applicable)	Rollout will be across the country in provinces where health facilities are located.
Calculation type	Cumulative (Year-end).
Availability of total population	List of 91 health facilities
Reporting cycle	Quarterly and annual.
Desired performance	91 health facilities equipped with online birth registration system (issuing birth certificates on the spot).
Indicator responsibility	<ul style="list-style-type: none"> • Who is responsible for managing or reporting on the indicator? DDG: Operations
	<ul style="list-style-type: none"> • Who resolves internal disputes on performance reports / matters? DG

BIOMETRIC MOVEMENT CONTROL SYSTEM (BMCS)	
Indicator title	All identified ports of entry equipped with biometric functionality by March 2024 (68 ports of entry).
Target title	100% of identified ports of entry equipped with biometric functionality by March 2024 (68 ports of entry and 34 in 2023/24).
Definition	A complete BMCS system which enables the capturing of fingerprint and facial biometric data of all travellers who enter or exit South Africa will be built onto the live capture platform and be rolled out at 34 ports of entry. The names are included under the section dealing with "Planned performance over the medium term".
Purpose / importance	To align the BMCS according to Section 27 of the Immigration Regulations (2014) to improve immigration management at ports of entry. The fingerprint and facial biometric will be used to trace the movement of travellers to and from the country to improve the security and identification of both citizens and foreigners.
Source of data	IMS business requirements, technical specifications and user acceptance testing.
Method of calculation / assessment	Actual number of ports of entry with BMCS implemented vs planned, namely 34.
Means of verification	<ul style="list-style-type: none"> • Q3: Sign off by port manager. • Q4: Sign off by port manager.
Assumptions	Infrastructure readiness at identified ports of entry.
Disaggregation of beneficiaries (where applicable)	NA
Spatial transformation (where applicable)	NA
Calculation type	Cumulative (Year-end).
Availability of total population	List of 34 ports of entry.
Reporting cycle	Quarterly and annual.
Desired performance	Implement BMCS at identified ports of entry (34).
Indicator responsibility	<ul style="list-style-type: none"> • Who is responsible for managing or reporting on the indicator? DDG: IS • Who resolves internal disputes on performance reports / matters? DG

MISCONDUCT	
Indicator title	Percentage of misconduct cases concluded within 90 working days (per year).
Target title	70%.
Definition	<p>Misconduct is an act / behaviour in conflict with the employer's code of conduct, known set of rules or the common law. It is an act for which the employee must be held accountable, through the initiation of a disciplinary hearing, classified as "serious misconduct".</p> <p>Discipline generally must be applied in a gradual / progressive manner, with informal enquiries for less serious forms of misconduct as provided for in the Sanctioning Guidelines of the Public Service, being dealt with by line managers directly, in accordance with PSCBC Resolution 1 of 2003 (Disciplinary Code and Procedures for the Public Service), which may result in any of the following sanctions: Corrective counselling, verbal warning, written warning, final written warning.</p> <p>Serious forms of misconduct in terms of PSCBC Res 1 of 2003 (Disciplinary Code and Procedures for the Public Service), may result in any of the following sanctions: Suspension without pay (to a maximum of 3 months); demotion; a combination of the afore-mentioned, and dismissal (which is the most severe sanction); and are preceded by a formal disciplinary hearing.</p> <p>This target deals only with the serious forms of misconduct which, based upon prima facie evidence, warrant a formal disciplinary hearing to be initiated by way of the issuing of a notice of a disciplinary hearing and charge sheet to an employee - Defined as a valid misconduct case.</p> <p>The disciplinary hearing must be concluded by way of issuance of the verdict by the presiding officer, in 90 working days, measured from the date on which the (amended) notice of the disciplinary hearing and charge sheet have been acknowledged by the employee.</p> <p>The measurement of this target therefore starts on the date on which the (amended) notice and charge sheet is acknowledged by the employee, and ends on the date on which a verdict is issued by the presiding officer. Appeals are excluded from this target.</p> <p>The following cases are excluded from the population against which this target is measured and reported:</p> <ol style="list-style-type: none"> 1) Terminations of service (all termination types) by an employee after the acknowledgement of the notice and charge sheet, but before the issuance of the verdict; 2) Where the Department has withdrawn its charges against an employee; and / or 3) Where a Court Order interdicts the Department from proceeding with the hearing.

MISCONDUCT	
Purpose / importance	<p>To ensure that the undesirable conduct of employees is managed promptly, to serve as a deterrent and encourage good behaviour.</p> <ul style="list-style-type: none"> • Discipline is a management function. • Discipline must be prompt, fair consistent and applied in a progressive manner. • Discipline is a corrective measure and not a punitive one. • Ensure that employees have a prompt and fair hearing in a formal setting.
Source of data	Misconduct files; database of Misconduct Cases. Only valid and serious misconduct cases (as defined above), will be recorded on the Department's Misconduct Database.
Method of calculation / assessment	<p>The disciplinary hearing must be concluded by way of issuing of the verdict by the presiding officer, within 90 working days from the date on which the notice of a disciplinary hearing and charge sheet has been acknowledged by an employee.</p> <p>The measurement of this target therefore starts on the date on which a notice and charge sheet is acknowledged by an employee, and ends on the date on which a verdict is issued by the presiding officer.</p> <p>The number of notices of disciplinary hearings and charge sheets which have been acknowledged by employees, versus the number of cases in respect of which the verdict has been issued by the presiding officer within 90 working days.</p> <p>(Number of cases finalized to the point that a verdict has been issued by the presiding officer within 90 working days, multiplied by 100, and divided by the total number of notices of disciplinary hearings and charge sheets which have been acknowledged by employees. The total number of cases completed in 90 working days, equals the percentage) X 100 / Total notices and charges acknowledged = %.</p> <p>The scope of the target will include cases received before the commencement of the 2023/24 financial year to allow for cases that will mature in 2023/24. Appeals are excluded from this target.</p> <p>This target's population will be reduced by exclusion of the following cases for target measurement and reporting purposes, as these circumstances will prohibit the issuance of a verdict:</p> <ol style="list-style-type: none"> 1) Terminations of service (all termination types) by an employee after the acknowledgement of the notice and charge sheet, but before the issuance of the verdict; 2) Where the Department has withdrawn its charges against an employee; and / or 3) Where a Court Order interdicts the Department from proceeding with the hearing.

MISCONDUCT	
Means of verification	Misconduct files; database of misconduct cases, with exception of those which are excluded under circumstances cited.
Assumptions	All cases presented, meet the criteria of a valid misconduct case.
Disaggregation of beneficiaries (where applicable)	NA
Spatial transformation (where applicable)	N/A
Calculation type	Non-cumulative.
Availability of total population	Database of valid misconduct cases
Reporting cycle	Monthly, quarterly and annual reporting.
Desired performance	70% of misconduct cases finalised within 90 working days
Indicator responsibility	<ul style="list-style-type: none"> • Who is responsible for managing or reporting on the indicator? DDG: HRM&D. • Who extracts data and frequency? Assistant Director: Labour Relations - Monthly • Who checks data extraction? Deputy Director: Labour Relations • Who does the calculation? ASD: Labour Relations. • Who checks the calculation? Deputy Director: Labour Relations and Director: Labour Relations • Who resolves internal disputes on performance reports/matters? Chief Director: Employee Engagements.