

2020

Stats SA spending on provincial and district offices

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NATIONAL TREASURY

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Abbreviations and Acronyms

BAS	Basic Accounting System
CPI	Consumer Price Index
CS	Community Survey
DTS	Domestic Tourism Survey
FTE	Full Time Equivalent
GHS	General Household Survey
IES	Income and Expenditure Survey
KZN	KwaZulu-Natal
LCS	Living Conditions Survey
PFMA	Public Finance Management Act
PSA	Public Service Act
QLFS	Quarterly Labour Force Survey
SANSS	South African National Statistical System
Stats SA	Statistics South Africa

Executive Summary

Statistics South Africa (Stats SA) is a department responsible for publishing statistical reports, releases, information and/or data that informs socioeconomic planning, monitoring and decision making by providing accurate, relevant and timely economic, population and social statistics through the application of internationally recognised practices. These reports, data or releases are published monthly, quarterly, annually and periodically (e.g. every 5 years). The department's activities are regulated by the Statistics Act (1999), which mandates the department to advance the production, dissemination, use and coordination of official and other statistics to assist organs of state, businesses, other organisations and the public in planning, monitoring, policy development and decision-making.

The department uses provincial and district offices to collect data for some of its surveys. These offices are funded through the provincial and district offices subprogramme within the Statistical Operations and Provincial Coordination programme, and their main role and responsibility is to collect and process data for some of the surveys that the department conducts, which include the Quarterly Labour Force Survey (QLFS), General Household Survey (GHS), Domestic Tourism Survey (DTS), Living Conditions Survey (LCS), Consumer Price Index (CPI), The Community Survey (CS). These surveys are conducted monthly, quarterly, annually and periodically depending on the nature of each survey.

- **Personnel expenditure on provincial and district offices**

Personnel expenditure is the main spending area in these offices, accounting for an average of 34,1 per cent of the department's overall compensation of employee's budget and growing at 8.6 per cent on average per annum, with staff complement accounting for almost 40 per cent of the department's total staff complement over the 2020 medium term.

Fieldwork and data collection support is the main cost driver of personnel spending in the provincial and district offices, accounting for an average of 34.2 per cent of personnel spending in the subprogramme, while survey coordination is the second highest cost driver of personnel spending in provincial and district offices between 2016/17 to 2018/19. Spending on survey coordination amounted to R267 million and accounted for an average of 17.9 per cent of the subprogramme's average personnel spending from 2016/17 to 2018/19. Data capture and processing; and marketing, supply chain and benchmarking are the fastest growing personnel spending areas, growing at 12.5 per cent and 13.4 per cent on average, respectively.

- **Non-personnel expenditure on provincial and district offices**

Data drawn from the Basic Accounting System (BAS) presents expenditure in four key categories: building operating leases, property payments, vehicle operating leases; and travel and subsistence. Expenditure on these items is budgeted for under the administration programme and is driven mainly by the staff complement, population size, office/building location as well as the number of offices per province.

Office accommodation

Provincial and district offices currently occupy 49 327 square metres in total across 9 provinces and 49 districts, with KZN occupying 11 591 square metres, Western Cape 6 511 square metres, Eastern Cape 6 061 square metres, Gauteng 5 397 square metres, Free State 4 049 square metres, Northern Cape 4 046 square metres, North West 3 998 square metres, Limpopo 3 874 squares and Mpumalanga 3 800 square metres.

Building rental costs differ significantly across provinces; costs seem to be much higher in the Eastern Cape, Gauteng and the Western Cape at R2 800 per square metre per annum, R2 200 per square metre per annum and R2 100 per square metre per annum, respectively. The average cost per square metre in other provinces, except for North West, range between R1 500 to R1 800 per square metre per annum, while the average cost per square metre in the North West Province averages R1 200 square metre per annum. According to Government Gazette no 27 985 on space planning norms and standards for office accommodation used by organs of state, the average area per full time equivalent (FTE) should not exceed 12 square metres. Implementing the space planning norms will reduce the number of square metres occupied by these offices from 49 327 square metres to 22 810 square metres in total and result in a savings of R42 million per annum, will also reduce maintenance costs, and other logistical costs such as cleaning and security.

Vehicle operating lease and fleet services

Vehicle operating lease and fleet services together account for an average of 13.3 per cent spending in the department's provincial and district offices. The department is currently operating with 219 and 212 vehicles for QLFS and GHS respectively with average cost of R82 million per year. The current model is inefficient since the department has only 251 QLFS fieldworkers and 251 GHS fieldworkers. On average a vehicle can carry 4 to 5 people at a time. Currently there are provinces where the number of vehicles exceeds the number of fieldworkers and some provinces where the number of fieldworkers equals to the number of vehicles, while on some provinces the number of fieldworkers is slightly less than the number of vehicles. The current model implies that the department is operating with more than double the number of vehicles needed. If the department were to apply the ratio of 4:1, where 4

fieldworkers will be assigned to 1 vehicle, the department will need about 63 vehicles in total. Assuming that the department makes provision for vehicle breakdowns and any other unanticipated circumstances that may occur to its vehicles, by adding 20 extra vehicles, the department will require only 83 vehicles in total. Looking at the current number of survey officers against the number of vehicles, it can be concluded that the department is operating with more vehicles than required. Furthermore, the department may also look into implementing a hybrid model for its choice of vehicles for the surveys that it conducts. The department, currently, seem to solely depend on motor vehicles for the delivery of these surveys, which may be considered expensive and affordable in terms of the cost of procuring and hiring, and its maintenance and other related costs.

1. Introduction

Stats SA is a national department accountable to the Minister in the Presidency. The department's activities are regulated by the Statistics Act (1999), which mandates the department to advance the production, dissemination, use and coordination of official and other statistics to assist organs of state, businesses, other organisations and the public in planning, monitoring, policy development and decision-making. Stats SA publishes statistics that inform socioeconomic planning, monitoring and decision making by providing accurate, relevant and timely economic, population and social statistics through the application of internationally recognised practices by publishing monthly, quarterly, annual and periodic statistical information. The department uses provincial and district offices to collect data for some of the surveys that the department conducts, these surveys include:

- QLFS, which measures the dynamics of the South African labour market, producing indicators such as employment, unemployment and inactivity
- GHS, which collects data on a variety of subjects such as education, dwellings, health, labour market, access to services and facilities, transport, and quality of life;
- DTS, which collects data on travel behaviour and expenditure of South African residents on travelling within and outside the borders of South Africa and determine the contribution of tourism to the South African economy;
- LCS and the IES which provide information on the living circumstances of South African households with special reference to household spending patterns different expenditure items;
- CPI, which provides information regarding changes in the overall level of prices of all goods and services bought by the average household; and
- CS, which provides population and household statistics at municipal level to government and the private sector, to support planning and decision-making.

The LCS, IES and CS are periodic surveys, with the LCS and IES conducted interchangeably, once within a five-year period. The CS is conducted 5 years after the Census. Only 4 of the surveys conducted in the provincial and district offices are conducted regularly, i.e. QLFS which is conducted every quarter, CPI which is conducted every month at provincial level and lastly, DTS and GHS are conducted once annually.

The provincial and district offices consist of 9 provincial offices and 49 district offices according to the department's Annual Performance Plan, 2020. In terms of budget programme structure, these offices are located under the provincial and district offices subprogramme within the Statistical Operations and Provincial Coordination programme which provide data collection and dissemination services to inform policy processes and decision-making, engage and

provide effective communication services, promote statistical development and cooperation in South Africa, Africa and the world.

1.1 Purpose

The purpose of this expenditure review is to understand and rationalise the design of provincial and district offices, particularly the rationale that informs decision-making around staffing and other costs associated with these offices.

1.2 Problem Statement

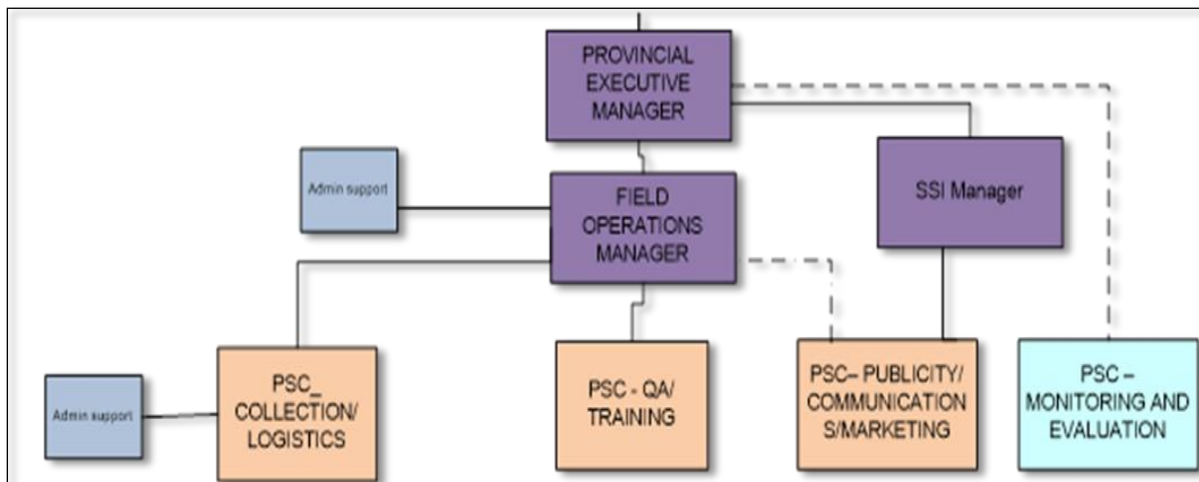
Provincial and district offices accounts for an average of approximately 40 per cent of the staff complement in the department over the 2020 MTEF period, while the total budget for these offices account for more than 35 per cent of the department's total budget over the same period. Although only four of the department's regular major surveys take place in the district and provincial offices, these offices seem to account for a significant proportion of the department's staff complement. Considering the size of the budget and staff complement when compared with the rest of the programmes in the department, there is a need to rationalise and evaluate the design of provincial and district offices, as well as review the decision making process around the staffing and other costs associated with these offices.

2. Policy and Institutional Information

The activities of Stats SA are regulated mainly by the Statistics Act, Act 6 of 1999, which ensures independence from political interference in the production and dissemination of official statistics. According to the Statistics Act, the purpose of official statistics is to assist organs of state, private sector, public sector, general public, regional and International bodies, statistical agencies, research and academic institutions, and other organisations in planning, decision making, and monitoring or assessment of policies.

2.1 Provincial Offices Structure

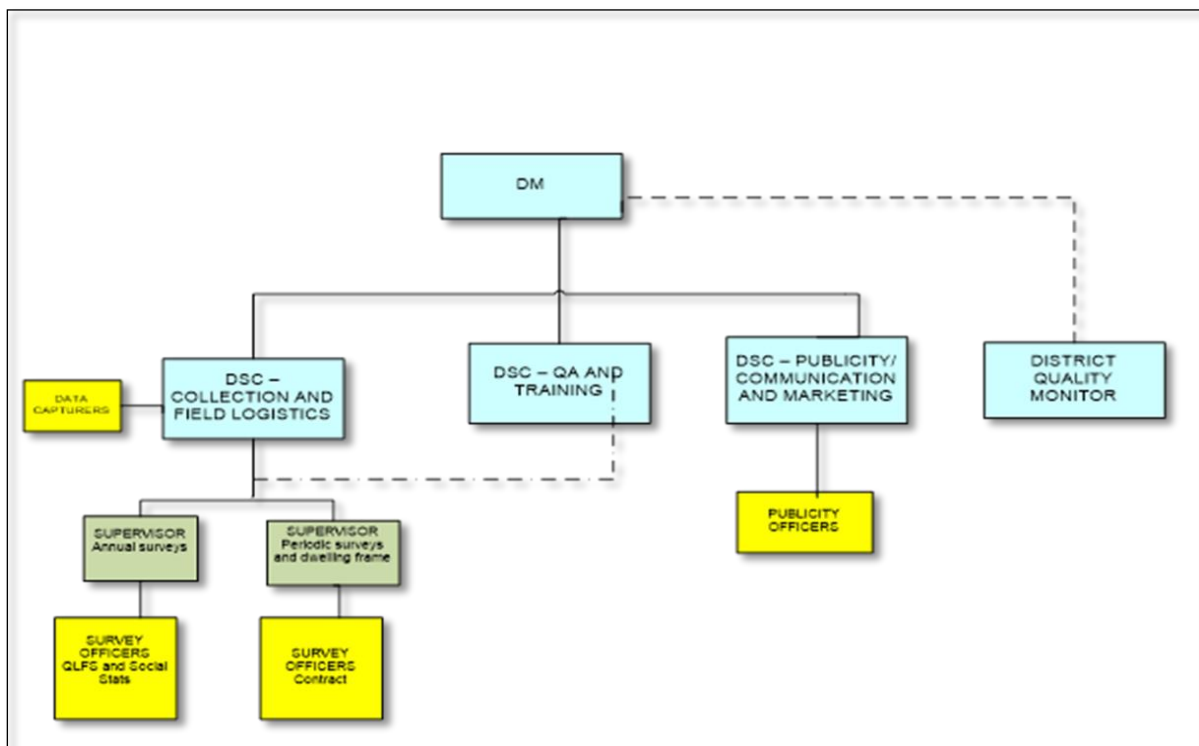
Figure 1: Provincial office structure



Source: Stats SA Integrated Fieldwork Implementation plan 2007

2.2 District offices structure

Figure 2: District office structure



Source: Stats SA Integrated Fieldwork Implementation plan 2007

2.3 Key policies, laws and regulations

- Statistics Act (1999)- The act regulates the department's activities and mandates the department to advance the planning, production, analysis, documentation, storage, dissemination and use of official and other statistics to assist organs of state, businesses,

other organisations and the public in planning, monitoring, policy development and decision making by providing for—

- (a) a Statistician-General as head of Statistics South Africa and for a Council;
 - (b) the respective functions of the Statistician-General, the Council and the Minister and their interrelations;
 - (c) co-ordination between Statistics South Africa and other organs of state that produce official or other statistics;
 - (d) co-operation between the producers of official statistics and the users of such and other statistics in the government, other sectors of society and the public at large; the respondents supplying the information that results in official and other statistics;
 - (e) liaison with international and regional organisations that request official statistics; make recommendations about the standardisation, classification, collection, processing, analysis and dissemination of statistics.
- Public Finance Management Act (PFMA) No. 1 of 1999- Statistics South Africa as a national department is also governed by the PFMA, which regulate financial management in the national government and provincial governments; to ensure that all revenue, expenditure, assets and liabilities of those governments are managed efficiently and effectively; to provide for the responsibilities of persons entrusted with financial management in those governments; and to provide for matters connected therewith.
 - Public Service Act (PSA)- which aim to ensure equity in the workplace by promoting fair treatment with regards to the employment relationship and by ensuring equal opportunities through the elimination of actions that can be regarded as unfair discrimination and through the implementation of affirmative action steps, in order to address and correct the disadvantages in employment that specific groups experienced in the past. The act also aims at ensuring that equal representation of the disadvantaged groups is achieved in the various occupational categories and at all levels of employment.
 - Other laws and regulations
 - Division of Revenue Act
 - Regional and international standards
 - Treasury regulations

2.4 Decision rights/authority that different role players have in the implementation of the programme

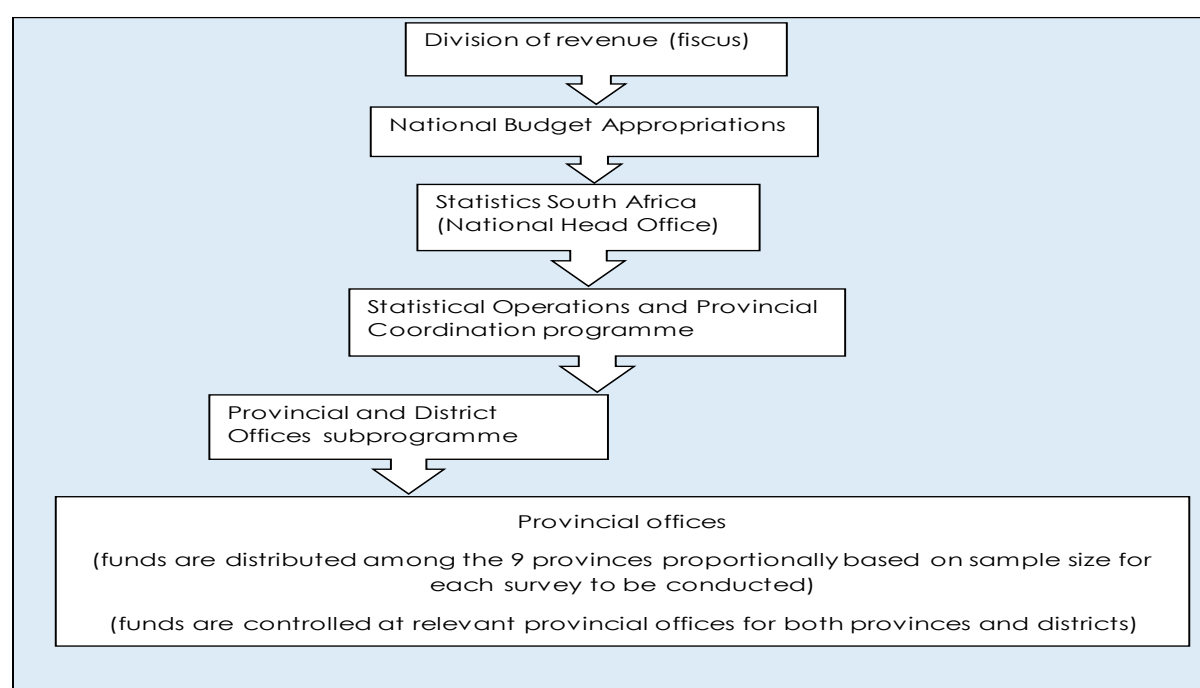
- Parliamentary structures give policy direction and approve the budget. The Minister responsible for the department executes the executive and political power. The Statistician General holds the administrative power, and programme managers are responsible for the implementation of programme activities and function. The Statistics Council (which was appointed in terms of the Statistics Act No.6 of 1999) advises the Minister and the

Statistician-General on any issue concerned with the production and use of official statistics, this includes:

- Providing strategic advice on statistical policy and priorities;
 - Technical advice, in general or on specific statistical data collections and methodological issues; and
 - Coordination of statistical activities.
- Finally, the provincial offices have the funding control and project coordination powers for their respective district offices.

2.5 Flow of funds

Figure 3: Funding flow



2.6 Stakeholders

Public sector, general public, regional and International bodies, statistical agencies, research and academic institutions, private sector and the media.

3. Programme Chain of Delivery

Provincial and district offices are located and budgeted for under the provincial and district offices subprogramme within the Statistical Operations and Provincial Coordination programme. It provides integrated data collection and dissemination services and promotes the use and coordination of official statistics to national, provincial and local stakeholders. Key outputs include reports on data collection, the updating of the geospatial information frame, statistical support to South African National Statistical System (SANSS) partners, and capacity

building in the provinces. Districts and provinces are responsible for the collection and processing of data for statistical surveys such as QLFS, GHS, DTS, LCS, IES and CS.

Provincial and district offices play a major role in data collection. Provincial offices are responsible for survey coordination within each province, while district offices are responsible for data collection. The main work takes place at district offices where the fieldworkers (survey officers) and supervisors are based. Data is collected by fieldworkers across different districts within each of the nine provinces; data processing for most surveys, then takes place at national head office. However, for certain surveys (e.g. Quarterly Labour Force Survey (QLFS)), processing takes place at either district/provincial office. Finally, data analysis and dissemination of data/reports, takes place at the national head office through the user information unit within the provinces and district offices subprogramme.

The Domestic tourism survey and General household survey each have a sample size of 30 000 dwellings. There are 233 fieldworkers allocated for these two surveys, for which data is collected over a period of 12 months (January to December). On average each fieldworker is responsible for 129 dwellings. There are approximately 47 and 34 fieldworkers responsible for DTS and GHS in Gauteng and KwaZulu Natal.

The Quarterly Labour force survey has a sample size of 30 000 households across the country with 255 fieldworkers. The survey is conducted every quarter and data is collected continuously. On average each fieldworker is responsible for 118 households. There are approximately 51 and 37 QLFS fieldworkers in Gauteng and KwaZulu Natal, these provinces are also the provinces with the largest population size.

3.1 Resources and processes key to the programme

• Resources

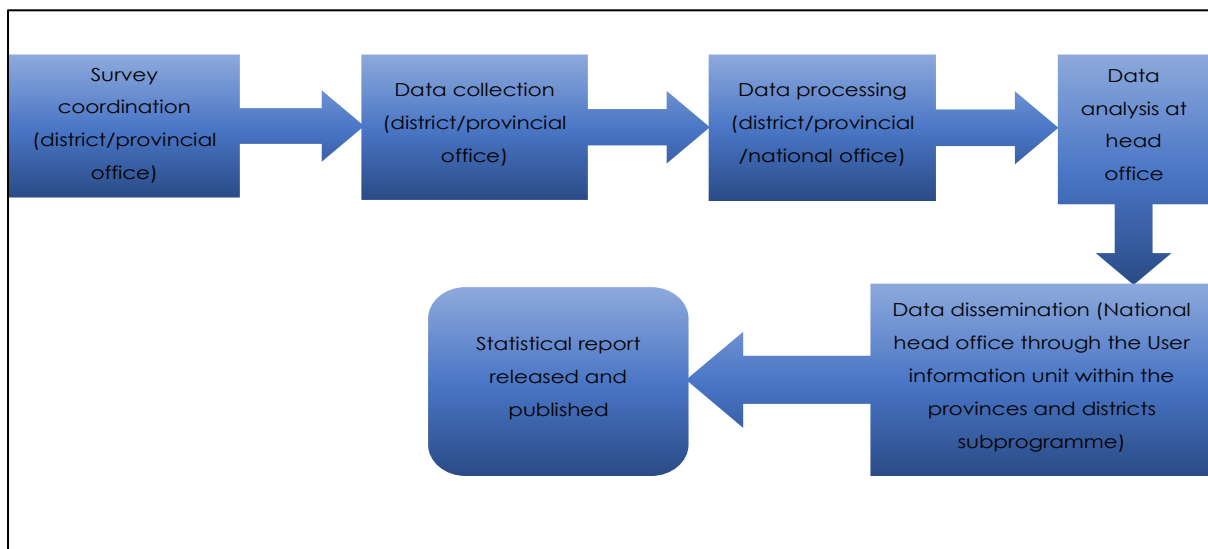
Human resources (personnel): Management determine human resource capacity and determine which surveys need to be conducted and the time frame for those surveys according to stakeholders needs. Some of the key personnel include:

- District managers, responsible for the district management covering corporate services, fieldwork operations and statistical support and report directly to the Chief Director at provincial level;
- Fieldworkers/survey officers, responsible for data collection, quality checks, listing of segments in informal areas and maintenance of the master sample;
- Provincial survey coordinators, responsible for coordinating data collection and fieldwork logistics at provincial level;

- District survey coordinators, responsible for data collection, fieldwork logistics and co-ordination of all field activities at district level;
- Quality monitors, serve as an audit function for all surveys and dwelling frame activities undertaken, conduct control visits and any other surveying tests that will be needed for quality monitoring purposes; and
- Data capturers, responsible capture all data related to the surveys.

- **Processes**

Figure 4: Processes



4. Performance Analysis

Over the past years (from 2016/17 to 2019/20), the department has managed to achieve most of their targets. The implementation programme (Provincial and district offices subprogramme) has also achieved its targets over the past periods from 2016//17 to 2019/20. However, going forward it is anticipated that some of these targets may not be achieved due to staffing challenges. Specifically, Stats SA has some 50 per cent of its posts vacant at the national level, which in turn affects data interpretation, analysis and publication.

The proposed innovation changes by Stats SA for data collation methods may also impact on the department's performance. The shift from paper base to digital is a new form of data collection, which will require less field workers and more reliance on technology. Issues related to remote data collection as a result of COVID-19 may also impact on the Stats SA's ability to achieve targets in the 2020/21 financial year, this may affect future financial years.

It has been a challenge to get the department to provide information around how many fieldworkers the department has in its staff complement for each survey per province. This

information is also not available on Persal. It is, therefore, difficult to analyse whether the department's placement of fieldworkers for each survey in each of the provinces is informed by some form of a norm. As a result, it is also a challenge to assess whether fieldworkers appointed for these surveys can meet the targeted minimum households per quarter. The following information was provided by the department as an ideal picture of the GHS and the QLFS.

Table 1: Workload distribution 2015 – 2020

Workload distribution 2015 – 2020 informed by increased sample: GHS AND QLFS							
Province	Population size	New Primary sampling units (PSU)	Available survey officers (SO) before new PSU	Number of survey officers (SO) required for new sample	Ideal workload (PSUs per SO)	Survey officer to sampling unit ratio	Minimum households per SO per quarter
Western Cape	6 508 700	348	29	26	13	1:13	130
Eastern Cape	6 497 100	440	27	33	13	1:13	130
Northern Cape	1 213 500	148	15	11	12	1:12	120
Free State	2 889 900	192	20	15	13	1:13	130
KwaZulu-Natal	11 067 500	536	35	41	13	1:13	130
North West	3 854 400	244	21	18	13	1:13	130
Gauteng	14 273 800	872	41	66	13	1:13	130
Mpumalanga	4 442 500	244	21	18	14	1:14	140
Limpopo	5 774 600	300	24	23	14	1:14	140
RSA	56 522 000	3 324	233	251	118		33 240

Source: Stats SA

Comment

The department currently has 233 survey officers available for both the QLFS and the GHS against a sampling unit of 3 324. The ratio of survey officers to sampling units is comparable across provinces, ranging from 1:12 to 1:14. In the Northern Cape each fieldworker is responsible for 12 sampling units and 120 households, while survey officers in the Western Cape, Eastern Cape, Free State, KZN, North West and Gauteng are responsible for 13 sampling units and 130 households each, finally survey officers in Mpumalanga and Limpopo are each responsible for 14 sampling units and 140 households. The number of survey officers required per province per survey is driven mainly by the sample size of the relevant survey, the sample size itself is driven by population size. The larger the population size the larger the sample size

and the higher the number of survey officers required, as it is evident in Gauteng, KZN and the Eastern Cape.

5. Expenditure Observations

5.1 Total spending per province

Table 2: Total spending per province

Total spending per province											
R'000	Audited outcome			Adjusted appropriation 2019/20	Average growth rate (%)	Average: Expenditure/ Total (%)	Medium term			Average growth rate (%)	Average: Expenditure/ Total (%)
	2016/17	2017/18	2018/19				2020/21	2021/22	2022/23		
Eastern Cape	73 560	74 229	76 266	80 159	2,9%	12,6%	88 673	87 670	92 321	4,8%	12,4%
Free State	50 658	51 055	53 065	54 461	2,4%	8,6%	62 014	63 167	67 130	7,2%	8,7%
Gauteng	88 269	85 836	84 908	97 988	3,5%	14,7%	96 132	95 969	101 099	1,0%	13,9%
KwaZulu-Natal	86 604	91 118	98 192	91 011	1,7%	15,1%	103 671	101 747	107 172	5,6%	14,3%
Limpopo	59 907	63 807	66 271	64 135	2,3%	10,5%	72 693	76 910	81 216	8,2%	10,4%
Mpumalanga	54 496	54 511	55 924	59 436	2,9%	9,3%	68 127	68 529	72 480	6,8%	9,5%
North-West	54 782	57 576	60 550	58 773	2,4%	9,6%	67 262	71 286	74 278	8,1%	9,6%
Northern Cape	46 594	47 454	49 677	54 650	5,5%	8,2%	61 550	65 776	69 588	8,4%	8,9%
Western Cape	63 836	65 780	69 312	78 437	7,1%	11,4%	85 064	88 943	93 713	6,1%	12,3%
Total	578 706	591 366	614 165	639 050	3,4%	100,0%	705 186	719 997	758 997	5,9%	100,0%
Provincial Coordination programme total	1 061 036	763 377	773 134	935 895		68,6%	1 729 529	3 101 962	948 528		42,0%
Department total	2 461 205	2 195 519	2 311 135	2 514 368		25,6%	3 452 173	4 843 879	2 862 574		20,6%
Total subprogramme expenditure as % of programme total	54,5%	77,5%	79,4%	68,3%			40,8%	23,2%	80,0%		
Total subprogramme expenditure as % of department total	23,5%	26,9%	26,6%	25,4%			20,4%	14,9%	26,5%		

Source: 2020 ENE

Provincial and district offices have been growing significantly as a percentage of total programme and overall departmental expenditures. Total spending on provincial and district offices account for 25.6 per cent of the department's total expenditure from 2016/17 to 2019/20 growing at 3.4 per cent per annum, and 20.6 per cent over the 2020 medium term.

5.2 Personnel spending

Expenditure on personnel is the provincial and district offices subprogrammes' single largest spending area and the Statistical Operations and Provincial Coordination programme's main cost driver. The main cost drivers of personnel expenditure in the provinces and district offices are:

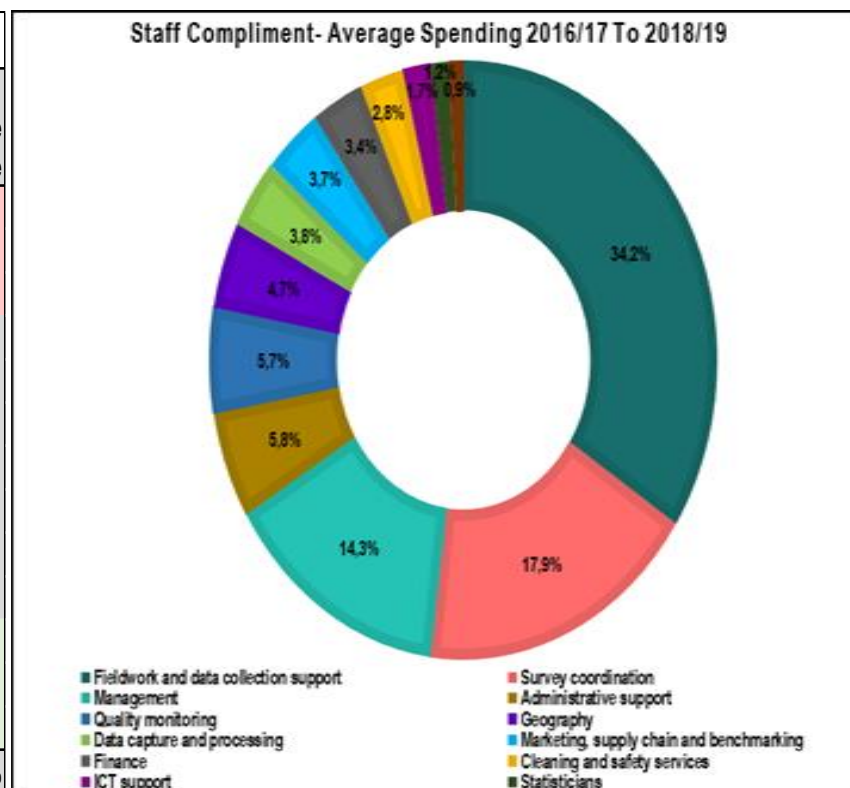
- Fieldwork and data collection support (i.e. Project Fieldworkers, survey officers/fieldworkers, assistant directors: data collection and training, deputy directors: data collection and processing, deputy directors: data collection and publicity, price data collectors, directors: fieldwork operations, provincial deputy directors: data collection and logistics and CPI price collector supervisors);
- Survey coordination (i.e. Principal quarterly labour force survey coordinator, chief QLFS coordinators, principal: HBS provincial coordination, deputy directors: provincial survey coordinators, assistant director: district survey coordinators and national statistics system coordinators; and
- Management (i.e. Chief directors: Provincial offices, directors and district managers)

Table 3: Staff compliment spending

Item	Staff compliment 2016/17 to 2018/19						
	Average staff compliment	2016/17	2017/18	2018/19	Total	% average growth	% average expenditure
Fieldwork and data collection support	504	159 671 558	161 864 110	190 018 823	511 554 491	9,1%	34,2%
Survey coordination	154	88 719 476	87 371 765	90 935 013	267 026 254	1,2%	17,9%
Management	68	67 316 935	72 962 214	74 148 488	214 427 638	5,0%	14,3%
Administrative support	69	29 208 492	28 316 659	28 914 788	86 439 938	-0,5%	5,8%
Quality monitoring	53	29 662 623	26 546 760	28 465 387	84 674 769	-2,0%	5,7%
Geography	60	22 005 046	23 204 248	24 903 588	70 112 881	6,4%	4,7%
Data capture and processing	60	16 464 996	19 097 940	20 842 905	56 405 842	12,5%	3,8%
Marketing, supply chain and benchmarking	30	15 818 539	19 912 727	20 328 065	56 059 330	13,4%	3,7%
Finance	27	15 855 567	16 519 029	17 771 343	50 145 939	5,9%	3,4%
Cleaning and safety services	84	13 605 804	13 626 184	14 053 522	41 285 510	1,6%	2,8%
ICT support	16	8 156 247	8 828 531	8 954 918	25 939 697	4,8%	1,7%
Statisticians	14	5 771 975	5 770 701	5 996 895	17 539 572	1,9%	1,2%
Transport and logistics	13	3 982 711	4 746 887	4 980 434	13 710 031	11,8%	0,9%
Total	1 152	476 239 969	488 767 756	530 314 168	1 495 321 893	5,5%	100,0%

Source: Persal

Figure 5: Staff compliment average spending



Source: Persal

Fieldwork and data collection support is the main cost driver of personnel spending in the provincial and district offices, accounting for an average of 34.2 per cent of personnel spending in the subprogramme, while survey coordination is the second highest cost driver of personnel spending in provincial and district offices between 2016/17 to 2018/19. Spending on survey coordination amounted to R267 million and accounted for an average of 17.9 per cent of the subprogramme's average personnel spending budget per annum, with an average staff establishment of 154 from 2016/17 to 2018/19.

The management of provincial and district offices is the third largest driver of personnel spending in the provinces and districts. Posts/positions in this area comprise provincial and district managers. Spending on management amounted to R214.4 million and accounted for an average of 14.3 per cent of the total compensation of employees spending in the subprogramme from 2016/17 to 2018/19 with average staff compliment of 68. Spending on administration and support function which includes administrative support, ICT support, Finance, cleaning and safety services and logistics and transport account for an average of 14.6 per cent of the personnel spending and 209 or 18.1 per cent of the department's average personnel complement between 2016/17 and 2018/19. The department has indicated that it has no official guide to determine the number of administrative support it requires for its core functions for each district and provincial offices.

Table 4: Personnel expenditure

Personnel Spending: Provincial and District Offices										
R'000	Audited outcome			Adjusted appropriati on	Average growth rate (%)	Average: Expenditure/ Total (%)	Medium term			Average: Expenditure/ Total (%)
	2016/17	2017/18	2018/19	2019/20			2020/21	2021/22	2022/23	
Total CoE spending: Provincial and district offices subprogramme	451 137	468 626	483 274	478 569	2,0%	32,8%	575 893	585 542	613 420	8,6%
Total CoE spending: Statistical Operations and Provincial Coordination programme total	582 655	595 603	617 310	624 186	2,3%	42,2%	748 928	769 889	782 281	7,8%
Department total CoE spending	1 371 767	1 409 488	1 493 179	1 460 101	2,1%	100,0%	1 611 472	1 739 654	1 798 928	7,2%

Data source: 2020 ENE

Total spending on compensation of employees for these offices has been growing significantly, growing at 2 per cent in 2016/17 to 2019/20 and accounting for 32.8 per cent of the total compensation of employees spending in the department. Spending in these offices is expected to grow at 8.6 per cent and account for an annual average of 34.1 per cent. These offices remain the department's largest personnel spending area.

Table 5: Expenditure by province vs population size

Province R'000	Total expenditure by province vs population size						
	2016/17 - 2018/19						
	Number of offices (provincial and district offices)	Area size	Population size	% of population size	Average expenditure per province	Average personnel expenditure per employee	Average: Expenditure/ Total (%)
North West	5	104 882 km²	3 854 400	6,8%	57 636	461	9,7%
Northern Cape	6	372 889 km²	1 213 500	2,1%	47 908	454	8,1%
Free State	5	129 825 km²	2 889 900	5,1%	51 593	451	8,7%
Limpopo	5	125 755 km²	5 774 600	10,2%	63 328	443	10,6%
Western Cape	7	129 462 km²	6 508 700	11,5%	66 309	438	11,1%
Mpumalanga	4	76 495 km²	4 442 500	7,9%	54 977	434	9,2%
KwaZulu-Natal	12	94 361 km²	11 067 500	19,6%	91 971	434	15,5%
Eastern Cape	9	168 966 km²	6 497 100	11,5%	74 685	421	12,6%
Gauteng	5	18 178 km²	14 273 800	25,3%	86 338	391	14,5%
Total	58		56 522 000	100,0%	594 746	516	100,0%

Source: Persal, Stats SA, 2020 ENE

Spending per province and staff complement is correlated to the population size of that province, as it is evident in Gauteng, KZN, the Eastern Cape and the Western Cape as provinces with the highest population size in the country. Provinces with the lowest population size like the Northern Cape and Free State show lower staff complement. In short, the larger the population the greater sample size per survey and the larger the number of staff required.

The average spending per annum per staff between 2016/17 and 2018/19 ranged from R391 000 to R461 000, with the smallest provinces like the North West, Northern Cape, Free State and Limpopo recording the highest average cost per employee. Provinces with the big population sizes such as Gauteng, the Eastern Cape and KZN reported a low average cost per employee. The high cost per employee in small provinces is a function of a high number of posts between levels 12 and 13, in relation to posts in lower levels as posts on middle management and management level are not driven by the population size (i.e. a level of fixed cost). The department seems to have the same number of positions on middle management and senior management, regardless of the size of the province, which pushed the cost per employee in smaller provinces up. This presents a slight top-heavy structure in smaller provinces.

It is important to indicate that staff complement declined by 1.5 per cent from 2016/17 to 2018/19 in the Provincial and District offices subprogramme. This is evident in provinces like Northern Cape, Eastern Cape and Western Cape, which declined by 3.3 per cent, 2.7 per cent and 2.6 per cent respectively. While noting the decline in staff complement for other provinces, it is however, noted that staff complement has increased by 1.1 per cent in Gauteng. However, the average vacancy rate per annum in the provinces and districts is not significant when compared to the number of posts required in these provinces as provided by the department in its Integrated Fieldwork Implementation Plan of 2007. The Integrated Fieldwork Implementation Plan indicates that the department requires a staff complement of 1 246 for its fieldwork. This would indicate that the department had, on average, a vacancy rate of 7.5 per cent per annum between 2016/17 to 2018/19.

5.3 Non-Personnel Spending

5.3.1 Operating leases: Buildings (Office accommodation)

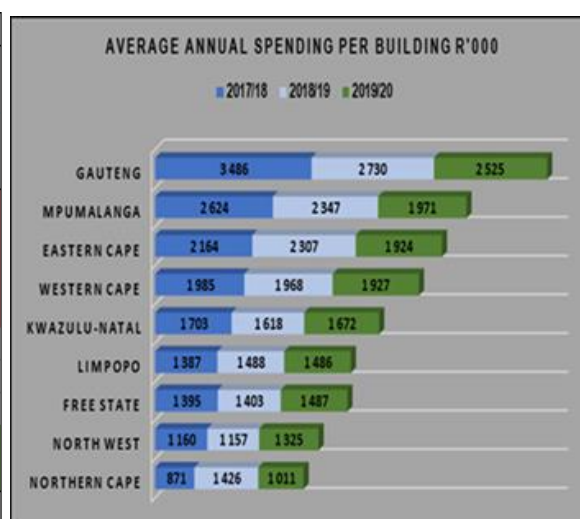
Provincial and district offices operating lease expenditure is budgeted for under the department's Administration programme. There are 58 provincial and district office in total (i.e. 49 district offices and 9 provincial offices), located in 59 buildings. Of these 59 buildings, only 53 are leased by the department. The remaining 6 buildings are government owned properties, as a result building operating leases do not apply.

Table 6: Operating lease: Buildings

Province	OPERATING LEASE: BUILDINGS					
	Number of offices leased (provincial and district)	Average staff compliment	2017/18	2018/19	2019/20	Average growth rate (%)
KwaZulu-Natal	12	180	20 441	19 415	20 060	-0,9%
Eastern Cape	8	146	17 310	18 457	15 391	-5,7%
Western Cape	7	131	13 897	13 773	13 490	-1,5%
Gauteng	4	178	13 943	10 921	10 098	-14,9%
Free State	5	103	6 974	7 016	7 433	3,2%
Mpumalanga	3	105	7 871	7 042	5 913	-13,3%
Northern Cape	6	92	5 228	8 553	6 064	7,7%
Limpopo	4	123	5 547	5 952	5 943	3,5%
North West	4	110	4 638	4 626	5 301	6,9%
Total	53	1 168	95 849	95 755	89 693	-3,3%

Source: BAS

Figure 6: Average spending per building



Source: BAS

Total expenditure on operating lease: buildings is driven by both the number of offices and staff compliment size. The average expenditure per office seems to be driven by both office size and the location of buildings/office. KwaZulu-Natal, Eastern Cape and Western Cape are the main contributors to the total expenditure on offices rental in the district and provincial offices. Operating leases: building expenditure accounted for 21.3 per cent, 18.2 per cent and 14.6 per cent, respectively, in these provinces. It is however, also noted that these provinces have the highest number offices, i.e. 12 in KZN, 8 in the Eastern Cape and 7 in the Western Cape. Provinces with the highest number of employees occupy the highest number of square meters. This is evident in KZN which has an average staff compliment of 180 and occupy 11 591 square meters, which is the highest compared to other provinces. It is however noted that Northern Cape has the least number of employees i.e. 92 but occupy more square meters than North West, Limpopo and Mpumalanga. Gauteng is the fourth highest province in relation to office accommodation. Although Gauteng has the highest number of employees, the square metres it occupies is lower compared to the Eastern Cape, KZN and the Western Cape. Employees in the Tshwane district are accommodated at the department's head office.

Table 7: Expenditure by office/building area size

Expenditure by office/building area size									R'000
Province	Number of buildings per province	Total square metres occupied per province	Average rental costs 2017/18 to 2019/20	Average number of employees per province	Average square metres per employee	Average cost per square metre per province	Maximum required space per province	Maximum required space per province (including support space)	Extra square metres occupied (variance between square metres occupied and maximum required square metres)
Eastern Cape	7	6 061	17 052	143	42,4	2,8	1 716	2 831	14 221
Free State	5	4 048	7 141	101	40,1	1,8	1 212	2 000	5 141
Gauteng	4	5 396	11 654	180	30,0	2,2	2 160	3 564	8 090
KwaZulu-Natal	12	11 591	19 972	177	65,5	1,7	2 124	3 505	16 467
Limpopo	5	3 874	5 814	121	32,0	1,5	1 452	2 396	3 418
Mpumalanga	5	3 800	6 942	103	36,9	1,8	1 236	2 039	4 903
North West	5	3 998	4 855	108	37,0	1,2	1 296	2 138	2 717
Northern Cape	7	4 045	6 721	89	45,4	1,7	1 068	1 762	4 959
Western Cape	7	6 511	13 720	130	50,1	2,1	1 560	2 574	11 146
Total	57	49 324	93 871	1 152	379,4	16,8	13 824	22 810	71 061

Source: Stats SA, BAS, Government Gazette no 27 985

Building rental costs differ significantly across provinces; costs seem to be much higher in the Eastern Cape, Gauteng and the Western Cape at R2 800 per square metre per annum, R2 200 per square metre per annum and R2 100 per square metre per annum, respectively. The average cost per square metres in other provinces, except for North West, range between R1 500 to R1 800 per square metre per annum, while the average cost per square metre in the North West Province averages R1 200 per square metre per annum. It can be concluded that the average cost per square metre is also driven by the location of the property. Therefore, offices that are in cities will be costlier per square metre than offices located in small towns. It is, however, not clear why the cost per square metre in the Eastern Cape is significantly higher when compared to the cost per square metre in provinces such as Gauteng and the Western Cape.

There are variations in different provinces in terms of the average square metre per employee, with the highest being KwaZulu-Natal 65.5 square metre per employee, and the second highest being the Western Cape recording an average of 50.1 square metres per employee.

According to Government Gazette no 27 985 on space planning norms and standards for office accommodation used by organs of state, the average area per FTE should not exceed 12 square metres. The gazette goes further to prescribe the amount of space employees should occupy at different levels, as well as the organisational support space prescribed at 55 per cent to 65 per cent of the total workspace. This is in contrast with the amount of office space that the department seems to occupy across provinces. While the prescribed norms mainly relate to open plan office space, which may not necessarily be possible to find spaces that may be converted to open space, the variance between space occupied versus space that

should be occupied is too significant to ignore, with Kwa-Zulu Natal recording the largest variance, followed by the Eastern Cape, the Western Cape and Gauteng. The lowest variance in this regard was recorded by the North West province and Limpopo.

5.3.1.1 Possible savings to be derived from Office Accommodation

Expenditure by office/building area size						R'000			
Province	number of buildings	Total square metres occupied per province	Average rental costs 2017/18 to 2019/20	Estimated number of employees per province (Provision for existing vacancies)	Average cost per square metre per province	Maximum required space per province (based on square metre required per employee)	Maximum required space per province (including support space)	Estimated costs of office accommodation per province	Estimated savings (based on the the prescribed square metres for each per employee)
KwaZulu-Natal	12	11 591	19 972	212	1,7	2 549	4 206	7 246	12 726
Eastern Cape	7	6 061	17 052	172	2,8	2 059	3 398	9 560	7 492
Western Cape	7	6 511	13 720	156	2,1	1 872	3 089	6 509	7 211
Northern Cape	7	4 045	6 721	107	1,7	1 282	2 115	3 514	3 207
Free State	5	4 048	7 141	121	1,8	1 454	2 400	4 233	2 908
Mpumalanga	5	3 800	6 942	124	1,8	1 483	2 447	4 471	2 471
Gauteng	4	5 396	11 654	216	2,2	2 592	4 277	9 237	2 417
North West	5	3 998	4 855	130	1,2	1 555	2 566	3 116	1 739
Limpopo	5	3 874	5 814	145	1,5	1 742	2 875	4 315	1 499
Total	57	49 324	93 871	1 382	16,8	16 589	27 372	52 200	41 671

Source: Stats SA, BAS, Government Gazette no 27 985

The table above depicts that amount of saving that the department could derive from office accommodation for provincial and district offices, if it strictly complied with the norms and standards on office space per employee prescribed by the Department of Public Works. The calculations take into consideration possible vacant positions, which are estimated to be at 20%, as the department has not been able to fill positions as they become vacant because of inadequate compensation of employees' allocation. Accordingly, the calculated savings are estimated to be an average of R42 million per annum. It is also important to indicate that, a reduced size of office space will also reduce its maintenance costs, and other costs such as cleaning and security. Therefore, the possible savings to be derived from strictly implementing the Department of Public Works' prescribed norms for the use of office space will derive more savings than the R42 million per annum.

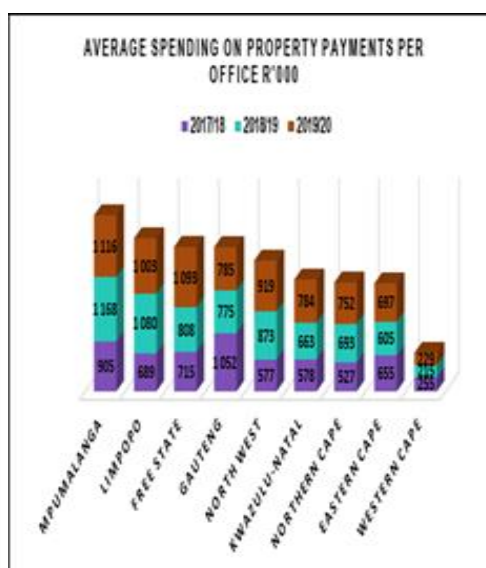
5.3.2 Property Payments

Table 8: Property payments

Province	Number of offices (district and provincial)	Average staff compliment	PROPERTY PAYMENTS				
			2017/18	2018/19	2019/20	Average growth rate (%)	Average Expenditure per Total (%)
Eastern Cape	9	146	5 891	5 447	6 269	3,2%	14,3%
Free State	5	103	3 576	4 039	5 466	23,6%	10,6%
Gauteng	5	178	5 262	3 877	3 923	-13,7%	10,6%
KwaZulu-Natal	12	180	6 931	7 957	9 411	16,5%	19,7%
Limpopo	5	123	3 446	5 400	5 016	20,7%	11,2%
Mpumalanga	4	105	3 618	4 671	4 464	11,1%	10,3%
North West	5	110	2 883	4 366	4 593	26,2%	9,6%
Northern Cape	6	92	3 160	4 159	4 510	19,5%	9,6%
Western Cape	7	131	1 788	1 504	1 600	-5,4%	4,0%
Total	58	1 168	36 555	41 420	45 253	11,3%	100,0%

Source: BAS

Figure 7: average spending: property payment



Source: BAS

Total expenditure on property payments per province is driven by both the number of offices and staff compliment size. KwaZulu Natal, which has the greatest number of offices and a larger staff compliment size account for 19.7 per cent of the total expenditure on property payments, while Eastern Cape which has the second highest number of offices and third largest staff compliment size, account for 14.3 per cent of the total expenditure on property payments.

Property payment costs per office are much higher in provinces with fewer district offices. Mpumalanga which has the least number of offices, spent R905 000, R1.2 million and R1.1million in 2017/18, 2018/19 and 2019/20 respectively, on each of its offices.

5.3.3 Vehicle Operating Lease and Fleet Services

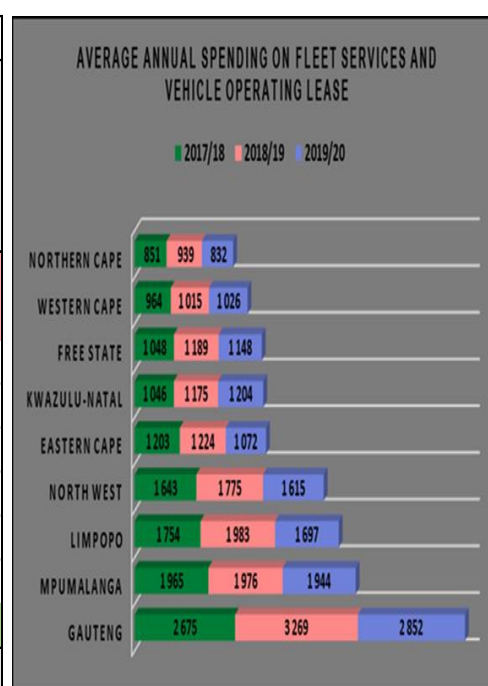
The work of the department requires fieldworkers to travel to residential areas to collect data for its surveys. The department largely uses vehicles for travelling, hence operating leases: vehicles and fleet services are some of the main cost drivers for the provincial and district offices. The line items operating leases: vehicles and fleet services, together, account for an average of 13.3 per spending in the department's provincial and district offices.

Table 9: Vehicle operating lease and Fleet services

Province	VEHICLE OPERATING LEASE and FLEET SERVICES						
	Number of offices (district and provincial)	Average staff compliment	2017/18	2018/19	2019/20	Average growth rate (%)	Average: Expenditure rel/ Total (%)
Gauteng	5	178	10 824	11 017	9 648	3,3%	17,9%
KwaZulu-Natal	12	180	5 238	5 946	5 739	7,3%	16,7%
Eastern Cape	9	146	13 375	16 347	14 260	-5,6%	12,8%
Limpopo	5	123	12 553	14 102	14 443	-1,6%	11,0%
Mpumalanga	4	105	8 770	9 916	8 486	-3,9%	10,4%
North West	5	110	7 861	7 904	7 778	2,7%	9,4%
Western Cape	7	131	8 217	8 874	8 076	3,2%	8,5%
Free State	5	103	5 105	5 634	4 991	4,7%	6,9%
Northern Cape	6	92	6 751	7 102	7 185	-1,1%	6,4%
Total	58	1 168	78 694	86 842	80 606	1,2%	100,0%

Source: BAS

Figure 8: Average spending



Source: BAS

On average vehicle and fleet costs per office are much higher in provinces with fewer offices such as Gauteng, and Mpumalanga as compared to other provinces. It is, however, notable that the higher spending in Gauteng is as a result of the provinces larger staff compliment size. On average Gauteng spent R2.7 million, R3.3 million and R2.9 million in 2017/18, 2018/19 and 2019/20 respectively, on each of its offices, while Mpumalanga spent R2 million in 2017/18 and 2018/19 and R1.9 million in 2019/20. Costs per office are much lower in the Northern Cape, on average Northern Cape spent R 851 000, R 939 000 and R 832 000 in 2017/18, 2018/19 and 2019/20 respectively. The province also has the smallest staff compliment size and population size. Before the suspension of face-to-face surveys due to the COVID-19 pandemic, the department indicated that it had a fleet of 572 vehicles, with the QLFS and the GHS accounting for 219 and 212 vehicles, respectively.

Spending on vehicle hire is driven by the staff complement for fieldworks, as evident by the number of vehicles used in provinces with the highest staff complement such as Gauteng, KwaZulu-Natal, the Eastern Cape and the Western Cape. Gauteng, KZN and Eastern Cape account for 17.9 per cent and 16.7 per cent and 12.8 percent of total spending on this line item, respectively.

Table 10: Vehicles and fleet services for QLFS

Quarterly Labour Force Survey (QLFS)								
Province	New primary sampling units (PSU)	Number of survey officers required for new sample	Ideal workload (PSUs per survey officer)	Minimum households per survey officer per quarter	Number of vehicles per province	Average cost 2017/18 to 2019/20	Ratio of fieldworkers to vehicle per province	Number of vehicles required if the department were to implement the ratio of 4:1 (fieldworker to vehicles)
Eastern Cape	440	33	13	130	31	14 661	1,1:1	8,3
Free State	192	15	13	130	16	5 243	0,9:1	3,8
Gauteng	872	66	13	130	41	10 497	1,6:1	16,5
KwaZulu-Natal	536	41	13	130	30	5 641	1,4:1	10,3
Limpopo	300	23	14	140	24	13 699	1:1	5,8
Mpumalanga	244	18	14	140	20	9 057	0,9:1	4,5
North West	244	18	13	130	23	7 848	0,8:1	4,5
Northern Cape	148	11	12	120	15	7 013	0,7:1	2,8
Western Cape	348	26	13	130	19	8 389	1,4:1	6,5
Total	3 324	251	118	33 240	219	82 047	1,1:1	62,8

Source: BAS, Stats SA

Table 11: Vehicles and fleet services for GHS

General Household Survey (GHS)								
Province	New primary sampling units (PSU)	Number of survey officers required for new sample	Ideal workload (PSUs per survey officer)	Minimum households per survey officer per quarter	Number of vehicles per province	Average cost 2017/18 to 2019/20	Ratio of fieldworkers to vehicle per province	Number of vehicles required if the department were to implement the ratio of 4:1 (fieldworker to vehicles)
Eastern Cape	440	33	13	130	25	14 661	1,3:1	8,3
Free State	192	15	13	130	16	5 243	0,9:1	3,8
Gauteng	872	66	13	130	42	10 497	1,6:1	16,5
KwaZulu-Natal	536	41	13	130	27	5 641	1,5:1	10,3
Limpopo	300	23	14	140	25	13 699	0,9:1	5,8
Mpumalanga	244	18	14	140	23	9 057	0,8:1	4,5
North West	244	18	13	130	21	7 848	0,9:1	4,5
Northern Cape	148	11	12	120	15	7 013	0,7:1	2,8
Western Cape	348	26	13	130	18	8 389	1,4:1	6,5
Total	3 324	251	118	33 240	212	82 047	1,2:1	62,8

Source: BAS, Stats SA

What is notable in the table above is the ratio of fieldworkers to vehicles, which ranges from 0.7:1 to 1.6:1 per province for the QLFS and GHS. There are even provinces where the number of vehicles exceeds the number of fieldworkers. While there are other employees that make

use of the vehicles in the district offices, specifically in relation to these surveys, those are fewer when compared to the fieldworkers and would, in our view, not make significant difference to the ratios already worked out. Considering that an average motor vehicle carries 4 to 5 persons at a time, the ratio of vehicle to fieldworker is inefficient. The cost of vehicle hire can be halved if the ratio of 4:1 is applied in relation to the use of its vehicles for all household surveys conducted in the provinces. The department currently uses 219 and 212 vehicles for QLFS and GHS respectively with average cost of R82 million. If the department were to apply the ratio of 4:1, where 4 fieldworkers will be assigned to 1 vehicle, the department will need about 63 vehicles in total. If the department were to make provision for vehicle breakdowns and any other unanticipated circumstances that may occur to its vehicles, by adding 20 extra vehicles, the department will require 83 vehicles in total. Looking at the current number of survey officers against the number of vehicles, it is clear that the department is operating with more than double the number of vehicles it actually requires.

5.3.4 Travel and subsistence

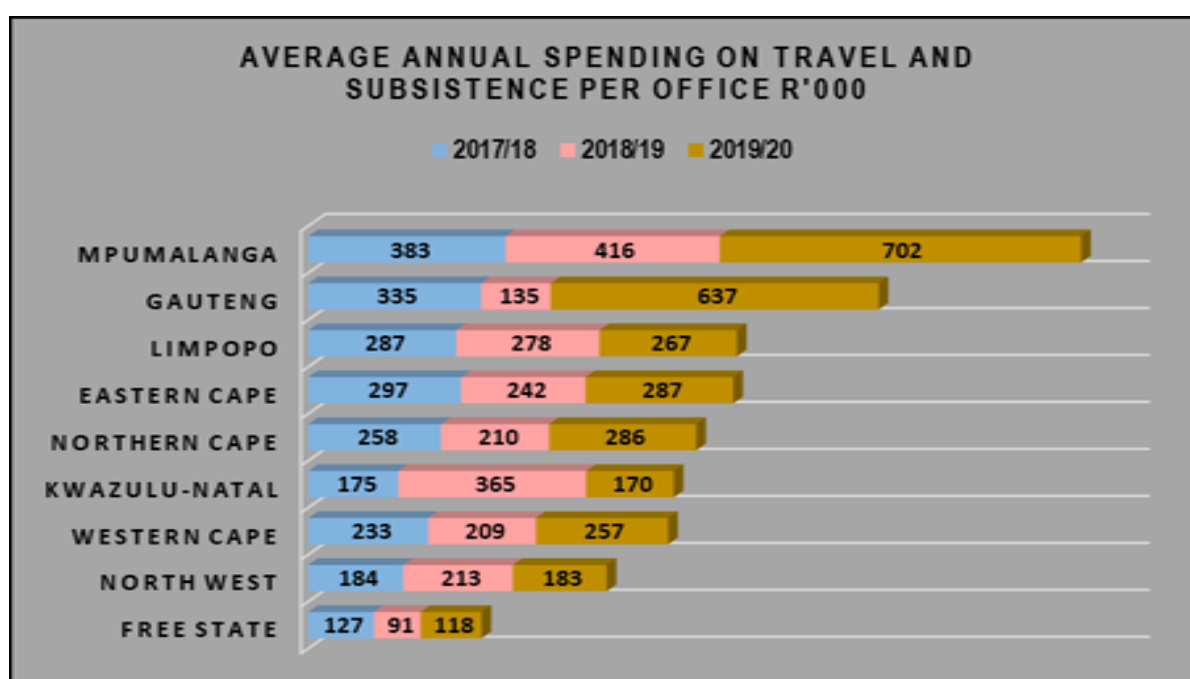
Table 12: Travel and subsistence

R'000	Number of offices (district and provincial)	Average staff complement	Travel and subsistence											
			2017/18 to 2019/20											
			Accommodation	Average: Expenditure/ Total (%)	Transport/ kilometer allowance/ car rental	Average: Expenditure / Total (%)	Food and beverages	Average: Expenditure / Total (%)	Daily allowance	Average: Expenditure / Total (%)	Incidental costs	Average: Expenditure / Total (%)	Total travel and subsistence	Average: Expenditure/ Total (%)
KwaZulu-Natal	12	180	3 114	17,6%	4 788	20,2%	21	5,9%	546	15,5%	51	11,8%	8 521	18,7%
Eastern Cape	9	146	4 865	27,5%	1 476	6,2%	68	18,7%	1 002	28,4%	20	4,5%	7 431	16,3%
Mpumalanga	4	105	1 395	7,9%	4 017	17,0%	37	10,1%	384	10,9%	171	39,3%	6 004	13,2%
Gauteng	5	178	620	3,5%	4 717	19,9%	52	14,4%	146	4,1%	5	1,2%	5 540	12,1%
Western Cape	7	131	1 859	10,5%	2 609	11,0%	61	16,8%	328	9,3%	36	8,4%	4 894	10,7%
Northern Cape	6	92	2 478	14,0%	1 666	7,0%	22	6,2%	347	9,8%	8	1,9%	4 522	9,9%
Limpopo	5	123	1 823	10,3%	1 855	7,8%	78	21,4%	312	8,8%	96	22,1%	4 163	9,1%
North West	5	110	759	4,3%	1 820	7,7%	15	4,2%	268	7,6%	37	8,4%	2 899	6,3%
Free State	5	103	750	4,2%	716	3,0%	9	2,3%	197	5,6%	10	2,4%	1 683	3,7%
Total	58	1 168	17 664	100,0%	23 663	100,0%	363	100,0%	3 529	100,0%	435	100,0%	45 659	100,0%

Source: BAS

Total expenditure on travel and subsistence accounts for an average of 2.5 per spending in the department's provincial and district offices subprogramme. This line item consists of accommodation, transport and related (kilometre allowance and car rental), food and beverages, daily allowance as well as incidental costs.

Figure 9: Travel and subsistence average spending



Source: BAS

Expenditure on travel and subsistence is driven partially by both the number of staff, number of offices and province area size, however in some instances it is driven mainly by the area size of the province (distances). Provinces with larger staff compliment size such as KZN and Eastern Cape spend more on travel and subsistence as compared to provinces with smaller staff compliment size together with fewer offices, such as North West and Free State. KwaZulu-Natal and Eastern Cape account for 18.7 per cent and 16.3 per cent of the total travel and subsistence expenditure in these offices, respectively.

Travel costs per office are much higher in provinces with fewer offices such as Gauteng and Mpumalanga. The higher spending per office in Gauteng is mainly driven by its larger staff compliment size, the province spent R335 000, R135 000 and R637 000 in 2017/18, 2018/19 and 2019/20 respectively on each of its offices. It is however unclear why spending in Mpumalanga is high. The province is one of the provinces with smaller staff compliment size and fewer offices. It is noted that the Northern Cape spends more than Limpopo, North West and Free State whereas these provinces are larger than the Northern Cape in terms of population and staff compliment. The Northern Cape is the largest province in terms of area size hence a wider space to be covered by the provinces field workers, hence spending is much higher than these provinces. Transport and related items (i.e. kilometre allowance and car rental) are travel and subsistence main cost driver and account for 51.8 per cent of the total travel and subsistence spending in the department. Accommodation accounts for 38.7 per cent, daily allowance account for 7.7 per cent, incidental costs account for 1 per cent and lastly food and beverages account for 0.8 per cent of the total travel and subsistence spending. Travel and

subsistence items vary significantly across provinces. Some provinces spend more on accommodation, some more on food and beverages and some more on transport costs. Northern Cape and Eastern cape spend more on accommodation than on transport and related, whereas other provinces like KZN and Gauteng spend more on transport and related than on accommodation.

6. Conclusion

Provincial and district offices account for an average of 40 per cent of the staff complement in the department over the 2020 MTEF period, while the total budget for these offices account for more than 35 per cent of the department's total budget over the same period. Although only four of the department's regular major surveys take place in the district and provincial offices, these offices seem to account for a significant proportion of the department's staff complement. Spending in the provincial and district offices is driven by personnel costs, office accommodation and travel related costs.

6.1 Personnel spending

Fieldwork and data collection support are the main costs drivers of personnel spending in the provincial and district offices, having recorded an average of 34.2 per cent of personnel spending in the subprogramme between 2016/17 and 2018/19, while survey coordination is the second highest accounting for an average of 17.9 per cent of the subprogramme's average personnel spending budget per annum over the same period, with an average staff establishment of 154. The management of provincial and district offices and administrative support, together account for 28.9 per cent of personnel spending in the department, while the related staff complement was 277. The department's management structure tends to be similar for each of the district offices, regardless of the size of the district. As a result, some of the smaller provinces like North West, the Northern Cape, Free State and Limpopo are top heavy, when compared to bigger provinces such as Gauteng, the Eastern Cape and KwaZulu-Natal.

While it may make sense for the department to maintain the number of district offices it currently has as most of the surveys that are conducted in these offices are household based, it may necessary for the department to consider merging the management structure of some of the smaller district offices, in order to balance the workload of district managers and contain the costs incurred by the department in its district management structure. The same consideration should be given to other positions in fields such as Quality Assurance and Training, Publicity, Communication and Marketing and District Quality Monitors.

6.2 Office accommodation

Total expenditure on operating lease: buildings is driven by both the number of offices and staff compliment size, which is driven by population size. The average expenditure per office is driven by both office size and the location of buildings or office. KwaZulu-Natal, Eastern Cape and Western Cape which are the main contributors to the total expenditure on offices rental in the district and provincial offices. These provinces accounted for an average of 21.3 per cent, 18.2 per cent and 14.6 per cent, respectively, of the average annual spending in office accommodation in the provincial and district office between 2017/18 and 2019/20. Provinces with the highest number of employees occupy the highest number of square meters. This is evident in KwaZulu Natal which has an average staff compliment of 180 and occupy 11 591 square meters, which is the highest compared to other provinces. It is however noted that Northern Cape has the least number of employees i.e. 92 but occupy more square meters than North West, Limpopo and Mpumalanga.

Furthermore, accommodation costs per square metre differ significantly across provinces; costs seem to be much higher in the Eastern Cape, Gauteng and the Western Cape at R2 800 per square metre per annum, R2 200 per square metre per annum and R2 100 per square metre per annum, respectively. The average cost per square metres in other provinces, except for North West, range between R1 500 to R1 800 per square metre per annum, while the average cost per square metre in the North West Province averages R1 200 per square metre per annum. The cost per square meter is higher (as expected) in Provinces with offices in big cities and those in medium sized towns, than those with offices in mostly smaller cities or towns. It is, however, not clear why the cost per square metre in the Eastern Cape is significantly highly when compared to the cost per square metre in provinces such as Gauteng and the Western Cape.

There are variations in different provinces in terms of the average square metre per employee, with the highest being KwaZulu-Natal 65.5 square metre per employee, and the second highest being the Western Cape recording an average of 50.1 square metres per employee. According to Government Gazette no 27 985 on space planning norms and standards for office accommodation used by organs of state, the average area per FTE should not exceed 12 square metre. The gazette goes further to prescribe the amount of space employees should occupy at different levels, as well as the organisational support space prescribed at 55 per to 65 per cent of the total workspace. This is in contrast with the amount of office space that the department seems to occupy across provinces. While the prescribed norms mainly relate to open plan office space, which may not necessarily be possible to find spaces that may be converted to open space, the variance between space occupied versus space that should

be occupied is too significant to ignore, with KwaZulu-Natal recording the largest variance, followed by the Eastern Cape, the Western Cape and Gauteng.

6.3 Vehicle hire and fleet services

Spending on car hire is driven by the staff complement for fieldworks, as evident by the number of vehicles used in provinces with the highest staff complement such as Gauteng, Kwa-Zulu Natal, the Eastern Cape and the Western Cape. The current ratio of vehicles to fieldworker, which ranges from 0.7:1 to 1.6:1 per province for the QLFS and GHS. Considering that an average motor vehicle carries 4 to 5 persons at a time, the current ratio of fieldworkers to vehicles seems to be inefficient. The cost of vehicle hire can be halved if the department applied the ratio of 4:1 (i.e. 4 fieldworkers per vehicle) in relation to the use of its vehicles for all household surveys conducted in the provinces.

7. Recommendations

While it may make sense for the department to maintain the number of district offices it currently has (as most of the surveys that are conducted in these offices are household based), it may necessary for the department to consider merging the management structure of some of the smaller district offices, in order to balance the workload of district managers and contain the costs incurred by the department in its district management structure. The same consideration should be given to other positions in fields such as Quality Assurance and Training, Publicity, Communication and Marketing and District Quality Monitors.

If the department strictly complied with the norms and standards on office space per employee prescribed by the Department of Public Works, it would derive savings of R42 million per annum from its office accommodation spending. It is also important to indicate that, a reduced size of office space will also reduce its maintenance costs, and other logistical costs such as cleaning and security. Therefore, the possible savings to be derived from strictly implementing the Department of Public Works' prescribed norms for the use of office space will derive more savings than the R42 million per annum. It is, therefore, recommended that the department reviews the current use of its office space in district offices, and align itself to the prescribed norms and standards.

The department should investigate implementing a ratio of 4:1 (i.e. 4 fieldworkers per vehicle) in order to save costs and reduce the number of vehicles required. Cost of vehicle hire can be halved if the department applied the ratio of 4:1 (i.e. 4 fieldworkers per vehicle) in relation to the use of its vehicles for all household surveys. The department may also investigate implementing a hybrid model for its choice of vehicles for the surveys that it conducts. The

department, currently, seem to solely depend on motor vehicles for the delivery of these survey, which may be considered expensive and affordable in terms of the cost of procuring and hiring, and its maintenance and other related costs. While it is appreciated that road infrastructure on some of the areas that the department conducts its work in may not allow any time of vehicle, the department should consider a different type of vehicle model, such as scooters, for cities, towns and other areas that are considered to have a good road infrastructure.

Appendices

Department Mandate

Mandates



National Department:	Statistics South Africa
Mandate:	Statistics South Africa is a national department accountable to the Minister in the Presidency. The department's mandates Statistics SA to advance the production, dissemination, use and coordination of official and other statistics to assist organs of state, businesses, other organisations and the public in planning, monitoring, policy development and decision-making. Statistics SA is also required by the department to coordinate statistical production among organs of state in line with the purpose of official statistics and statistical principles.
Mandate Source:	Statistics Act (1999)
Functions:	The purpose of official statistics is to • assist organs of state, businesses, other organisations or the public in— planning; • decision-making or other actions; • monitoring or assessment of policies, decision-making or other actions. Official statistics must protect the confidentiality of the identity of, and the information provided by, respondents and be: • relevant, accurate, reliable and timeous; • objective and comprehensive; • compiled, reported and documented in a scientific and transparent manner; • disseminated impartially; accessible; • in accordance with appropriate national and international standards and classifications; • and sensitive to distribution by gender, disability, region and similar socio-economic features.

12

Programmes

Programmes			
National Department:		Statistics South Africa	
Budget Programmes	1. Programme 1: Administration	Programme Details	1. Administration: Departmental Management, Corporate Services, Financial Administration, Internal Audit, Office Accommodation
	2. Programme 2 Economic Statistics		2. Economic Statistics: Programme Management for Economic Statistics, Business Cycle Indicators, Structural Industry Statistics, Price Statistics, Private Sector Finance Statistics, Government Finance Statistics, National Accounts
	3. Programme 3: Population and Social Statistics		3. Population and Social Statistics: Programme Management for Population and Social, Demographic and Population Statistics, Health and Vital Statistics, Social Statistics, Labour Statistics, Poverty and Inequality Statistics
	4. Programme 4: Methodology and Statistical Infrastructure		4. Methodology and Statistical Infrastructure: Programme Management for Methodology and Statistical Infrastructure, Statistical Methods, Statistical Standards, Business Register, Geography Frames and Services, Survey Monitoring and Evaluation, Innovation and
	5. Programme 5: Statistical Support and Informatics		5. Statistical Support and Informatics: Programme Management for Statistical Support and Informatics, Communication and Marketing, Business Modernisation, Publication Services, Information, Communication and Technology
	6. Programme 6: Statistical Operations and Provincial Coordination		6. Statistical Operations and Provincial Coordination: Programme Management for Statistical Operations and Provincial Coordination, Provincial and District Offices, Data Operations, Household Survey and Censuses
	7. Programme 7: South African National Statistics System		7. South African National Statistics System: Programme Management for the South African National Statistics System, Economic Subsystem, Social Subsystem, Independent Quality Assessment, Statistical Reporting, Data and Information Management

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Government Gazette no 27 985 on space planning norms and standards for office accommodation



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Table A: Staff compliment

Item	Staff compliment 2016/17 to 2018/19									
	2016/17	2017/18	2018/19	Average staff compliment	2016/17	2017/18	2018/19	Total	% average growth	% average expenditure
Management	69	69	66	68	67 316 935	72 962 214	74 148 488	214 427 638	5,0%	14,3%
Chief Director: Provincial Office	7	7	7	7	9 326 716	10 046 139	10 300 247	29 673 102	5,1%	2,0%
Director: Corporate Services (Provincial)	8	8	8	8	8 474 982	9 220 430	9 823 579	27 518 991	7,7%	1,8%
Director: Statistical Support and Informatics (Provincial)	8	8	7	8	8 846 806	9 554 859	8 397 454	26 799 120	-2,6%	1,8%
Deputy Director: District Managers	46	46	44	45	40 668 432	44 140 786	45 627 208	130 436 426	5,9%	8,7%
Marketing, supply chain and benchmarking	29	31	29	30	15 818 539	19 912 727	20 328 065	56 059 330	13,4%	3,8%
Deputy Dir: Communication Marketing and Publicity	3	7	7	6	2 628 492	6 663 961	7 289 356	16 581 810	66,5%	1,1%
Deputy Director: Communication Marketing and Publicity	2	0	0	1	1 626 053	-	-	1 626 053	-100,0%	0,1%
Assistant Director: Marketing and Information	10	8	8	9	4 778 602	4 355 259	4 566 707	13 700 568	-2,2%	0,9%
Assistant Director: Benchmarking System & Standards	6	10	9	8	3 004 442	5 377 986	5 277 584	13 660 012	32,5%	0,9%
Assistant Director: Supply Chain Management	6	6	5	6	2 989 624	3 263 246	3 194 418	9 447 288	3,4%	0,6%
Supply Chain Management Officer	2	1	0	1	791 326	252 274	-	1 043 600	-100,0%	0,1%
Survey coordination	163	152	146	154	88 719 476	87 371 765	90 935 013	267 026 254	1,2%	17,9%
Principal Quarterly Labour Force Survey Coordinator	1	1	1	1	936 722	1 022 764	1 096 726	3 056 212	8,2%	0,2%
Chief QLFS Coordinator	1	1	1	1	940 855	983 584	1 029 899	2 954 338	4,6%	0,2%
Principal: HBS Provincial Coordination	1	1	1	1	918 798	992 153	992 086	2 903 037	3,9%	0,2%
Deputy Director: Provincial Survey Coordinator	7	3	3	4	6 170 368	2 862 320	3 066 221	12 098 910	-29,5%	0,8%
Assistant Director: District Coordinator	146	141	135	141	73 486 910	76 570 872	79 683 767	229 741 549	4,1%	15,4%
National Statistics System Coordinator	7	5	5	6	6 265 823	4 940 073	5 066 313	16 272 208	-10,1%	1,1%
Transport and logistics	13	13	13	13	3 982 711	4 746 887	4 980 434	13 710 031	11,8%	0,9%
Driver / Messenger	4	3	4	4	750 515	733 917	963 030	2 447 463	13,3%	0,2%
Assistant Director: Logistics	0	1	1	1	-	577 239	623 713	1 200 952	-	0,1%
Transport Officer	9	9	8	9	3 232 195	3 435 731	3 393 690	10 061 617	2,5%	0,7%

Item	Staff compliment 2016/17 to 2018/19									
	2016/17	2017/18	2018/19	Average staff compliment	2016/17	2017/18	2018/19	Total	% average growth	% average expenditure
Cleaning and safety services	91	84	78	84	13 605 804	13 626 184	14 053 522	41 285 510	1,6%	2,8%
Cleaners	84	79	75	79	12 023 312	12 483 028	13 297 080	37 803 420	5,2%	2,5%
Security Officer	2	1	0	1	432 355	201 073	-	633 427	-100,0%	0,0%
Handyman	5	4	3	4	1 150 138	942 084	756 442	2 848 663	-18,9%	0,2%
Finance	28	27	27	27	15 620 667	16 269 499	17 485 693	49 375 859	5,8%	3,3%
State Accountant	19	18	18	18	9 263 271	9 478 023	10 188 797	28 930 090	4,9%	1,9%
Assistant Director: Provincial State Accountant	2	2	2	2	913 793	983 820	1 064 493	2 962 106	7,9%	0,2%
Deputy Director: Finance and SCM (Province)	7	7	7	7	5 443 603	5 807 656	6 232 403	17 483 662	7,0%	1,2%
Statisticians	14	14	14	14	5 771 975	5 770 701	5 996 895	17 539 572	1,9%	1,2%
Provincial Survey Statistician	7	6	6	6	3 159 496	3 196 032	3 154 421	9 509 948	-0,1%	0,6%
Assistant Survey Statistician Tourism & Migration	1	1	1	1	273 139	288 356	309 682	871 177	6,5%	0,1%
Assistant Statistical Officer	1	5	5	4	318 910	1 440 274	1 670 119	3 429 303	128,8%	0,2%
Survey Statistician	3	1	1	2	1 319 677	468 560	461 307	2 249 544	-40,9%	0,2%
Statistical Officer	2	1	1	1	700 753	377 479	401 367	1 479 599	-24,3%	0,1%
Fieldwork and data collection support	515	469	529	504	159 671 558	161 864 110	190 018 823	511 554 491	9,1%	34,2%
Project Fieldworker	32	0	1	11	7 385 050	-	44 695	7 429 745	-92,2%	0,5%
Survey Officer/Fieldworker	464	449	510	474	134 480 182	141 838 371	170 699 031	447 017 583	12,7%	29,9%
Deputy Director: Census Data Collection and Field Training	1	0	0	0	881 418	-	-	881 418	-100,0%	0,1%
Assistant Director: Data Collection and Training	0	1	1	1	-	484 375	576 808	1 061 183	-	0,1%
Deputy Director: Data Collection & Processing	2	2	1	2	1 818 450	1 996 103	1 290 034	5 104 587	-15,8%	0,3%
Deputy Director: Data Collection & Publicity	2	0	0	1	1 821 443	-	-	1 821 443	-100,0%	0,1%
Price Data Collector	1	1	1	1	306 263	332 592	358 036	996 891	8,1%	0,1%
Director: Fieldwork Operations (Provincial)	9	9	8	9	9 956 495	10 601 057	10 006 284	30 563 836	0,2%	2,0%
Deputy Director: Data Collection and Logistics	3	7	7	6	2 645 328	6 611 613	7 043 934	16 300 876	63,2%	1,1%
CPI Price Collector Supervisor	1	0	0	0	376 928	-	-	376 928	-100,0%	0,0%
Administrative support	73	69	65	70	29 208 492	28 316 659	28 914 788	86 439 938	-0,5%	5,8%
Provincial Human Resource Officer	10	9	9	10	3 491 409	3 391 164	3 440 320	10 322 893	-0,7%	0,7%
Asset Officer	3	3	3	3	743 618	804 515	911 644	2 459 776	10,7%	0,2%
Assistant Asset Officer	1	1	1	1	234 900	249 530	285 650	770 081	10,3%	0,1%
Records Officer	1	1	1	1	282 542	309 332	334 011	925 885	8,7%	0,1%
Assistant Director: Human Resource Management (Provincial)	7	7	6	7	3 539 186	3 959 962	3 919 950	11 419 098	5,2%	0,8%
Deputy Director: Human Resource Management (Provincial)	8	7	7	7	6 146 356	5 666 295	6 086 102	17 898 753	-0,5%	1,2%
Administrative workers	43	41	38	41	14 770 481	13 935 861	13 937 111	42 643 452	-2,9%	2,9%

Item	Staff compliment 2016/17 to 2018/19									
	2016/17	2017/18	2018/19	Average staff compliment	2016/17	2017/18	2018/19	Total	% average growth	% average expenditure
IT support	17	16	15	16	8 156 247	8 828 531	8 954 918	25 939 697	4,8%	1,7%
IT Technician	10	11	10	10	5 359 850	6 244 554	6 211 142	17 815 545	7,6%	1,2%
ICT Support Assistant	1	0	0	0	245 620	55 704	-	301 324	-100,0%	0,0%
DDC Mobile Technologist	6	5	5	5	2 550 778	2 528 274	2 743 776	7 822 828	3,7%	0,5%
Quality monitoring	59	51	50	53	29 662 623	26 546 760	28 465 387	84 674 769	-2,0%	5,7%
Senior Quality Monitor - QLFS	1	1	1	1	441 529	473 948	514 063	1 429 540	7,9%	0,1%
Quality Officer-Adapt	1	1	1	1	505 564	554 560	584 455	1 644 579	7,5%	0,1%
Deputy Director: Quality Assurance and Training	6	4	4	5	5 560 482	3 547 366	3 748 861	12 856 709	-17,9%	0,9%
Provincial Quality Monitor	26	25	24	25	11 194 757	11 572 342	12 483 173	35 250 272	5,6%	2,4%
Mapping Monitor	25	20	20	22	11 960 290	10 398 544	11 134 836	33 493 670	-3,5%	2,2%
Data capture and processing	57	61	61	60	16 464 996	19 097 940	20 842 905	56 405 842	12,5%	3,8%
Provincial Training Officer	5	4	4	4	2 481 892	2 114 996	2 272 861	6 869 749	-4,3%	0,5%
Data Processor	0	6	6	4	-	1 808 797	2 065 162	3 873 959	-	0,3%
Data Capturer	45	45	44	45	8 802 745	9 600 116	10 451 406	28 854 267	9,0%	1,9%
Provincial Programme Officer	7	7	7	7	5 180 359	5 574 032	6 053 476	16 807 867	8,1%	1,1%
Geography	62	60	59	60	22 005 046	23 204 248	24 903 588	70 112 881	6,4%	4,7%
Principal: Geography Officer	3	7	7	6	1 813 015	5 817 383	6 119 286	13 749 684	83,7%	0,9%
Deputy Director: Geography	1	1	1	1	800 996	879 646	920 790	2 601 432	7,2%	0,2%
Deputy Director: FMLS (Province)	1	1	1	1	751 307	848 741	942 232	2 542 279	12,0%	0,2%
Principal Geography	5	0	0	2	3 821 402	-	-	3 821 402	-100,0%	0,3%
Geography Assistant	52	51	50	51	14 818 326	15 658 478	16 921 279	47 398 083	6,9%	3,2%
Total	1 189	1 117	1 152	1 153	476 005 069	488 518 225	530 028 518	1 494 551 812	5,5%	100,0%

Table B: District offices

	Eastern Cape	Free State	Gauteng	KwaZulu-Natal	Limpopo	Mpumalanga	Northern Cape	North West	Western Cape
	Amathole District	Fezile Dabi District	Johannesburg District West Rand	Harry Gwala District	Vhembe District	Gert Sibande District	Kimberley DO (Frances Baaard)	Bojanala Platinum District /Rustenburg	Cape Winelands District (Boland) /closed
	Alfred Nzo District	Lejweleputswa District	Sedibeng District	iLembe District	Waterberg District	Ehlanzeni District (Nelspruit)	Kuruman DO (John Taolo Goetsewe)	Ngaka Modiri Molema District	Central Karoo District
	Chris Hani District	Thabo Mofutsanyana District	Ekhurhuleni District	Amajuba District	Capricorn District	Nkangala District (Witbank)	Upington DO (ZF Mgcawu)	Dr Kenneth Kaunda District	Garden Route District
	Joe Gqabi District	Xhariep District	Johannesburg District Benoni	King Cetshwayo District	Mopani District	Nkangala District (Siyabuswa)	De Aar DO (Pixley ka Seme)	Dr Ruth Segomotsi Mompati District	Overberg District
	OR Tambo District	Mangaung District office	Tshwane District	Ugu District	Sekhukhune District	Ehlanzeni District (Thulamahashe)	Namakwa DO (Springbok)	Bojanala Platinum district / Mmabatho	West Coast District
	Sarah Baartman District			uMgungundlovu District			Namakwa DO (Calvinia)		Cape Town Metro 1
Legend	Buffalo City Metro			uMkhanyakude District					Cape Town Metro 2
Located in the same building	Nelson Mandela Bay Metro			uMzinyathi District					
Located at provincial office				uThukela District					
1 district office split into 2 buildings (areas)				Zululand District					
Government building (building operating lease not applicable)	Total			eThekwinini District office					
Total number of district offices	49	8	4	4	11	4	3	5	4
Total number of buildings occupied (districts)	50	7	4	3	11	4	4	6	4
Total number of building occupied (district and provincial)	59	8	5	4	12	5	5	7	5
Total number of buildings leased (provincial and district)	53	8	5	4	12	4	3	6	4
	Only 7 district offices as Sarah Baartman in same building as Nelson Mandela Metro	Only 4 district offices as Mangaung District Office in Bloemfontein with Provincial Office	Only 3 district offices as Johannesburg split between Benoni and West Rand, awaiting new office accommodation for JHB and Provincial Office which is in Randburg. Tshwane located in Isibalo House	All 11 district offices are in their own buildings	Only 4 district offices as Capricorn District Office is in Polokwane Provincial Office	Only 3 official districts but five (5) district offices established with Nkangala and Ehlanzeni Districts split into 2 offices but Ehlanzeni District Office (Nelspruit) is in the Nelspruit Provincial Office	Only 5 official districts but six (6) district offices established with Namakwa District Office split into 2 offices	Only 4 official districts but five (5) district offices established with Bojanala District Office split into 2 offices but the Mmabatho office is in the Mafikeng Provincial Office	Only 6 official districts but seven (7) district offices established with Cape Town Metro split into 2 offices
	Provincial Office in East London	Provincial Office in Bloemfontein	Provincial Office in Randburg, JHB	Provincial Office in Durban	Provincial Office in Polokwane	Provincial Office in Nelspruit	Provincial Office in Kimberley	Provincial Office in Mahikeng	Provincial Office in Cape Town

Table C: Building lease register

No	PROVINCE	DISTRICT	MUNICIPAL DISTRICT NAME	LOCATION	Area Leased per sq meter	Parking Bays	No.
1	Eastern Cape	Aliwal North	Joe Gqabi	Erf 269 -272, Balmoral Hotel 76 Somerset st	818	20	1
2	Eastern Cape	Bisho	Bufflo city	Old Mutual Building, Phalo Avenue	1153	20	2
3	Eastern Cape	Butterworth	Amathole	53 Blank Street	375,1	20	3
4	Eastern Cape	East London	Bufflo city	Blocks C,D,I; Ocean Terrace Office Park, Moore Street	863	32	4
5	Eastern Cape	Port Elizabeth	Nelson Mandela Bay	SAFIN/Iquad Building, 56 Mangold Street Newton Park	1190	20	5
6	Eastern Cape	Queenstown	Chris Hani	Gardens Building, 16 Robinson Road	571	0	6
7	Eastern Cape	Umtata	O.R Tambo	PRD II, Sutherland Street 2nd Floor	590	9	7
8	Kwa Zulu Natal	Kokstad	Alfred Nzo	Royalts Centre, 86 Main Road	500,4	20	8
Total					6060,5	141	
9	Free State	Bethlehem	Thabo Mofutsanyane	Landbank Building. 16 van der Merwe st	604	10	9
10	Free State	Bloemfontein	Mangaung	Mangaung Building, Stand 58525 Moshoeshoe Rd, Rocklands :Provincial and Mangaung district office in one building	2000	50	10
11	Free State	Kroonstad	Fezile Dabi	20 Reitz Street old Post Off Bld	590	9	11
12	Free State	Trompsburg	Xhariep	6 van Riebeeck Street	264,8	0	12
13	Free State	Welkom	Lejweleputswa	2nd floor, Santan Building/ Elizabeth street	590	9	13
Total					4048,8	78	
14	Gauteng	Benoni	Ekhurhuleni	Momentum Building, 54 -56 Woburn Avenue	1798,75	20	14
15	Gauteng	Krugersdorp	West Rand	Anfam House, 63 Ockerse Street	1537	20	15
16	Gauteng	Randburg	City of Johannesburg	2nd floor Dalefern, 284 Oak Avenue, Ferndale	526,97	20	16
17	Gauteng	Vereeniging	Sedubeng	Erf 354 Nevada Building, 18A Leslie Street	1534	20	17
Total					5396,72	80	
18	Kwa Zulu Natal	Dundee	Umzinyathi	35 Wilson Street	600	9	18
19	Kwa Zulu Natal	Durban	Ethekweni	85 on Field Building. 85 Joe Slovo st	2174	25	19
20	Kwa Zulu Natal	Durban	Ethekweni	Liberty Towers. 214 Dr Pixley Ke Same st	1275	25	20
21	Kwa Zulu Natal	Empangeni	King Catshwayo	Umdoni House. 25 Union St	590	9	21
22	Kwa Zulu Natal	Ikopo	Sisonke/Hary Gwala	Lot 175, Margret Street	1185	20	22
23	Kwa Zulu Natal	Ladysmith	uTukela	284 Murchison Street. SASSA Bld	590	9	23
24	Kwa Zulu Natal	Mkhuze	uMkhanyakude	Main Street portion 4 or Erf 60 Old Town Bld Eagle st	590	9	24
25	Kwa Zulu Natal	Newcastle	Amajuba	Nedbank Centre. 50 Harding st. ERF 3898	590	9	25
26	Kwa Zulu Natal	Pietermaritzburg	uMgungundlovu	171 Jabu Ndlovu Street, PMB. Atlas House	1195	25	26
27	Kwa Zulu Natal	Port Shepstone	Ugu	Sub 142 Marburg.Port Shepstone	801	16	27
28	Kwa Zulu Natal	Stanger	iLembe	Erf 1281 Haysom Road. EXT 15	1185	25	28
29	Kwa Zulu Natal	Vryheid	Zululand	Lot 2745, 292 Boeren Street	816	20	29
Total					11591	201	

30	Limpopo	Jane Furse	Sekhukhune	Mathononayo Building, New Hospital Road	704	10	30
31	Limpopo	Modimolle	Waterberg	NTK Building, 84 RIVIER STREET	540	20	31
32	Limpopo	Polokwane	Capricon	Ivory Road Corporate Park: Provincial and Capricon district office in one building	1493,75	25	32
33	Limpopo	Tzaneen 1	Mopani	Gateway Centre. Cnr Sapikoe and Plantation st	590	7	33
34	Limpopo	Thohoyandou	Vhembe	Thohoyandou Government Building Mphephu Street	546	0	34
	Total						
35	Mpumalanga	Nelspruit	Mbombela	MAXSA Building, 15 Ferreira Street: Provincial and Nelspruit district office in one building	1452	40	35
36	Mpumalanga	Siyabuswa	Nkangala	Old Parliament Budiling Government building	630	20	36
37	Mpumalanga	Thulamahashe	Ehlanzeni	Municipal Bld. DCO, 2028B Thulamahashe Main Road	458	10	37
38	Mpumalanga	Witbank	Witbank	ABSA Building, c/o 7 Paul Kruger & Mandela Streets	930	20	38
39	Mpumalanga	Ermelo	GertSibande	Old Commando Government Building . Klerk n Murray st	330		39
	Total				3800	90	
40	North West	Mabopane	Bojanala Platinum	Central House Unit E	590	9	40
41	North West	Mafikeng	Ngaka Modiri Molema	1st floor, Mega City. James Moroka st: Provincial and Mmabatho district office in one building	1698	12	41
42	North West	Rustenburg	Bojanala Platinum	26 Von Wellight str.	590	18	42
43	North West	Vryburg	Dr Ruth Segomotsi Mompati	14 Nelson and Vry st	680	4	43
44	North West	Klerksdorp	Dr Kenneth Kunda	PC Pelser Government Building . 71 Voortrekker rd	440	0	44
	Total				3998	43	
45	Northern Cape	Calvinia	Namakwa	Old Commercial Hotel, Water Street	388,05	3	45
46	Northern Cape	De Aar	Pixley Ka Seme	Madeira Building, 25 Pixley ka Seme st	931	20	46
47	Northern Cape	Kimberley	Frances Baard	Old Standard Bank Building, c/o Lennox & Du Toitspan Roads	2004	30	47
48	Northern Cape	Kuruman	John Taolo Gaetsewe	Summerdown office complex. Voortrekker street Kuruman	320	15	48
49	Northern Cape	Springbok	Namakwa	96 Voortrekker Street	402,93	0	49
50	Northern Cape	Upington	ZF Mgcawu / Siyanda	3rd floor Umbra building 55-59 Market st Upington	454.55	15	50
51	Northern Cape	Kimberley	Frances Baard	New Public Government Building Stead street			51
	Total				4045,98	83	
52	Western Cape	Beaufort West	Central Karoo	8 Garcia Street	390	3	52
53	Western Cape	Caledon	Overberg	7 Demper Street	555	9	53
54	Western Cape	Cape Town	Cape Town Metro	Floor 3,6-7; 22 Long Street Provincial Office	3032	41	54
55	Western Cape	Cape Town	Cape Town Metro 1 & 2	ABSA Building, 122 - 136 Adderley Street	1156	0	55
56	Western Cape	Cape Town	Cape Town Metro	PARKADE: Grand Central:For METRO Office 1 & 2 vehicles	0	30	56
57	Western Cape	George	Eden	Bateleur Park, c/o Cradock& Cathedral Streets	871	10	57
58	Western Cape	Piketberg	West Coast	35 Kloof Street	507	8	58
59	Western Cape	Worcester CLOSER	Cape Winelands	NEW ACCOMMODATION ALREADY IN PROGRESS			59
	Total				6511,41	101	

Table D: Provincial fleet per office (QLFS and GHS)

OFFICE	QLFS	GHS	ADMIN/OTHER PROJECTS	TOTAL
Western Cape PO	0	0	10	10
Metro CBD 1	4	4	1	9
Meto CBD 2	4	4	1	9
Piketberg	2	2	0	4
George	3	3	0	6
Caledon	2	2	1	5
Worcester	4	3	1	8
Beaufort West	0	0	1	1
TOTAL Western Cape	19	18	15	52
Eastern Cape PO	0	0	6	6
Chris Hani	4	4	1	9
Sarah Baartman	3	2	0	5
Nelson Mandela Metro	4	4	1	9
Amathole	4	2	1	7
Buffalo City Metro	5	4	1	10
OR Tambo	5	4	1	10
Alfred Nzo	4	3	1	8
Joe Gqabi	2	2	1	5
TOTAL Eastern Cape	31	25	13	69
Northern Cape PO	0	0	4	4
Upington ZFM	4	3	1	8
De Aar PKS	2	2	0	4
Kimberley FB	3	4	0	7
Kuruman JTG	4	4	1	9
Calvinia NMK	1	0	0	1
Springbok NMK	1	2	0	3
TOTAL Northern Cape	15	15	6	36
Free State PO	0	0	6	6
Thabo Mofutsanyana	4	4	1	9
Mangaung	3	3	0	6
Fezile Dabi	3	3	2	8
Lejweleputswa	3	3	4	10
Xhariep	3	3	1	7
TOTAL Free State	16	16	14	46
Kwa Zulu Natal PO	0	0	5	5
Amajuba	2	2	1	5
King Cetshwayo	4	3	1	8
Ethekwini	6	6	5	17
Harry Gwala	1	3	1	5
Zululand	2	1	1	4
Umgungundlovu	4	3	4	11
Ugu	3	2	1	6
Umzinyathi	2	2	1	5
Ilembe	2	2	1	5
Umkhanyakude	2	1	1	4
Uthukela	2	2	4	8
TOTAL KwaZulu-Natal	30	27	26	83
North West PO	0	0	5	5
Vryburg	4	3	1	8
Klerksdorp	5	4	3	12
Rustenburg	5	6	3	14
Mabopane	4	3	2	9
Mmabatho	5	5	4	14
TOTAL NW	23	21	18	62
Gauteng PO	0	0	5	5
JHB	12	11	3	26
Tshwane	10	11	3	24
Ekurhuleni	11	11	3	25
Sedibeng	4	5	3	12
West Rand	4	4	3	11
TOTAL Gauteng	41	42	20	103
Mpumalanga PO	0	0	6	6
Thulamahashe	2	2	1	5
Gert Sibande	6	7	3	16
Siyabuswa	3	3	1	7
Witbank	5	6	2	13
Nelspruit	4	5	2	11
TOTAL Mpumalanga	20	23	15	58
Limpopo PO	0	0	4	4
Capricorn	6	5	2	13
Mopani	4	5	3	11
Sekhukhune	5	5	2	13
Vhembe	5	7	2	14
Waterberg	4	3	1	8
TOTAL Limpopo	24	25	14	63
GRAND TOTAL	219	212	141	572

Table E: Log frame

IMPACT		An informed nation (general public, public sector, regional and international bodies, statistical agencies, research and academic institutions, private sector and the media) on statistical information through accurate, relevant and timely statistic reports.							
Indicator									
Frequency									
Source of data									
OUTCOME		Accurate, relevant and timely economic, population and social statistics data that that inform socioeconomic planning, monitoring and decision making							
Indicator									
Frequency									
Source of data									
Final Output		Consumer Price Index statistical report (CPI)	Quarterly Labour force statistical release	Domestic tourism statistical release	General Household statistical release		Population statistics report published	Income and expenditure of households statistical release	living conditions of households statistical report
Indicator		Number of price index releases per year	Number of releases on labour market dynamics per year				Number of releases on the changing profile of the population per year		Number of releases on living circumstances, service delivery and poverty
Frequency		Monthly	Quarterly	Annually	Annually		Every 5 years	Every 5 years	Every 5 years
Source of data									
Intermediate outputs		CPI statistical dataset	Statistical dataset	Annual statistical dataset	Annual statistical dataset		statistical dataset	statistical dataset	statistical dataset
Indicator									
Frequency		Monthly	Quarterly						
Source of data									
Activities		Disseminate data (national head office)	Disseminate data (national head office)	Disseminate data (national head office)	Disseminate data (national head office)		Disseminate data (national head office)	Disseminate data (national head office)	Disseminate data (national head office)
Indicator									
Frequency									
Source of data									
Activities		Analyse data (national head office)	Analyse data (national head office)	Analyse data (national head office)	Analyse data (national head office)		Analyse data (national head office)	Analyse data (national head office)	Analyse data (national head office)
Indicator									
Frequency									
Source of data									
Activities		process data (national head office)	process data (district/provincial offices)	process and capture data (national offices)	process and capture data (national offices)		process and capture data (national offices)	process and capture data (national offices)	process and capture data (national offices)
Indicator									
Frequency									
Source of data									

Activities		Collect data regarding changes in the overall level of prices of all goods and services bought by the average household (provincial offices)		Collect data on the dynamics of the South African labour market, using indicators such as employment, unemployment and inactivity (district offices)		Collect data on domestic travel behaviour (district offices)		Collect data on a variety of subjects including education, health, the labour market, dwellings, access to services and facilities, transport, and quality of life (district offices)		Collect data on characteristics of persons by marital status; data on marriage and divorce rates		Collect data on income, consumption and spending patterns of households (district offices)		Collect data on living circumstances of households in South Africa with special reference to spending patterns of households on different expenditure items (district offices)
Indicator						Number and timeliness of questionnaires completed								
Frequency		Continuous data collection		Continuous data collection		Continuous data collection				Periodic				data is collected over 12 months
Source of data				Computer-assisted personal interviews (CAPI), computer assisted telephone interviews (CATI) and paper-assisted personal interviews (PAPI)		Computer-assisted personal interviews (CAPI)		Computer-assisted personal interviews (CAPI), computer assisted telephone interviews (CATI) and paper-assisted personal interviews (PAPI)		Computer-assisted personal interviews (CAPI)		Computer-assisted personal interviews (CAPI) and paper-assisted personal interviews (PAPI)		Computer-assisted personal interviews (CAPI), computer assisted telephone interviews (CATI) and paper-assisted personal interviews (PAPI)
Activities		Survey coordination (provincial offices)		Survey coordination data (district offices)		Survey coordination (district offices)		Survey coordination (district offices)		Survey coordination (district offices)		Survey coordination (district offices)		Survey coordination (district offices)
Indicator														
Frequency														
Source of data														
Inputs		Provincial survey coordinators, fieldworkers, quality monitors/assurers and data analysts		Fieldworkers, district survey coordinators, provincial survey coordinators, quality monitors/assurers and data analysts		Fieldworkers, district survey coordinators, provincial survey coordinators, quality monitors/assurers and data analysts		Fieldworkers, district survey coordinators, provincial survey coordinators, quality monitors/assurers and data analysts		Fieldworkers, district survey coordinators, provincial survey coordinators, quality monitors/assurers and data analysts		Fieldworkers, district survey coordinators, provincial survey coordinators, quality monitors/assurers and data analysts		Fieldworkers, district survey coordinators, provincial survey coordinators, quality monitors/assurers and data analysts
Indicator														
Frequency		Monthly		Quarterly		Annually		Annually		Every 5 years		Every 5 years		Every 5 years
Source of data														
Programme elements		Conduct Consumer Price Index (CPI) survey		Conduct quarterly labour force survey (QLFS)		Conduct domestic tourism survey		Conduct general household survey		Conduct community survey		Conduct income and expenditure survey		Conduct living conditions survey
Responsibility														