

GAUTENG LEGISLATURE

Your View ~ Our Vision

GAUTENG PROVINCIAL LEGISLATURE

ANNUAL REPORT 2012/2013

Your View ~ *Taking the Legislature*



Opening of Gauteng Legislature

Cultural entertainment at the Opening of the Legislature, held at the Johannesburg City Hall in February 2013.

Departmental Annual Report Process

was taken to the Communities of Gauteng in October 2012 – Mogale City Local Municipality.



2012 Youth Sector Parliament in partnership with the Ekurhuleni Municipality in celebration of Youth Month was held on 18 June 2012 at the Ekurhuleni Council Chambers in Germiston under the theme - Education and Learning to address Youth unemployment, poverty and inequality.

Women's Sector Parliament, Vereening City Hall, Sedibeng, 20 August 2012, reaffirmed our commitment to the core principles of law making, oversight and, public participation to promote mutual respect, inclusiveness, transparency, accountability, legitimacy and responsiveness.



Our Vision *to the People of Gauteng*



The Inaugural GPL Interfaith Sector Dialogue

In promoting social cohesion, the GPL hosted the inaugural Interfaith Dialogue in March 2013, where religious groups of different faiths gathered to discuss issues of interest in the province and share ideas to solutions.



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Taking the Legislature to the People of Gauteng

The Gauteng Provincial Legislature (GPL) is the parliament of the people of Gauteng. The GPL has the Constitutional mandates of law-making, oversight and scrutiny, co-operative governance and public participation.

The GPL makes laws that address the specific needs of the province, conducts oversight over the departments of the province to ensure service delivery, promotes co-operative governance for effective decision-making and conducts public participation in order ensure that the views of the people of Gauteng are incorporated in governance processes.

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ACRONYMS

Acronym	Description
AG	Auditor-General
ATC	Announcements, Tabling and Committee reports
AV	Audio Visual
BBBEE	Broad-Based Black Economic Empowerment
BEE	Black Economic Empowerment
BSC	Balanced Scorecard
CBO	Community Based Organisation
CCTV	Closed Circuit Television
CFO	Chief Financial Officer
CI	Constitutional Imperatives
CPA	The Commonwealth Parliamentary Association
CPS	Centre for Policy Studies
CRM	Customer Relations Management
CSSL	Committee on the Scrutiny of Subordinate Legislation
EAP	Employee Assistance Programme
ECC	Events Coordinating Committee
ED	Executive Director
EEA	Employment Equity Act
EFT	Electronic Funds Transfer
EMS	Emergency Medical Services
ERP	Enterprise Resource Planning
EU	European Union
EULSP	European Union Legislature Services Programme
FIS	Focused Intervention Study
GPG	Gauteng Provincial Government
GPL	Gauteng Provincial Legislature
GRAP	Generally Recognised Accounting Practice
HRD	Human Resource Development
HRM	Human Resource Management
HC	Human Capital
HR	Human Resources
ICT	Information and Communication Technologies
ID	Identification Document
IEC	Independent Electoral Commission
IoD	Institute of Directorates
IP	Intellectual Property
IPMS	Integrated Performance Management System
ISS	Institutional Support Services
IT	Information Technology
JDA	Johannesburg Development Agency
JMPD	Johannesburg Metropolitan Police Department
JOC	Joint Operating Centre

Acronym	Description
KM	Knowledge Management
LAC	Legislature Acquisitions Council
LIASA	Library and Information Association of Southern Africa
LIMS	Legislature Information Management System
LoGB	Leader of Government Business
LR	Labour Relations
LSA	Legislature Service Act
LSB	Legislature Services Board
MAC	Members Affairs Committee
MAD	Members Affairs Directorate
M and E	Monitoring and Evaluation
MPL	Member of the Provincial Legislature
MTEF	Medium-Term Expenditure Framework
NCOP	National Council of Provinces
NEHAWU	National Education Health and Allied Workers Union
NIA	National Intelligence Agency
OCPOL	Oversight Committee on the Premier's Office and the Legislature
OD	Organisational Development
OHASA	Occupational Health and Safety Act
OSS	Operational Support Services
PCO	Parliamentary Constituency Office
PEBA	Programme Evaluation and Budget Analysis
PFMA	Public Finance Management Act
PPMS	Personnel Performance Management System
PPP	Public Participation and Petitions
PSOM	Public Service Oversight Model
PSTN	Public Switched Telephone Network
SADC	Southern African Development Community
SALSA	Secretaries Association of Legislatures in South Africa
SANGONET	South African Non-Governmental Organisation Network
SAP	Systems Applications Processes
SAPS	South African Police Services
SCOPA	Standing Committee on Public Accounts
SDA	Skills Development Act
SETA	Sector Education and Training Authorities
SLA	Service Level Agreement
SLIS	Special Libraries and Information Sector
UNISA	University of South Africa
VoIP	Voice over Internet Protocol



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PART 1

LEGISLATIVE INFORMATION



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YOUR VIEW ~ OUR VISION

The Gauteng Provincial Legislature (GPL) was established in 1994 in terms of the 1993 Interim Constitution of the Republic of South Africa. It now exists in terms of section 108 of the 1996 Constitution of the Republic of South Africa (Constitution). The GPL is an autonomous institution, empowered by the Constitution to make laws, oversee the performance of the provincial government, promote co-operative governance and carry out public participation for the electorate of the Gauteng Province. Since its establishment, the GPL has focused its energies on building an institution that gives effect to its constitutional mandates. This has not been a static process. Increasingly, the GPL had to gear itself to respond to broader developments within the national and provincial environment.

The GPL is located in a province characterised by a rapid process of transition, growth and development. South Africa's second decade of democracy has brought with it high expectations from the people of Gauteng, that the vision of a "Better life for all" will become a reality. In this context, there is an increasing expectation that government should deliver on its promises through effective governance and efficient service delivery. In line with this expectation, it is the strategic choice of the GPL to be more visible and active in its role as the voice of the people. The GPL has chosen to assert its role as a key institution of democracy. To achieve this, it has to, amongst other tasks:

- Deliver on its constitutional mandates;
- Position itself as the voice of the people;
- Ensure that the public understands its roles and functions;
- Harness, co-ordinate and motivate its internal resources; and
- Report and communicate its achievements to the people of Gauteng.

In view of the above, the GPL has accelerated its political mandate of mobilising social forces around public participation, whilst also transforming itself into an agent of change, and representing a democratic institution ready to discharge its key role in social transformation by encouraging public participation in its core activities, thus soliciting the views of the electorate and ultimately converting this vision into reality.

VISION STATEMENT

Fostering public pride and confidence in democracy and enhancing service delivery to the people of Gauteng.



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MISSION STATEMENT

In observing our constitutional obligations, the GPL will:

- Be a modern, dynamic African legislature of the 21st Century;
- Be a caring, responsive, activist and transformative legislature;
- Reflect the values, aspirations and cultures of South Africa;
- Be the most competent, accessible, transparent and accountable legislature;
- Foster ethical and good governance;
- Attract, develop and retain skilled and professional staff;
- Create a conducive working environment for all diverse groups; and
- Recognise staff contributions, reward their achievements and provide a stimulating environment.

CORE VALUES

We believe in and strive for:

Moral Integrity	Being honourable and following ethical principles;
Goal Oriented	Working diligently to achieve results;
Team Work	Being co-operative and working well with others;
Courtesy	Being polite and having respect for individual dignity;
Development	Encouraging the achievement of growth, learning and development;
Economy	Being responsible and careful in spending;
Excellence	Continuous improvement in performance and standards;
Openness	Being sincere and candid in discussions;
Participation	Involvement of everyone in decision-making processes;
Social Equality	No unfair discrimination, directly or indirectly against anyone, on one or more grounds, including race, gender, sex, class, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscious belief, culture, language and birth; and
Professionalism	Being knowledgeable with a non-partisan positive attitude as well as proficient in executing duties.



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PREAMBLE TO THE CONSTITUTION

"We, the people of South Africa,
Recognise the injustices of our past;
Honour those who suffered for justice and freedom in our land;
Respect those who have worked to build and develop our country; and
Believe that South Africa belongs to all who live in it, united in our diversity.

We therefore, through our freely elected representatives,
adopt this Constitution as the supreme law of the Republic so as to-
Heal the divisions of the past and establish a society based on democratic values,
social justice and fundamental human rights;
Lay the foundations for a democratic and open society in which government is based on the will of the
people and every citizen is equally protected by law;
Improve the quality of life of all citizens and free the potential of each person; and
Build a united and democratic South Africa able to take its rightful place as a sovereign state
in the family of nations.

May God protect our people.

Nkosi Sikelel' iAfrika.

Morena Boloka setjhaba sa heso.

God seën Suid-Afrika.

God bless South Africa.

Mudzimu fhatutshedza Afurika.

Hosi katekisa Afrika."



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PART 2

THE YEAR
UNDER REVIEW

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Section I

Foreword and Legislative Overview



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Hon. Lindiwe Maseko – GPL Speaker

FOREWORD BY THE SPEAKER

We are delighted to present the 2012/2013 financial year Annual Report of the Gauteng Provincial Legislature (GPL) to the people of Gauteng and all our stakeholders. The report provides a detailed account of the work we have completed during the year under review, as part of implementing the GPL's five year Strategic Plan for 2009-2014. Through this Annual Report, the GPL is once more demonstrating its values of being a transparent and an accountable organisation. It is a reflection of the commitment of the Members of the Provincial Legislature (MPLs) and the entire staff component of the GPL to be the true tribune of the people by not only representing their interests in policy making processes, but by also providing feedback on the work done.

The report is presented during a period when South African society is engaging in various conversations on the democratic gains made by our country since 1994, and how that has translated into socio-economic development and improved quality of life for the people. These conversations are further ignited by the fact that the country will be celebrating 20 years of democracy and freedom in 2014, and therefore it is important to measure the change in the quality of life that has resulted from the ushering in of the democratic dispensation. At the centre of these conversations is the role of the Legislatures in nation building and creating space for people to be involved in governance. This annual report indicates that more has been done to open up democratic space for public participation, and yet much more must still needs to be done to make people's involvement meaningful.

The Annual Report is presented during the last financial year of the political term 2009/2014, and is therefore the last Annual Report of the current Legislature. The 2013/2014 Annual Report will be presented by the Speaker of the 5th Legislature that will be installed after the 2014 elections. We therefore take the opportunity in this Annual Report to reflect briefly on the achievements we have recorded since 2009 and the tasks of the 5th Legislature.

In 2009, we committed to build an Activist and Transformative Legislature that would inspire public confidence by operating in a manner that places the people at the centre of its business, vigorously advocating and promoting public interest in a nonpartisan way. In this way, the GPL would become a true tribune of the people.

The 2012/2013 Annual Report indicates that we have achieved the commitments mentioned above. Firstly, we can report that our oversight function and practices have improved and resulted in more processes for government accountability. We have introduced a framework for more qualitative House resolutions that are mostly focused on service delivery issues. All our committees are now producing what we refer to as SMART resolutions. On the same note, we increased our monitoring of House resolutions which resulted in an increased number of decisions implemented by the August House of the Executive, and in a quicker turnaround time as well. The GPL introduced additional mechanisms of using independent information for oversight, including an increased number of oversight visits to service delivery sites such as hospitals and schools, thereby establishing relations with external research institutes and other information agencies.

Secondly, our public participation and advocacy work continues to improve and our committees are taking up issues of public interest by bringing them into the arena of policy making and legislative



Public Participation in GPL operations



debates. We can mention here two examples of this work. The first example is when the Gauteng Legislature's Portfolio Committees that fall within the Social Transformation Cluster visited Ivory Park, in the City of Johannesburg region. These Committees addressed issues relating to drug and substance abuse in schools as well as the possession of weapons by learners.

Another example of our commitment to resolve public policy issues occurred when the Committee on Community Safety instituted an inquiry into policing in Kleinfontein. The committee found that this Afrikaner-only enclave in the eastern side of Tshwane was using culture and strict controlled access into private property to hide its racism. The community of Kleinfontein refuses residency to people who are not Afrikaner and the Committee has investigated whether this practice is in conflict with the constitution of our country. The matter is now being debated publicly and more government agencies are looking into resolving this issue.

The 2012/2013 Annual Report points out that the GPL is achieving its commitment to support the constitutional mandate of MPLs through an integrated support service provided via the administration services of the GPL to Members as individuals and in their respective Committees. This includes, and is not limited to, the gym and wellness facilities that are now being upgraded to ensure that they offer our Members opportunities to lead healthy lifestyles; the canteen and coffee shop renovations to provide comfort and affordable food services; the improved ICT environment that includes WiFi and the ability to access your files from anywhere through VPN. Furthermore, quality support is being provided to House Committees in the form of research, legal, procedural, transport and logistics in order to ensuring that they discharge their constitutional responsibilities with ease and in the most efficient manner.

Our intergovernmental relations work continues to improve every year. In 2012/2013, the GPL made great strides towards establishing relations with Speakers from the Municipalities of Gauteng. We signed a Memorandum of Understanding and also developed a five year strategic plan with the objectives of deepening democracy and accountability in the province. As this work increases, more of our municipal councils will establish Council Legislatures that have the capacity to hold Mayors accountable for service delivery whilst creating more public involvement opportunities in local government matters. We are committed to working with and for the people of Gauteng in relation to creating a better life for all and ensuring that Gauteng is a better place to live. Our mandate as the GPL is not like marathon runners who will eventually get to the finishing line, but rather sprinters who sprint in the right direction.

LINDIWE MASEKO
SPEAKER OF THE GAUTENG LEGISLATURE

OFFICE BEARERS



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OFFICE BEARERS



Hon. Lindiwe Maseko
Speaker



Hon. Uhuru Moiloa
Deputy Speaker



Hon. Nomantu Nkomo
Ralehoko
Chairperson of
Committees



Hon. Valentine Mbatia
Deputy Chairperson of
Committees

CHAIRPERSONS OF STANDING COMMITTEES



Hon. Lindiwe Maseko
Rules Committee and
Programming Committee



Hon. Godfrey Tsotetsi
Oversight Committee on
the Premier's Office and
the Legislature



Hon. Nomantu Nkomo
Ralehoko
Committee of Chairpersons

LEADERS OF POLITICAL PARTIES



Hon. Brian Hlongwa
ANC



Hon. Jack Bloom
DA



Hon. Tersia Wessels
COPE

OFFICE BEARERS



Hon. Brian Hlongwa
Chief Whip



Hon. Jacqueline Mofokeng
Deputy Chief Whip



Hon. Ntombi Mekingwe
Leader of Government
Business



Hon. Jack Bloom
Leader of the Opposition

CHAIRPERSONS OF STANDING COMMITTEES



Hon. Uhuru Moiloa
Privileges and Ethics
Committee



Hon. Sipho Makama
Public Accounts
Committee



Hon. Refilwe Ledwaba
Committee for the Scrutiny
of Sub-ordinate Legislation



Hon. Lindiwe Lasindwa
Petitions Committee

LEADERS OF POLITICAL PARTIES



Dr. Lydia Meshoe
ACDP



Hon. Rose Gudhuza
ID



**Hon. Bonginkosi
Weslely Dhlamini**
IFP



Hon. Frederick Mulder
VF+

WHIPS OF POLITICAL PARTIES



Hon. Refilwe Mogale
ANC



Hon. Eric Xayiya
ANC



Hon. Doreen Senokoanyane
ANC

CHAIRPERSONS OF PORTFOLIO COMMITTEES



Hon. Siphile Mgcina
Economic Development
Committee



Hon. Sakhiwe Khumalo
Finance Committee



Hon. Jacob Khawe
Community Safety
Committee



Hon. Nokuthula Sikakane
Agriculture and Rural
Development Committee



Hon. Mamonare Chueu
Social Development
Committee



Hon. Molebatsi Bopape
Health Committee

WHIPS OF POLITICAL PARTIES



Hon. Herméne Koorts
COPE



Hon. Glenda Steyn
DA



Hon. Kate Lorimer
DA

CHAIRPERSONS OF PORTFOLIO COMMITTEES



Hon. Joachim Boers
Infrastructure Development
Committee



Hon. Thuliswa Nkabinde
Roads and Transport
Committee



Hon. Errol Magerman
Local Government
and Housing Committee



Hon. Nompoti Nhlapo
Sports, Recreation, Arts
and Culture Committee



Hon. Sizakele Malobane
Education Committee



2013 OFFICIAL OPENING OF THE LEGISLATURE

Front Row from Left: Hon. Jack Bloom (DA) Hon. Ismail Vadi (MEC, Roads & Transport), Hon. Qedani Mahlangu (MEC, Infrastructure Development), Hon. Ntombi Mekgwe (MEC, Local Government & Housing), Hon. Barbara Creedy (MEC, Education), Hon. Faith Mazibuko (MEC, Community Safety) Hon. Nonvula Makonyane (Premier), Hon. Lindiwe Maseko (Speaker), Hon. Uhuru Mloisa (Deputy Speaker), Hon. Hope Pope (MEC, Health), Late Hon. Nkosiphenadule Kolisile (MEC Economic Development), Hon. Mandla Nkomfe (MEC, Finance), Hon. Lebohang Maile (MEC, Sports, Recreation, Arts & Culture), Hon. Nandi Mayaithula-Khoza (MEC, Agriculture, Rural & Social Development), Hon. Brian Hlongwa (ANC Chief Whip).

Second Row from Left: Peter Skosana (Secretary to the Legislature), Hon. Godfrey Tsotetsi (Chairperson, OCPO), Hon. Pinkie Mncube, (NCOP, ANC), Hon. Mafika Mgcina (Chairperson, Economic Development), Hon. Nokuthula Sikakane (Chairperson, Agriculture and Rural Development Portfolio Committee), Hon. Nompoti Nhlapho (Chairperson, Sports, Recreation, Arts & Culture Portfolio Committee), Hon. Joggie Boers (Chairperson, Infrastructure Development Portfolio Committee), Hon. Jacob Khawe (Chairperson, Community Safety Portfolio Committee), Hon. Humphrey Mmemeezi (MPL), Hon. Valentine Mbatha (Deputy Chairperson of Committees), Hon. Molebatse Bopape (Chairperson, Health Portfolio Committee), Hon. Sipho Makama (Chairperson, Standing Committee of Public Accounts), Hon. Lindiwe Lasindwa (Chairperson, Petitions Standing Committee), Hon. Priscilla Masepe (MPL), Hon. Sakhile Khumalo (Chairperson, Finance Portfolio Committee), Hon. Errol Magerman (Chairperson, Housing and Local Government Portfolio Committee), Hon. Sizakele Malobane (Chairperson, Education Portfolio Committee), Hon. Michael Madlala (MPL), Hon. Nomantu Nkomo-Ralehoko (Chairperson of Committees), Hon. Jacqueline Mofokeng (ANC Deputy Chief Whip), Hon. Beverly Abrahams (NCOP, DA), Hon. Nonhlanhla Ndaba (MPL).

Third Row from Left: Hon. Frederick Mulder (FF + Party Leader), Hon. Solomon Nkhi (MPL), Dr Lydia Meshoe (ACDP, Party Leader), Hon. Rose Gudhuza (ID, Party Leader), Hon. Patricia Mokgohlwa (MPL), Hon. Doreen Senokoanyane (ANC Whip), Hon. Tersia Wessels (COPE, Party Leader), Hon. Clara Sadlulashé-Motau (MPL), Hon. Dan Motsitsi (NCOP, ANC), (Hon. Refilwe Mogale (ANC Whip), Hon. Ndzipho Kalipa (MPL), Hon. Bonginkosi Dlamini (IFP, Party Leader), Hon. Eric Xayiya (MPL), Hon. Mbongeni Radebe (MPL), Hon. Patricia Chueu (Chairperson, Social Development), Hon. Mmatlou Moeng (MPL), Hon. Mike Moriarty (MPL).

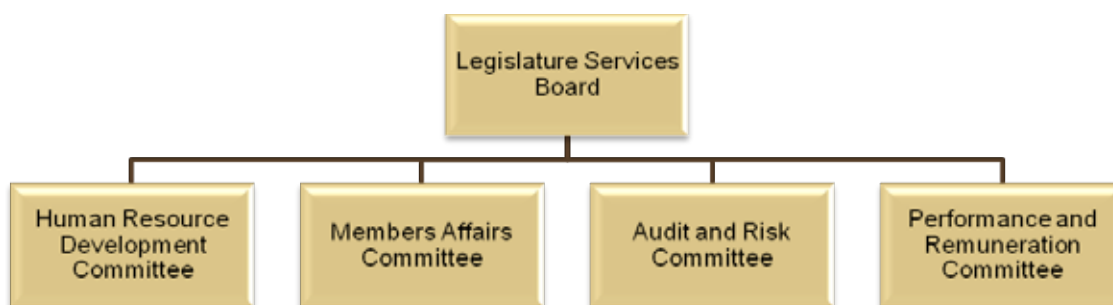
Fourth Row from Left: Hon. Thomas Walters (MPL), Hon. Glenda Steyn (DA Chief Whip), Hon. Frederik Nel (MPL), Hon. John Moodey (MPL), Late Dr Gavin Lewis (MPL), Dr Neil Campbell (MPL), Hon. Les Labuschagne (MPL), Hon. Hermène Koorfs (COPE Whip), Hon. Steward Ngwenya (MPL), Dr Jongilizwe Mayekiso (MPL), Hon. Peace Mabe (NCOP, ANC), Hon. Nelisiwe Moerane (MPL), Hon. Joyce Pekane (MPL), Hon. Paul Willemburg (MPL), Hon. Maggie Tlou (MPL), Hon. Thokozile Magagula (MPL), Hon. Thuliswa Nkabinde (Chairperson, Roads & Transport Portfolio Committee), Hon. Refiloe Ndzuta (MPL).

LEGISLATIVE OVERVIEW

CORPORATE GOVERNANCE STATEMENT

The Legislature Services Board (LSB) was established in terms of the Legislature Services Act (Act No. 5 of 1996, The Public Finance Management Act, 1999 (Act 1 of 1999), the recommendations of King III, and the Protocol on Corporate Governance for Public Entities. The Board of Directors is appointed in terms of section (4)1 of the Legislature Act and comprises the Speaker of the Legislature, who acts as Chairperson of the Board, the Deputy Speaker, Chairperson of Committees, Leader of the Democratic Alliance, Leader of COPE, the Secretary to the Legislature, Chairperson of the Audit and Risk Committee and the Chief Financial Officer. To ensure its efficient operation and compliance with best practices and legislative requirements, the Board has appointed a Board Secretary (LSB Secretary) to assist the organisation in carrying out its mandates. The LSB has 4 Sub-Committees as depicted below.

THE STRUCTURE OF THE LEGISLATURE SERVICES BOARD



ROLE AND FUNCTIONS OF THE LEGISLATURE SERVICES BOARD

The LSB is ultimately responsible and accountable for the affairs and performance of the GPL and for ensuring the sustainability of the institution into the future. The Board's role includes, but is not limited to, the following:

- Ensuring that appropriate systems and procedures are in place to enable the GPL to conduct its business in an honest, ethical and responsible manner;
- Ensuring that effective audit, risk management and compliance measures are in place;
- Reviewing, assessing and guiding management in setting group strategy and business plans;
- Reviewing and approving strategic plans, policies and operating budgets as well as monitoring financial performance and expenditure; and
- Ensuring accurate, concise, transparent and timely reporting.

The LSB executes its responsibility by delegating authority to the LSB Sub-Committees and Management. The functions of the LSB Sub-Committees are described comprehensively in the Charters of these Sub-Committees. Powers delegated to management are prescriptive and controlled through Delegations of Authority and include only limited financial decision-making capacity without prior approval by the LSB.

LEGISLATURE SERVICES BOARD MEMBERS



Steward Ngwenya,
Former Chairperson
– Human Resource
Development and
Members Affairs
Committees

Seated: Hon John Moodey; Hon Uhuru Moiloa (Deputy Speaker and Chairperson of HRD and Members Affairs); Hon Lindiwe Maseko (Speaker and Chairperson of LSB and Performance and Remunerations); Hon Nomantu Nkomo-Ralehoko; Mr John Davis (External Member and Chairperson of Audit and Risk)
Standing: Hon Bonginkosi Dhlamini; Ms Shambala Ntanjana (Board Secretary) and Mr Peter Skosana (Secretary to the Legislature). Not in the picture Mr Ismail Rawat (Chief Finance Officer)

MEMBERS OF THE BOARD SUB-COMMITTEES

PERFORMANCE AND REMUNERATION COMMITTEE

Hon. Lindiwe Maseko, Chairperson (Non-Executive), Hon. Uhuru Moiloa (Non-Executive), Hon. Lefokane Meshoe (Non-Executive), Mr Brian Goodall – resigned (Non-Executive) and Mr Peter Skosana (Secretary to the Legislature).

HUMAN RESOURCE DEVELOPMENT COMMITTEE

Hon. Uhuru Moiloa, Chairperson (Non-Executive), Hon. Mafika Mngcina (Non-Executive), Hon. Joyce Pekane (Non-Executive), Mr Chwano Setiloane (External Non-Executive Member), Mr Gideon Wessie (Executive Member and ED: Corporate Support Services) and Peter Skosana (Executive – Secretary to the Legislature).

MEMBERS AFFAIRS COMMITTEE

Hon. Uhuru Moiloa, Chairperson ((Non-Executive), Hon. Valentine Mbatha (Non-Executive), Hon. Brian Hlongwa (Non-Executive), Hon. Jacqueline Mofokeng (Non-Executive), Hon. Mxolisi Xayiya (Non-Executive), Hon. Refilwe Mogale (Non-Executive), Hon. Lefokane Meshoe (Non-Executive), Hon. Moses Mayekiso (Non-Executive), Hon. Glenda Steyn (Non-Executive), Hon. Kate Lorimar (Non-Executive), Hon. Bonginkosi Dhlamini (Non-Executive), Hon. Rose Gudhuza (Non-Executive), Hon. Frederick Mulder (Non-Executive), Mr Gideon Wessie (Executive Member and ED: Corporate Support Services) and Mr Peter Skosana (Executive Member and Secretary to the Legislature).

AUDIT AND RISK COMMITTEE

Chairperson: John Davis (External and Non-Executive), Hon. Mike Madlala (Non-Executive), Hon. Refiloe Letwaba (Non-Executive), Mr Alwyn Martin (External and Non-Executive); Mr Peter Skosana (Executive Member - Secretary to the Legislature) and Mr Ismail Rawat (Executive Member - CFO)

In the year under review, there were some changes to the LSB and its Committees. These changes include the following:

- Hon. Steward Ngwenya was a Member of the LSB, Performance and Remuneration and Chairperson of Human Resource Development (HRD) and Members Affairs until his redeployment in August 2012. He was replaced by Hon. Uhuru Moiloa in all the positions that he previously occupied.

- Hon. Lyndall Shope-Mafole was replaced by Hon. Bonginkosi Dhlamini following her redeployment.

Each committee is governed by its own charter, which determines its Terms of Reference (ToR). Meetings of the LSB and its Sub-Committees are on an annual schedule and the LSB is required to conduct a minimum of four meetings a year. The Sub-Committees make recommendations to the LSB, which is the final decision-making structure on policy and strategic issues.

APPOINTMENT AND INDUCTION OF LSB MEMBERS

The Board requires individuals with the necessary competence in order to fulfil their strategic role as custodians of the institution's good governance. In exercising its duties, the Board is expected to act with due diligence and skill, and is required to have a sound understanding of the business of the legislature. Directors are appointed on the basis of their proven track record in public and private sector leadership roles and a wide range of expertise gained in different fields. In addition, appointments to the Board reflect provincial and national demographics. An orientation programme for new Directors is in place to ensure that they are adequately trained and have the required knowledge of the structure and mandate of the Institution, operations and policies to enable them to fulfil their duties and responsibilities.

FEEES FOR NON-EXECUTIVE MEMBERS

Only external members (non-executive directors) receive a fee for their contribution as members of the respective LSB Sub-Committees. Fee structures are recommended to the LSB by the Chairperson of the Performance and Remuneration Committee, based on market research of trends and levels for Directors' remuneration.

The following represents the core functions that the Chairperson fulfils:

The Chairperson manages the LSB and provides overall leadership and strategic direction; oversees the adoption of appropriate governance principles and implementation at LSB meetings; ensures that any potential conflicts of interest are managed properly and ensures that the LSB meets at least four per year.

EVALUATION OF THE LSB

The LSB carries out a self-evaluation process on an annual basis facilitated by Internal Auditors. The evaluation focuses on whether the LSB is fulfilling its mandate as contained in the Board Charter and also examines the effectiveness of the LSB. The conclusions from the evaluation are reviewed by the LSB and, where appropriate, best practice recommendations are implemented.

THE BOARD SECRETARY

The Board Secretary is an attorney of the High Court of South Africa, meeting the requirements of "Fit and Proper", and is appointed by the Chairperson of the Board on behalf of the Board of Directors to function within the ambits of the Public Finance Management Act (PFMA), Financial Management of the Gauteng Legislature Act of 2009 (FAMLA), the Protocol on Corporate Governance of Public Entities, the King III and best practice. Mainly, the Board Secretary provides support and advice on corporate governance to



GPL: The People's Legislature

the LSB and its Sub-Committees, the secretariat and reports to the Chairperson of the LSB, the Office Manager in the Office of the Speaker as well as the Secretary to the Legislature. Amongst other things, the role of the Board Secretary also includes advising the LSB, its Sub-Committees and the Secretary to the Legislature on corporate governance matters; reporting at any meeting of the Sub-Committees of the LSB on any failure to comply with relevant legislation; issuing and signing of all Committee Notice Meetings; ensuring that minutes of all LSB and its Sub-Committee meetings are properly recorded and resolutions communicated; ensuring that the organisation has systems and processes in place to address all corporate governance requirements; provision of legal advice to the Board and its Sub-Committees and managing and facilitating the induction of the LSB.

ACHIEVEMENTS OF THE BOARD

GOOD CORPORATE GOVERNANCE

In exercising good governance, the LSB has led the administration towards effective leadership based on an ethical foundation. Compliance, as with any other business activity, took place within the context of strong leadership and sound governance principles.

The Board strived to ensure full compliance with the Public Finance Management Act (PFMA), and King III Report on the principles of good governance and improved accountability. As such the LSB ensures that the GPL complies with all applicable laws and policies, and adheres to codes and standards.

MANAGEMENT OF RISK MANAGEMENT

The specialist intervention of managing risk is handled by an internal audit function that is outsourced by the GPL. In line with the King III Report on Corporate Governance and FAMLA, internal audit provides the Audit and Risk Committee and the GPL management with independent and objective assessment of risk management and also ensures that the internal controls are appropriate and effective. This is achieved by means of the risk management processes as well as the identification of corrective actions and the enhancement of controls and related processes.

During the year under review, the LSB monitored the corporate governance review implementation plan based on the Ten Key Risk Areas identified for effective corporate governance. The Legislature continued to conduct a risk assessment which identified high level risks which the Institution was exposed to. The outcome of this risk assessment was formally documented and approved by the Audit and Risk Committee and subsequently by the LSB. The Legislature updated the risk register based on the strategic priorities of the Institution. The risk register informed the development of the Annual Internal Audit Plan and the risk identification process within all Streams, including action plans to mitigate such risks. The risk register now features as a standard agenda item of the Audit and Risk Committee, LSB and senior management meetings.

FINANCIAL MANAGEMENT OF THE GAUTENG LEGISLATURE ACT OF 2009 (FAMLA)

The purpose of FAMLA is to regulate the financial management of the Gauteng Provincial Legislature in a manner that is consistent with its status in terms of the Constitution. It seeks to ensure accountable, transparent and sound financial management; ensuring that all revenue, expenditure, assets and liabilities of the GPL are managed efficiently, effectively and transparently; provides and defines the responsibilities of persons entrusted with financial management in the Gauteng Provincial Legislature. In essence, FAMLA mirrors the Public Finance Management Act (PFMA) while being more relevant to the Legislative Sector. The implementation of FAMLA has progressed well in terms of the quarterly reporting requirements to the executive authority.

DELEGATION OF AUTHORITY

The Secretary to the Legislature (CEO) is delegated by the LSB to manage the GPL and functions with the assistance of the Executive Directors. The delegated authority imposes certain restrictions and conditions appropriate for the effective exercise of such delegated powers. However, the LSB has not delegated its responsibility and accountability.



OVERVIEW OF THE WORK OF COMMITTEES

INTRODUCTION

The Office of the Chairperson of Committees is the third of four sub-programmes in Programme 1 (Leadership and Governance) of the Gauteng Provincial Legislature. The Chairperson of Committees is accountable for the strategic management of the GPL Standing and Portfolio Committees' business in so far as it relates to oversight, the policy development processes, public policy discourse, law making processes, public participation and stakeholder management as well as ensuring that the Committees programmes are adhered to in line with GPL strategic goals and, by extension, with global, national and provincial priorities.

The challenges relating to the reconfiguration of the Departments during the previous financial year have been successfully mitigated by the respective oversight Committees and, as such, no interruption of operations was experienced.

The drive by House Committees to go out to the people of Gauteng and actively include them in the work, operations and decisions of the GPL has been escalated during the year under review. This interaction fosters a strong relationship with the people and allows the people of Gauteng to take charge of the governance and management of their province with respect to oversight and scrutiny, public participation and stakeholder management as well as law-making and policy development.

During the period under review, the Office of the Chairperson of Committees was invited to the International Public Sector Conference in Malaysia to present a paper on "Public Sector Reform: The South African Experience" and "Fraud and Corruption in the Public Service – Zero Tolerance". In addition, the Deputy Chairperson of Committees presented a paper at the Master Class Conference by the Harvard Training Institute in Durban on the "Public Participation and Provincial Legislature: Strategic Framework for Public Participation- as the key strategic oversight role of the Legislature".

ROLE OF THE CHAIRPERSON OF COMMITTEES

The primary role of the Chairperson of Committees is, in essence, to monitor and evaluate the discharge of mandates by the respective House Committees and to ensure the strategic management of Committees and Committee business. The Office of the Chairperson of Committees also monitors the impact of the Committees' oversight initiatives to ensure that Committees drive their work in line with the objectives and programme of the Legislature. The Office of the Chairperson of Committees also ensures that there is an effective approach to oversight and scrutiny, stakeholder management as well as law making and policy development.

ROLE OF THE DEPUTY CHAIRPERSON OF COMMITTEES

The Deputy Chairperson of Committees is tasked with mobilising civil society to participate in the work and business of the GPL, especially public participation programmes, and to ensure implementation



of the Stakeholder Management Strategy for Presiding Officers. Secondly, the Deputy Chairperson of Committees must ensure the strategic coordination of Committees with the National Council of Provinces' (NCOP) work. This coordination with the NCOP is an essential linkage between the GPL and the National Parliament.

FOCUS OF OFFICE OF THE CHAIRPERSON OF COMMITTEES AND DEPUTY CHAIRPERSON OF COMMITTEES

OVERSIGHT

Oversight over the Provincial Executive is one of the core mandates of the GPL and is driven by the Office of the Chairperson of Committees (OCoC). The OCoC conducts its oversight over the executive in line with other core mandates of the institution, that is, public participation, law making and cooperative governance. The GPL uses the Programme Evaluation and Budget Analysis (PEBA) methodology as one of the key instruments of oversight and empowers House Committees to effectively scrutinise the performance of the Executive.

The oversight conducted by the GPL is aimed at ensuring that services are delivered to the people in an efficient and sustained manner, without corruption, while using a "value for money" approach. The Committees Oversight and Accountability Framework (COVAC,) which the Office developed is meant to guide and obtain the full value add of PEBA. This framework has been piloted and preliminary performance results in this regard are promising with evidence of further enhancements of performance.

In addition to the COVAC Framework, another notable innovation by the OCoC is the development of the Committees' Annual Performance Plan (APP) Assessments which is based on the rationale that effective oversight over the Executive emanates from and is strengthened by well-functioning House Committees. These Assessments have been developed to enhance Committee performance. They have been piloted during Q4 of the period under review and have enjoyed overwhelming support from House Committees. The Assessments will, in addition, allow quarter-on-quarter performance analyses and trends and thus it is envisaged that this level of oversight will translate into strong growth and improvements in the performance of House Committees.

With respect to travels by House Committees, the OCoC has begun work on preparing a manual to guide all Committee Travel in line with GPL strategic objectives and Committee mandates. Through this guide, the OCoC will be able to direct Committees on the translation of all Committee Travel into tangible value-adds for the Committee, and indeed for the institution as a whole.

PUBLIC PARTICIPATION AND STAKEHOLDER MANAGEMENT

The mandate of House Committees on public participation function is to seek the views of broad sectors of the people of Gauteng, especially those representing vulnerable groups. In order to do this work, Committees of the Legislature have established dynamic relations with civil society organisations and have drawn them in when doing their legislative work of oversight and law-making. Portfolio committees on Community Safety, Education and Health and Social Development held their committee meetings outside the Legislature precinct, in poor communities as well as peri-urban areas in Gauteng, as part of fostering and engendering public participation and bringing the Legislature closer to the people.

All House Committees interact with their stakeholders through Committee processes, the challenge still being a lack of participation by stakeholders during the Committee proceedings. Moreover, Voter education has been initiated in conjunction with the Independent Electorate Commission (IEC) to educate the people of Gauteng on their rights and duties to vote, and also on voting related processes and procedures. In a move to double Committee efforts to foster public participation, the Bua Le Sechaba campaign will feature in the annual legislative programme of the Legislature with more emphasis on Priority Committees.

The Gauteng Provincial Legislature took the 2012/2013 annual report process to the People. Gauteng Provincial Departments, falling under the Social Transformation Cluster were called to gather in Mogale City's Krugersdorp Council Municipality to present their annual reports for the financial year 2011/12. This exercise was to determine whether the departments have met their targets, as per the plans set out during their budget period. The exercise was also intended to determine whether departmental budgets were spent according to the plans set out for the period under review.

CONCLUSION

The OCoC has made notable strides in the achievement and execution of its mandate. It has forged operational relations with all Committees to ensure that the Office supports Committees in their functions. The one-on-one sessions between the Chairperson of Committees and respective Committee Chairpersons have proved especially beneficial.

Towards the end of the 2009-2014 political term, the OCoC will be focussing more on evaluation and ensuring the realisation of outcomes, both in terms of Committee performance as well as in terms of performance by the Executive. In so doing, the Office is confident that the current political term will characterised by the accomplishment strategic outcomes, Thus contributing towards a better life for all in Gauteng through its oversight and stakeholder management work.



GAUTENG PROVINCIAL LEGISLATURE

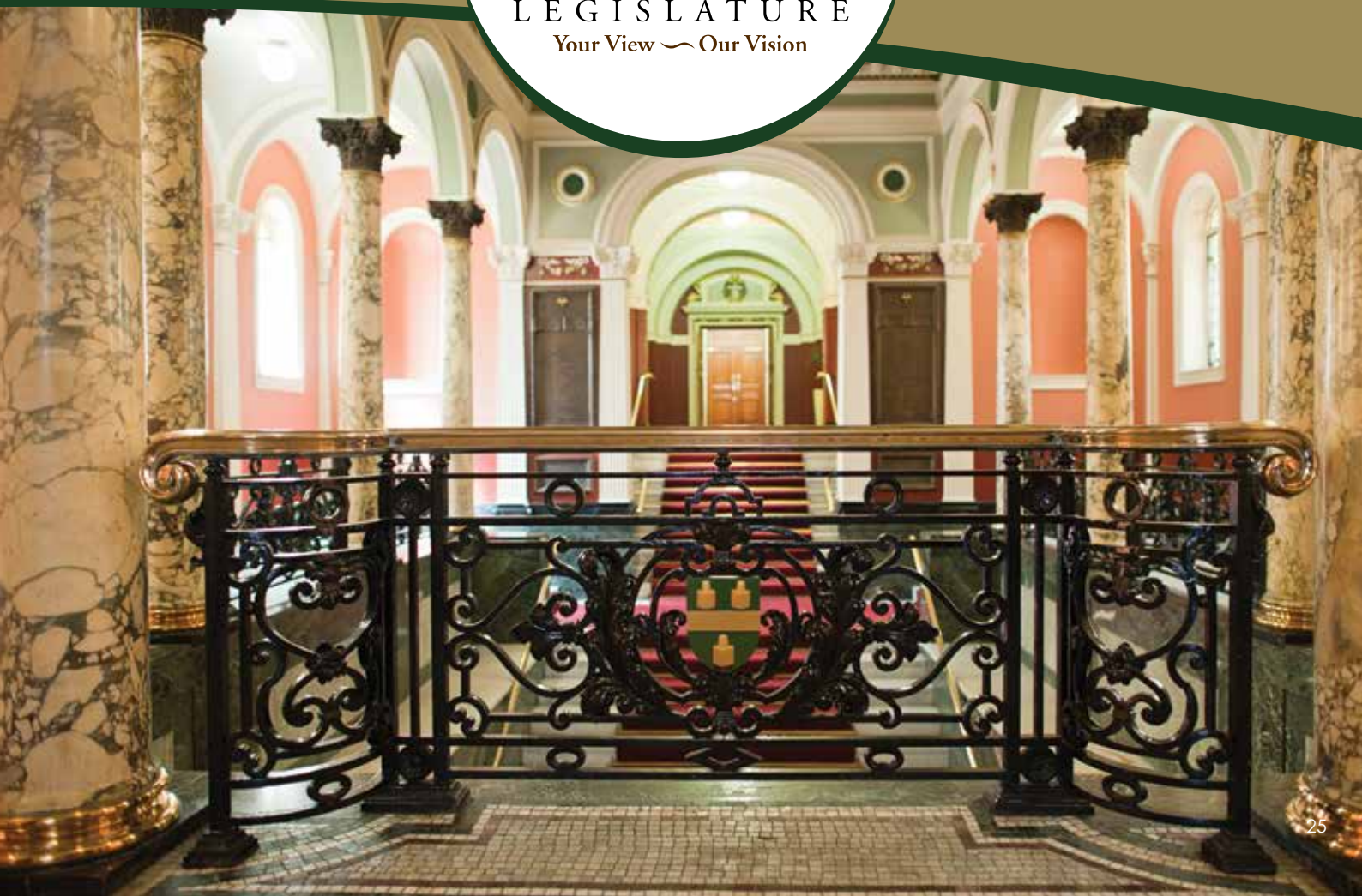
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Section II

Executive Summary



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EXECUTIVE SUMMARY BY THE SECRETARY TO THE GAUTENG LEGISLATURE

INTRODUCTION

We hereby present the fourth Annual Report of the Fourth Term of the Gauteng Provincial Legislature (GPL). The Annual Report for the financial year 2012/2013 represents work in progress towards the implementation of the Strategic Plan 2009/2014. The Strategic Plan was adopted by the Legislature Services Board (LSB) and constitutes the basis on which GPL Administration is held to account by the LSB and Oversight Committees. The report reflects the on-going work undertaken by the Members of Provincial Legislature (MPLs), GPL staff and political parties with a view to creating an activist Legislature that is responsive to the needs of the people of Gauteng. The report must also be considered against the backdrop of a mid-term assessment of the progress and challenges towards the attainment of the strategic goals set by the Presiding Officers.

Accountability is one of the most important cornerstones of good governance to which the Legislature adheres. Through the Annual Report, the GPL is subjecting itself to transparency and accountability because it seeks to:

- Enhance the integrity of public governance in order to safeguard government against corruption, nepotism, abuse of power and other forms of inappropriate behaviour;
- Give effect to democratic control;
- Improve performance which will foster institutional learning and service delivery;
- Bridge the gap between the people and their elected representatives;
- Increase public confidence in public representatives, democratic processes and administrative capability; and
- Enable the public to judge the performance of the Legislature.

The Annual Report coincides with the 19th anniversary celebration of the democratic breakthrough that ended apartheid and neo-colonialist rule. It is therefore befitting that the report is considered in the context of the role of the Legislature in contributing towards the realisation of the goals of a better life for all South Africans.



Participants to the Interfaith Dialogue

In its 2011/2012 Annual Report, the GPL identified, inter alia, the following issues to be addressed in the 2012/2013 financial period:

- Law-making (conduct bench-marking exercise on the Money Matters and Related Procedures Bill, pilot the Committee Enquiries system and finalise the Study on Impact of Laws Passed since 1994);
- Oversight (consistent implementation of PEBA through quality consideration of the budget, quarterly reports and Focused Intervention Studies (FIS); take Committees of the Legislature to the people and enable the people of Gauteng to contribute to the enhancement oversight; strengthen support to Committees by implementing the Committees "Value Chain Project"; and ensure that the e-resolution system is fully utilised and all resolutions are captured on LIMS);
- Public participation (increased involvement of the people of Gauteng through, amongst others, contribution to the body of knowledge by publishing a book on the Public Participation Indaba; increased attendance of House Sittings; increased mainstream public participation through implementation of the Public Participation Turn-around project; and benchmarking public participation against other Legislatures in South Africa and beyond);
- Cooperative governance (host a successful 43rd Commonwealth Parliamentary Association (CPA) Africa Region Conference; continue as a learning institution to share experiences and benchmark against other Legislatures to enhance performance and set norms and standards; strengthen cooperation with local sphere of government); and
- Corporate governance (review the role of the Secretariat and its sub-Committees to improve performance; strengthen financial management and accountability; enhance contract management; and embed the Result-Based Planning, Reporting, Monitoring and Evaluation Framework).

The report presents an account of the progress and, in some areas, lack of progress on the identified tasks for the 2012/2013 financial year. The report also reflects on the progress made towards the attainment of the strategic objectives for 2009/2014.

In order for the Legislature to exercise effective oversight and to ensure that the Executive achieves the commitments and mandates on which it is elected, it is important that the GPL upholds corporate governance and is itself accountable as an institution. This Annual Report is presented to ensure that the GPL accounts to the people of Gauteng on how public resources are utilised in realising strategies and programmes that seek to enhance democracy and create confidence in democratic governance. This is in line with the vision of **"Fostering public pride and confidence in democracy and enabling service delivery to the people of Gauteng"**.

STRENGTHENING OVERSIGHT AND SCRUTINY TO ENHANCE ACCOUNTABILITY

Oversight and accountability, which call upon the Legislature to scrutinise and oversee executive action in any organ of state, are constitutionally imperative. This entails formal and informal supervision, strategic and structured scrutiny exercised by elected representatives to ensure that the needs of the people espoused in the mandate of the governing party are realised.

Through oversight and scrutiny, the legislature seeks to:

- Enhance the integrity of public governance by safeguarding the state against corruption, nepotism, abuse of power and other forms of inappropriate behaviour;
- Give effect to democratic control;
- Improve performance and service delivery;
- Bridge the gap between the people and their elected representatives;
- Increase public confidence in public representatives, democratic processes and administrative capability; and
- Enable the public to judge the performance of the Legislature and the Executive.

Rigorous oversight is exercised through oral and written questions, scrutiny of annual performance plans on a quarterly basis, annual financial and performance reports, Focused Intervention Studies (FIS), Bua le Sechaba, Committee Hearings and Committee Inquiry.

In the year under review, oversight and scrutiny were strengthened through the improved coordination of House Sittings and Committee meetings. In total, there were 28 House Sittings, 305 Committee meetings, 432 written questions, 104 oral questions and 156 House resolutions. Whilst there is a decreased number of House Sittings compared to 2011/2012, the rigour, intensity and depth of the scrutiny can be demonstrated by an increased number of Committee meetings.

An innovative annual report process was undertaken by engaging various sectors and communities through "Taking the Legislature to the People" in Mogale City. The purpose of this intervention was to involve the people of Gauteng to engage and experience how the Legislature conducts annual reporting processes and to allow them to express their views on the report presented by the Departments. The following Departments presented their annual reports to relevant Portfolio Committees:

- Health;
- Education;
- Social Development;
- Community Safety;
- Local Government and Housing; and
- Sports, Recreation, Arts and Culture.

The feedback from participants was very positive and encouraging. As a result, the GPL will further explore this initiative to increase the participation of the people in all its oversight and law-making processes.

The Legislature recorded a successful and ground-breaking oversight activity by piloting the implementation of the Committee's Inquiry Act at Kleinfontein in Boschkop/Cullinan, focusing on racism.

The Legislature also subjected itself to oversight and scrutiny to enhance its moral authority of holding the Executive accountable, and to respond to how public resources were utilised to achieve the goals and strategy that it set for itself. In this regard, all quarterly performance and financial reports were duly submitted to the LSB, Oversight Committees such as the Oversight Committee of the Office of the Premier and the Legislature (OCPOL), Standing Committee of Public Accounts (SCOPA) and Finance Committee. In addition, monthly financial reports were also submitted to the Executive Authority and Provincial Treasury (for consolidation purposes).



The People's participation in GPL activities



The People's participation in GPL activities

PUBLIC PARTICIPATION AND PETITIONS (PPP)

As part of implementing the Public Participation Strategy and strengthening public participation, the GPL undertook a PPP intervention. The scope of the project included, inter alia, conducting a detailed analysis of how public participation is practiced at the GPL; benchmarking with other Legislatures to determine a model suitable for the GPL; identifying and qualifying implementation gaps; developing a detailed plan to transform the public participation function; and developing an operational model for public participation.

There has been a substantial increase in the number of participants in all GPL processes. In total about 35 000 people, including 724 people with disabilities, were mobilised to participate in various Sector Parliaments, public education, budget workshops, public hearings on several Bills and the development of the Legislative Sector Public Participation Framework. Despite this increased number, there is still a challenge to deepen the depth and diversity of participants to reflect the non-racial character of the society being constructed.

Submission of petitions by the public increased due to media campaigns, as well as the number of positive resolutions of petitions and the public posture that the Petitions Committee has taken. Petition hearings have been conducted in various areas on such as illegal liquor outlets, outstanding payments, RDP housing, lack of service delivery and selling of stands. The positive resolution of petitions related to service delivery increased the confidence of the people in the GPL processes.

MAKING LAWS THAT ARE RELEVANT

As part of strengthening its constitutional mandate of making laws, the GPL initiated a project to review the effectiveness of laws passed since 1994. The study focuses on 13 laws passed by the Legislature and assesses the positive and negative impact that the laws have made on the lives of the people. In the year under review, the reports on the Public Perception Survey with regards to study legislation, the Gauteng Liquor Amendment Act, the Gauteng Enterprise Propeller Act, the Gauteng City Improvement Districts and the Gauteng Ambulance Services Act were received.

In the year under review the House passed, inter alia, the Blue IQ Amendment, Provincial Appropriation, Provincial Unauthorised Expenditure and Provincial Adjustment Bills; conducted public hearings on Transport Laws Rationalisation, Second Hand Goods, National Health Amendment and Traditional Courts Bills; and scrutinised subordinate or delegated legislation, such as Transport Regulations for Lift Clubs.

A Law-making Framework was developed to provide a mechanism to support Members of the Legislatures to initiate laws in line with the requirements of the Constitution. A Private Member's Bill was referred to the Ad-Hoc Committee for consideration.

COOPERATIVE GOVERNANCE

The GPL continued to participate in the Legislative Sector Fora such as the Speakers Forum, Gauteng Speakers Forum, Secretaries' Association of Legislatures of South Africa (SALSA) and SALSA Fora. The Commonwealth Parliamentary Association and the Gauteng Speakers Forum launched a five year strategic plan focusing, inter alia, on oversight, public participation, law-making and cooperative governance.

As part of strengthening oversight and complementing cooperation between the GPL and Institutions Supporting Democracy (ISDs), there have been several engagements between Presiding Officers, Committees, the Public Service Commission (PSC), Office of the Auditor General (AG), the Human Rights Commission (HRC), and the Independent Electoral Commission (IEC) to share oversight information and enhance the independence of information.

As part of enhancing cooperative governance and service delivery, Chris Hani DM (Eastern Cape), Thabo Mofutsanyane DM (Free State), Ekurhuleni Metro (Gauteng), Umzinyathi DM (KwaZulu-Natal), Greater Sekhukhune DM (Limpopo) and Nkangala DM (Mpumalanga) were engaged through the NCOP.

The GPL hosted a successful 43rd Commonwealth Parliamentary Association (CPA) Conference, under the theme **“Strengthening Legislative oversight to improve accountability, deepen democracy and consolidating growth and in Africa”**. The Conference was attended by 392 participants drawn from 39 national and sub-national branches. Amongst the important decisions of the 43rd CPA Africa Region Conference was the election of the Speaker of the GPL, Hon. Lindiwe Maseko, as the Chairperson of the CPA Africa Region Executive Committee. This is a historic feature for gender equality in CPA, as Hon. Maseko is the first woman to occupy that position.

LEADERSHIP AND ORGANISATIONAL DEVELOPMENT

Administratively, the GPL is led by the Secretary to the Legislature (Accounting Officer) and has five Programmes, including Leadership and Governance, Office of the Secretary, Core Business, Corporate Support Services and Office of Chief Finance Officer (CFO) led by Executive Directors and Programme Managers. As at the end of the financial year, the GPL had 381 staff members. Women constituted 57% and men 43%. The GPL has exceeded gender parity at senior management level (P3 - P6) wherein women constitute 52.38%. Progress has also been made at middle management level where women now constitute 37.5% (28% in 2011/2012). At both senior and middle management levels, women now constitute 41.52%.

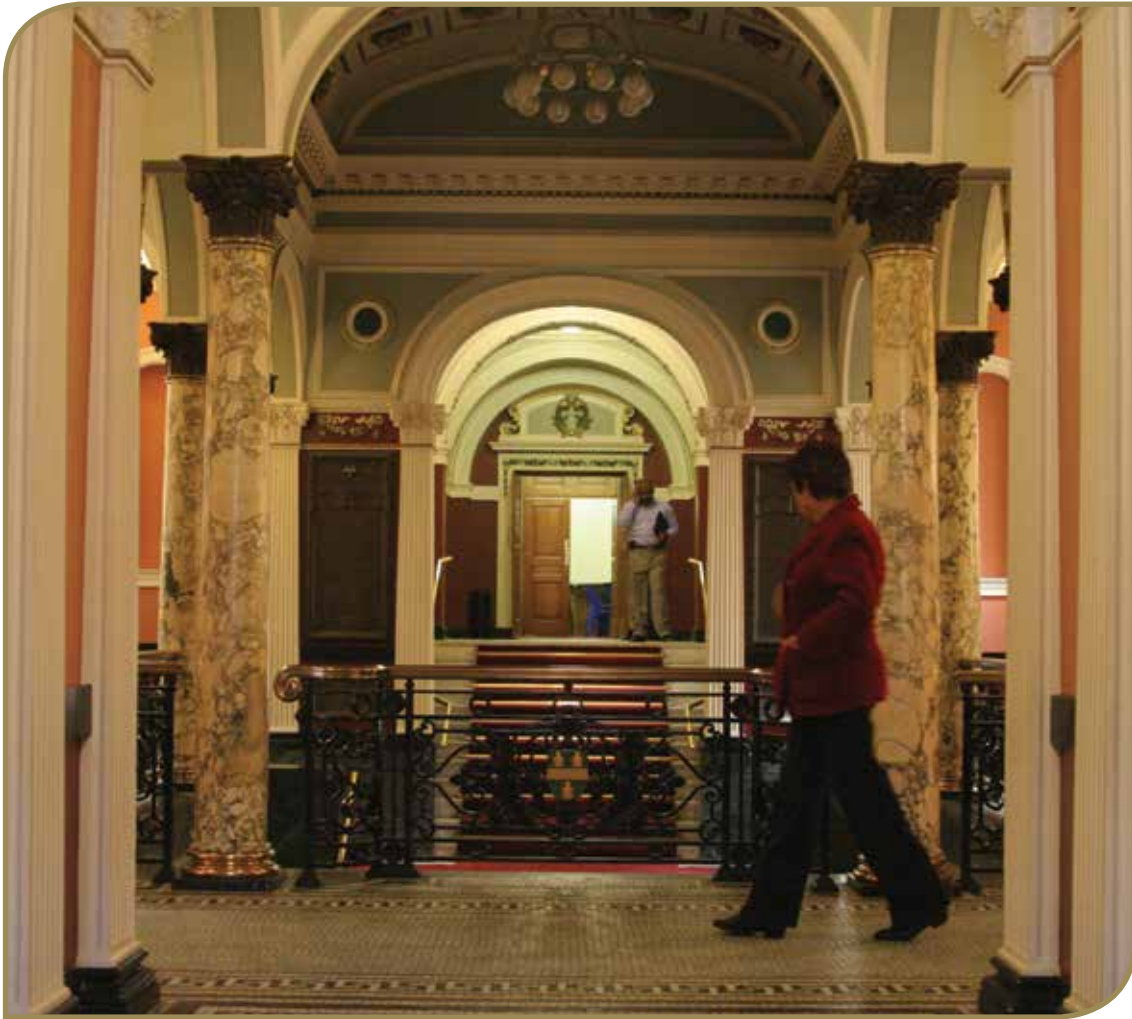
Employment of people with disabilities (PwDs) has declined from 1.6% to 1.4%. The GPL will have a focused recruitment of PwDs during the year ahead by creating a conducive working environment and running awareness campaigns on disability.

A total of 34 Members registered for capacity building development on Leadership and Governance with the University of the Witwatersrand (WITS) through PALAMA (Public Administration Leadership and Management Academy). All 34 Members successfully completed the Leadership and Governance Certificate and graduated. 26 of the 34 Members have qualified to study a Masters Programme with WITS.

A total of 210 staff members were trained and 70 bursaries were granted to improve skills, knowledge and competency. Political staff members were trained in financial management, budget analysis, PEBA, IPMS policy, Corporate Governance and King III.

As part of contributing to the body of knowledge, learning and sharing experience, 64 events have been undertaken. These events include international study tours, inter-legislature visits, and the hosting of international and national delegations. In addition, the GPL - in collaboration with the Parliament of Scotland - has published an article on a PPP Conference in Scotland. Notably, the GPL compiled a PPP Conference Book (due to be published in June 2013) and a special Journal of Public Administration on Information and Management Information.

Relationships between the GPL and political parties represented at the GPL have improved through quarterly courtesy visits, as well as monthly and quarterly financial reports. A workshop was held with the Accounting Officers of political parties to discuss audit reports and enhance good governance, financial management and the audit process.



CONCLUSION

The GPL has made great strides towards the achievement of its strategic objectives and outcomes. Through intensive public participation, the rigour, depth and quality of information and knowledge, as well as oversight, is reaching unprecedented levels. The GPL is continuously improving its capability and ability to make laws that can contribute to the improvement of the quality of lives of the people. The confidence that more and more people are placing in the Legislature, as their service delivery challenges are resolved through the petitions system, is encouraging. It requires that the GPL must double its efforts and capacity to support this increased confidence.

I take this opportunity to thank the Presiding Officers for their continued political and strategic leadership and stewardship, members of oversight Committees and, in particular, OCPOL for keeping us "on our toes" at all times, leaders, staff and political parties for their continued support, and all the GPL staff for their dedication, commitment, hard work and desire to make the GPL a great organisation.

PETER SKOSANA
SECRETARY TO THE LEGISLATURE

NOTES

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GAUTENG PROVINCIAL LEGISLATURE

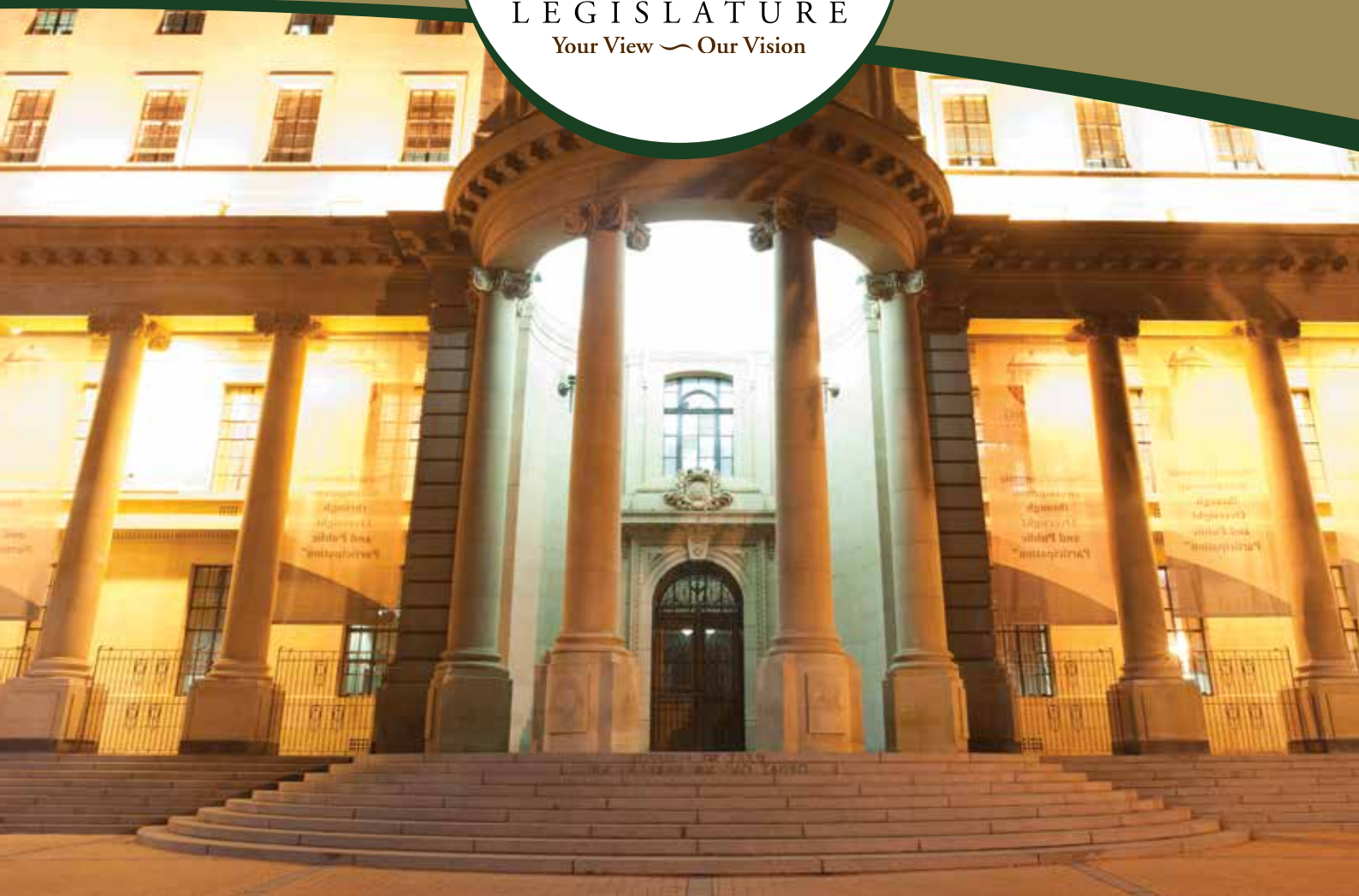
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Section III

Performance Information (Non-Financial Reporting)



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STATEMENT OF RESPONSIBILITY FOR PERFORMANCE INFORMATION BY THE ACCOUNTING OFFICER

I hereby confirm that the Performance Information of the Gauteng Provincial Legislature have been submitted to the Auditor-General's office for auditing in terms of guidelines issued by National Treasury.

I acknowledge my responsibility for the accuracy of the accounting records and the fair presentation of the Performance Information and confirm to the best of my knowledge and belief, the following:

- The Performance Information is complete and accurate;
- All amounts appearing on the Performance Information are consistent with the Financial Statements submitted to the Auditor-General for audit purposes; and
- The Performance Information is free from any omissions.

Yours faithfully



Peter Skosana
Secretary to the Legislature

INSTITUTIONAL STRATEGIC GOALS

The performance information for all GPL Programmes reported in this section respond to the following institutional strategic goals:

1. Improved accountability by the Executive to the Legislature in respect of service delivery;
2. Improved empowerment of the people of Gauteng to participate in the Legislature business;
3. Improved quality of laws passed that are responsive to the needs of the people of Gauteng;
4. Strengthened Gauteng Provincial Legislature's role in fostering Co-operative Governance; and
5. Improved public confidence in the governance and leadership of the Legislature.

PROGRAMME PERFORMANCE INFORMATION

PROGRAMME 1: LEADERSHIP AND GOVERNANCE **SUB-PROGRAMME NAME: OFFICE OF THE SPEAKER**

1. PURPOSE

The purpose of this Programme is to provide overall strategic leadership and direction to the institution. The Leadership and Governance Programme was established to support the roles of Presiding Officers in providing leadership to the Gauteng Provincial Legislature.

2. KEY FUNCTIONS

The key functions undertaken in the Leadership and Governance Programme relate to the facilitation of leadership execution by Presiding Officers, especially as they relate to setting the institutional direction, approving the budget, ensuring effective Committee and House processes, ensuring effective corporate governance practices, participating in parliamentary exchange forums, stakeholder relations management and mobilising civil society organisations to become involved in legislative processes.





Working with Community leaders to enhance collaboration

3. MEASURABLE OBJECTIVES

The following are the measurable objectives which have been responded to by Programme 1 during the period under review:

- Improved monitoring of the oversight by Committees over the Executive;
- Improved oversight by Committees over the Executive with respect to Departmental APP / Budget alignments;
- Enhanced service delivery through improved oversight of Committee Performance;
- Improved oversight of the tracking by Committees of House Resolutions implemented by the Executive;
- Improved oversight through the Committee Enquiries Process;
- Improved leadership and oversight of the facilitation of National and Global Discourse on Oversight and Accountability;
- The creation of platforms to enable public participation in the Legislature business;
- Increased awareness of CSOs about the legislature processes of oversight and law making;
- Increased access by designate groups to information regarding legislature processes of oversight and law making;
- Increased awareness by the people of Gauteng of the values of the GPL;
- Hosting of sector parliament in line with the stakeholder management plan;
- Increased active engagements of Chairpersons in public policy discourse;
- Monitoring and review of the quality of the content in the civic education material;
- Monitoring the study of the efficacy of laws passed between 1994 and 2008;
- Increased capacity of Members to introduce Bills;
- Monitoring of the participation of stakeholders in the law making processes of the Legislature's public participation processes;
- Effecting the Separation of Powers mandate by leading the formation and establishment of local Legislature within the Province;
- Strengthen the relations with African Parliaments in furtherance of the African renewal agenda;
- Active contribution and participation in the National Speakers Forum;
- Increased alignment of the GPL with the NCOP Programme;
- Monitoring the implementation of the HR Strategy;
- Monitoring the implementation of the SCM Policy;
- Monitoring compliance with the provisions of relevant financial legislation;
- Monitoring the progress made in the response to identified institutional risks;
- Monitoring the implementation of strategic plans and budgets of the GPL;
- Improved oversight through an integrated Results Based Planning, Budgeting, M&E and Reporting System;
- Monitoring the development and finalisation of a leadership policy;
- Monitoring the alignment of divisional activities in major institutional events to develop stream synergies;
- Monitoring the recommendations passed by the Sub-Committees in as far as they relate to staff and Members through reports submitted to the Boards;
- Increased learning and sharing of best practices;
- Improved and sustained relations with external stakeholders; and
- Submission of compliance reports to the Presiding officers and the LSB.

4. SUMMARY OF ACHIEVEMENTS

The achievements of the GPL during the period under review cannot be underestimated. Significant milestones have been achieved, both globally and locally.

GLOBALLY

The GPL continues to enjoy the attention of the world as a result of the innovations introduced. During the period under review, a number of dignitaries from other parliaments around the world were hosted and provided information on identified best practices of the GPL. In this way, the GPL continues to work towards a better world. On the other hand, the Presiding Officers continued to participate in conferences such as the National Conference of State Legislatures and related bodies such as the Commonwealth Parliamentary Association. The highlight of the period under review was the election of the Speaker of the GPL as the Chairperson of the CPA Africa Region, the first female chairperson in the history of the continental body.

With respect to global benchmarking and the GPL taking a strategic role in furthering the African Agenda, there have also been notable achievements, some of which can be summarised as follows:

- Signing of the Memorandum of Mutual Cooperation with the Ekiti State House of Assembly in Nigeria, with a view to sharing parliamentary best practices on the issues of Oversight and Institutional Governance;
- Presentation of a public lecture on the democratic process of South Africa at the Ekiti College of Education and also addressed a special sitting of the Ekiti House of Assembly;
- Official opening of the Ekiti House of Assembly Public Participation Unit;
- Delivery of lecture on guiding lessons to the newly formed Kenyan State legislatures; and
- Delivery of two papers on Oversight and Accountability at the International Public Sector Conference in Malaysia.

LOCALLY

The Presiding Officers used the period under review to consolidate their leadership function in the GPL. The institutional positions, such as Presiding Officers, Legislature Services Board, Office Bearers and the Standing Committee of Chairpersons, were effectively used to provide leadership to both political and administrative aspects of the GPL. In addition to these processes, the Presiding Officers further established the Public Participation Forum and the Capital Projects Oversight Forum in order to provide for systematic leadership and oversight to public participation programmes as well as the execution of capital projects of the GPL respectively. The additional processes have extended the leadership reach of Presiding Officers and ensured that the GPL processes are well guided at all times.



Hon. Uhuru Moiloa – Addressing the audience at the Citizens Responsibility Campaign (CRC) (left) and signing the CRC Pledge (Right)



KEY HIGHLIGHTS DURING THE PERIOD UNDER REVIEW:

The improved leadership of the GPL led to, amongst others, the institutional calendar and Legislature Programme being aligned in order to avoid unnecessary clashes of activities. This achievement has assistance efforts in place to streamline institutional activities and ensure predictability of success. As a result of this alignment, the Legislature Programme and the institutional calendar were successfully implemented.

The leadership and governance of the GPL were further strengthened by the successful provision of training and capacity building interventions for the Members of the Legislature Services Board and its Sub Committees. Internationally-recognised training for LSB Board members was undertaken. In addition, the LSB improved the communication of decisions and the task tracking system to monitor implementation by the Secretariat. In this way, effective decision making and effective implementation of LSB decisions was improved.

The Office of the Chairperson of Committees is the custodian of oversight in the institution. The work of Committees and the House was improved during the period under review with the introduction of the Committees' Oversight and Accountability Framework (COVAC), a tool that is meant to improve the effective implementation of the oversight function of the House Committees. As a tool, COVAC is an extension to PEBA and is aimed at unlocking the full potential of PEBA. The tool also provides the Office of the Chairperson of Committees with a mechanism for undertaking oversight on the work of House Committees. The Presiding Officers approved the COVAC templates and directed the institution to roll these out during the period under review.

The work of Presiding Officers received further boosted impetus during the period under review, in line with the GPL's commitment to contribute to a strong Legislative Sector globally, provincially, nationally and locally. To this end, the formalisation of the Gauteng Speakers Forum and adoption of a five year plan to establish common norms and standards for legislative functions in the province was one of the highlights and achievements for the period under review. On the same note, the Speaker continued with the road shows to all Legislatures in an endeavour to roll out the implementation of the Sector Oversight Model of the South African Legislative Sector.

The highlights of the period under review with regard to influencing the external environment of the GPL, included as part of engagements with Civil Society and relationship building, are as follows:

- Delivery of a paper "People's Power, Peoples' Parliament: A Civil Society conference on South Africa's Legislatures Conference";
- Delivery of Paper at the Tshwane University of Technology;
- Addressing of the Gauteng Economic Development Summit that was organised by the GPL's Economic Development Committee at Emperors Palace, Boksburg;
- Meetings were held aimed at improving and formalising relations with Institutions Supporting Democracy such as:
 - The Public Protector;
 - The Office of the AG;
 - The Office of the Human Rights Commission; and

The Public Service Commissioner and the Presiding Officers provided leadership to the public participation processes of the GPL by directing that these processes should derive meaning for the public. To this end, the programme provided strategic leadership to ensure PPP becomes mainstreamed and to ensure that there are sustainable feedback mechanisms during public participation exercises. Furthermore, Committees were directed to engage more with their respective stakeholders and this was duly achieved.

On ensuring the GPL is a true beacon of the people, it has been empowering Members to duly exercise their public duties. The successful enrolment of the MPLs on the PALAMA will go a long way to ensuring that public representatives are duly capable of executing their constitutional responsibilities. This is an on-going sustained initiative and it is therefore expected that the MPLs will enrol for their Masters' programme in the new financial year. The GPL has fully embraced this PALAMA training and, in fact, the top achiever in the programme was from the GPL. MPLs were trained on leadership and development, and some completed a graduate certificate in community-based training.



GPL Speaker and Deputy Speaker at the CRC (left), the Speaker signing the CRC Pledge (right).





5. PROGRAMME PERFORMANCE INFORMATION:

SUB-PROGRAMME NAME: OFFICE OF THE SPEAKER

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
STRATEGIC GOAL 1 – IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY		
Improved effectiveness of the oversight function for enhanced service delivery.	Monitor the implementation of passed resolutions by the Executive	Evaluation Report on the resolutions passed by the House
	Improved responsiveness of the Legislature Programme to the Mandate of the institution	Level of responsiveness of the Legislature Programme to the mandate of the institution
STRATEGIC GOAL 2 – INCREASED INVOLVEMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS		
Increased and improved active involvement by the people of Gauteng in the Legislature process of oversight, law making and public participation	Increased awareness by the people of Gauteng of the values of the GPL	Number of consistent messages disseminated
Improved quality of civic education in the Legislature processes	Formalisation of relations with Civic organisations	Number of MoUs signed with key strategic partners to facilitate civic education
STRATEGIC GOAL 3 – IMPROVED QUALITY OF LAWS PASSED THAT ARE RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG		
Improved quality and efficacy of laws passed in Gauteng	Monitor the finalisation of study on the efficacy of laws passed	Receive progress reports on the study of efficacy of laws
STRATEGIC GOAL 4 – IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE		
Achieved clean audit	[Clean audit] through increased Implementation and compliance to PFMA	Level of implementation and compliance to PFMA
Integrated results-based planning, budgeting, M&E and reporting system	Increased institutionalisation of results-based planning across the legislature	Monitoring the institutionalisation of the RB planning, budgeting, M&E and reporting system
Institutionalised Leadership Practice	Improved provision of leadership to foster good governance	Monitor the % of GPL leaders capacitated on the GPL leadership model
STRATEGIC GOAL 5 – STRENGTHENED GPL ROLE IN FOSTERING COOPERATIVE GOVERNANCE		
Improved effective mechanisms of fostering co-operative governance	Effect the separation of powers mandate by leading the formation and establishment of the local legislatures within the province	Structured formalised approach towards the implementation of the Gauteng Provincial Speaker's Forum
	Strengthened relations with African Parliaments in furtherance of the African Renewal Agenda	Formalised relations with African legislatures
	Increased formalisation of relationships with key partners	Strengthened relations with Chapter 9 Institutions
Improved cooperation and collaboration within the Legislative Sector	Active contribution and participation in the Legislative Sector	Contribution towards the Legislative Sector

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
1 Annual Impact Study Report on Resolutions passed by the House since 2009	Not achieved	The report is not yet complete as some of the resolutions from Q4 2012/2013 have yet to be responded to by Departments	Improved service delivery
100% effective implementation of the Legislative Programme	100% effective implementation of the Legislative Programme	No deviation	Increased responsiveness of the Legislature Programme to the mandate of the GPL
12 messages disseminated	12 messages of GPL disseminated through media	No deviation	Enhanced profiling of the GPL
4 MoUs signed with key strategic partners to facilitate civic education	The target was achieved	No deviation	
On-going monitoring and receipt of preliminary report	There is on-going monitoring and receipt of progress reports	No deviation	Enhanced service delivery through the responsiveness of laws to the needs of the people
Monthly financial Management Reports	Monthly Financial Management Reports have been processed and interrogated by the Office of the Speaker	No deviation	Improved compliance to the PFMA through financial management reporting
Fully institutionalised RB, planning, budget, M&E and Reporting system	The sub-programme has fully institutionalised and implemented RB, planning, budget, M&E and reporting systems through relevant planning, budgeting and reporting processes and procedures and by complying with the prescribed timeframes	No deviation	Institutionalised RB, planning, budget, M&E and reporting system for improved processes and procedures
100% of GPL leaders capacitated on the GPL leadership model	100% of GPL leaders that have been identified for relevant training on the GPL leadership model (through PALAMA and other programmes) have been capacitated	No deviation	Increased satisfaction levels of external stakeholders
Development of a 5 year strategic plan	The strategic plan has been developed	No deviation	Enhancing service delivery in local government through establishment of local legislatures
Number of MoUs/MOCs entered into	3 MoUs/MOCs have been entered into	No deviation	Improved cooperative governance through agreements with other legislatures
Number of formal interactions with Chapter 9 Institutions	At least 9 interactions had taken place with Chapter 9 Institutions	No deviation	Enhanced oversight and accountability by the GPL through partnerships with independent oversight bodies
Improved level of contribution and participation in the Legislative Sector Forum	There has been an improvement in the contribution and participation in the Legislative Sector	No deviation	Increased sustained participation and contribution in the Legislative Sector

SUB-PROGRAMME NAME: OFFICE OF THE DEPUTY SPEAKER

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
STRATEGIC GOAL 1 – IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY		
Improved effectiveness of the oversight function for enhanced service delivery	Improved functionality of Committees	Number of Committee Members capacitated
STRATEGIC GOAL 4 – IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE		
Institutionalised leadership practice	Improved oversight over the Administration Services as it relates to Staff	Satisfaction levels of Staff
	Improved oversight over the Administration Services as it relates to members	Satisfaction levels of members
	Improved oversight of all Strategic Institutional projects (Implementation of CPOF ToR)	Completion of projects within timeframe and budget
STRATEGIC GOAL 5 – STRENGTHENED GPL ROLE IN FOSTERING COOPERATIVE GOVERNANCE		
Improved cooperation and collaboration within the Legislative Sector	Improved contribution to the Legislative Sector forums	Level of contribution and participation in the Legislative Sector Forum
	Improved contribution to African Renewal Agenda (ARA)	Levels of contribution and participation in branch meetings



ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
73 Committee Members capacitated	All 73 Members have been capacitated	No deviation	Strengthened technical and analytical capacity of Committee Members
100% increase in monitoring of administrative services to staff	100% increase in monitoring of administrative services to staff was achieved	No deviation	Increased staff satisfaction levels
100 % increase in monitoring of administrative services to members	100% increase in monitoring of administrative services to Members was achieved	No deviation	Increased members satisfaction of administrative services provision
Increased monitoring of strategic projects	There was an increase in the monitoring of Strategic Projects	No deviation	Projects finalised within set time frames and budgets
100%	Target not achieved	Only 83% has been achieved due to unavailability of the Deputy Speaker owing to other GPL engagements & Presiding Officers had to split themselves	Increased level of contribution to the national strategic framework
100% levels of contribution and participation in CPA branch meetings	100% participation and contribution to the CPA branch meetings	No deviation	A better African Continent



SUB-PROGRAMME NAME: OFFICE OF THE CHAIRPERSON OF COMMITTEES

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
STRATEGIC GOAL 1 – IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY		
Increased responsiveness of the budget to the needs of the people of Gauteng	Improved oversight by Committees over the Executive with respect to Departmental APP / Budget alignments	An Oversight Framework developed, implemented and institutionalised to monitor and assess APP / Budget alignments by the Executive
Improved effectiveness of oversight function for enhanced service delivery	Enhanced service delivery through improved oversight of Committee Performance	An Oversight Framework developed, implemented and institutionalised to monitor and assess Committee APP Performance
	Improved oversight of the tracking by Committees of House Resolutions implementation by the Executive	Development and Implementation of a mechanism to allow for oversight with respect to House Resolutions implemented by the Executive
	Improved oversight through the Committee Enquiries Process	Development and Implementation of a mechanism to monitor and assess the Committees Enquiry Process
Integrated results based planning, budgeting, M&E and reporting system	Improved oversight through an integrated results based planning, budgeting, M&E and reporting system	Assessment of number of Committees fully implementing PEBA imperatives / COVAC Focus Areas



ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
Development and pilot of a Framework to monitor and assess APP / Budget alignments by the Executive	A Framework to monitor and assess APP / Budget alignments by the Executive has been developed and piloted	No deviation	Increased responsiveness of the budget to the needs of the people of Gauteng through the GPL Oversight Methodology
Development and pilot of a Framework to monitor and assess Committee APP Performance	A Framework to monitor and assess Committee APP Performance has been developed and piloted	No deviation	Increased responsiveness of the budget to the needs of the people of Gauteng through implementation of mechanisms to monitor Committee APP performance
Development and piloting of a mechanism to allow for oversight with respect to House Resolutions implemented by the Executive	A mechanism in line with the COVAC Framework to allow for oversight with respect to House Resolutions implemented by the Executive has been developed and piloted	No deviation	Enhanced service delivery through the assessment of House Resolutions by the Executive
Development and Piloting of a mechanism to monitor and assess the outcomes of the Committees Enquiries Process	Non achievement	A reporting format to assess the progress for the Committee Enquiry Process has been developed. (Not yet piloted as the CIP has not yet started)	Improved oversight through the Committees Inquiry Process
All PEBA imperatives / COVAC Focus Areas implemented by all Committees	ALL PEBA Imperatives are being implemented	No deviation	Increased responsiveness of the budget to the needs of the people of Gauteng through the PEBA Imperatives / COVAC Focus Areas



SUB-PROGRAMME NAME: OFFICE OF THE DEPUTY CHAIRPERSON OF COMMITTEES

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
STRATEGIC GOAL 1 – IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY		
Increased Public participation through main streaming in all oversight imperatives of the institution	The creation of platforms to enable public participation in the legislature business	Number of platforms created for public participation
STRATEGIC GOAL 2 – IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS		
Increased and improved active involvement by the people of Gauteng in the legislature processes of oversight and law-making and public participation	Increased implementation of the public participation strategy	Level of participation by the people of GP in the legislature processes of oversight and law-making and public participation
Improved active involvement by women, youth, senior citizens and persons with disabilities and other vulnerable groups in Gauteng in the Legislature processes of oversight and law making	Hosting of Sector Parliaments in line with Stakeholder Management Plan	Number of Sector Parliaments conducted
Improved quality of civic education in the legislature processes	Monitor and review the quality of the content in the civic education material	Bi-annual assessment on the quality of civic education material content
	Increased access by designated groups to information regarding legislature processes of oversight and law-making	Number of designated groups participating in the legislature processes of oversight and law making
	Increased active engagement by Chairpersons on Public Policy discourse	Number of Chairpersons engaging on Public Policy discourse
STRATEGIC GOAL 3 – IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS		
Increased public participation through mainstreaming in all law making processes of institution	Monitor the participation of stakeholders in the law-making processes of the GPL	Number of platforms created for public participation in all law-making processes of Gauteng
STRATEGIC GOAL 4 – STRENGTHENED GPL ROLE IN FOSTERING COOPERATIVE GOVERNANCE		
Improved effective engagement with NCOP	Increased alignment of GPL with NCOP Programme	Levels of alignment between NCOP and GPL Programmes
		Report of the NCOP taking parliament to the people programme
		NCOP Provincial week implemented as per schedule report

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
9 public participation platforms	At least 9 public participation platforms have been conducted	No deviation	Effective public participation platforms in all oversight imperatives of the GPL
70% participation by the people of GP in the legislature processes of oversight and law making	At least 70% participation by the people of GP in the legislature processes of oversight and law-making has been achieved	No deviation	Increased participation by the people of GP in the legislature processes of oversight and law-making
06 Sector Parliaments	The Sector Parliaments have been conducted and resolutions of the Sector Parliaments have been taken to the House & sent to the Executive	No deviation. Target Achieved	Effective public involvement through Sector Parliaments in the legislature processes of oversight and law making
2 x Quality Assessment reports	Not achieved	Reports have been prepared on the format and procedure laid to review the quality of the content in the civic education material	Increased quality of civic education in GPL Civic processes
80% of designated groups participating in the legislature processes of oversight and law-making	At least 8 out of 10 invited members of designated groups have responded to the GPL invitations to participate in processes of oversight and law-making	No deviation	Increased access of designated groups to information regarding legislature process of oversight and law-making
8 Chairpersons engaging on Public Policy discourse	More than 8 Chairpersons have regularly engaged in programmes that have allowed them interact with media on Public Policy discourse	No deviation	Increased active engagement by chairpersons on policy issues
80% public participation in all law-making processes of Gauteng	Not achieved	While there has been notable improvement in this regard, every attempt is being made is to continue improving the attendance by members of the public at House sittings	Capacitated stakeholders to make meaningful contributions during law-making processes
80% alignment between NCOP and GPL programmes	At least 80% alignment between NCOP and GPL programmes	No deviation	Improved alignment between NCOP and GPL programmes
2 Reports of the NCOP taking parliament to the people programme	2 Reports of the NCOP taking parliament to the people programme have been prepared	No deviation	Adopted report of the NCOP taking parliament to the people programme
1 event: NCOP Provincial week implemented	NCOP Provincial Week has been implemented	No deviation	NCOP Provincial Week implemented as per the schedule

SUB-PROGRAMME NAME: LEGISLATURE SERVICES BOARD

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
STRATEGIC GOAL 5 – IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE		
Improved Efficiency of the HR Value Chain	Monitor the implementation of the HR Strategy	Progress report on implementation tabled quarterly to the HRD and LSB
Improved effectiveness and efficiency in the SCM processes by achieving the principle of fairness, transparency, equity and value for money	Monitor the implementation of the supply chain management policy	Progress report on implementation of SCM Policies through the ARC
Achieved clean audit	Monitor the implementation of FAMLA and PFMA	Compliance reports tabled to the ARC and the LSB on Financial Management
Improved management of risk	Monitor progress made on response to identified institutional risks	Risk register reports tabled at LSB and PO
Integrated Results Based Planning, Budget, M&E	Monitor the Implementation Strategic Plan and Budget of GPL	Monitor the Implementation Strategic Plan and Budget of GPL
Institutional Leadership Practice	Monitor the development and finalisation of the leadership policy of the GPL	Adopted and approved by the LSB leadership policy
Improved management and coordination/collaboration of legislative business	Monitor alignment of divisional calendar of activities of major institutional events to develop stream synergies	Continuous monitoring and review of institutional calendar events
Increased facilities and infrastructure support to members and staff of the GPL	Monitor the recommendation passed by the Sub Committees as far as it relates to the members and staff through MAC and HRD and submit reports to the Board	Continuous monitoring of the resolutions of the board as far as it relates to staff and Members
Improved stakeholder management practices	Improved and sustained external stakeholder relations	Increased active engagement with Chairpersons and provision of governance support
Compliance with all applicable legislation policies and procedures	Submit compliance report to the Presiding Officers and the LSB	Continuous monitoring of the compliance environment through the office of the LSB and PO



ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
80% functional	The monitoring of the HR Strategy implementation and progress reporting is indeed 80% functional	No deviation	Improved functionality of HR Strategy
80% LSB effectiveness	The monitoring of the SCM policy implementation and progress reporting through the ARC is indeed 80% functional	No deviation	Improved efficiencies in the SCM processes
95% implementation of the GPL Strategy and Budget	The GPL Strategy and Budget have been implemented	No deviation	Achieved clean audit
100% LSB monitoring of risk register	The risk register has been fully monitored	No deviation	Increased monitoring of risk management
100% monitor the Implementation Strategic Plan and Budget of GPL	100% monitoring of the Implementation Strategic Plan and Budget of GPL	No deviation	Increased Monitoring of the Implementation Strategic Plan and Budget of GPL
Implementation of the policy	Not achieved	Draft policy tabled at Policy Committee and Secretariat and awaiting tabling at LSB level	Increased and effective leadership over the staff of the GPL
Continuous monitoring and review of institutional calendar events	Continuous monitoring and review of institutional calendar events	No deviation	Increased collaboration on legislative business by streams
Continuous monitoring of the resolutions of the board as far as it relates to staff and Members	Continuous monitoring of the resolutions of the board as far as it relates to staff and Members	No deviation	Increased support to Members and staff of the GPL
Continuous active engagement with Chairpersons and provision of governance support	Continuous active engagement with Chairpersons and provision of governance support	No deviation	Increased support to the Chairperson on corporate governance
Tabling of compliance report on financial management, laws and policies	Tabling of compliance report on financial management, laws and policies has indeed been achieved as per the effective Board assessment report	No deviation	Improved compliance with laws and policies



PROGRAMME 2: OFFICE OF THE SECRETARY

1. PURPOSE

The purpose of the Office of the Secretary is to provide strategic direction for the institution and to ensure the implementation of monitoring and evaluation of the GPL Strategy; and to provide leadership in administrative processes guided by the decisions of the Legislative Services Board. The Office is also responsible for the administration and monitoring of the process of law-making, oversight, public participation and co-operative governance mandates within corporate governance principles as enshrined in the PFMA, FAMA and King III report recommendations. Through the Secretariat, the Office co-ordinates and aligns the GPL's resources to support the business of the Legislature. It also ensures integrated support to Office Bearers, Committees and the House.

2. KEY FUNCTIONS

The Office of the Secretary has the responsibility to deliver on all Board Directives, according to the GPL business model. Accordingly, the Office has to ensure the effective management of the GPL administration services; good financial management practices; strategic planning and management; implementation; monitoring; reporting; and evaluation. In addition, the Office is responsible for supporting the Executive Authority, the Oversight Committees, and all sector-related structures.

3. MEASURABLE OBJECTIVES

Programme 2 seeks to achieve the following objectives:

- To increase responsiveness to the needs of the people of Gauteng;
- To mainstream public participation province-wide;
- To improve the effectiveness of the oversight function for enhanced service delivery;
- To increase empowerment to the people of Gauteng in the legislature processes of oversight and law making;
- To increase the visibility of the GPL and improve access to the people of Gauteng;
- To improve the efficacy of laws passed in Gauteng;
- To improve efficiency of the HR value chain;
- To improve effectiveness in SCM processes by achieving the principle of fairness, transparency equity and value for money;
- To achieve a clean audit;
- To improve the functionality of ICT that is responsive to the business needs of the Legislature;
- To develop an integrated RB planning, budgeting, M&E and reporting system;
- To institutionalise leadership across the Legislature;
- To improve stakeholder management practices;
- To improve effective mechanisms of fostering corporate governance; and
- To improve cooperation and collaboration within the Legislative Sector.





4. SUMMARY OF ACHIEVEMENTS

In the year under review, the Programme provided overall strategic direction to the administrative service in response to all oversight, law-making, public participation and cooperative governance mandates. It has continuously ensured implementation of the LSB resolutions and the alignment of administrative business processes to the political goals of the Presiding Officers. Thus, the focus of the Programme was on coordinating and facilitating the effectiveness of the various administrative layers of the institution.

Fundamentally, and in line with the decisions of the Presiding Officers, the Programme re-oriented administration towards public participation and effective stakeholder management. Evident in this regard was the commission of a study to evaluate the effectiveness of Parliamentary Constituency Offices (PCOs) in the Province; taking the annual reports process to the people; Committee enquiries; and an unprecedented number of Committee meetings held outside of the GPL precinct.

The institution made major inroads in the area of mass communication using radio as a medium of communicating oversight issues to communities. The direct outcome of this was that communities could discuss and access information relating to the representational role of the GPL.

In ensuring the alignment of the GPL's business strategy with the ICT deployment strategy and plan, the GPL ICT Strategy was adopted and provides the institution with a measurable and actionable three year ICT plan that is aligned to the business objectives. The strategy will enable the GPL to improve operational efficiencies and effective communication with stakeholders and the people of Gauteng.

PLANNING FUNCTION AND INTRODUCTION OF THE RESULTS BASED REPORTING

Previously, an assessment was conducted on the linkage between the Strategic Plan and the Annual Performance Plan. It was found that there were weak linkages between the APP and Strategic plan and there was no high level results matrix in existence. Furthermore, there were few outcome and impact level indicators and no baselines nor core indicator sets in both plans. As a result, both sets of plans were not measurable.

In response to the above, and in providing strategic leadership to the administration service, the 2012/2013 Annual Performance Plan was aligned to the Results Based Planning Approach. The aim of this process was to ensure alignment of the Programme's Strategic Objectives in the APP with the adopted strategic objectives, the results matrix, as well as alignment of the measurable objectives, performance indicators and targets. The birth of the Results Based Planning Approach was in response to the characterised incoherent planning and reporting processes as well as processes that were output oriented as opposed to strategic outcomes based. The strategic issues in the APP were separated from the operational activities in the operational plans and this qualitatively improved planning and reporting.

M&E REPORTING IN THE INSTITUTION

Notably in the year under review, the Programme established a permanent GPL M&E Committee as a mechanism to enhance planning, reporting, evaluation and monitoring the implementation of the institutional strategy. A key objective of the institutional monitoring and evaluation framework is to track the progress towards the achievement of goals and the M&E action plans of the institution. It also serves as a management tool for accountability, performance monitoring and for planning and implementing the strategy.

Furthermore, the Programme developed the GPL M&E Oversight and Accountability framework. In order to enhance performance, the PGO function was established and rolled out the Managing by Project (MBP) approach utilising the EPIC tool across the GPL, and project managers were trained on the application of the tool. In addition, the EPIC register and templates were developed to assist consistent reporting on CAPEX projects.

The Programme also prepared the institutional annual performance plan and the budget for the 2013/2014 financial year. The GPL Budget for the 2012/2013 financial year was successfully prepared and aligned with FAMLA, the Treasury guidelines and the Gauteng Provincial Legislatures Standing Rules. In addition, the new institutional balance score card was adopted, which resulted in the alignment of individual performance plans to GPL strategic goals.

GPL OVERSIGHT COMMITTEES REPORTING

A major highlight of the Programme was the provision of consistent support to the Executive Authority in line with reporting requirements to all Oversight Committees of the GPL. Moreover, the Programme oversees and ensures the implementation of resolutions of the Oversight Committees. Significantly, in the year under review, a tracking mechanism was developed to monitor and track the implementation of resolutions from the Oversight Committees. This resulted in improved accountability to the Legislature.

WORK ON THE MEMBERS SERVICE CHARTER

In the quest for excellence in the provision of service to MPLs, the Programme supported the process of the development of the Members' Service Charter. The purpose of the Service Charter is to provide a framework of how the Administration works with Members in terms of excellence, response times and overall standards of services delivered. This further details the level of service that Members can expect when dealing with the Administration. It also provides guidelines in terms of excellence, response times and overall standards of service delivered to MPLs. It represents a commitment by the Administration towards quality service delivery to Members. The Service Charter and the model will be launched in the 2013/2014 financial year.

COMPLIANCE WITH THE NATIONAL KEY POINT ACT

Further to the declaration of the GPL complying with the NKP, the Secretary to the Legislature was appointed as the Chairperson of the Joint Planning Committee in line with the National Key Point Act. Thus, a Steering Committee was established to implement the institutional mechanisms in compliance with the NKP Act by the GPL. This has been viewed as an achievement as it has strategically placed the GPL in an important position to provide for the declaration of National Key Points (NKP), including strategic installations and place of importance; as well as to provide for the declaration of a Complex. Further to the GPL complying with the National Key Point Act, the institution is further utilising the City Hall as part of the heritage resource for Gauteng.



POLICY DEVELOPMENT

In ensuring leadership and management of policy development and implementation within the institution, the Programme facilitated and supported the process of the development, adoption and implementation of various policies. The Parking Policy has introduced a standardised approach to parking matters to ensure parking for all staff and Members of the Provincial Legislature. In addition, it clearly established the principles under which parking allocations are to be made at the Gauteng Provincial Legislature and as a result, staff and visitors are provided with safe and secure parking.

The Talent Attraction Policy was also adopted in the year under review. The success of any institution hinges on its ability to leverage its human capital as a source to create and sustain a competitive advantage. Building human capital through recruitment is a means to secure talent required to compete in the global arena, while also complying with the local Employment Equity Act, No. 55 of 1998. The policy will ensure that all recruitment activities are handled according to best practice and professional guidelines, and will enhance good governance as well as standardise the recruitment process within the Gauteng Provincial Legislature (GPL).

In compliance with the Skills Development Act, Act No. 97 of 1998 and the Amended Skills Development Act of 2008, a Learnership Policy was adopted. The purpose of this policy is to establish a clear framework that will support the development of the GPL Learnership Programme.

As a means to facilitate the smooth flow of the GPL's business in the execution of its constitutional mandates, it was imperative to put in place a dependable and reliable transport and logistics service. The Transport and Logistics Policy was introduced to regulate and ensure that an effective and efficient transport service is provided to internal and external GPL stakeholders.

To advance women's equal participation as decision-makers and to ensure their sustainable empowerment and development, the gender policy was adopted. The policy also seeks to ensure that gender equality is considered as an important and critical part of all GPL policies, structures and programmes. Furthermore, it seeks to eliminate and eradicate elements of gender inequality and discrimination in the workplace.

HUMAN CAPITAL

The Programme facilitated and considered the GPL Remuneration and Retention Strategies, and referred them for further deliberation and possible approval by the HRD and LSB respectively. These strategies will, amongst others, address issues of scarce skills and their retention.

As the custodian of the bargaining process, the Programme approved and implemented the recognition agreement with the Union. It is important to note that based on the lessons learnt and the adopted new IPMS policy, the Secretariat approved the process whereby performance assessments will be processed through the Programme-based Moderating Committees and make recommendations to the institution Moderating Committee for final processing.

The Programme also contributed to the enhancement of the Performance Management system and practices in the institution by implementing deliverables of the Performance Management roadmap. The Programme successfully ensured the implementation of performance management in the institution, thereby improving alignment between individual performance and the realisation of the institutional strategic objectives.

Members' capacity building is a supported process whereby Members of the Legislature registered for their capacity building development on Leadership and Governance with WITS through PALAMA (Public Administration Leadership and Management Academy). All PALAMA/Wits training for Members was completed. The Capacity Building Project for MPLs has been completed during the reporting period. Thirty-four (34) Members enrolled for the PALAMA /WITS graduate certificate programme in Leadership and Governance and they all graduated. Out of the 34, 26 Members qualified to do a Master's programme which will be conducted in the 2013/2014 financial year.

STAKEHOLDER MANAGEMENT

In the year under review, and in implementing the Inter Institutional Strategy, the Programme continued to build stakeholder networks with various sectors and played a leading role within the Legislative Sector. The Secretary was re-elected as the Chairperson of the Secretaries Association of the Legislatures of South Africa (SALSA). The programme led in terms of the development of the public participation model. It actively supported the implementation of the sector oversight model, participated and contributed to the KZN Provincial Speakers Forum as well as the National Council of State Legislature Conference. Notably, the Secretary ensures implementation of decisions taken by the Speakers Forum. He is accountable to the Speakers Forum and is also responsible for streamlining support services to SALSA to enable effectiveness in implementing the decisions of the Speakers Forum.

Furthermore, the Programme effectively facilitated and coordinated participation by the GPL in various SALSA forums. Moreover, the GPL continued to contribute to thought leadership in the sector and was also instrumental in the development of the Public Participation Sector Framework. The foundation for improved reporting and accountability for participation in SALSA forums was laid through the finalisation of the terms of reference for the GPL SALSA Coordinating Forum. The Forum would, amongst other issues, assist in addressing issues of integrating the work of SALSA into institutional planning and link the work that people do at the level of SALSA to their performance.

In addition, the programme hosted the Public Protectors National Stakeholder Consultative Dialogue, CPA Africa Regional Conference and participated in the CPA conference held in Sri Lanka.





5. PROGRAMME PERFORMANCE INFORMATION

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased responsiveness to the needs of the people of GP	Increased optimal implementation of PEBA imperatives	Level of implementation of PEBA imperatives
	Improved functionality of Committees	Level of functionality of Committees
Increased public participation through mainstreaming in all oversight imperatives of the institution	Increased implementation of the integrated public participation strategy	Level of participation by the people of Gauteng in the legislature processes of oversight and law-making
	Improved integrity and reliability of data that informs the legislature public participation process	Confidence level of the data that informs the legislature public participation process
Improved effectiveness of oversight function for enhanced service delivery	Increased implementation of resolutions passed in respect of GPL	Percentage of implementation of resolutions passed
	Improved oversight monitoring of service delivery	Level of functionality of the oversight monitoring system for service delivery
	Increased implementation of the Committees Enquiries Process	Number of Committees implementing the enquiry process
Increased and improved active by the people of Gauteng in the legislature processes of oversight and law-making	Improved feedback mechanism to the people of Gauteng on the law-making process	Level of utilisation of the feedback mechanism to the people of Gauteng on the law making process
	Increased access by designate groups to information regarding legislature processes of oversight and law-making	Number of designate groups participating in the legislature processes of oversight and law-making
	Increased awareness by the people of Gauteng of the values of the GPL	Level of awareness by the people of Gauteng of the values of the GPL
	Improved quality of civic education in the legislature processes	Quality levels of civic education in the legislature processes

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100%	Fully (100%) implemented the PEBA model	No deviation	Effective Administrative Support Service
65%	65% level of functionality of Committees achieved	No deviation	Improved support services to the mandate of the GPL
70%	The people of Gauteng participated in at least 70% of the legislature processes of oversight and law-making	No deviation	Improved and effective Committees
70%	The SOPA Report (as analysed) demonstrated at least 70% reliability of the data utilised to consult, invite, inform and host all identified stakeholders that were part of the first Sitting of the Gauteng Legislature during Feb 2013	No deviation	Improved integrity of information employed to support public participation in the GPL
65%	At least 65% of resolutions passed by the House were implemented	No deviation	Improved resolutions tracking by the GPL
100%	Full (100%) functionality of the oversight monitoring system for service delivery achieved	No deviation	Improved quality of life of the people of Gauteng
14	At least 14 Committee Chairpersons were trained on the implementation of Committee inquiries	No deviation	Effective oversight
65%	At least 65% level of feedback mechanism to the people of Gauteng utilised	No deviation	Accessible GPL
100%	100 % target achieved	No deviation	Accessible GPL
100%	100% target achieved. There has been a general increase in the level of awareness of the values of GPL through the media, increase in petitions and resolution of such, increased number of people reached through public education workshops, taking Committees to the people and Sector Parliaments and House Sittings	No deviation	Improved GPL profile
80%	Not achieved	Facilitation on implementation of quality civic education in the legislature processes depended on implementing the recommendations of the PPP intervention project	Improved GPL profile

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved stakeholder management	Increased collaboration with stakeholders to profile GPL	Number of engagements facilitated with key stakeholders
Improved efficacy of laws passed in Gauteng	Increased oversight of the implementation of laws	% utilisation of the parameters defining the implementation of laws in respect to oversight
	Improved law making by Members	Number of laws introduced by Members
	Increased capacity of Members to introduce Bills	Number of Members capacitated to introduce Bills
Improved efficiency of the HR value chain	Increased implementation of the human capital strategy	% implementation of the human capital strategy
	Improved functionality of the Secretariat and its Sub-Committee	Level of functionality of the Secretariat and its Sub-Committee
Improved effectiveness in SCM processes by achieving the principles of fairness, transparency equity and value-for-money	Increased efficiency of SCM processes	Turnaround times in the delivery of SCM services
Achieved clean audit	Increased efficiency of FM processes	% compliance to FM Processes



GPL: Involving the people for Social Cohesion

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
70%	At least 70% number of engagements facilitated with key stakeholders achieved	No deviation	Improved public participation
100%	100% utilisation of the parameters defining the implementation of laws in respect to oversight achieved	No deviation	Effective law making
3	8 Bills, including Appropriation Bill, Adjustment Appropriation, Blue IQ were adopted and negotiating and voting mandates conferred to the NCOP 1 Private Members' Bill was referred to an Ad-Hoc Committee Draft Money Amendment Procedures Bill and Related Matters Bill drafted	No deviation. The number of Bills referred from the NCOP could not be anticipated	Speedy finalisation of Law –Making Framework and amendments to the House Rules will add more impetus to the number of laws initiated by Members and Committees
73	73 Members of the GPL capacitated to introduce Bills through a training programme on the development of the draft Law-Making Framework	No deviation	Effective law-making
60%	Implemented 60% of the human capital strategy	No deviation	Improved human capital environment of the GPL
100%	100% level of functionality of the Secretariat and its sub-committee achieved	No deviation	Improved and efficiently functioning Secretariat
100%	100% compliance	No deviation	Improved efficiency of SCM
100%	100% complied with FM Processes	No deviation	Improved SCM environment



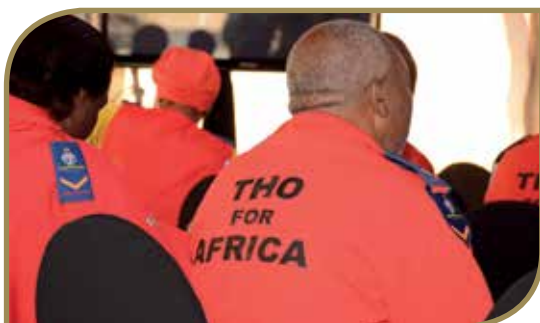
GPL: Involving the people for Social Cohesion

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased and improved active involvement by the people of Gauteng in the legislature processes of oversight, law-making and public participation	Increased efficacy of the ICT across the Legislature	Efficacy level of the ICT across the legislature
Develop an integrated RB planning, budgeting, M&E and reporting system	Increased implementation of the integrated planning, M&E and reporting framework	% implementation of the integrated planning, M&E and reporting framework
	Increased institutionalisation of results based planning across the legislature	% of business units (committees and streams) utilising results based planning methodology
Institutionalisation of leadership across the legislature	Increase leadership capacity across the organisation	Percentage of GPL managers capacitated on the leadership model
Improved stakeholder management practices	Increased learning and sharing of best practices	Number of events held for learning and sharing of best practices Level of participation in the events held for learning and sharing of best practices



GPL: The Activist Legislature

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100%	100% achieved. ICT Strategy finalised and approved The Cisco (ECM) Network Architecture Standard has been fully implemented Average of up to 99.75% SLA uptime agreement has been achieved The network backbone has been upgraded to high speed optical fibre A 2-Tier firewall incorporating Intrusion Detection/Prevention System is in place Hi-Speed Access secured Wi-Fi	No deviation	Improved ITC environment as an enabler to strategy implementation
100%	100% implementation GPL APP is based on results based planning and all the 5 Programmes have adopted the RBF Quarterly, mid-year and annual report is based on RBF	No deviation	Increased Administrative Support Services to the mandate of the legislature, employing 'best practice' ICT norms and standards support the work of the legislature
100%	100% utilisation of the results based planning methodology achieved	No deviation	
100%	100% of all programmes and sub-programmes are currently implementing the Covey Leadership that has been adopted by GPL due to all GPL managers being capacitated on the leadership model A draft Leadership Policy has been referred to the Policy Committee	No deviation	Although all programmes and sub-programmes are implementing the Covey Leadership principles, the finalisation of the Leadership Policy will embed and standardise leadership at the GPL
48 70%	64 events including inter-legislature visits, conferences, summits and study tours Over 90% participation in events held for learning and sharing of best practice	No deviation. The exceeded number was mainly due to emerging requests from other institutions No deviation Participation sometimes includes unplanned invitations to events in the sector (often paid for by the convening entity), hence the exceeded targets	Increased Learning and Sharing



GPL: The Activist Legislature

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved effective mechanisms of fostering cooperative governance	Increased formalisation of relationships with key partners	Number of formalised partnerships established
Improved cooperation and collaboration within the Legislative Sector	Improved cooperation and collaboration within the legislative Sector	% of collaborative projects within the legislature
	Sustained participation in the legislative Sector	Level of participation in the legislative Sector

6. STRATEGIC PROJECTS

The following projects were managed by the stream

	PROJECT DESCRIPTION
1	<p>Leadership Policy and Model</p> <p>The GPL Leadership Policy was developed to ensure that the GPL is able to sustain a leadership cadre with the requisite leadership knowledge, skills and experience, to lead strategy implementation in the GPL.</p>
2	<p>Managing by Project (MBP): EPIC Tool</p> <p>EPIC is a solution used in the project management environment that facilitates enhanced governance through consolidated views, making all project-related data visible.</p>
3	<p>Monitoring and Evaluation</p> <p>Monitoring and Evaluation at the GPL is two dimensional, namely: administrative and political. The administrative aspect of M&E focuses on the institutional capacity to support the mandate of the GPL whilst the political aspect focuses on the outcomes of the GPL's political work.</p>

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
5	5 formalised partnerships established	No deviation	Increased formalised relations with identified GPL Stakeholders
100%	100% of collaborative projects within the legislature Sector achieved	No deviation	Increased participation in the Legislative Sector by the GPL
100%	100% participation in the legislative Sector achieved	No deviation	Increased participation in the Legislative Sector by the GPL

STATUS OF THE PROJECT
<p>The purpose of the policy is to establish a framework that guides leadership practices in order to enable the organisation to hold those who are in leadership positions accountable to their leadership practice. The objectives of the policy are:</p> <ul style="list-style-type: none"> • To regulate the leadership practice in the GPL; • To provide for a Model of Leadership through which application of the Leadership Policy can be realised; • To provide for a Leadership Charter that can act as a 'Declaration of Intent' for all managers charged with the responsibility to lead within the GPL; and • To provide for a framework through which leadership practice in the GPL can be linked to performance, and both measured and analysed. • The draft policy has been developed and was referred to the Policy Committee for consideration and to the Secretariat for approval. • Thus it was presented to the Secretariat, amended as per the Secretariat's comments and is yet to be presented again to the Secretariat.
<ul style="list-style-type: none"> • The project has implemented the EPIC toolset; including the GPL project management lifecycle (process), procedure and templates, as well as a configured project register and project sites, based upon the agreed GPL standards. • Great progress has been made on the EPIC project management and utilisation of the tool. • Progress has been made on a structured way of reporting to the CAPEX forum meeting as convened by the Office of the Deputy Speaker. • Continuous handholding sessions are convened to assist in effective utilisation of the tool. • Project status meetings were held with respective Project Managers. • EPIC handholding sessions are continually conducted. • 12 out of 14 CAPEX projects registered on the EPIC tool. <p>The MBP process is continually being embedded into the GPL project management discipline.</p>
<p>In focusing on institutional capacity, the framework provides for systematic monitoring and evaluation of the GPL service from planning, to implementing, reporting and measuring performance at an organisational level. The project achieved the following milestones:</p> <ul style="list-style-type: none"> • M&E GPL permanent Committee established; • M&E Committee revised; 3rd quarter GPL performance information; • Completed, institutional monitoring and evaluation progress report produced and presented at the Presiding Officers meeting; and • GPL M&E Oversight and Accountability Framework tabled at the Secretariat.

PROGRAMME 3: CORPORATE SUPPORT SERVICES

1. PURPOSE

The purpose of the Corporate Support Services Programme is to be a catalyst for service provision to GPL stakeholders through the deployment of systems, processes, policies, human capital, technologies, infrastructure and instituting an enabling environment necessary for the effective and efficient functioning of the GPL. The programme comprises three sub-programmes, namely:

- Members' Affairs;
- Institutional Support Services; and
- Operational Support Services.

2. KEY FUNCTIONS

The main function of the Corporate Support Programme is to provide dedicated, seamless and professional support services in order for internal GPL stakeholders to execute their constitutional mandates efficiently. The Programme provides support in the areas of:

- Human Capital Management;
- Information and Communication Technology;
- Safety and Security;
- Building and Facilities Management; and
- Administration Support Services.

3. MEASURABLE OBJECTIVES

The measurable objectives that the Programme seeks to achieve entail the following:

- Increased monitoring and evaluation of capacity building of Provincial constituency offices;
- Improved formalised engagements with other spheres of government for the provision of services and sharing of best practice;
- Improved system of management of sector fora;
- Effective monitoring of the retention system;
- Developed guidelines for an effective system of internal controls;
- Improved financial management: Expenditure report developed by the office;
- Improved mechanism of implementing effective contract management;
- Improved management for effective use of the BarnOwl system to oversee risk and audit matters;
- Increased application of Covey leadership principles in the Programme;
- Increased implementation of change management function for the Programme;
- Increased and improved service delivery through effective support to stakeholders;
- Improved effectiveness of the CRM system;
- Increased evaluation of the impact and application of policies;
- Improved understanding and implementation of policies;
- Improved capacity of political support staff and Members to interpret and analyse the budget;
- Improved application of the oversight model;
- Improved implementation of formalised engagements with other spheres of government;
- Improved collaboration in the sector to enhance member facilities;
- Improved human capital management processes for Member and Party Caucuses;
- Improved coordination of the provision of facilities to Members and Political Support Staff;
- Improved and increased application of the CRM system;
- Increased compliance with the SCM policies and Legislations;
- Developed guidelines for an effective system of internal controls;
- Adherence to audit recommendations;



- Increased implementation of the monitoring and evaluation system;
- Improved stakeholder management of satisfaction level;
- Increased level of customer satisfaction;
- Increased compliance to legislation, policies and procedures;
- Increased capacity of identified Committee and research staff on budget analysis;
- Increased alignment of recruited staff of Oversight Committees to job specifications;
- Improved resourcing of the Oversight Committees for enhanced service delivery;
- Increased knowledge and awareness of Legislature Personnel in Diversity Management;
- Increased capacitating of identified staff on Legislative drafting;
- Improved functionality of mechanisms to foster cooperative governance through the establishment of formal relations with other Legislatures on the Continent and in other countries;
- Increased integration of SALSA programmes;
- Increased resourcing of the Institution with appropriate skills in order to attract the best talent for GPL;
- Enhanced GPL competence through a designed, developed and implemented Learning and Development (L&D) Strategy and Framework;
- Increased implementation of the Enhanced IPMS Policy;
- Improved efficiency of the Remuneration and Benefits System;
- Improved working relationship between management and employees;
- Increased implementation of SLAs for internal and external stakeholders;
- Increased implementation of the Human Resources Strategy;
- Increased achievement of EE targets, as per the Institutional Scorecard;
- Compliance to EE legislation;
- Increased application of Business Solutions;
- Increased implementation of the integrated Wellness Programme;
- Increased implementation of Retention and Talent Management System;
- Reduced level of risk tolerance, and adherence to audit observations;
- Increased implementation of compliance system;
- Improved provision of technical support, security services and building facilities on all oversight functions of the House and Committees;
- Improved technical and infrastructure support to persons with disabilities to participate in legislative business;
- Improved provisioning of audio conferencing systems and visual aids;
- Increased provision of office facilities and a safe environment to support a productive workforce and provide a secure and safe precinct;
- Reduced incidence of non-compliance with controls;
- Reduced level of risk tolerance and adherence to audit recommendations;
- Increased application of the Results Based Planning model, and the M&E Framework;
- Increased effectiveness of support to stakeholders for improved service delivery; and
- Improved functionality of ICT that is responsive to business needs of the Legislature.

4. SUMMARY OF ACHIEVEMENTS

The 2012/2013 budget of the Programme was spent in compliance with legislation. Political party audits, funding and constituency allowances were executed, except for the suspension of such activities in respect of the Freedom Front Plus due to an audit qualification against the Party. Challenges in leadership changes within the Congress of the People have also led to the suspension of the political party funding facilities for half of the financial year. This had a negative impact on expenditure.

Control measures were put in place to improve the rating profile of identified audit and strategic risks as reflected below: viz.

- Inadequate policies and procedures (high risk to low risk)
- Inability to attract and retain talent (high risk to medium risk)
- Poor ICT Governance processes and systems (high risk to low risk)

The following audit areas were contained within the Programme and engagement with internal auditors were held regularly:

- Human Resources Management (overtime, acting, remuneration, retention, performance management); and
- IT audit (SAP; IT network management).

A contract register was developed to ensure efficiency in contract management.

INTERNAL PROCESSES

The Programme participated in an institutional strategic session and Budget Council processes.

The Gender Mainstreaming and Learnership Policies were developed with a view to addressing national and institutional priorities.

A framework for the assessment of the impact of institutional policies on the GPL environment was developed and it identified an impact assessment tool for implementation by the GPL.

The GPL was granted the National Key Points status in compliance with the National Key Points Act, 102 of 1980, and all procedural process were undertaken to give effect to the declaration. These included enhancing safety and security services through the Integrated Electronic Security and Fire Defence projects.

As part of implementing the work-life balance strategy of the institution, the legislature - as a caring employer - established the Wellness Programme to sustain the health of the institution. The Programme facilitated performance management in the institution, thereby ensuring alignment between individual performance and the realisation of the institutional strategic objectives. The Programme also contributed to the enhancement of the Performance Management System and practices by implementing deliverables of the Performance Management Roadmap. This culminated in one-on-one sessions with Senior Management for purposes of the development of Individual Balanced Score Cards and performance contracts aligned to the Institutional Scorecard. Institutional Performance Management System training was conducted for political staff and Party Whips.

The Programme's facilitation role was extended to the GPL's participation in the GPG League, in soccer and netball. An inter-provincial legislature tournament in the Free State was undertaken by MPLs and staff.

The ICT strategy was developed and the Enterprise Composite Model (ECM) project was completed. This included a modular approach to network design that supports the hierarchical network design structure and divides the network into a three functional components model.

The age of panels, fittings and the electrical wiring systems of the buildings had become a factor that could impact negatively on their functionality. In order to eliminate these risks, the City Hall and Duncan



The People shall Govern: Public Participation beyond slogans

Hall refurbishment projects were launched and executed. These were executed in line with the South African Heritage Resources Agency (SAHRA). Air-conditioning systems were installed on the 3rd and 4th floors and in the Duncan Hall. The cleaning of the sandstone exterior wall of the GPL building was embarked upon, also in line with SAHRA requirements. This exercise affected the refurbishment of the deteriorated surface of the altars, quoins, balustrades, coning, water beds, rounded and square profiles, key stones, window and door profiles, coat-of-arms and rain water goods.

Training and development interventions were co-ordinated by the Programme, and this resulted in employees being trained, some of whom were granted bursaries. The training interventions have contributed to the improvement of the competence and skills of the GPL staff.

In order to promote a healthy lifestyle among MPLs and staff, new gym equipment was procured. During the reporting period, 102 staff members and 25 MPLs regularly attended the gym; 30 staff members and 1 MEC participated regularly in marathons and attended outside wellness events (as in the original submission).

The GPL is required to comply with applicable legislation in the process of executing its mandates. In this regard, the provision of technical services is imperative, and in keeping with 21st Century institutions, the audio/video facility of the Auditorium was upgraded to modern standards.

In order to maintain good relations with employees, the GPL-Nehawu bargaining processes were implemented consistently, resulting in the development of the Remuneration Strategy which includes the 13th cheque for designated employee categories, as per the wage agreement. The Remuneration Strategy was developed in quarter one of the period under review. The Strategy was presented to the Secretariat and Union Management for input and comments. Focused workshops were held to address the technical concept and changes proposed. The draft Remuneration Strategy was updated in quarter four to include the 13th cheque as per the wage agreement. Strategies focused on human capital intervention, such as talent attraction initiatives, and services charter were finalised.

STAKEHOLDER MANAGEMENT

Stakeholder satisfaction is an important strategic component of the GPL. In this regard, regular visits were conducted to all political parties. The engagements with the parties provided the opportunity to identified intervention areas, such as cases that required resolution. Such cases were logged on the CRM system, monitored, and tracked through to resolutions. Members' capacity building interventions were also facilitated. The interventions recorded the enrolment of some Members for PALAMA courses at Wits, whose enrolment culminated in successful completion and the subsequent graduation of the Members, some of whom qualified to proceed to the Master's level.

The levels of service efficiency require constant alignment with employee satisfaction. In order to determine employee satisfaction levels of the institution, surveys are conducted and the results thereof communicated. As such, the results of the 2011/2012 Employee Satisfaction Survey and its recommendations were presented to the GPL in the 2012/2013 financial year, and the report was tabled at the Human Resource Development (HRD) Committee which suggested the implementation of the recommendations.



The Programme chaired the ISM and Safety and Security as part of participation in various SALSA fora. Best practice exercises to Mpumalanga, Limpopo and the Eastern Cape Provincial Legislatures were conducted on member facilities and benefits, as well as policies affecting the Members and other services to Members.

The Programme facilitated the social responsibility project whereupon festive season donations were made to the Salvation Army in Johannesburg. Easter eggs were donated to young children at Sizanani Home-based Care. The Programme also facilitated the GPL's adoption of a family in Vosloorus that was assisted with warm clothing for winter, and the fixing of their house, which was done in conjunction with a service provider who had gained interest in the project. The GPL donations of groceries and clothing were distributed to needy charities such as the West Rand Association for persons with disability; Siphesihle Orphanage; the Vulnerable Care Centre; and Bombanani Shelter for abused women and children. The Programme also managed and facilitated the Speaker's annual Charity Golf Day. Sponsorship was also sourced for Green fees for the Charity Golf Day, the prize-giving dinner, prizes for the winners and some goods were also auctioned for the 2 charities that the Speaker had chosen.

HUMAN CAPITAL MANAGEMENT

Recruitment/staff capacity: The stream contributed to building the capacity of the Institution by filling a total of 30 vacancies during the financial year. A total of 33 positions remained vacant by the end of the financial year. 22 positions were filled with external candidates and 8 were filled with internal movements. 16 job evaluations were conducted and the recommendations thereof approved by the Secretary to the Gauteng Legislature. A total of 12 exits were recorded by the Recruitment team and 10 exit interviews were conducted as per the exit management policy. Two exits were not conducted due to death in service and unavailability. 30 positions were filled against the placement target of 40 per annum. This was due to the suspension of the Online Recruitment System and the suspension of the Gauteng Provincial Legislature background checks account by the service provider. 100% compliance with regards to the exit management was achieved. Seventeen jobs were due for evaluation in the 2012/2013 financial year and 16 were evaluated and graded. One job was not evaluated due to an outstanding job profile from the line manager.

The broad-banding process was completed and eligible staff members were subjected to the April as well as the September round of the exercise. All employees who were eligible received broad-banding awards. Feedback letters were distributed to all affected staff members.



Leave applications were processed for staff on the SAP system, and leave book audits were completed for the previous reporting period to confirm completeness and accuracy of the processed forms.

Staff and Members' payroll and benefits were processed accurately and consistently, ensuring that both MPLs and staff remained engaged, thereby contributing to an environment conducive to increased employee satisfaction.

On training and development, interventions were co-ordinated by the stream, and this resulted in employees being trained, some of whom were granted bursaries. The training interventions have contributed to the improvement of the competence and skills of the GPL staff. A total of three hundred and six (306) training interventions were co-ordinated by the stream, which resulted in two hundred and ten (210) employees being trained during the period under review in the Institution. Seventy-eight (78) employees were granted bursaries. The training interventions have contributed to the improvement of the competence and skills of the GPL staff. The stream submitted the Annual Skills Audit plan in compliance with legislative prescripts.

The programme facilitated the implementation of performance management in the institution, thereby ensuring alignment between individual performance and the realisation of the institutional strategic objectives. The stream also contributed to the enhancement of the Performance Management system and practices in the institution by implementing deliverables of the Performance Management Roadmap. This culminated in One-on-One sessions with Senior Management for the purposes of the development of Individual Balanced Score Cards and Performance Contracts, with alignment to the Institutional Scorecard. IPMS training for political staff and Party Whips was conducted.

The stream engaged management to provide advice on a number of IR cases: disciplinary cases as well as grievance cases were completed and the same was obtained for the grievance processes.

With regard to Members' capacity building, Members of the Legislature registered for Leadership and Governance programme with WITS /PALAMA (Public Administration Leadership and Management Academy). All PALAMA/Wits training for Members was completed. The Capacity Building Project for MPLs was completed during the reporting period. 34 Members enrolled for the PALAMA /WITS graduate certificate programme in Leadership and Governance and they all graduated. Out of the 34, 26 Members qualified to do a Masters programme which will be conducted in the 2013/14 financial year.

5. PROGRAMME PERFORMANCE INFORMATION**SUB-PROGRAMME NAME: OFFICE OF THE EXECUTIVE DIRECTOR: CORPORATE SERVICES**

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased and improved active involvement by the people of Gauteng in the legislature processes of law-making and public participation	Increased monitoring and evaluation of capacity in Provincial constituency offices	Utilisation level of tools for monitoring of constituency research project
Improved active involvement by women, youth, senior citizens and persons with disabilities and other vulnerable groups in Gauteng in the legislature processes of oversight and law-making	Increased implementation of the M&E system	Utilisation level of tools for monitoring of technical and infrastructure support
Improved effective mechanisms of fostering Co-operative governance	Improved formalised engagements with other spheres of government for provision of services and sharing of best practice	Number of formalised engagements with other spheres of government established
Improved co-operation and collaboration within the Legislative Sector	Improved system of management of sector fora	Level of functionality of sector forums
		Level of utilisation of feedback mechanism
	Integration of sector plans in GPL plans by target date	Level of integration of SALSA plans
Improved efficiency of the HR value chain	Established SLAs with other stakeholders to enhance provision of HR Services	Percentage of SLAs established and implemented
Integrated results based planning, budgeting, M&E and reporting system	Increased utilisation of monitoring functionalities of business solutions	Percentage utilisation of all business solutions

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
Developed stream M&E tools for execution of projects	The stream developed data tools for M&E assessment of the projects. The task tracking and project dashboard were used as tools for monitoring the execution of the project during project forum meetings	No deviation	Enhanced the implementation and execution of projects to achieve the strategic institutional goals and mandate
Developed stream M&E tools for monitoring of systems enabling infrastructure and technical support	The stream developed its data tools for M&E assessment. These tools were used for project tracking related to infrastructure and technical support	No deviation	Enhanced the implementation and execution of projects to achieve the strategic institutional goals and mandate
1 annual session	1 annual benchmarking exercise to Parliament took place during the reporting period. A delegation of 9= visited the Parliament of RSA to benchmark canteen service provision; clinic service provision; stock control management; policy unit functioning and the Parliament as National key point.	No deviation	Effective relations with other spheres of government on service delivery
Managed sector forums processes	The stream managed its participation in various sector forums such as the HR Forum; ICT forum and Security Forum	No deviation	Effective relations with other spheres of government on service delivery
Feedback mechanism developed	Not achieved	No formal feedback mechanism has been developed due to existing weaknesses in integration of the sector forums with the GPL plans and reporting requirements. However, Sector forum participants at stream level report on what they do on an <i>ad hoc</i> basis and the impact of decisions taken on the GPL	
80% integration of SALSA plans	80% integration of SALSA forums plans in the CSS stream	No deviation	Effective participation in the Legislative Sector
Implement SLAs by 80%	Not achieved	The SLAs could not be implemented due to the delayed launching of the service charter project by the Secretariat. As a consequence, no formal SLAs exist between all stakeholders and their supporting business units	Effective human capital responsive to representation of all groups
Evaluation of training 70% utilisation	There is 70% utilisation of all basic Microsoft packages (e.g. word, excel, power point) as well as SAP modules for all users and super-users	No deviation	Effective monitoring of business to enhance productivity

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased development and retention of a competent GPL workforce with an appropriate and responsive system of reward	Effective monitoring of the retention system	Established M&E tool for retention system
Achieved clean audit	Developed guidelines for an effective system of internal controls	Tracking register developed for all audit queries
		Level of utilisation of tracking register for all audit queries
		Developed procedural manuals by target date
		Develop high level process maps for the stream
Integrated results-based planning, budgeting, M&E and reporting system	Improved financial management: Expenditure report developed by the office	Number of expenditure reports
Improved effectiveness and efficiency in SCM processes by achieving the principles of fairness, transparency, equity and value for money	Improved mechanism of implementing effective contract management	Percentage compliance with contract management framework
Improved management of risks	Improved management for effective use of the BarnOwl system to oversee risk and audit matters	Level of risk tolerance
		Percentage utilisation of BarnOwl
		Number of meetings monitoring utilisation and reporting
Integrated results-based planning, budgeting, M&E and reporting system	Increased implementation of the monitoring and evaluation system	% implementation of the monitoring and evaluation system

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
Develop M&E tool	The Stream has applied M&E tools to ensure implementation of the retention practices adopted at the GPL in the absence of the formally adopted Retention Strategy. These include, flexible packages, broad-banding, Collaboration Strategy, business tools, enabling work environment	No deviation	Effective retention of staff
Minimum of 70% of critical operational areas in the Stream mapped out	Tracking register developed and 70% of critical operational areas mapped	No deviation	Improved control environment developed
	The tracking register is fully utilised	No deviation	
	Procedure manuals developed as part of the policy development processes which have been adopted and approved	No deviation	
	Draft procedure manuals linked to the Services Charter have been developed	No deviation	
Minimum of 80% expenditure on the allocated budget	The Office achieved a minimum of 80% expenditure on the allocated budget	No deviation	Realised business plans for the Office and the Stream
100% compliance to contract management framework	100% compliance to the contract management framework was done	No deviation	Service providers effectively managed
60% reduction of the level of risk tolerance from red to orange as per the risk assessment exercise	60% reduction achieved	No deviation	Effective utilisation of resources and accountable execution of plans in the interest of a clean audit
	Not achieved	BarnOwl system could not be used as a monitoring system for the first three quarters of the year due to instability of the system. In its absence the manual system of the risk register and audit tracking register were used	
	Achieved. Initially weekly meetings were held, and currently quarterly meetings are held	No deviation	
100%	100% implementation of institutional M&E framework	No deviation	Enhanced the implementation and execution of projects to achieve the strategic institutional goals and mandate

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Institutionalised Leadership Practice	Increased application of Covey Leadership principles in the stream	Level of compliance with Covey principles
Improved stakeholder management practices	Increased implementation of change management function for the stream	Percentage implementation of change Developed Change management framework Supported change process
	Increased and improved service delivery through effective support to stakeholders	Percentage stakeholder satisfaction
	Improved effectiveness of the Customer Relations Management system	Increased implementation of the CRM system application for percentage of complaints resolved (case management)
Compliance to all application of laws, acts, regulations, policies and procedures	Increased compliance to policies	Percentage compliance
	Increased evaluation of the impact and application of policies	Number of impact assessments
	Improved the understanding and implementation of policies	Number of policies approved by Policy Committee
		Number of policy committee meetings
		Policies placed on the intranet
		Number of road shows held



ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100% compliance	100% compliance with Covey principles	No deviation	Best practice leadership model adopted for enhanced operational efficiency and good people management skills
100% develop change management framework	Not achieved	A decision was taken that the change management framework should be reworked into a policy on change management	Effective change management
70% stakeholder satisfaction	Not achieved	The Stakeholder satisfaction survey did not take place this year. However, courtesy visits with political parties were undertaken and the CRM system put in place	Effective stakeholder management for improved services by addressing the direct needs of the stakeholders
85% CRM cases resolved and system implemented	> 85% of all reported cases logged on the CRM system were resolved	The dependency on other Units and time taken to resolve some of the reported cases contributed to the target not being achieved	Operational efficiency in services delivered to stakeholders
Update policy register Annual compliance check	100% achievement	No deviation	Effective and efficient policy implementation Effective governance and optimal service delivery
1 impact assessment framework	1 impact assessment framework was achieved	No deviation	Effective and efficient policy implementation
2 policies per quarter	Achieved	No deviation	Effective and efficient policy implementation
7	7 policy committee meetings were held during the reporting period	No deviation	
100%	100% approved policies were placed on the intranet	No deviation	
2	2 road shows were held	No deviation	



SUB-PROGRAMME NAME: MEMBER'S AFFAIRS

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased responsiveness of the budget to the needs of the people of Gauteng	Improved capacity of political support staff and Members to interpret and analyse the budget	Percentage of Members capacitated on financial management, budget analysis, project management
Improved effectiveness of the oversight function for enhanced service delivery	Improved application of the oversight model	Percentage Capacitated Members and Political support staff on oversight model (PEBA) and Committee Inquiry
Improved mechanisms of fostering cooperative governance	Improved implementation of formalised engagements with other spheres of government	Percentage implementation of formalised engagements with other spheres of government
Improved cooperation and collaboration within the Legislative Sector	Improved collaboration in the sector to enhance Members' facilities	Level of management of Members' facilities
Improved efficiency of the HR value chain	Improved human capital management processes for Members and Party Causes	Level of improvement of human capital processes
Improved working environment conducive to productivity	Improved coordination of the provision of facilities to Members and Political Support staff	Level of provision of office facilities to support Members and Support Staff
	Improved and increased application of the Customer Relations Management system	Percentage utilisation of the CRM system
Improved effectiveness and efficiency in SCM Processes	Increased compliance with the SCM policies and Legislations	Level of compliance with SCM policies and processes
Achieved clean audit	Developed guidelines for an effective system of internal controls	Tracking register developed for all audit queries Level of utilisation of tracking register for all audit queries
Improved management of risks	Improved risk management and effective use of the Barn owl system Adherence to audit recommendations	Level of risk tolerance Number of meetings monitoring the reduction of risk

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
75% Members and political support staff capacitated	75% of Members and Political Support staff were capacitated	No deviation	Capacitated Members and Political Support Staff on budget analysis and project management
75% Members and political support staff capacitated	75% of Members and Political Support staff were capacitated	No deviation	Capacitated Members and Political Support Staff on budget analysis
75% implementation of formalised engagements with other spheres of government	75% of the formal engagement was achieved through a relationship with local government sphere	No deviation	Effective relations with other spheres of governance on service delivery Level of application of norms and standards across members' facilities
80% collaboration in the sector to enhance Members' facilities	Achieved	No deviation	Effective relations with other spheres of governance on service delivery
80% improved human capital management processes	80% of human capital management processes achieved	No deviation	Sound human capital management processes for political support staff
75% provision of office facilities for Members and Political Support staff	Achieved	No deviation	Improved working environment
85 % utilisation of the CRM system	100% utilisation of CRM achieved	No deviation	Improved service provision
100% compliance with the SCM policies and legislations	100% compliance with the SCM policy and legislation	No deviation	Effective and efficient policy implementation Effective governance and optimal service delivery
100% tracking register developed for all audit queries Level of utilisation of tracking register for all audit queries	100% of all audit queries were tracked and findings implemented as per the recommendation Utilisation of the tracking is at 100%	No deviation	Good corporate governance
90% adherence to audit recommendations Meetings monitoring the reduction of risk	90% adherence to audit risk requirements Regular risk meetings were held with the Risk Officers to track risk and recommendations implemented	No deviation	Effective utilisation of resources and accountable execution of plans in the interest of a clean audit

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Integrated results based planning, budgeting, M&E and reporting system	Increased implementation of the monitoring and evaluation system	Level of compliance to institutional Budgeting, M&E and Reporting System
Institutionalised Leadership Practice	Increased application of the Covey leadership principles	Level of compliance with Covey principles
Improved stakeholder management practices	Improved stakeholder management level	Percentage satisfaction level of stakeholders
	Increased level of customer satisfaction	Level of customer satisfaction indicated during courtesy visits
Compliance to all application of laws, acts, regulations, policies and procedures	Increased compliance to legislations, policies and procedures	% compliance to legislations, policies and procedures



Diversity in Cohesion

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
90%	90% M&E framework was implemented during budgeting, reporting system	No deviation	Good Corporate Governance
100%	100% implementation of Covey Principles was achieved	No deviation	Improved leadership
65% satisfaction level of stakeholders	Not achieved	The Stakeholder Satisfaction Survey did not take place this year. However, courtesy to visits with political parties were undertaken and the CRM system put in place	Improved relationship between primary stakeholders and GPL staff
90% based on service level agreement and query resolution	81% queries logged on the CRM system were resolved to the stakeholder's satisfaction	9% of the queries were still outstanding and had to be resolved	Effective customer service
90%	90% compliance to legislations, policies and procedure	No deviation	Compliance to legislation Adherence to policies and processes



Diversity in Cohesion

SUB-PROGRAMME NAME: INSTITUTIONAL SUPPORT SERVICES

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved responsiveness of the budget to the needs of the people of Gauteng	Increased capacity of identified Committee and research staff on budget analysis	% of identified Committees and research staff trained in Budget Analysis
Improved responsiveness of the budget to the needs of the people of Gauteng	Increased alignment of recruited staff of Oversight Committees to job specifications	% of staff with the most appropriate job fit
Improved effectiveness of the oversight function for enhanced service delivery	Improved resourcing of the Oversight Committees for enhanced service delivery	% of HR Value Chain Services delivered 95% of Administration Support Services were delivered
Improved active involvement by women, youth, senior citizens and persons with disabilities and other vulnerable groups in Gauteng in the legislature processes of oversight and law-making	Increased knowledge and awareness of a Legislature Personnel in Diversity Management	Number of interventions on Diversity Management
Improved quality and efficacy of laws passed in Gauteng	Increased capacitating of identified staff on legislative drafting	% of identified staff trained on legislative drafting
Improved cooperation and collaboration within the Legislative Sector	Improved functionality of mechanisms to foster cooperative governance through the establishment of formal relations with other legislatures on the Continent and in other countries	Number of MOUs secured with other legislatures on the Continent and in other countries
	Increased integration of SALSA programs	Level of integration of HRD Forum programmes into the GPL plans and reports
Institutionalised Leadership Practice	Increased application of Covey leadership principles in Directorate	Level of application with Covey principles
		% increase in leadership rating in Employee Satisfaction Survey
Improved efficiency of the HR value chain	Increased resourcing of the Institution with appropriate skills to attract the best talent for GPL	% of vacancies filled in a year
		% implementation of the Automated Recruitment System
		% implementation of the Human Capital Planning / Forecasting

	ACTUAL			
	This section is the consolidation of the four quarters			
	PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
	100% of identified Committees and Research staff trained in Budget Analysis	Achieved	No deviation	Qualitative Research and Budget Analysis
	70% of staff with the most appropriate job fit	70% of all staff members recruited on the basis of updated job profiles and on the basis of competency based recruitment practices	No deviation	Capacitated oversight committees
	90% of HR Value Chain Services delivered 95% of Administration Services delivered	90% of HR Value Chain Services were delivered 95% of target achieved	No deviation	Improved turnaround times and effective delivery
	1 Diversity Management Intervention conducted	1 Diversity Management Intervention conducted	No deviation	Employee understanding on diversity
	100% of Identified Staff trained on legislative drafting	Not achieved	Requests for nomination of staff to be trained were sent to Line; no feedback was received from Line	Qualitative Legislative drafting
	2 MOUs secured with other legislatures on the Continent and in other countries	MoU signed with Ekiti State House of Assembly and Gauteng Speakers' Forum	There is mutual co-operation with other legislatures in the sector through SALSA sub-committees such as the Employee Relations Forum, HR Forum, Training and Development Forum and the Centralised Bargaining Forum	Improved relations in Legislative Sector
	One Study Tour undertaken	One visit was undertaken to National Parliament	No deviation	Knowledge sharing and improved processes
	80% integration of SALSA-HRD Forum into GPL plans and reports	80% achievement	No deviation	Improved relations in Legislative Sector
	70% application with Covey principles	70% application of Covey principles	No deviation	Improved organisational leadership culture
	5% increase in leadership rating in Employee Satisfaction Survey	Achieved	No deviation	
	80% of vacancies filled in a year	71.9% achievement	Less than targeted number of vacancies were filled due to lack of availability of line during the planning and budgeting period as well as vacation taken in December 2012 and January 2013	Capacitated and resourced Institution
	100% implementation of the Automated Recruitment System	100% implementation against target	No deviation	
	80% implementation of the Human Capital Planning / Forecasting	80% implementation of Human Capital Planning		

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved efficiency of the HR value chain	Enhanced GPL's competence through a designed, developed and implemented Learning and Development (L&D) Strategy and Framework	% of implementation of Workplace skills plan
		% completion of SAP Training & Events module
	Increased implementation of the Enhanced IPMS policy	Level of implementation of IPMS policy
		% implementation of IPMS Automation
Improved working environment conducive to the productivity	Improved efficiency of the Remuneration and Benefits System	Efficiency levels of the Remuneration and Benefits System
		% implementation of ESS and MSS
	Improved working relationship between management and employees	% of retention
		% compliance of Recognition and Procedural Agreement

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
90% implementation of Workplace Skills Plan	90% of Workplace Skills Plan implemented	No deviation	Competent and high performing Institution
100% implementation of SAP Training and Events Module	Not achieved	Deliverable deferred to second phase of the ESS/ MSS implementation processes The SAP Training and Events module training was not scoped in the ESS/MSS phase 1 of the project. The target was planned for the period under review, however after consultation and investigation configuration changes will be made in Phase 2 due to timeframes and allocated budget	Competent and high performing Institution
80% implementation of IPMS policy	80% achieved against set target	No deviation	Increased productivity and improved employees morale
100% implementation of IPMS Automation	Not achieved	The original plan indicated a 100% implementation; funding for the project has been re-allocated due to business priorities. Project deferred to next reporting period subject to securing of funding	
70% efficient implemented systems	70% implementation against target	No deviation	Improved employee morale
100% development of system	The project has been completed at 90%	The launch of 'Go live' date of the project is planned for the first quarter of 2013/2014 which will account for the 10% deviation	Competitive employer
90% retention	Achieved	No deviation	Improved line/employee relations; Improved employee morale
100% compliance to the Recognition and Procedural Agreement by the Employer	100% of target met	No deviation	

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved effectiveness and efficiency in SCM processes by achieving the principles of fairness, transparency, equity and value for money Improve efficiency of the HR value chain	Increased implementation of SLAs for internal and external stakeholders	% of SLAs implemented
	Increased implementation of the Human Resources Strategy	Level of implementation of Human Resources Strategy
	Increased achievement of EE targets as per the Institutional Scorecard <ul style="list-style-type: none"> Compliance to EE legislation 	% achievement of EE targets as per the Institutional Scorecard % compliance to EE legislation
Improved working environment conducive to productivity	Increased application of Business Solutions	Level of utilisation of SAP Business Solutions
		% implementation of Automated Transport Management project
		% implementation of Integrated Collaborative Switchboard System
		% utilisation of Project Management Software
	Improved office facilities and environment to support a productive workforce	Level of provision of Business Tools as per policy
	Increased implementation of the integrated Wellness Programme	Level of implementation of the Wellness Programme
Increased development and retention of a competent GPL workforce with an appropriate and responsive system of reward	Increased implementation of Retention and Talent Management System	Level of implementation of Retention Talent Management System
Improved management of risks	Reduced level of risk tolerance and adherence to audit observations	Level of risk tolerance
Compliance to all applicable laws, acts, regulations, policies and procedures	Increased implementation of compliance system	% compliance to laws, policies and procedures

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100% SLAs implemented	90% SLAs implemented	10% SLAs could not be implemented due to the absence of formal agreements. Informal agreements between the directorate and internal stakeholders take the form of memorandums and email requests for business tools. When new staff gets appointed, the directorate is contacted for service provision, but not on the basis of a formal SLA	Improved contract management
70% implementation of Human Resources Strategy	70% implementation of Human Resources strategy	No deviation	Improved delivery of projects
80% achievement of EE Targets 100% compliance to EE legislation	80% of EE targets achieved. 100% compliance with EE Legislation	No deviation	Compliance to legislation
100% utilisation of SAP Business Solutions	100% target met	No deviation	Effective monitoring of business to enhance productivity
100% implementation of Automated Transport Management project	Target not achieved	Project deferred to the 2013/14 financial year	
50% implementation of Integrated Collaborative Switchboard System	Target not achieved	The Project commenced during the 4th quarter of the 2012/2013 financial year. This will be followed by the training of operators, users and administrators of the system	
70% utilisation of Project Management Software	63% of the projects in ISS were loaded onto the Project Management System	The decision to load all projects on the expert system was communicated only in Quarter 3 of the reporting period	
100% provision of Business Tools as per policy	100% implementation as per policy	No deviation	Capacitated workforce for improved working environment
100 % implementation of Wellness Programme	100% implementation of Wellness Programme	No deviation	Improved working environment and productive workforce
70% retention systems implemented 100% developed retention strategy	70% retention systems implemented 100% developed retention strategy	No deviation No deviation	Effective retention of staff and improved staff moral
70 % Interventions implemented	Target achieved	No deviation	Improved control environment
100% compliance to laws, policies and procedures	100% of target achieved	No deviation	Compliance with legislation Adherence to policies and processes

SUB-PROGRAMME NAME: OPERATIONAL SUPPORT SERVICES

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased responsiveness of the budget to the needs of the people of Gauteng	Improved provision of technical support, security services and building facilities on all oversight functions of the House and Committees	Level of provision of technical support, security services and building facilities on all oversight functions of the House and Committees
Increased public participation through mainstreaming in all oversight imperatives of the Institution	Improved provision of technical support on all oversight functions of the House and Committees	Developed input plan for public participation
Improved effectiveness of the oversight function for enhanced service delivery	Improved provision of technical support on all oversight functions of the House and Committees	Developed input plan Timeous service delivered Capacity Correct equipment used Level of serviceability of equipment & building facilities
Increased and improved active involvement by the people of Gauteng in the Legislature processes of oversight, law-making and public participation	Improved technical facilities to enhance participation in law-making	Website and intranet technical support
Improved active involvement by women, youth, senior citizens and persons with disabilities and other vulnerable groups in Gauteng in the legislature processes of oversight and law-making	Improved technical and infrastructure support to persons with disabilities to participate in legislative business	Established stalls within the GPL building (Public Forum) Constituency offices Enhanced access for persons living with disabilities into the building Specialised technical support
Improved quality of civic education in the legislature processes	Improved provisioning of audio conferencing systems and visual aids	Level of provision of audio conferencing systems and visual aids



GPL: Parliament of the People of Gauteng

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
Providing effective technical support, safety & security and building facilities on all oversight functions of the House and Committees	The provision of health, safety and security was done during the reporting period	No deviation	Effective technical support, safety & security and building facilities to enhance execution of oversight functions of the House and Committees
Improved service provision of technical support on all oversight functions of the House and Committees	Safety and Security and technical support provided for public participation events, including provision of health, safety and security done during the reporting period	No deviation	Increased public participation through mainstreaming in all oversight imperatives of the Institution
Improved service provision of technical support on all oversight functions of the House and Committees Input plan implemented	Technical support provided to all oversight functions by Committees and the House	No deviation	Improved effectiveness of the oversight function for enhanced service delivery
Improved service provision of technical support on all public participation functions Input plan implemented	Provided technical support to communication team on intranet and website 100% provision of safety and security in the precinct	No deviation	Increased and improved active involvement by the people of Gauteng in the legislature processes of oversight, law-making and public participation
Established stalls within the GPL building (Public Forum) Constituency offices	The stalls within the GPL building were installed in the Public Forum	Awaiting the PCO study on Constituency Offices to implement stalls at Constituency Offices	Fully accessible building for people with disabilities Adequate facilities space provided for the GPL's business processes
90% accessible building for people with disabilities Adequate business accommodation	90% Building accessible Adequate business accommodation provided	No deviation	
100% provision of audio conferencing systems and visual aids	Provided 100% of audio conferencing systems and visual aids	No deviation	



GPL: Parliament of the People of Gauteng

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved quality and efficacy of laws passed in Gauteng	Increased and improved active involvement in the provision of technical support and security services at public participation events	Technical support and security services at public participation events, both internally and at external venues
Improved law-making by members	Improved active involvement in the provision of technical support and security services at public participation events	Technical support and security services at public participation events both internally and at external venues Integrated planning
Increased public participation in all law-making processes of the Institution	Improved active involvement in the provision of technical support and security services at public participation events	Technical support and security services at public participation events both internally and at external venues Integrated planning
Improved effective mechanisms of fostering Co-operative Governance	Improved active involvement in the provision of technical support and security services at public participation events to assist GPL business in ensuring capacity within municipalities to monitor the implementation of by-laws passed through the Speaker's Forum and the Portfolio Committee on Local Government's oversight reports	Technical support and security services at public participation events and SALSA committees
Improved working environment conducive to productivity	Increased provision of office facilities and safe environment to support a productive workforce and provide a secure and safe precinct	Level of provision of office facilities and safe environment to support a productive workforce
Achieved clean audit	Reduced incidence of non-compliance to controls	Level of compliance with internal controls
Improved management of risks	Reduced level of risk tolerance and adherence to audit recommendations	Level of risk tolerance
Integrated results based planning, budgeting, M&E and reporting system	Increased application of the results based planning, and M&E Framework	Level of compliance to institutional budgeting, M&E and reporting system
Institutionalised Leadership Practice	Increased application of the Covey leadership principles	Level of compliance with Covey principles

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
Improved service provision of technical and security support on all oversight functions of the House and Committees both internally and externally	Improved service provided to public participation events	No deviation	Improved quality and efficacy of laws passed in Gauteng
Improved service provision of technical and security support on all oversight functions of the House and Committees internally and externally	Technical support and security services provided at public participation events both internally and at external venues	No deviation	Provision of secured, reliable technical infrastructure and responsive support
Improved service provision of technical and security support on all oversight functions of the House and Committees both internally and externally	Technical services and security provided on all oversight functions of the House and Committees	No deviation	Provision of secure, reliable technical infrastructure and responsive support
Improved service provision of technical and security support on all oversight functions of the House and Committees both internally and externally	Technical & security support on all oversight functions of the House and Committees were provided both internally and externally	No deviation	Continued stakeholder satisfaction of the level of technical & security services offered & provided
100% provision of office facilities and safe environment to support a productive workforce and provide a secure and safe precinct	100% provision of office space	No deviation	Productive and safe working environment
Minimum of 70% of critical operational areas in the stream mapped out	70% of critical operational areas were mapped in the stream	No deviation	Improved control environment developed
60% reduction of the level of risk tolerance from red to orange as per the risk assessment exercise	A 60% reduction in the level of risk tolerance	No deviation	Address risk factors. Effective use of the Barn Owl system plus implementation of audit observations in line with relevant policies
100% implementation of the monitoring and evaluation system	100% implementation of institutional M&E framework	No deviation	Increased performance and efficiency in service delivery through monitoring and evaluation
90% level of compliance with Covey principles	90% compliance with Covey principles	No deviation	Sound leadership and management principles being applied throughout the directorate

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased facilities and infrastructure support to Members and Staff of the GPL	Improved functionality of ICT that is responsive to business needs of the legislature	Level of functionality of ICT infrastructure in support of the work of the legislature
Improved stakeholder management practice	Increased effectiveness of support to stakeholders for improved service delivery	Percentage stakeholder satisfaction
Compliance to all application of laws, acts, regulations, policies and procedures	Increased compliance to policies	Percentage compliance

STRATEGIC PROJECTS

The following projects were managed by the stream

	PROJECT DESCRIPTION
1	Service Charter
2	Research on Constituency work Project
3	Remuneration strategy
4	ESS/MSS

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
90% level of functionality of ICT infrastructure in support of the work of the legislature	Achieved	No deviation	Continued stakeholder satisfaction of the level & standard of service being delivered
71% Stakeholder Satisfaction level	Not achieved	The Stakeholder Satisfaction Survey did not take place this year. However, courtesy visits with political parties were undertaken	Increased stakeholder satisfaction on the level of service delivery
Update Policy Register Annual compliance check	The Policy Register was updated	No deviation	Compliance to all application of laws, acts, regulations, policies and procedures

STATUS OF THE PROJECT
<ul style="list-style-type: none"> The Services Charter, aimed at improving support services rendered to Members, was approved.
<p>The study seeks to achieve a number of key objectives as outlined in the Terms of Reference. These include:</p> <ul style="list-style-type: none"> To establish the effectiveness of Parliamentary Offices (PCOs) in serving the general public in the Province, irrespective of political party affiliation. To establish the role of PCOs in promoting great public participation in governance. To determine how the Gauteng Provincial Legislature could strengthen Constituency Service (or PCOs) to service the needs of the general public. To determine whether PCOs serve their intended purpose and the public's perception of their usefulness. <p>The project was completed following an intensive Constituency research survey:</p> <ul style="list-style-type: none"> A Consulting agency was appointed to conduct research on all Constituency offices in Gauteng Province. A focus group consisting of the Presiding Officers, Party Leaders, Party Whips, Chairpersons and a random sample of Party Political Support staff was selected to participate in the survey. A draft report was developed and submitted to the Presiding Officers for their deliberation and input, which resulted in the adoption of the report.
<ul style="list-style-type: none"> The Remuneration Strategy was developed in quarter one of the period under review. The strategy was presented to the Secretariat and Union Management for input and comments. Focused workshops were held between the Union and the Service Provider to address the technical concept and changes proposed. The draft Remuneration Strategy was updated in quarter four to include the 13th cheque, as per the wage agreement.
<p>The project commenced in September 2012, after the SAP upgrade process was completed. The following stages of the project have been completed:</p> <ul style="list-style-type: none"> Sign off of Project Charter, Blue Print and Project Plan Configuration of the back end system ABAP Programming User walk through Development of and sign off of testing scripts Development of training material Training of super users/trainers <p>Going live date anticipated during quarter one of 2013/14, after the completion of portal and authorisation configuration.</p>

	PROJECT DESCRIPTION
5	Retention Strategy
6	New Switchboard system
7	ECM Phase II
8	Audio/Video Upgrade of the Auditorium
9	Implementation of ICT Strategy



STATUS OF THE PROJECT

- The Draft Retention Strategy was enhanced and presented to Secretariat during the fourth quarter.
- Secretariat inputs were incorporated and will be tabled at Secretariat during quarter one of the 2013/14 financial year.

The Project commenced during the fourth quarter of the 2012/2013 financial year and the following milestones were achieved:

- The scope of work was finalised, and an agreement was reached on delivery timelines. This was followed by a survey of the site and establishment of exact infrastructure requirements.
- The commissioning of the Project will be realised during the first quarter of the 2013/2014 financial year. This will be followed by the training of operators, users and administrators of the system.

The project was completed and the following milestones were achieved:

- ECM enterprise networks technology was designed to break the network into a physical, logical, manageable series of virtual LAN (VLAN).
- The existing old copper based network backbone in the main building has been replaced by a high speed optical fibre.
- The provision of a high speed dedicated fibre link for sending data and composite video between two buildings Main/1066.
- The high speed link Wi-Band line has been installed and commissioned.
- Introduction of a 2-Tier firewall, each of which incorporates an Intrusion Detection/Prevention System.
- Secured mobility wireless access (GPL/1066 are now running secured high speed WI-FI)
- Network Management has now been simplified with tools that can provide live monitoring with diagnostic tools to problems.

The project was completed and the following milestones were achieved:

- The Auditorium has now been equipped with:
 - A large high resolution LCD HD 16X9 aspect ratio video wall which provides live visuals or computer generated text that is easily viewable by attendees.
 - 6 High Definition Video Cameras to track the presentations, either by the control room staff or in the semi-automatic mode
 - HQ Microphones which activate the direction of the nearest camera to the presenter.
 - Enhanced interpretation facility.
 - The facility is also enabled to integrate future video conferencing capabilities.
 - New broadcasting studio-type Control Room Management onsole.
 - Enhanced digital sound, similar to that of Selbourn Hall.
 - Bulk DVD replication facility.

The project has been completed and signed off, and the project close-out report has also been adopted and signed off.

- Approved relevant personnel structural requirements that will best support the ICT strategy and ensure its successful execution, including the role of the CIO.
- Improved business efficiency and effectiveness.
- Improved ICT service delivery.
- Reduced duplication costs by identifying common solution requirements across the different business units.
- Align ICT operations and processes with the GPL strategic objectives.
- Build an ICT organisation that is better prepared to lead, consolidate and support ICT initiatives across the GPL.



	PROJECT DESCRIPTION
10	Integrated Electronic Security and Fire Defence
11	Gym Equipment
12	Cleaning and restoration of the sandstone exterior wall of the GPL
13	Installation of an air-conditioning system on the 3rd and 4th floor and in the Duncan Hall
14	Electrical re-wiring and upgrade of the City Hall
15	Refurbishment of the Duncan Hall

STATUS OF THE PROJECT

The project is currently 94% – 95% complete and is at the last stage of commissioning

- A total of 76 CCTV cameras have been installed
- 64 x cameras are fully recording
- 12 x cameras need to be refocused
- 9 x monitor screens have been installed
- 5 x monitors are fully functional with pictures
- 3 x monitors have power and still setting
- 1 x sent back due to defect
- New control room
- New access control system in the main building and Harry Hofmeyr Parking
- Close Circuit Television cameras on all floors

The public entrance access control reconfiguration is awaiting SAHRA approval.

This main building is a Heritage Building and therefore the engineers are waiting for the approval before they can start to drill the walls.

The following new gym equipment was delivered and installed:

• Rower Machine	2
• Group Cycles	11
• Tread Mill	2
• Recline Bike	2
• Bike for People with Disability	1
• Add-on seat on bike for people with disability	1
• Combination of elliptical and stepper	2
• Wellness solution kit (wellness key)	2
• Chest Press bench	1
• Abdominal / Arm/Chest Press	2
• Lateral machine	1
• Leg Curl	1
• Leg Extension	1
• Leg Press	1
• Total	29

The cleaning and restoration project is well on track and in line with the various phases mentioned below:

- Phase 1 completed (consisted of cleaning by using a chemical base solution on the wall surface in Rissik Street and Harrison Street).
- Phase 2 completed (consists of cleaning the wall surface by using a chemical base solution on President Street).
- Phase 3 ahead of schedule at 70% completion due to this phase being part of the financial year 2013/14 (consists of cleaning the wall surface using a chemical base solution on Market Street).
- The restoration component involved correcting the deteriorated surface of the altars, quoins, balustrades, coning, water beds, rounded and square profiles, key stones, window and door profiles, coat of arms and rain water goods.

The following milestones were achieved during the reporting period:

- Completed the installation of the air-conditioning system; awaiting commissioning of the electricity from the City Hall electrical project.
- This entails supply and installation of diffusers, condensers, package unit plants, stabilisers and noise modifiers, air grills, the control panel and ducting.
- All has been installed and tested in the Duncan hall and has been commissioned.

The following milestones were achieved during the reporting period:

- DB boards have been installed, tested and commissioned.
- Electrical re-wiring and upgrading of cabling is at 80% completion.

The project was made up of the following components:

- Installation of electrical wiring and reticulation to the hall, lights, switches, DB boards, cabling, plugs and earthing.
- The building work was made of the removal of old wall paneling and installation of new panels; construction of a wall timber frame to hold the panels; construction of the ceiling and suspended ceilings; painting of all surfaces; tiling of the kitchen; installation of kitchen units and sink; installation of hydro-boiler; installation of window panes; installation of carpets on all floor surfaces in the hall; installation of laminated wooden floors in the foyer; installation of ceramic floor tiles on the walls and floors; repair of the plumbing in the kitchen; fitting of a granite top to the bar counter; repair of shelving and cupboards; repair of all antique wall panels in the hall and the foyer; and installation of double swivel doors at all three entrances.

PROGRAMME 4: CORE BUSINESS

1. PURPOSE

The purpose of the Core Business Programme is to provide strategic direction to the Programme's sub-directorates to implement the core functions of the GPL. This includes the promotion of information and knowledge exchange; the support of GPL business processes; the retention of institutional memory and the embedding of knowledge management into business processes that support the execution of the GPL mandates. The Programme also supports the enhancement of the GPL's profile by ensuring that the image, role and products of the GPL are profiled and branded in terms of best practice standards. Furthermore, Core Business ensures the seamless provision of administration, co-ordination and management services to the House and its Committees. This includes the provision of procedural advice to Committees and Presiding Officers, ensuring the accuracy of document content as well as providing research services. Overall, the Programme serves to support the effective fulfilment of the GPL mandate. The Programme provides this support through three sub-programmes under its umbrella, namely:

- Parliamentary Business;
- Communications and Public Participation and Petitions; and
- Information and Knowledge Management.

2. KEY FUNCTIONS

The main functions of the Core Business Programme are to implement the vision, mission, goals and strategic objectives of the GPL. The Core Business Programme is therefore mandated to execute the following key functions:

- Coordinating and driving the execution of the core mandate of the GPL;
- Profiling the GPL through media campaigns;
- Facilitating the diverse reach to the people of Gauteng through public participation campaigns;
- Effective and efficient co-ordination of support functions to the Committees and the House;
- Implementation, monitoring and evaluation of the key deliverables on law-making, oversight and public participation;
- Fostering good relations with internal and external stakeholders;
- Co-ordination of the interface between the Office of the Speaker and Committees of the House;
- Contribution to the body of knowledge in the Legislative Sector through publications and conferences;
- Co-ordination of provincial law-making processes and the promotion of information and knowledge sharing to support GPL business processes, improve the retention of institutional memory and embed knowledge management into the business processes that support the GPL mandates;
- Provision of strategic direction to the Programme and its sub-programmes;
- Overall strategic planning, implementation, monitoring and evaluation of sub-programme performance;
- Financial management and administration of the Programme;
- Capacity building within the Programme;
- Initiation and delivery of strategic projects that are organised through sub-programmes; and
- Improvement of internal processes through strategic projects that support performance and accountability.





Informed participation for informed decisions

3. MEASURABLE OBJECTIVES

To operationalise the institutional strategic goals and strategic objectives, the Core Business Programme implements the following measurable objectives:

- Increased level of appropriateness of budget allocations that respond to the needs of the people of Gauteng;
- Increased monitoring of implementation of public participation to support the budget process;
- Improved functionality of Committees;
- Increased implementation by the Executive of Resolutions passed by the House;
- Increased implementation of the petitions system;
- Increased capacity to support the implantation of the Committees' Inquiries process;
- Increased capacity to support the implementation of PEBA;
- Improved oversight on service delivery;
- Improved implementation of the public participation strategy;
- Increased support and monitoring of access and participation of women, youth, senior citizens and persons with disabilities and other vulnerable groups in the legislature processes of oversight and law-making;
- Concluded study on the efficacy and impact of laws passed;
- Increased support within the implementation of the GPL law-making mechanisms for Members and Committees;
- Increased stakeholder fora for learning and sharing of best practices;
- Enhanced stakeholder relations with Chapter 9 Institutions and other ISDs;
- Improved internal stakeholder satisfaction survey results;
- Improved support for the implementation of the NCOP programme;
- Institutionalisation of Knowledge Management Practices;
- Improved team-cohesion;
- Improved HR management across the Core Business Programme;
- Increased compliance with SCM policies and legislation;
- Reduced risks associated with the delivery of core business;
- Increased compliance with the Financial Management Process and
- Increased implementation of the Leadership Model.

4. SUMMARY OF ACHIEVEMENTS

The Core Business Programme executed its 2012/13 Annual Performance Plan effectively and efficiently in support of the Gauteng Legislature, with achievements that contributed to the fulfilment of the institutional functions of law-making, oversight, public participation and cooperative governance. This was further supported by media campaigns to enhance the profile of the GPL in an endeavour to promote good public relations between the legislature and the people of Gauteng.

As outlined in the preceding paragraph, the summary of achievements broadly covers areas of law-making and oversight, public participation, profiling of the GPL and stakeholder management.

OVERSIGHT AND SCRUTINY

In the year under review, the GPL implemented the revised Standing Rules in pursuance of oversight and scrutiny. A panoply of oversight tools and procedures were used, which included questions posed to members of the Executive, motions and debates in the House and Committees, statements by members of the Executive Council, amongst others.

Oversight at the GPL is underpinned by an oversight model referred to as Programme Evaluation and Budget Analysis (PEBA), which requires that the Legislature consider the budget, quarterly reports, annual report and focus intervention studies. In effect, the model places particular emphasis on efficiency, economy and the effectiveness of government performance. Mainly, one of the key achievements towards the progressive implementation of the model has been the consideration of all quarterly reports of departments in the year under review. This enabled Committees to assess, throughout the budgetary cycle, the performance of the provincial government. Full implementation of this aspect of the PEBA imperative means that asymmetries of information that existed between the Executive and the Legislature are reduced. Also, a full focus and emphasis in the year under review was on the focused intervention studies. Invariably, this ensured that Committees became proactive in their scrutiny of departmental performance and thus resulted in enhanced oversight. Put differently, the model led to specific service delivery interventions, as outlined below.

Moreover, in the year under review, the system of House resolution tracking and management was enhanced. Notably and more significantly, a number of House resolutions were adopted, tracked and implemented. These developments led to improved accountability by the Executive. This should also be attributed to the improved Committee system in the GPL and a far more enhanced implementation of the oversight model.

The salient aspects of the improved Committee systems are in relation to the reorganisation and scheduling of Committee business. Therefore, in line with the imperatives of the GPL oversight model, the Committees managed to consider budgetary proposals of the Executive and to monitor and evaluate the performance of government departments. In this regard, a total of 305 Committee meetings were convened to consider annual, quarterly and budget votes and Bills referred.

More specifically, in terms of the oversight model, Committees conducted Focus Intervention Studies, which were related to both the budget and annual reports. Some of the key and notable Focused Intervention Studies (FIS) supported by research services included an investigation into the extent to which the Department of Infrastructure Development is contributing to the achievement of the goals of the National Youth Service, an investigation into the causes of high repetition rates in selected schools in Gauteng and an investigation into the effectiveness of ambulance services since the appointment of permanent Medico-Legal services personnel.

The other key milestone was the establishment of the GPL Committees Inquiries system. The Committee Inquiry was piloted by the Community Safety Portfolio Committee in the Kleinfontein Community in Boskop /Cullinan to investigate allegations of denial of access by law enforcement agencies and claims of racism. Literally, all these processes were underpinned by public participation.





Entertainment at the GPL Interfaith Dialogue

During the year under review, the GPL adopted the Unauthorised Expenditure Bill, thereby providing the Provincial Treasury with an opportunity to clear the remaining anomalies in the accounts of departments while avoiding a direct charge against the provincial departments.

As part of enhancing procedural practice, a number of procedural publications were concluded. These included the revised GPL Standing Rules, the Rulings booklet and the PEBA handbook which was supported by training for Members and staff.

To enhance the functionality of the House and Committee processes, the GPL has fully migrated from an analogue to a cutting-edge digital recording system. The system has improved turn-around time for availing transcripts and recordings.

In an effort to continuously improve research support services to the House and Committees, an initiative to revise the GPL research agenda was completed and the agenda is currently being revised to respond better to the needs of the GPL. Furthermore, all research analyses - including those on departmental reports and budgets - were provided in support of the House Committees, thereby assisting Members in their preparation for the budget vote deliberations. This assisted Committees to focus more on key service delivery issues and to continue asking strategic oversight questions. The result has been notable improvements that are more aligned to the recommendations in the PEBA Efficacy report.

All subordinate legislation was scrutinised, thereby enhancing oversight of the implementation of delegated law-making powers.

LAW-MAKING

Budgetary amending powers are key to effective budgetary oversight. The decision to introduce the Money Bills Amendment Procedure and Related Matters Bill by Presiding Officers will lead to effective budgetary oversight of the Executive. During the year under review, the GPL carried out the studies on parliamentary budgetary powers. Attendant to this was an attempt to define the shape and form of the proposed legislation. The draft Bill and an accompanying discussion document have been issued.

In support of the GPL mandate of law-making, the Bills tracking process was followed through measures that involved referrals, legal analysis, opinions and mandates on NCOP Legislation. Furthermore, in keeping with parliamentary best practice, the GPL developed the law-making framework to serve as a guide for Members and Committees to initiate legislation. In addition to the law-making framework was the development of the Petitions Regulations.

During the year under review, the House convened 28 Sittings wherein 8 Bills were adopted and a substantial number of negotiating and voting mandates were conferred to the NCOP. The Bills straddled a number of aspects relating to governance and service delivery, notably the adoption of the Blue IQ Bill, the Traditional Courts Bill [B1-2012] and the National Health Amendment Bill [B24B -2011].

PUBLIC PARTICIPATION

Public participation plays an important role in public policy, law-making and oversight. It is an avenue for engaging and interacting with communities on governance and service delivery issues. In an effort to create engaged communities, public participation mechanisms were introduced in the year under review. Pursuant to the objectives and aims of public participation, the GPL adopted the Public Participation (PP) Strategy which reinforced and developed appropriate mechanisms that enabled the public to actively participate in the processes of governance. Such mechanisms included sector parliaments, petitions, public hearings and public education.

Moreover, to facilitate the seamless implementation of the GPL PP Strategy, the Public Participation (PP) Intervention project was completed in the year under review. Achievements of the interventions, amongst others, included a benchmark with other legislatures to determine a model suitable for the GPL, the creation of an operational model for public participation, and the piloting of an efficacy and impact framework for overseeing the continuous implementation of the Public Participation Strategy.

In repositioning public education to support Committee work and to cover all key stakeholders required in public participation programmes of the GPL, a PP intervention pilot through the Annual Report process was preceded by public education workshops targeting relevant stakeholders. The public education workshops with stakeholders had a significant impact on the quality of submissions received by the Committees and this contributed to robust oversight and scrutiny by the GPL. Unprecedented numbers of people attended and participated in this process which provided a platform for members of the communities to directly engage with the MPLs and the departments and to integrate the peoples' input into the governance value chain.

The year under review was also characterised by the extensive mobilisation of communities for the purposes of participation in all the GPL processes such as sector parliaments, public hearings and House Sittings. It is important to state that the GPL worked closely with metros, municipalities, community development workers, ward committees and non-governmental organisations in implementing all these processes. The most important outcomes of this collaboration were that broader outreach and coverage of a majority of communities in the province was ensured. Also, parliamentary constituency offices continue to play a strategic role in ensuring that relevant stakeholders are part of the GPL legislative process.

Improved integration with municipal petitions systems has transformed the referral system and contributed to increased awareness about the petitions as an important oversight tool. Needless to state, Petitions Hearings had a positive impact; there was also improvement in the turnaround times of the processing of petitions. Furthermore, the Legislature Information Management System and its sub component of e-petitions added to the effective turnaround time of the processing of petitions.

As part of the outputs of the Public Participation and Petitions (PPP) Conference, a book titled "The People Shall Govern: Public Participation Beyond Slogans" was produced. The book consists of 4 chapters comprising selected papers on international, national and local government best practices, innovations in public participation and the "Declaration of the International Conference on Public Participation" as a concluding section of the book. A team of GPL internal reviewers conducted a peer review of the papers prior to publication. These papers are an important addition to discourse on governance and



The people are the centre of all the GPL's activities

also provide the necessary thought leadership in the science of public participation within the Legislative Sector.

Furthermore, following participation and presentation to the Conference by the Scottish Parliament Chairperson of the Petitions Committee, the Scottish Parliaments gave significant media coverage to the PPP Conference. In this regard, feedback was provided of the Chairperson's radio and television interviews on his attendance at the Conference and an article on the Chairperson's participation in the Conference was published through Yudu Publishing, titled: "Engaging the Electorate: An evolving process in Scotland".

The GPL successfully implemented Sector Parliaments as part of enhancing public participation. The implementation of sector parliaments as a strategy to target different sectors of society has enabled the GPL to engage and build relations with key stakeholders, thus maximising their participation in legislative processes. Most importantly, five well conceptualised sector parliaments, namely the Workers Parliament, Youth Parliament, Women's Parliament, Senior Citizens Parliament and the Sector Parliament for Persons Disabilities, were successfully executed.

In keeping with the GPL's transformation agenda, the inaugural interfaith dialogue was successfully held under the theme: "The role of the Gauteng interfaith groupings in building an understanding of a growing democracy in the 21st Century". Along with other sector parliaments, the interfaith sector engagement will be an important part of the Legislature's participatory initiatives.

Public hearings in the year under review assumed a prominent place within the activities of the Legislature. This culminated in widespread participation of communities across class, race and gender. The accent for these public hearings was on meaningful engagement and ensured that different voices find their way into the Legislature processes. Amongst others, the most prominent of these were the E-tolling and the Traditional Courts Bill. These gave effect to the mainstreaming of public participation across all committees in the GPL. As part of the mainstreaming, historical concerns about lack of feedback were addressed with the GPL embarking on elaborate processes of providing feedback to relevant communities.

The Citizens' Version of the GPL Annual Report was successfully launched and distributed in five languages, including braille. The Citizen's Version enabled the GPL to extend its reach to Gauteng communities and also provided feedback on oversight and public participation. The launch took place on 28 November 2012, together with the tabling of the GPL annual report speech in the House by the Speaker of the Gauteng Provincial Legislature. The launch of the GPL citizen's report coincided with the commemoration of the 16 Days of Activism and World AIDS Day which were successfully implemented and addressed gender violence and the successes and challenges related to HIV and AIDS.

Public participation in the GPL is also promoted through partnerships and collaboration with community-based organisations. In this regard, various organisations were engaged and subsequently participated in the launch of the Citizen's Annual report and the commemoration of the 16 Days of Activism and World AIDS Day. One of the organisations, Women in Action, published an article on their collaboration with the GPL in the launch titled "UCKG's Women in Action drive: 16 Days of Activism campaign through numerous interactive projects".



The people are the centre of all the GPL's activities

PROFILING OF THE GPL

In the year under review, the institution intensified its branding and communication in different platforms/ media outlets and these had a huge impact in profiling the GPL. Evident in this regard was the mileage which the GPL gained in different media outlets. This was part of an on-going effort to ensure that communities understand what the business of the GPL as an oversight institution is about. This served to demystify and distinguish the role of the Legislature from that of the Executive.

Moreover, profiling was decidedly focused on relevant oversight issues and topics emanating from the work done by Committees in overseeing the performance of the Gauteng Provincial Government. In the regular newsletter, Let's TALK, the GPL also played an important role in terms of disseminating crucial information about the institution. The tangible outcomes of profiling the GPL can be readily seen from the extent to which communities are increasingly participating in the activities of the GPL. These include participation in Committee oversight processes, sector parliaments and other related activities of the GPL. It is important to note that the publication of a special journal called the "Journal of Public Administration and Management for the GPL's Knowledge Management Summit" also ensured that the GPL's profile gained currency within academia and related policy think tanks.

More specifically, the institution made major inroads in the area of mass communication using radio as a medium of communicating oversight issues to communities. Presiding Officers and Committee Chairpersons regularly featured in prime slots and used this medium for deepening democracy and encouraging constructive engagement. Thus radio effectively mediated the representational role of the GPL. Television also served as a conduit between elected representatives and the electorate in the province. The multidimensional nature of profiling the GPL was also greatly enhanced by the use of new forms of technology. In this regard, the social media in the form of virtual communities, such as Twitter and YouTube, played an important role in facilitating the ease of real time communication between the GPL and people of Gauteng. The direct outcome of this was that communities could discuss and access information relating to the representational role of the GPL.

STAKEHOLDER MANAGEMENT

During the period under review, the GPL continued to engage with Civil Society Organisations (CSOs) and other representative bodies of the people to mobilise them toward meaningful participation in legislature processes. Sectors of civil society organisations, experts and the public have been involved in public participation programmes of the GPL such as public hearings to express their views on pieces of legislation; House Committee meetings to make inputs on various matters being considered by Committees; submitted petitions to raise their concerns about service delivery challenges; and participated in sector parliaments.

The year under review, in particular, was characterised by the GPL's active involvement in sector-wide activities. The most significant of these was the GPL's active participation in the implementation of the Sector Oversight Model (SOM). The role of the GPL entailed championing and project managing the SOM project. The Sector Oversight Model seeks to enhance and align the function of oversight practices of all the legislatures in South Africa. Participation in other sector-related forums was a huge success in the year under review. The GPL participated and contributed to the Public Participation Sector Dialogue. Crucially, it delivered a number of papers at the Legal Advisors' Forum and the Knowledge Management Forum. This ensured that the GPL is at the cold face of developments and knowledge generation within the sector. The Institution's participation was not limited to these forums, but also extended its contribution to the development of the sector's Public Participation Framework as well as the SALSA Forum website. The implementation of sector parliaments enabled the GPL to engage with key stakeholders from different sectors, including the facilitation of stakeholder networking sessions for Committees.

The GPL successfully processed petitions which were mainly received from members of the public, businesses, associations and churches. The bulk of the registered petitions fell within the jurisdiction of the Department of Local Government and Housing. These petitions related to housing subsidies, title deeds and evictions. Petitions referred to municipalities related to service delivery matters such as billing, sewerage, electricity, bylaws, storm water drainage system and tarred roads, to mention a few. Through the on-going petitions campaign, municipalities in Gauteng were engaged to elicit recommendations on how the petitions system in the province can be enhanced.



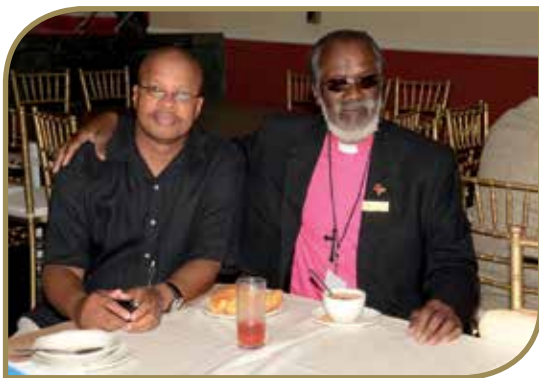
5. PROGRAMME PERFORMANCE INFORMATION

SUB-PROGRAMME: OFFICE OF THE EXECUTIVE DIRECTOR

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased responsiveness of the budget to the needs of the people of Gauteng	Increased level of appropriateness of budget allocations that respond to the needs of the people of Gauteng	% of budget allocations responding to Provincial Plan of Action
	Increased monitoring of implementation of public participation to support the budget process	Percentage achievement of public participation plans with regard to the budget process.
	Improved functionality of Committees	Level of capacity provided to support the functionality of Committees
Improved effectiveness of the oversight function for enhanced service delivery	Increased implementation by the Executive of resolutions passed by the House	Level of functionality of the resolutions tracking mechanisms
	Increased implementation of the petitions system	Level of functionality of the petition system
	Increased capacity to support the implementation of Committees inquiries process	Level of capacity provided to support the Committees Inquiry process
	Increased capacity to support the implementation of PEBA	Level of capacity provided to support the implementation of PEBA
	Improved oversight on service delivery	Number of initiatives implemented to support the improvement of the oversight function
Increased public participation through mainstreaming in all oversight imperatives of the institution	Improved implementation of the public participation strategy	Level of strategy implementation
Improved active involvement by women, youth, senior citizens and persons with disabilities and other vulnerable groups in Gauteng in the legislature processes of oversight and law-making	Increased support and monitoring of access and participation of women, youth, senior citizens and persons with disabilities and other vulnerable groups in the legislature processes of oversight and law-making	Level of support and monitoring of access and participation by designated groups in legislature processes of oversight, law-making and cooperative governance

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
75%	Analyses of all departmental reports indicate that at least 75% budget allocation was geared towards responding to the Provincial Plan of Action	No deviation	Appropriate budget allocations that respond to the needs of the people of Gauteng
100%	All (100%) public participation plans in the budget process were implemented.	No deviation	Enhanced public involvement during budget processes
100%	Full support (100% capacity) was provided to enhance the functionality of Committees	No deviation	Enhanced functionality of Committees
100%	The resolution tracking mechanism is fully (100%) functional	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
100%	All internal GPL mechanisms to process petitions (both manual and electronic) are fully (100%) functional	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
100%	Full (100%) capacity was provided to support to the first Committee Inquiry undertaken	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
1 training on the implementation of PEBA	The target was exceeded	No deviation 2 training workshops on PEBA were conducted for Members and Staff	Enhanced service delivery and improved quality of life for the people of Gauteng
4 quarterly initiatives	6 initiatives were conducted; these included the successful launch of the Sector Oversight Model in 3 more legislative institutions in the form of road shows, the implementation of SOM Project Meetings and the development and review of tools, such as the revision of the SOM implementation plan and the draft GPL SOM customisation framework	No deviation The GPL drives SOM implementation in the sector, thus often requested by provinces for guidance to implement the SOM, hence achievements on planned targets are often exceeded as requests are received	Enhanced service delivery and improved quality of life for the people of Gauteng
100%	100% implementation of planned activities for the year, which are drawn from the strategy	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
100%	Full (100%) support was provided and monitoring was conducted to ensure access and participation by designate groups in the oversight, law-making and cooperative governance processes of the GPL	No deviation	Enhanced Public participation in the legislature processes by vulnerable groups

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved quality and efficacy of laws passed in Gauteng	Concluded study on the efficacy and impact of laws passed	Report on the efficacy and impact of laws passed
Improved law-making by Members	Increased support in the implementation of the GPL Law-Making mechanisms for Members and Committees	Level of support on implementation of law-making mechanisms initiated for Members and Committees
Improved stakeholder management practices	Increased stakeholder fora for learning and sharing of best practices	Number of stakeholder fora for learning and sharing of best practices conducted
	Enhanced stakeholder relations with Chapter 9 Institutions and other Institution Supporting Democracy	Level of support provided to the GPL enhanced relations with Institution Supporting Democracy and Chapter 9 Institutions
	Improved internal stakeholder satisfaction survey results	Level of stakeholder satisfaction
	Improved support for the implementation of National Council of Provinces programme	Level of efficiency in the support provided to NCOP programme
Improved management and coordination/collaboration of legislative business	Institutionalise Knowledge Management (KM) Practices	Level of KM practices institutionalised
Improved cooperation and collaboration within the Legislative Sector	Increased cooperation and collaboration with the Legislative Sector	Number of cooperative and collaborative initiatives with the sector



Together the people of Gauteng can do more

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
1 Report	Six reports have been completed, five on legislation reviewed and one on the public perception survey on all legislation under review	Partially achieved due to contractual challenges currently being resolved Service provider required more time to complete the project	Relevant and responsive laws passed in the Province
1 draft Law-Making Framework	The development of the draft Law-Making Framework was supported and a draft exists	No deviation	Relevant and responsive laws passed in the Province
16	27 stakeholder forums were conducted by the Programme (attendance)	No deviation The GPL as a leader in the Legislative Sector gets invited to emerging sector fora (often paid for by the convening entity), which increases achievements on planned targets	Enhanced Stakeholder Relations
3 initiatives supported	3 initiatives were supported with the participation of various Institution Supporting Democracy and Chapter 9 institutions	No deviation	What were the intended outcomes of those initiatives (This will help with results-based reporting)
75%	Not achieved	An institutional decision was taken to defer the stakeholder satisfaction survey to the next financial year 2013/2014	Increased stakeholder satisfaction levels
100%	Complete (100%) efficient support was provided to the NCOP programme	No deviation	Enhanced Public participation in the legislature processes by vulnerable groups
50%	At least 50% of KM Practices were institutionalised through various KM activities	No deviation	Enhanced knowledge management for legislature processes
4	Four cooperative and collaborative initiatives with the sector were conducted, some resulting in publications such as the PPP Book and the Scottish article on the PPP Conference	No deviation	Sustained participation in the legislative



Together the people of Gauteng can do more

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved working environment conducive to productivity	Improved team-cohesion	Level of team-cohesion
Improved efficiency of the HR value chain	Improved HR management across the Core Business Programme	Level of compliance with HR policies
Improved effectiveness and efficiency in SCM Processes	Increased compliance with SCM policies & legislation	Level of compliance with SCM policies & legislation
Improved management of risks	Reduced risks associated with the delivery of Core Business	% risks associated with the delivery of Core Business mitigated
Achieved Clean audit	Increased compliance with the Financial Management process	Level of compliance with the Financial Management processes
Institutional Leadership practices	Increased implementation of the leadership model	Level of implementation of the leadership model across the Core Business Programme



GPL staff meeting

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100%	100% efforts were made to encourage team cohesion and collaboration.	No deviation	Improved performance and productivity by Stream staff members
100%	100% compliance	No deviation	Efficient HR Management
100%	100% compliance	No deviation	Enhance compliance to SCM policies and legislation
75%	At least 75% of all risks associated with the delivery of Core Business has been mitigated	No deviation	Effective risk management
100%	100% compliance	No deviation	Improved compliance to financial management processes
100%	Full (100%) implementation of leadership mechanisms has been achieved, through the implementation of various collaborative projects and the monitoring of strategic projects in Core Business, amongst others	No deviation	Enhanced leadership practices



GPL Choir

SUB-PROGRAMME: PARLIAMENTARY BUSINESS DIRECTORATE

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased responsiveness of the budget to the needs of the people of Gauteng	Increased implementation of the PEBA model including micro-prioritisation	Level of implementation of the PEBA Model
	Increased scrutiny of the provincial budget through Money Bills Amendment Procedure and Related Matters Act	Level of scrutiny of the provincial budget through Money Bills Amendment Procedure and Related Matters Act
Improved effectiveness of the oversight function for enhanced service delivery	Increased effectiveness of committees processes for oversight	Level of professional and technical support provided to committees and the House
	Increased effectiveness of oversight processes	Level of effectiveness of oversight processes
	Increased effectiveness of committee and House Processes	Level of compliance with Standing Rules and orders
	Increased effectiveness of resolutions tracking in oversight	Percentage of resolutions tracked
	Increased implementation of Committee Inquiries	Level of implementation of Committee Inquiries
Improved quality and efficacy of law passed in Gauteng	Increased public participation in all law-making processes of the Institution	Percentage of public participation conducted for referred Bills
Improved effective mechanisms of fostering Co-operative Governance	Increased alignment of GPL with NCOP Programme	Level of alignment between the GPL and NCOP programme
Improved management and coordination/collaboration of legislative business	Increased collaboration in support of committees and the House	Level of collaboration in support of committees and the House
Improved stakeholder management practices	Increased satisfaction of internal stakeholders	Level of satisfaction of stakeholders

	ACTUAL This section is the consolidation of the four quarters			
	PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
	100%	100% implementation of the PEBA model	No deviation	Enhanced and effective budget oversight, law-making and public participation processes of the legislature
	100%	100% scrutiny of the provincial budget using the PEBA model. The GPL does not have a Money Bills Amendment Procedure and Related Matters Act	No deviation	Enhanced scrutiny of provincial budget legislature
	100%	Full (100%) professional and technical support was provided to Committees and the House, including procedural and legal advice, as well as research services	No deviation	Enhanced oversight though effective committee and the House
	100%	Effective (100%) support was provided to all oversight processes, including the budget, annual report, quarterly report and Focus Intervention Studies	No deviation	Enhanced oversight though effective committee and the House
	100%	100% compliance with GPL Standing Rules and Orders	No deviation	Enhanced and effective oversight, law-making and public participation processes of the legislature
	100%	100% of resolutions passed by the House were tracked	No deviation	Enhanced oversight, accountability and service delivery
	100%	100% implementation of the GPL Committee Inquiry system	No deviation	
	100% public participation for referred bills	100% public participation conducted in all referred Bills	No deviation	Enhanced and effective law-making and public participation processes of the legislature
	100%	100% alignment between the GPL and NCOP Programme	No deviation	Enhanced cooperative governance between the GPL and NCOP
	100%	100% collaboration in support of the House and Committees	No deviation	Improved collaboration in support of oversight, law-making and public participation
	75%	Not achieved	An Institutional decision was taken to defer the stakeholder satisfaction survey to the next financial year 2013/2014	Increased levels of stakeholder satisfaction

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved cooperation and collaboration within the Legislative Sector	Increased participation in Sector Fora	Number of participation at Sector fora
Improved effectiveness and efficiency in SCM Processes	Increased compliance with SCM policies & legislation	Level of compliance with SCM policies & legislation
Institutional Leadership practices	Increased implementation of the leadership model	Level of implementation of the leadership model across the Core Business Programme
Improved quality of laws passed that is responsive to the needs of the people of Gauteng	Drafted Money Bills and related matters legislation	Draft bill
Improved quality of laws passed that is responsive to the needs of the people of Gauteng	Effective and Qualitative Legal and Procedural services provided to Committees, MPL's and the House	Level of Qualitative Legal and Procedural services provided to Committees, MPLs and the House
Improved law-making by Members	Adopted GPL Law-Making Framework developed mechanisms for Members and Committee Bills	Adopted GPL Law-Making Framework developed mechanisms for Members and Committee Bills
Improved efficiency of the HR value chain	Improved HR management across the Core Business Programme	Level of compliance with HR policies
Improved management of risks	Reduced risks associated with the delivery of Core Business	% risks associated with the delivery of Core Business mitigated
Achieved Clean audit	Increased compliance with the Financial Management process	Level of compliance with the Financial Management processes



ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
8	The sub-programme participated in 17 SALSA Sector Fora	No deviation The GPL as a leader in the Legislative Sector gets invited to emerging sector fora (often paid for by the convening entity), which increases achievements on planned targets	Learning best practices; benchmarking and sharing knowledge on sector-specific issues
100%	100% compliance with SCM policies & legislation	No deviation	Enhance compliance to SCM policies and legislation
100%	Full (100%) implementation of leadership mechanisms has been achieved	No deviation	Enhanced leadership practices
1	A draft Bill on Money Related Matters and Procedures has been developed	No deviation	Enhanced law-making and oversight processes of the GPL
100%	100% qualitative Legal and Procedural services provided	No deviation	Enhanced law-making and oversight processes of the GPL
1	A law making framework was developed and adopted	No deviation	Enhanced law-making and oversight processes of the GPL
100%	100% compliance	No deviation	Efficient HR Management
100%	100% compliance with SCM policies & legislation	No deviation	Enhance compliance to SCM policies and legislation
100%	100% compliance	No deviation	Improved compliance to financial management processes



SUB-PROGRAMME: INFORMATION AND KNOWLEDGE MANAGEMENT

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased responsiveness of the budget to the needs of the people of Gauteng	Supported implementation of the PEBA model	Level of independent reliable information supplied to Committees
Improved effectiveness of the oversight function to enhance service delivery	Increased implementation of the Resolutions Tracking System	Level of functionality of the resolutions tracking system
	Improved provisioning of records and language services	Level of records and language services provided to the House and Committees
Increased public participation through mainstreaming in all oversight imperatives of the institution	Increased support to enhanced usage of the electronic petitions system	Level of functionality of the electronic petitions system
Improved effective mechanisms of fostering Co-operative Governance	Sustained participation in the Legislative Sector	Number of participation in the SALSA Forum
Improved law-making by Members	Improved access to relevant information through the portal on legislative information	Level of access to information portal on relevant legislative information
Improved working environment conducive to productivity	Increased use of Document Management System (DMS) for institutional memory management and preservation	Level of usage of DMS
	Institutionalised Knowledge Management Practices	Level of KM practices institutionalised
Improved management and coordination/ collaboration of legislative business	Improved provision of documents and records services	Level of documents and records services provided to the House and Committees
	Provided functional digital attendance register of MPLs	Level of functionality of the digital attendance Register
Improved stakeholder management practices	Increased satisfaction of internal stakeholders	Level of satisfaction of stakeholders
Improved efficiency of the HR value chain	Improved HR management across the Core Business Programme	Level of compliance with HR policies
Improved effectiveness and efficiency in SCM Processes	Increased compliance with SCM policies & legislation	Level of compliance with SCM policies & legislation
Improved management of risks	Reduced risks associated with the delivery of Core Business	% risks associated with the delivery of Core Business mitigated
Achieved Clean audit	Increased compliance with the Financial Management process	Level of compliance with the Financial Management processes
Institutional Leadership practices	Increased implementation of the leadership model	Level of implementation of the leadership model across the Core Business Programme

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100%	100% independent and reliable information was supplied to Committees.	No deviation	Enhanced functionality of Committees
100%	The resolutions tracking system is 100% functional	No deviation	Enhanced ability of GPL to hold the executive accountable
100%	100% of records and language services were provided to the House and Committees	No deviation	Enhanced ability of GPL to hold the executive accountable
100%	The electronic petitions system is 100% functional	No deviation	Enhanced ability of GPL to hold the executive accountable
4	The Sub-Programme participated in 4 SALSA (KM) forums	No deviation	Enhanced ability of GPL to hold the executive accountable
100%	100% access to the relevant information portal was achieved	No deviation	Enhanced and effective law-making capacity by Members and Committees
60%	At least 60% usage of the documents management system was achieved	No deviation	Improved access to information and institutional memory management
50%	At least 50% of KM Practices were institutionalised through various KM activities	No deviation	Improved access to information and institutional memory management
100%	100% documents and records services provided to the House and Committees	No deviation	Enhanced efficiency of house processes
60%	The digital attendance Register is 60% functional	No deviation	Improved accountability of Members' attendance
75%	Not achieved	An Institutional decision was taken to defer the stakeholder satisfaction survey to the next financial year 2013/2014	Enhanced Stakeholder Relations
100%	100% compliance to HR policies.	No deviation	Efficient HR Management
100%	100% compliance to SCM policies	No deviation	Enhance compliance to SCM policies and legislation
75%	At least 75% of risks associated with the Sub-Programme were mitigated	No deviation	Effective risk management
100%	100% compliance	No deviation	Improved compliance to financial management processes
100%	Full (100%) implementation of leadership mechanisms has been achieved	No deviation	Enhanced leadership practices

SUB-PROGRAMME: COMMUNICATIONS AND PPP

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased responsiveness of the budget to the needs of the people of Gauteng	Increased implementation of Public Participation to support the budget process	Level of implementation of the budget process public participation plan
	Improved implementation of the GPL Communications Strategy	Level of implementation of the Communication Strategy
Increased public participation through Mainstreaming of all oversight imperatives of the institution	Increased integration of public participation initiatives in the programme of the legislature	Level of support to the legislature programme in respect of public participation, including Taking the Legislature to the People initiatives and PEBA imperatives
		Number of interventions to improve public education
Improved effectiveness of oversight function for enhanced service delivery	Increased implementation of the Petitions system	Level of functionality of the Petitions System
Increased Public Participation through mainstreaming in all oversight imperatives of the institution	Increased access by designated groups to Legislative processes of oversight and Law-Making	Percentage proportion of Designate groups participating in legislature processes of Oversight and Law-Making
	Implementation of the Public Participation Strategy	Level of implementation of the Public Participation Strategy annual plan
Improved effective mechanisms of fostering cooperative governance	Increased collaboration with stakeholders to profile the GPL	Level of engagements facilitated with key stakeholders
Improved efficiency of the HR value chain	Improved HR management across the Core Business Programme	Level of compliance with HR policies
Improved effectiveness and efficiency in SCM Processes	Increased compliance with SCM policies & legislation	Level of compliance with SCM policies & legislation
Improved management of risks	Reduced risks associated with the delivery of Core Business	% risks associated with the delivery of Core Business mitigated
Achieved Clean audit	Increased compliance with the Financial Management process	Level of compliance with the Financial Management processes
Institutional Leadership practices	Increased implementation of the leadership model	Level of implementation of the leadership model across the Core Business Programme
Improved cooperation and collaboration within the Legislative Sector	Sustained participation in the Legislative Sector	Number of participation in the SALSA Forum
Improved stakeholder management practices	Increased satisfaction of internal stakeholders	Level of satisfaction of stakeholders

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100%	100% Public participation plans for the budget process were implemented	No deviation	Enhanced public involvement during the budget process
100%	100% implementation of communication plans for the year derived from the strategy	No deviation	
100%	100% support was provided to the legislature program, including Taking the Legislature to the People initiatives and PEBA imperatives	No deviation	Effective mainstreaming of public participation in all oversight imperatives
1	1 PPP Intervention Project was completed	No deviation	
100%	Petition system is fully (100%) functional	No deviation	Improved processing of petitions and integration in the oversight processes
100%	10% representation of designated groups was achieved	No deviation	Increased participation from all marginalised groups
100%	100% public participation annual plans derived from the strategy were implemented	No deviation	Increased participation from all marginalised groups
100%	100% stakeholder engagements were facilitated	No deviation	Improved engagements with relevant stakeholders resulting in increased and quality submissions
100%	100% compliance	No deviation	Efficient HR Management
100%	100% compliance	No deviation	Enhance compliance to SCM policies and legislation
75%	At least 75% of risks associated with the Sub-Programme were mitigated	No deviation	Effective risk management
100%	100% compliance	No deviation	Improved compliance to financial management processes
100%	Full (100%) implementation of leadership mechanisms has been achieved	No deviation	Enhanced leadership practices
4	Participated in 9 SALSA Forums	No deviation The GPL as a leader in the Legislative Sector gets invited to emerging sector fora (often paid for by the convening entity), which increases achievements on planned targets	Learning best practices, benchmarking and shared knowledge on the sector
75%	Not achieved	An Institutional decision was taken to defer the stakeholder satisfaction survey to the next financial year 2013/2014	Enhanced Stakeholder Relations

STRATEGIC PROJECTS

The following projects were managed by the stream

	PROJECT DESCRIPTION
1	<p>Monitoring of reviewed resolutions tracking system</p> <p>To assess the impact of the resolutions tracking system for enhancement and confirmations that would lead to improved effectiveness of the oversight function for enhanced service delivery.</p>
2	<p>Implement the Committee Inquiries Act</p> <p>To enhance the oversight by implementing committee inquiries as one of the oversight mechanisms of GPL for improved service delivery.</p>
3	<p>Implementation of Sector Forums for Committees</p> <p>To enhance public participation by implementing Sector Forums for Committees as one of the stakeholder management initiatives of the GPL for improved service delivery.</p>



STATUS OF THE PROJECT

- The framework on resolutions tracking mechanism was developed during the period under review, as proposed by the Ad-hoc Committee on Ministerial Accountability. This provided a standardised approach to resolution management and further responded to the 2009-PEBA Efficacy Study which identified flaws in the resolution tracking regime.
- The framework provides a guideline for, among others, i) the location of the function of resolutions tracking; ii) role clarifications; iii) responsibilities and accountability; iv) reporting requirements; v) communication lines between the Executive and the Legislature, etc.
- Resolutions tracking has become a standard item on the agenda for all committees where updates on the status of resolutions tracking and compliance by Departments are provided.
- In this regard, cCommittee oversight reports on Departments provide a clear account of departmental performance on the last resolutions passed by the House.
- The status of resolutions is also clarified in that once adopted by the House, they become part of the business of the House. Therefore, the Speaker of the GPL is custodian of all House resolutions.
- To enhance the tracking of resolutions, the programme embarked on a change management exercise aimed at increasing the usage of electronic solutions which include an electronic resolutions tracking system. Training workshops were conducted to end-users on the resolutions tracking framework and the electronic resolutions system. These efforts assisted in increasing the understanding of the resolutions tracking framework and electronic resolutions tracking system. The impact of the efforts resulted in more than nine hundred resolutions being captured into the electronic resolutions tracking system.
- In addition, a template for resolutions reporting has also been developed.
- The first GPL Committee Inquiry was successfully launched and conducted during the year under review.
- The Committee Inquiry was piloted by the Community Safety Portfolio Committee in the Kleinfontein Community in Boskop/Cullinan to investigate allegations of denial of access by the law enforcement agencies and claims of racism. Literally all these processes were underpinned by public participation. The public inquiry hearings generated a wide range of interest from communities and received extensive media coverage.
- This project was successfully concluded in the 2011/2012 FY in response to the Office Bearers' directive to identify a Committee that would pilot the implementation of Sector Forums for Committees.
- The project has since been operationalised in this reporting through Committees' stakeholder management initiatives.



	PROJECT DESCRIPTION	
4	<p>Documentation of GPL Core Processes Map and Core Business Procedures Manual</p> <p>The development of a Process Map, Procedures Manual and supporting Policies seeks to align the functionality and interdependency of Units across the Programme to the current organisational structure and the operational model.</p>	
5	<p>Draft Money Bill and Related Matters Amendment Procedures Act</p> <p>The project seeks to strengthen the Legislature's budgetary powers through making provision for an enabling legal framework. This will give the Legislature the necessary powers to amend, when necessary, the budgetary proposals of the Executive.</p>	
6	<p>Reviewing the effectiveness and impact of legislation laws passed since 1994</p> <p>The study aims to assess the socio-economic impact of the legislation on the lives of the people of Gauteng.</p>	



Gauteng: Welcome to your Legislature

	STATUS OF THE PROJECT
	<ul style="list-style-type: none"> • The baseline established through an audit of all existing processes, service charters and procedures manuals across the GPL. • The project documented technical guidelines and tools for use by processes owners during analysis and mapping of business processes. • Capacity building was undertaken to empower teams with skills and knowledge to manage the project, to establish a common understanding of the task at hand and to ensure consistency and uniformity of outputs. • High-level processes of the Legislature were documented as part of preserving the institutional memory and building a body of knowledge for the institution. • Final milestones on the project are expected to be concluded in the first quarter of 2013/14.
	<ul style="list-style-type: none"> • A bench-making exercise was undertaken focussing on budgetary amending powers (Kenya & Uganda). • A concept document was developed focussing on comparative analyses of budgetary amending powers. • A draft Money Bill and Related Matters Amendment Procedures Bill was developed. • A Brown Bag session was convened where the concept document was presented to stimulate interest on the subject. • The draft Bill is programmed for tabling in the 2013/14 financial year.
	<p>During the year under review, a study of laws passed was conducted and six reports have been completed, five on legislation reviewed and one on the public perception survey on all legislation under review.</p>



Youth Parliament



PROGRAMME 5: OFFICE OF THE CFO

1. PURPOSE

The purpose of the programme is to provide professional Financial, Risk and Supply Chain Management services to our stakeholders through service excellence to support the realisation of the Gauteng Provincial Legislature's (GPL) strategic goals and objectives. The Programme has a mandate to promote the GPL's financial and supply chain management policy, effective risk management processes, transparency and effective financial management in respect of revenue, expenditure, assets and liabilities. The Programme strives to raise financial resources equitably and efficiently to ensure adequate funding for the implementation of the institutional strategic plan and ensures the efficient and effective procurement of goods and services in the most economical and effective manner.

The Programme strives to encourage strong financial and risk management controls through partnership processes with Programme Managers, Chairpersons of Committees and Accounting Officers of Parties participating in the GPL. It must ensure financial integrity whilst striving to achieve a balance between budget priorities and expenditure through interaction with all internal and external stakeholders. The Programme is also responsible to ensure continuous implementation of the Financial Management of Gauteng Provincial legislature Act (FAMLA) to enhance the fiscal stability, accountability and integrity of the GPL.

The CFO Programme is the integrity arm of the GPL and consists of staff members who are highly skilled and committed to providing a high level of service to accomplish its strategic goals and objectives. The Executive Office of the CFO provides strategic guidance and leadership to the overall Programme. The Programme comprises of the following Sub-Programmes:

- Executive Office of the CFO
- Financial Management
- Supply Chain Management
- Audit, Risk and Governance

2. KEY FUNCTIONS

The key function of the Programme is to provide Institutional wide professional services in Financial, Supply Chain and Risk Management.

3. MEASURABLE OBJECTIVES

- Improved strategic planning of the Programme
- Increased implementation of results based planning methodology
- Increased results based reporting
- Complete and accurate annual budget aligned to Strategic and Annual Performance Plan
- Improved financial management
- Quality and timeous reports to stakeholders in line with the relevant and applicable legislation and requirements
- Increased compliance to financial management processes



Public Participation in the GPL

- Improved financial, SCM and risk management partnership services to all GPL Programmes
- Increased participation and support in the CFO Forum for Parliament and Legislature
- Improved leadership strategy to achieve clean audit
- Increased satisfaction of stakeholders
- Increased compliance to all Acts, regulations, policies and procedures
- Reduced level of risk tolerance and adherence to audit recommendations
- Timeous allocation of resources to party facilities in line with relevant Acts and policies
- Adequately funded Annual Performance Plan
- Improved revenue generation
- Complete, accurate and timeous Annual and Bi-Annual Financial Statements in line with relevant and applicable legislation
- Increased implementation of Results-Based Planning
- Increased Results-Based Reporting
- Improved cash flow management
- Improved management of the budget
- Increased compliance to financial management processes
- Improved processing of payment to suppliers of goods and services in line with applicable acts and policies
- Increased compliance to all laws, acts, regulations, policies and procedures
- Reduced level of risk tolerance and adherence to audit recommendations
- Economical, efficient and effective procurement of goods and services
- Improved implementation of audit recommendations
- Increased participation of HDI, PWD, Women and Youth in procurement processes
- Improved compliance to SCM processes
- Improved adherence and compliance to Asset Management Policy
- Increased compliance to all laws, acts, regulations, policies and procedures
- Increased compliance to financial management processes
- Improved system of internal control, risk management and governance processes
- Improved oversight from Risk Management and Audit & Risk Committees on the implementation of risk action plans
- Increased levels of fraud awareness
- Improved monitoring and reporting on resolutions
- Increased compliance with all laws, acts, regulations, policies and procedures

4. SUMMARY OF ACHIEVEMENTS

FINANCE & GOVERNANCE

In the context of the less than favourable global financial and economic climate, the Programme ensured that allocations across Programmes of the institution are efficient. To this end, austerity and cost cutting measures were continuously implemented in order to ensure efficient and effective use of resources. Pursuant to the financial requirements of the institution, the Office facilitated the meeting between the Speaker and the MEC of Finance for the purposes of ensuring that the GPL delivers effectively on its oversight mandate.

In the year under review, the Risk Management Strategy was reviewed in line with the audit findings to ensure that risk management in the institution is enhanced. Consistent with the basic tenets of good governance, a Fraud & Prevention Plan was revised.

The Programme concluded and submitted the final audit report for 2011/2012 at end of July 2012 and the Institution once again achieved an unqualified audit with an emphasis on matter items. Furthermore, in preparation for the 2012/2013 external audit and in order to ensure the achievement of an unqualified audit, the CFO Programme developed an external audit strategy and the task team was appointed and weekly meetings exercised to ensure full implementation of the strategy. The final audit plan for 2012/2013 was presented to the Audit Steering Committee and Audit & Risk Committee for acceptance. The forensic audit on the LIMS project was finalised during the period and the report was tabled before the Speaker.

Budget Council meetings were held to consider annual performance and the financial plans for 2013/2014 for recommendation to the Speaker and LSB. In relation to the Adjustment Budget process, the Provincial Treasury was further engaged to fund other emerging priorities through the adjustment budget for 2012/2013.

Furthermore, the Programme facilitated a budget negotiation and consultative process between the Speaker and MEC for Finance to discuss the funding requirements for the 2013/2014 financial year. To ensure complete and timeous budget submissions to the Provincial Treasury, the Programme co-ordinated and finalised the 2013/2014 Annual Performance Plan (APP) and budget for the Institution. The APP and the budget for 2013/2014 were presented to the Speaker's Budget Lekgotla and LSB for adoption. The approved APP was submitted to the Provincial Treasury and subsequently aligned to the final allocation from Treasury after certification by all Programme Managers. Bilateral discussions and engagements with Committee Chairpersons and relevant Committee staff were undertaken to confirm annual performance plans and associated budgets; budgets determined and allocation letters were issued to Committee Chairpersons for certification.

In improving fiscal discipline and financial management, cash flow and planned activities were monitored and evaluated on a monthly basis. There was continuous interaction with Programme Managers to determine activities and projects that were realistic, relevant and achievable within the set time frames. The Programme conducted regular bilaterals with the Provincial Treasury to ensure effective cash flow management and adequate cash flow resources. Furthermore, in line with policy, all liabilities of the Institution were settled timeously within the available resources. In ensuring spending within the available limited resources and reducing wastage and inefficiencies, the Institution implemented the adopted cost cutting measures with greater control on expenditure and identifying areas where savings could be realised. In preparation for the 2013/2014 financial year, the CFO Programme has developed revenue generation measures and strategy for implementation in the new financial year.

In line with the charter with full agenda preceding LSB meetings, the Audit Committee met on a quarterly basis and reviewed financial statements, monitored the appropriate accounting policies as well as the systems of internal control and considered findings of the Internal Audit. The Committee also scrutinised the reports submitted by both the internal and external auditors on compliance levels, materiality and





the effectiveness of systems. Prior to each Audit & Risk Committee Meeting, Risk Management meetings were held in line with the relevant terms of reference.

In striving to combat fraud and corruption in the Institution, the CFO Programme held fraud prevention meetings on a quarterly basis preceding Risk Management Committee meetings. One fraud prevention workshop was also conducted during the financial year. To ensure improved fraud preventative measures, the CFO programme has developed the Code of Conduct as part of the Fraud Prevention Strategy; the latter was revised and adopted by the Audit and Risk Committee. As explained, the Institution established a Fraud Prevention Plan (FPP) Operational Committee which is responsible for the implementation of the fraud prevention plan within the GPL.

The CFO Programme has reviewed the top ten risks for the GPL and updated the risk register accordingly which was regularly presented at all Risk Management and Audit & Risk Committee meetings. The Chairperson of the Audit & Risk Committee updated the LSB on the progress and status of the risk register. For improved systems of control and risk, a solid foundation was laid for improving the system of internal control, risk management and governance processes for the GPL. The Risk Management Strategy was reviewed during the financial year and adopted by the Audit Committee. Innovative analyses were used to expedite the resolution rate on reported findings as well as to highlight the challenges and solutions used to address the root causes to be addressed in order to reduce repeat findings. The Risk Management education is on-going with the aim of growing the GPL's risk management maturity level.

INTERNAL PROCESSES

In encouraging inclusive budget and planning process, the Programme facilitated the review and signing off of annual performance plans and refined the 2013/2014 MTEF chapter. In addition, the Programme reviewed and finalised annual performance plans for 2013/2014 in line with revised APP and MTEF allocations. The Budget Statement Chapter and budget tables were updated to incorporate the Treasury's 2013/2014 MTEF allocations and were subsequently submitted to the Provincial Treasury. The Programme further engaged the Provincial Treasury regarding an additional funding request for the Political Party Fund and other emerging priorities through the second Adjustment Budget.

In ensuring improved expenditure management, the 2013/2014 tabled budget was captured on the SAP system before the beginning of the financial year. In line with Section 49 of FAMILA, financial reports were prepared on a monthly basis and submitted to both internal and external stakeholders within 15 days of each month. In addition, expenditure reports were also prepared for Political Parties on a monthly basis. Within 30 days of the end of each quarter, the Programme prepared and consolidated Institutional Performance reports and submitted them to relevant stakeholders.

For improved financial management, the financial procedure manual was revised and updated during the year in line with GRAP requirements.

In line with Section 29 of FAMILA, all the liabilities of the Institution were settled. All contracts were accounted for in the contract register, reported to Risk Management Committee meetings and all vendor application forms have been captured on the system.

All approved requisitions were processed in line with the applicable SCM policies. All the milestones to enhance supply chain management systems, such as the Intenda System and SAP, were implemented

in the year under review. Furthermore, existing suppliers in the database were vetted and the non-vetted suppliers were removed from the database.

In line with the BBBEE, the following achievements against targets were noted for the reporting year:

- Total spend on goods and services was R155 million (2011/2012: R144 million).
- BBBEE spend was R92.9 million or 60 % against a target of 60% (2011/2012: R 82.4m / 57%)
- R50.5 million or 32.62% was spent on women with target at 30% (2011/2012: R43.7 million / 30%)
- R26.8 million or 17.33% was spent on youth against a target of 10% (2011/2012: R 14.34/ 9.96%)
- Total spend on People with Disabilities (PWD) was R62 000 at 0.04% against a 2% target (2011/2012: R 14 400/ 0.01%)

The Delegations of Authority were revised for the 2013/14 financial year to ensure appropriate levels of delegation and to improve operational efficiencies.

The following policies were developed during the year for improved processes, financial and cash management:

- Investment Policy;
- Refreshment & Entertainment policy;
- Petty Cash Policy; and
- International travel – Administration.

To enhance financial reporting and curb challenges faced in the preparation of the 2011/2012 financial statements, mid-year Interim Financial Statements for 2012/2013 were prepared in line with GRAP and FAMILA requirements. The Programme finalised the Annual Financial Statements and Audit of Gauteng Political Party fund for 2012/2013 in line with the provisions of the Gauteng Political Party Fund Act. The Planning & Budgeting Unit reviewed the Planning and Budgeting Process for 2013/2014 to enhance planning processes and the GPL made its submission on the uniform Legislative Sector budget and programme structures through the CFO forum.

In ensuring improved facilitation of requisitions for the 2013/2014 financial year, the SCM Directorate developed demand plans for all Programmes in conjunction with Programme and Sub-Programme Managers. A study on the implementation of capital projects was conducted to identify weaknesses and constraints in the implementation of capital projects of the GPL. This report was tabled at the Capital Projects Oversight Forum (CPOF).

LAC meetings were held to ensure adherence to SCM principles. The following tenders were concluded and adjudicated by the LAC:

- 3G / HSDPA high speed cards;
- Gym equipment;
- Digital Telephone System tenders;
- Internal Audit;
- City Hall Chairs;
- Aircon & Ventilation; and
- Integrated Electronic Security and Fire Defence Tender.



The Statutory Regulatory Audit for the 2011/2012 financial year was concluded by the Auditor General (AG) and the final audit report was submitted at end of July 2012. The Audit, Risk & Governance Directorate and Internal Audit facilitated a strategic risk assessment with management, for 2012/2013. The outcome from this process informed the risk-based methodology used to compile the Annual Internal Audit Coverage Plan, by Nexia SAB&T (internal auditors). The ARG directorate facilitated the completion of the 2012/2013 coverage plan and the following audits were finalised:

- Asset Management;
- Financial Management;
- Supply Chain Management;
- Human Resources;
- Project implementation review; and
- Legislative compliance / Policy gap analysis.

To improve the internal control environment, risk management and governance process, the ARG directorate expedited the resolution of findings using the Audit Tracking Reports. Progress on the implementation of recommendations was monitored and the reporting was enhanced to include an analysis on the reported findings, risk rating, age analysis on the implementation date (0-30, 31-60 & 90+ days) and resolution rate. The top 15 strategic risks were presented to both Committees and progress on the implementation of action plans addressing controls identified.

The forensic audit on the LIMS project was finalised during the period and the report was tabled to the Speaker. The outcome on other fraud investigations was presented to the Audit & Risk Committee, to enhance accountability and fraud prevention within the GPL. Risk management solutions, such as BarnOwl, were implemented. The Internal Audit Charter was revised and approved by the Audit & Risk Committee, to enable internal audit to deliver on their mandate, with ARG facilitating the process. The implementation of these action plans was monitored and reported on continuously. The ARG directorate facilitated a 2 day Audit Strategy Session for the Office of the CFO, whereby a roadmap was drawn to help the GPL achieve a clean audit in the long run and an unqualified audit opinion for 2012/2013. Terms of Reference for the following committees were revised and approved by the Secretary to the Legislature to allow consistency and relevance:

- Fraud Prevention;
- Asset Disposal;
- Specifications & Terms of Reference;
- Tender Evaluation; and
- Legislature Adjudication Council.



STAKEHOLDER MANAGEMENT

The Programme played a leading role in the SALSA CFOs Forum. The CFO's Forum is the platform for CFO's and financial practitioners in the Legislative Sector where best practices and innovations that are relevant to the sector as well as challenges are addressed. Most significantly, the CFO shared and engaged with peers on some of the latest innovations in public finance. Notably, the CFO's Office contributed on uniform Legislative Sector budgeting in the CFOs Forum.

The Planning and Budget Unit (PBU) engaged regularly with all Directorates and respective Programme Managers to finalise the budget for 2013/14 as well as reprioritisation of projects for 2012/2013 in order to spend within available resources. Programme Managers were continuously engaged to resolve their budget related matters. Scheduled meetings were also conducted to determine planned activities to inform expenditure projections. Guidance and feedback on budgetary matters are provided both on a formal and informal basis. Regular engagements with all Directorates and respective Programme Managers were conducted to finalise expenditure projections. In embedding risk management within the institution, the Risk Management Directorate met regularly with all Directorates and respective Programme Managers to address audit issues and update tracking reports on Risk Management. The Combined Assurance Model was initiated, and Internal Audit and the Auditor General (AG) worked closely. Internal Audit agreed on the scope to be covered and shared internal audit reports with the AG.

Meetings were also held with SARS to discuss tax matters affecting the GPL and Members. Performance reports were prepared on a quarterly basis and submitted to all relevant internal and external stakeholders. Executive meetings were held immediately after Board and Secretariat meetings to communicate decisions of the Board and Secretariat. Tasks emanating from the Secretariat and LSB were updated on the tracking register. The monthly reporting register was tracked to ensure compliance with the submission of all reports for the Programme.

LEARNING & GROWTH

In ensuring skilled and competent staff through Learning and Development, the CFO Programme staff embarked on several training opportunities such as SAP and GRAP training. SAP training was aimed at enhancing staff competency levels in budgeting, finance and supply chain management and the GRAP training at ensuring that Finance staff is competent in the transition to GRAP requirements for compliance and achievement of a clean audit. In addition, in striving to support the objectives and strategy of the Institution through more efficient staff and by creating an environment that encourages staff to develop their careers, some of the Programme staff were awarded bursaries to study based on the skills requirements of the individuals to contribute to capacity building initiatives. Further, workshops were conducted in the CFO Programme such as the Supply Chain Management Intervention to address challenges and to ensure the improved effectiveness and efficiency in SCM processes by achieving the principles of fairness, transparency, equity and value for money. In ensuring improved cooperation, collaboration and information sharing within the Sector, the Programme also facilitated the Corporate Governance Workshop and attended the quarterly Provincial Risk Forums and Fraud Seminar.



United in Diversity



5. PROGRAMME PERFORMANCE INFORMATION

SUB-PROGRAMME NAME: OFFICE OF THE CFO

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Integrated Results Based Planning, Budgeting, M&E and Reporting system	Improved Strategic planning of the Programme	Tabled CFO Programme Annual Performance plan to Executive Authority and LSB & aligned to Results Based Planning Methodology
	Increased implementation of results based planning methodology	% of plans meeting the parameters for results based planning
	Increased results based reporting	% of reports that focuses on results
	Complete and accurate Annual budget aligned to Strategic and Annual Performance Plan	Tabled and adopted budget for the CFO Programme aligned to Strategic and Annual Performance Plan
	Improved Financial Management	% over and under expenditure against budget line items
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Quality and timeous reports to stakeholders in line with the relevant and applicable legislation and requirements	Quality and timeous financial reports tabled
Achieved Clean Audit	Increased compliance to financial management processes	Level of compliance to financial management processes
<ul style="list-style-type: none"> Achieved Clean Audit Improved effectiveness and efficiency in SCM Processes by achieving principles of fairness, transparency, equity and value for money Improved management of risks 	Improved Financial, SCM and Risk Management partnership services to all GPL Programmes	Frequency of partnership engagements with GPL Programmes

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
Complete CFO Programme Annual Performance Plan six months prior to the start of the new financial year	The CFO Programme completed the Annual Performance Plan six months prior to the start of the new financial year aligned to results based planning methodology The plan was approved by the LSB	No deviation	CFO Programme aligned to Political imperatives and GPL mandate Compliance with applicable legislation
100%	100% of the plans met the parameters for results based planning	No deviation	Communicated GPL service delivery plans to enhance transparency and accountability
100%	100% of the quarterly, mid-year and annual performance reports were prepared and reported in line with results based reporting as adopted by the Institution	No deviation	Communicated GPL service delivery outcomes to enhance transparency and accountability
Annual Budget aligned to annual performance plan	The CFO Programme Annual Budget was completed during quarter two of the financial year and aligned to the adopted Strategic and Annual Performance Plan	No deviation	Adequately resourced Programme service delivery plans
5%	Achieved. The Programme utilised 98.3% of its allocated budget. This equates to a variance of 1.7% which is well within the variance target of 5%	No deviation. Due diligence in financial management led to the exceeded target	Prevention of Unauthorised, Irregular, Fruitless & Wasteful expenditure Proper cash flow management
Monthly, Quarterly and Annually	Quality and timeous monthly, quarterly and annual reports were prepared and submitted to all relevant stakeholders in line with applicable legislation and requirements	No deviation	Transparent and accountable legislature on implementation of budget. Enhanced decision making on financial matters relating to the GPL
100%	100% of financial management processes were compliant to relevant legislation	No deviation	Improved compliance to financial management processes
Monthly	The CFO Programme engaged with all Programmes on a monthly basis on matters of financial, supply chain and risk management	No deviation	<ul style="list-style-type: none"> • Effective institutional financial, SCM and risk management • Improved financial and risk management capacity and skills • Foster ethical and good governance • Satisfied stakeholders • Work in a cohesive and integrated manner • Efficiency measures awareness

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
<ul style="list-style-type: none"> Improved cooperation and collaboration within the Legislative Sector Improved effective mechanisms of fostering Co-operative Governance Increased implementation of the sector wide approach through implementation in the National and Provincial Speakers Fora. 	Increased participation and support in the CFO Forum for Parliament and Legislature	Level of participation in the Legislative Sector
Achieved Clean Audit	Improved leadership strategy to achieve clean audit	Relevant and updated strategy to achieve a Clean Audit
<ul style="list-style-type: none"> Improved effective mechanisms of fostering Co-operative Governance Improved stakeholder management practices 	Increased satisfaction of stakeholders	Level of satisfaction of stakeholders
<ul style="list-style-type: none"> Compliance to all application of laws, acts, regulations, policies and procedures 	Increased compliance to all Acts, regulations, policies and procedures	% compliance to all Acts, regulations and policies and procedures
<ul style="list-style-type: none"> Improved management of risks 	Reduced level of risk tolerance and adherence to audit recommendations	Level of risk tolerance



ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
4 meetings	Participated in 4 SALSA CFO fora	No deviation	Enhanced sector wide approach and unified sector policies and procedures
100%	100% of updated Audit Strategy document to achieve a clean audit was prepared and adopted during the year	No deviation	Clean Audit Compliance to relevant and applicable legislation and Public Audit Act Fostering public pride and confidence in GPL
70%	Not achieved	An Institutional decision was taken to defer the stakeholder satisfaction survey to the next financial year 2013/2014	Effective stakeholder management for improvement of services
100%	100% compliance to Acts, regulations and policies and procedures that GPL subscribes to	No deviation	Effective and efficient policy implementation Effective governance and optimal service delivery
100%	A strategic risk assessment was conducted. 100% of the risk register for GPL was updated on a regular basis. All action plans were monitored and reported on a quarterly basis. 100% implementations of audit recommendations were monitored and reported on	No deviation	Effective / adequate control environment Compliance with Corporate Governance Practices, and relevant and applicable legislation



SUB-PROGRAMME NAME: FINANCIAL MANAGEMENT

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Increased facilities and infrastructure support to Members and Staff of the GPL	Timeous allocation of resources to party facilities in line with relevant Acts and policies	% of Facilities paid in line with relevant Acts and policies
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Adequately funded Annual Performance Plan	% funded Annual Performance Plan
Increased facilities and infrastructure support to Members and Staff of the GPL	Improved revenue generation	% increase of revenue generated
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Complete, accurate and timeous Annual and Bi-Annual Financial Statements in line with relevant and applicable legislation	Bi-Annual Financial Statements adopted
		Annual Financial Statements adopted
	Increased implementation of Results Based Planning	% of plans meeting the parameters for results-based planning – performance and financial plans
	Increased results-based Reporting	% of reports in compliance with the results based methodology
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Improved cash flow management	% of expenditure aligned to operational plans
	Improved management of the budget	% over and under expenditure against budget line items

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100%	100% of Political Party funding payments were processed 100% of Monthly Constituency Allowances were processed to all Parties that complied with the provisions of the Act 100% of Reports on expenditure were reported to all Political Parties	No deviation	Enabled Members to fulfil their constitutional obligations Enhanced multi-party democracy
100%	Developed 2013/14 budget statement chapter and budget database that ensured 100% funding of the approved Annual Performance Plan	No deviation	Implemented the strategic plan and GPL's mandate Allocative efficiency and fiscal discipline
10%	Total annual generated revenue increased by 10%	No deviation	Adequately funded Institution to fulfill the GPL's mandate and implement the strategic plan Proper cash flow management
Bi-Annual Financial Statements within 60 days after mid-year	Bi- Annual Financial Statements were concluded at the end of October 2012	No deviation	Transparent reflection of GPL's financial performance and financial position, changes in net asset and cash flow
Annual Financial Statements within 60 days after year end in line	Annual Financial Statements were concluded and submitted to AG at the end of May 2013	No deviation	Accountability for money spent on the implementation of the strategic plan Fostering public pride and confidence
100%	100% of GPL plans were developed in line with parameters of results based reporting	No deviation	Communicated GPL service delivery plans to enhance transparency and accountability
100%	100% of monthly reports were developed in line with parameters of results based reporting	No deviation	Appropriate and adequate allocation of financial resources Increased public awareness of the Institutions service delivery plans Compliance to relevant and applicable legislation
100%	100% of annual expenditure was aligned to operational plans	No deviation	Prevention of Unauthorised, Irregular, Fruitless & Wasteful expenditure
5%	Achieved. The Programme utilised 98.3% of its allocated budget. This equates to a variance of 1.7% which is well within the variance target of 5%	No deviation. Due diligence in financial management led to the exceeded target	Prevention of over expenditure

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Improved cash flow management	% of expenditure aligned to operational plans
	Improved management of the budget	% over and under expenditure against budget line items
Achieved Clean Audit	Increased compliance to financial management processes	Level of compliance to financial management processes
Compliance to all application of laws, acts, regulations, policies and procedures	Improved processing of payment to suppliers of goods and services in line with applicable acts and policies	Level of compliance with applicable legislation
Compliance to all application of laws, acts, regulations, policies and procedures	Increased compliance to all laws, acts, regulations, policies and procedures	Level of compliance to all laws, acts, regulations, policies and procedures
Improved management of risks	Reduced level of risk tolerance and adherence to audit recommendations	Level of risk tolerance



ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100%	100% of annual expenditure was aligned to operational plans	No deviation	Prevention of Unauthorised, Irregular, Fruitless & Wasteful expenditure
5%	Achieved. The Programme utilised 98.3% of its allocated budget. This equates to a variance of 1.7% which is well within the variance target of 5%	No deviation. Due diligence in financial management led to the exceeded target	Prevention of over expenditure
100%	100% of Financial Management processes were complied with	No deviation	Improved compliance to financial management processes
30 days	All invoices received by Finance were processed within 30 days of receipt	No deviation	Ensured compliance with FAMLA Improve public confidence in the GPL
100%	100% compliance to all laws, acts, regulations, policies and procedures	No deviation	Prevented unauthorised, irregular and fruitless/wasteful expenditure Compliance to all legislation
100%	100% of the Finance action plans in the strategic risk register were implemented	No deviation	Effective / adequate control environment Compliance with Corporate Governance Practices, and relevant and applicable legislation



SUB-PROGRAMME NAME: SUPPLY-CHAIN MANAGEMENT

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved effectiveness and efficiency in SCM Processes by achieving the principles of fairness, transparency, equity and value for money	Economical, efficient and effective procurement of goods and services	% of procured goods and services meeting the parameters of value for money
Achieved Clean Audit	Improved implementation of audit recommendations	% Implementation of audit recommendations
Improved effectiveness and efficiency in SCM Processes by achieving the principles of fairness, transparency, equity and value for money	Increased participation of HDI, PWD, Women and Youth in procurement processes	% of HDI, PWD, Women and Youth participating in procurement processes
	Improved compliance to SCM Processes	Level of compliance to SCM Processes
	Improved adherence and compliance to Asset Management Policy	Level of adherence and compliance to Assets Management Policy
Compliance to all application of laws, acts, regulations, policies and procedures	Increased compliance to all laws, acts, regulations, policies and procedures	Level of compliance to all laws, acts, regulations, policies and procedures
Achieved Clean Audit	Increased compliance to financial management processes	Level of compliance to financial management processes

*Taking the Legislature to the people of Gauteng*

ACTUAL This section is the consolidation of the four quarters			
PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
100%	100% of goods and services acquired through requisitions and tenders met the parameters of value for money	No deviation	Resources acquired, economically and efficiently in a fair and transparent manner Value for money realisation Alignment with SCM Policy, BBBEE and PPPFA Acts
100%	Not achieved	70% Implementation of audit recommendations. 30% of resolutions on audit recommendations are on-going = (partially implemented)	Clean audit
65% HDI 35% Women 10% Youth 5% PwD	60% HDI 32.62% Women 17.33% Youth 0.04% PwD During the year, HDI targets were revised as follows: HDI – 60% Women – 30% Youth – 10% PWD – 2%	No deviation	Socio-economic imbalances are redressed
100%	100% compliance to SCM Processes		Compliance to all applicable acts and regulations Value for money Alignment with BBBEE and PPPFA Acts
95%	95% adherence and compliance to the Asset Management Policy		Institutional Assets safeguarded Effective asset management
100%	All efforts were made to achieve a 100% compliance to all laws, acts, regulations, policies and procedures that the GPL subscribes to	No deviation	Prevention of unauthorised, irregular and fruitless/wasteful expenditure. Compliance to all laws, acts, regulations, policies and procedures
100%	100% compliance to financial management processes was achieved	No deviation	Improved compliance to financial management processes



Taking the Legislature to the people of Gauteng

SUB-PROGRAMME NAME: AUDIT, RISK AND GOVERNANCE

PLANNED This is an extract from the APP		
STRATEGIC OBJECTIVE	MEASURABLE OBJECTIVE	PERFORMANCE INDICATOR/ MEASURE
Improved Management of risks		Level of the overall risk rating on the internal audit and risk assessment reports
	Improved system of internal control, risk management and governance processes	% resolution on reported findings
	Improved oversight from risk management and audit & risk committees on implementation of risk action plans	% resolutions on the task list
	Increased levels of fraud awareness	Number of fraud awareness initiatives
	Improved monitoring and reporting on resolutions	% resolutions on findings
Compliance to all application of laws, acts, regulations, policies and procedures	Increased compliance to all laws, acts, regulations, policies and procedures	Level of compliance to all laws, acts, regulations, policies and procedures

	ACTUAL This section is the consolidation of the four quarters			
	PLANNED ANNUAL TARGET (2012/13)	ACTUAL ACHIEVEMENT AGAINST PLANNED ANNUAL TARGET (2012/13)	REASONS FOR DEVIATION FROM PLANNED ANNUAL TARGET (2012/13)	RESULTS ACHIEVED (EFFECTIVENESS)
	High to Medium (risk rating)	The inherent risk rating for the risk assessment was high and the residual risk was reduced to a medium, through the identification of appropriate & relevant controls	No deviation	Adequate and effective control environment
50%		60% resolution on reported findings	No deviation. The 10% positive deviation in the resolution of findings was a result of the Audit, Risk & Governance Directorate expediting the resolution rate through proactive monitoring and reporting. An analysis of the details on unresolved findings was conducted and this information helped management to focus on the long overdue issues	Compliance with Corporate Governance Practices and relevant and applicable legislation Assurance of effectiveness of internal controls
50%		90% resolution on the Risk Management Committee task list implemented. 94% resolution on the Audit & Risk Committee task list implemented	No deviation. The 40% and 44% positive deviation respectively, is as a result of the Audit, Risk & Governance Directorate having been capacitated from 1 Risk Management Officer to a team of 4, with the appointment of 2 Compliance Officers & the Director: ARG in October & November 2012 respectively. This allowed the directorate to improve the resolution rate for both RMC & ARC	Risk management maturity level Compliance with Corporate Governance Practices and relevant and applicable legislation and King III Foster ethical governance
1		1 fraud awareness initiative was conducted	No deviation	Improved Fraud awareness Foster ethical governance
100%		100% resolutions on findings was monitored and reported on	No deviation	Unqualified audit opinion
100%		100% compliance to all laws, acts, regulations, policies and procedures was adhered to	No deviation	No unauthorised, irregular and fruitless/wasteful expenditure. Unqualified audit and adequate and effective control environment Compliance with Corporate Governance Practices and relevant and applicable legislation

NOTES

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GAUTENG PROVINCIAL LEGISLATURE

ANNUAL REPORT 2012/2013

Section IV

Governance



GAUTENG
LEGISLATURE
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RISK MANAGEMENT AND INTERNAL CONTROLS

The GPL Risk Management Strategy provides a framework to govern and manage risks that the GPL faces by identifying, controlling, reducing or eliminating business, financial, operational and reputational risks that may negatively impact on the performance of the GPL. The strategy is also used to direct internal audit efforts and priorities, and to determine the skills required to manage risks.

The Audit, Risk & Governance Directorate facilitated a strategic risk assessment with GPL management in the year 2012/2013. The strategic objectives were considered to identify risks that the GPL faces. Inherent risks were rated and thereafter the residual risks, considering existing controls. The residual risk rating was considered to identify the top 15 strategic risks as appearing in the Risk Register. The strategic Risk Register is monitored and progress on the implementation of action plans is reported to the Risk Management Committee, Audit & Risk Committee and the Legislature Services Board (LSB).

Management remains responsible for the identification, assessment and management of risk. The responsibility is not limited to the Secretariat but also includes the total management structure within each Programme.

INTERNAL AUDIT

The outsourced Internal Audit function of the GPL, Nexia SAB&T, was appointed in the 2012/2013 financial year for a three year term ending 31 March 2015. The performance of the Internal Audit is evaluated in line with the approved terms of reference and approved service level agreement based on the requirements of the FAMLA and Standards for the Professional Practice of Internal Audit of the Institute of Internal Auditors. Internal audits were conducted on critical and high risk areas, as reflected in the approved internal audit coverage plan, to determine the adequacy and effectiveness of the systems of internal controls, risk management and governance processes. The outcome of the internal audit reviews was regularly reported to Management, the Risk Management Committee, the Audit & Risk Committee and the LSB, as outlined in the Internal Audit Charter and associated service level agreement.

FRAUD & CORRUPTION PREVENTION

The Fraud Prevention Whistleblowing function is administered by the Public Service Commissioner at a National level. The fraud prevention hotline report is sent to the Forensic department of the Gauteng Department of Finance (GDF). Any matters relating to the GPL are forwarded to the Accounting Officer. The Audit, Risk & Governance Directorate obtained a quarterly report from the GDF and reported the outcome to the Audit & Risk Committee and LSB. The outcomes from fraud investigations were presented to the Audit & Risk Committee and LSB. The task list is used to track the implementation of resolutions taken by the Audit & Risk Committee and the LSB.



The Fraud Prevention Committee took responsibility for the implementation of the fraud prevention plan within the GPL. Comprehensive progress has been made on the implementation strategy of the fraud prevention plan. A fraud awareness campaign was held in the 2012/2013 financial year and the central fraud prevention hot line was promoted and communicated to all relevant stakeholders. Further workshops are planned for the 2013/2014 financial year.

FINANCIAL MANAGEMENT

Financial performance and expenditure projections were monitored on a monthly basis and reported at directorate meetings for interrogation and scrutiny.

The process of control over budgets and monthly reporting operated satisfactorily during the year. Projections were regularly compared to original budgets at monthly management meetings where Programme Managers were required to provide reasons for any deviations. This tool also allowed managers to identify gaps timeously and institute the necessary plans to achieve the identified objectives. However, some level of improvement is still required in this area as the financial results at year end reflected some variances from projections during the year. To this end, the Finance Directorate developed a model to map activities and associated costs linked to the business plan of each unit of the Legislature. This was implemented during the year under review.

The monthly financial reports were prepared by the 15th of each month and submitted timeously to the Executive Authority and Treasury. Quarterly financial reports were prepared within 15 days after each quarter, as per formats prescribed by the Treasury. Auditor-General management letters were reviewed. The Finance Policy and Procedures manual contains all the important elements to ensure adequate internal controls and best business practice.

All Parties audited received unqualified audit findings with an exception of Freedom Front Plus (VF+) not submitting financial statements for audit. The GPL withheld the funds and requested the Freedom Front Plus to comply with the audit requirements.

The Supply Chain Management Directorate continues to procure goods and services in line with the approved Supply Chain Management Policy and procedures. The Supply Chain Management Policy is informed by the PFMA, PPPFA, BBBEE, Treasury Regulations, Circulars and Practice Notes that are issued from time to time. The policy is implemented in conjunction with the approved Delegation of Authority of the institution. Any deviation from the policy, procedures and delegation of authority is recorded to ensure that all cases of irregular, fruitless and wasteful expenditures are recognised and approved by the Accounting Officer based on the reasons provided for such deviations. It is further reported that the vendor database has been cleaned to ensure that all the service providers/ suppliers that the GPL does business with are competent and compliant with the requirements of the legislations.



CONCLUDING REMARKS

The GPL has made significant strides towards the attainment of the strategic goals and outcomes that it has set for itself. Interaction and consultation with the people has improved, the quality and depth of oversight is continuously increasing, and the ability and capability to make laws that are relevant and enhance the quality of life of the people has also improved. These improvements have brought about new challenges which require appropriate responses. Whereas significant progress has been attained, we have no illusion regarding the amount of work that lies ahead. As an organisation that represents the aspirations and needs of the people of Gauteng, our responsibility goes beyond advocating on their behalf. The Legislature is charged with the responsibility of effectively addressing the challenges of unemployment, inequality and poverty, improving access to quality health services and education, creating safe communities where children are protected and job opportunities are created, especially for the youth of the Province.

The above tasks require that the GPL should continue improving its work and finding creative ways to achieve the constitutional mandates of law-making, oversight, public participation and cooperative governance.

I wish to express my sincere gratitude to the Presiding Officers for their continued strategic leadership and stewardship, leaders and staff of all political parties for their support and all GPL staff for their dedication, commitment, hard-work, continuous improvement and for flying the GPL flag high.

MANAGEMENT OF CONFLICT OF INTEREST

The Gauteng Provincial Legislature has developed policies and processes that aim to prevent, minimise actual, perceived and potential conflict of interest in line with the Code of Conduct developed by the Public Service Commission in 1997.

It is compulsory that any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of an invitation to bid (including a price quotation, advertised competitive bid, limited bid or proposal). In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declares his/her position in relation to the evaluating/adjudicating authority and/or takes an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid. It is further required that SCM officials must ensure that they and other officials do not compromise the credibility and integrity of the GPL through the acceptance of gifts or hospitality or any other related act and in accordance with the GPL's Gift Policy.



All procurement activities must be in accordance with the GPL's Code of Ethics (Code of Conduct developed by the Public Service in 1997) as amended from time to time. Any departure thereto may lead to disciplinary proceedings in terms of the GPL's Disciplinary Code and Procedure and Criminal and Civil Liability against the bidder and the GPL employee where he/she was involved in an unethical conduct in the procurement of goods and services.

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

The workplace of the new millennium presents an environment that produces disparate and contradictory challenges for organisations and their employees. The staff of institutions is confronted with a constantly changing environment which places excessive demands on their coping resources. In addition to the wide range of psychological, social and economic pressures facing the South African population, employees are confronted with rapid organisational transformation, changing technologies, greater job insecurity, heavier workloads, longer working hours, high stress jobs, exposure to trauma and greater pressures of work impinging on family and personal life.

The above impacts on Institutions as follows

- Introduction of Wellness Programmes, that is, counselling services, stress management programmes, executive care initiatives, for employees and family members,
- Financial Planning;
- Introducing work-life balance; and
- Increase in Learning and Development Interventions.

The GPL conducts two Wellness Days annually for Members and staff which focus on vitality checks. Part of the programme is also to get a profile of the wellbeing of employees of the GPL to assist with the necessary interventions, but also for staff to manage their own health. During these Wellness Days, dieticians are brought on board to encourage good eating habits as well as healthy food. Wellness is also being incorporated with our contractors through our canteen services. Further, in terms of wellness, the GPL also participates in the 702 Walk-the-talk and various other marathons through sponsoring those Members and employees that participate in those activities.

The GPL responds to the environmental health challenges through an onsite occupational Nurse and Clinic. The GPL has an onsite Gym facility to promote regular exercise and fitness. The GPL also has an Employee Wellness programme that is extended to immediate family members. The Service providers offer counselling services on health, social, psychological and economic pressures. The GPL offers training interventions that are aligned to business objectives to ensure all training interventions are linked to the direct outputs and deliverables of employees to increase performance. The GPL regularly conducts Employee Satisfaction Surveys that measure the health of the organisation; interventions are undertaken to address areas of concern.

NOTES

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GAUTENG
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GAUTENG PROVINCIAL LEGISLATURE

ANNUAL REPORT 2012/2013



PART 3 HUMAN RESOURCE MANAGEMENT

GAUTENG PROVINCIAL LEGISLATURE

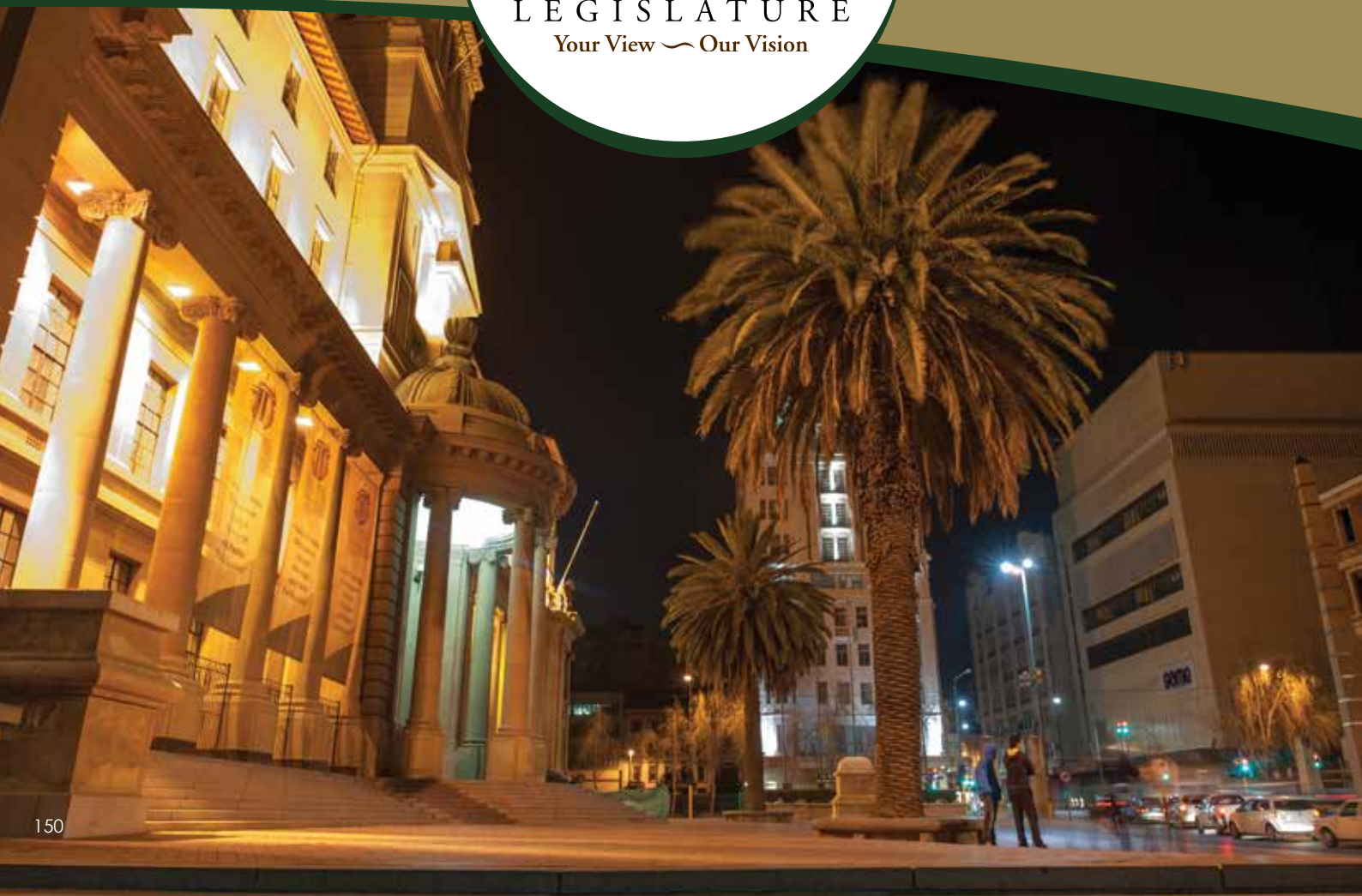
ANNUAL REPORT 2012/2013

Section V

Human Resources



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LEGISLATION THAT GOVERN HR MANAGEMENT

Human Resource Management in the GPL is governed by the following Legislation:

- The Constitution of the Republic of South Africa, Act of 1996
- The Labour Relations Act, Act No. 66 of 1995
- The Basic Conditions of Employment Act, Act No. 75 of 1997
- The Employment Equity Act, Act No. 55 of 1998
- The Skills Development Act, Act No. 97 of 1998
- The South African Qualifications Authority Act, Act No. 58 of 1995
- The Immigration Act, Act No. 13 of 2002
- The Financial Management of Gauteng Provincial Legislature Act, 2009

INTRODUCTION

The Human Resources Function in the GPL falls within the Institutional Support Stream that reports into the Corporate Support Services Stream.

The purpose of the Human Resources Unit is to provide Human Resources solutions that inspire trust and confidence in our Stakeholders. The HR unit is responsible for recruitment and selection of the right calibre employees; performance management processes; training and development of GPL staff; remuneration and benefits management; Organisation Development, succession planning and career development.

The **Measurable Objectives** for the Human Resources Business Unit for the period under review were:

- To provide technical, administrative and procedural support to Members of the Legislature in order to enable them to perform their constitutional obligations.
- To provide technical, administrative and procedural support to the LSB, Presiding Officers, Sub-committees of the LSB & Office Bearers, and Whips.
- To provide technical, administrative and procedural support to Board Members and Office Bearers in order to enable them to fulfil their institutional and inter-institutional obligations.
- To provide a conducive environment for continuous learning and growth for employees.
- To continuously improve relationships between the management and organised labour.
- Provide support to Members, Committees of the Legislature and all relevant officials of the administration in their obligation towards external stakeholders.
- To enable the Speakers Forum to strengthen the Legislature Sector through benchmarking and sharing of experiences.
- To enable SALSA to strengthen the legislature sector through benchmarking and sharing of experiences.
- To enable Parliament and other legislatures to strengthen the Legislature Sector through benchmarking and sharing of experiences.
- Build relationships with Institutions of Higher Learning.
- To form partnerships which enable the GPL and the corporate citizens to contribute towards the quality of life of the people of Gauteng.

- To ensure that there is effective strategic planning for the Directorate.
- To apply an effective system of monitoring expenditure against budget.
- To create and sustain a culture of compliance and promote adherence to sound corporate practices, compliance processes and ensure effective and efficient Audit Management practices are implemented.
- To create and sustain a culture of compliance and promote adherence to sound corporate practices, compliance processes and ensure effective and efficient Risk Management practices are implemented.
- To ensure that there is an effective, efficient and economical supply chain management system that promotes compliance to the BB-BEE and institutional scorecard.
- To ensure that there is an effective contract management system in place.
- To ensure that there is an effective system of reporting.
- Develop a culture of leadership that promotes diversity, work life balance, transparency and accountability.
- To promote a culture of sound project management practices.
- To promote a culture of sound change management practices.
- To promote a culture of effective communication practices.
- To ensure effective Human Capital Management.
- To ensure that there is an effective system for tracking resolutions of Oversight Committee, LSB, subcommittees of the LSB and Secretariat as well as its Sub-committees.
- To ensure that the Business Requirements are catered for through Information Communication Technologies' (ICT) support on Business Solutions (e.g. SAP), appropriate training, licensing, maintenance and access to required reports.
- To develop a system for effective integration processes and practices with internal and external stakeholders (participation in ECC, SALSA, Speakers Forum processes).
- To develop a system for effective stakeholder resourcing (Resource Model).
- Building capacity on Leadership and Corporate Governance.
- Improve business processes, procedures and policies to ensure optimum operational efficiency.
- Uphold the image and integrity of the institution through application of the code of conduct for staff.
- Sourcing the right talent for the Directorate.
- Management and facilitation of talent retention.
- Management, administration and facilitation of training and development.
- Management and administration of performance management.
- Management and administration of reward and recognition.
- Management and administration of succession planning.
- Management and administration of career development.
- Management and administration Employee Wellness.
- Leveraging diversity.
- Management and administration of labour relations.
- Facilitate employee satisfaction survey and initiatives.



The people shall Govern: Public Participation beyond Slogans

Human Resources underpin and support the GPL's strategic objectives to strengthen the GPL's role in fostering co-operative governance and improved public confidence in the governance and leadership of the Legislature by:

- Increasing public participation through mainstreaming in all oversight imperatives of the institution.
- Improving active involvement by women, youth, senior citizens and persons with disabilities and other vulnerable groups in Gauteng in the legislature processes of oversight and law-making.
- Improving cooperation and collaboration within the Legislative Sector.
- Improving efficiency of the HR value chain.
- Improving the working environment so that it is conducive to productivity.
- Increasing development and retention of a competent GPL workforce with an appropriate and responsive system of reward.
- Improved effectiveness and efficiency in SCM Processes by achieving the principles of fairness, transparency, equity and value for money.
- Achieved clean audit.
- Improved management of risks.
- Integrated Results Based Planning, Budgeting, M&E and Reporting System.
- Institutionalised Leadership Practice.
- Increased facilities and infrastructure support to Members and staff of the GPL.
- Improved stakeholder management practices.
- Compliance to all applications of laws, acts, regulations, policies and procedures.

WORKFORCE PLANNING FRAMEWORK

PRINCIPLES

In order to ensure alignment and compliance to the principles of good governance and best practice, the following principles apply for all recruitment activities within the GPL:

EMPLOYMENT EQUITY RECRUITMENT AND SELECTION

The GPL is an employment equity employer and is committed to advance and promote the interests of the previously disadvantaged; in particular the designated groups as defined in the Employment Equity Act, Act No. 55 of 1998.

EMPLOYMENT OF RELATIVES

The GPL shall not knowingly employ relatives in a direct supervisory relationship.

EMPLOYMENT OF FOREIGN NATIONALS

Prior to the GPL appointing a foreign national, efforts shall be made to fill a vacancy with a South African citizen and/or non-South African citizen who is a permanent resident according to the Immigration Act, Act No. 13 of 2002. Proof of qualifications evaluation by South African Qualifications Authority (SAQA) must be provided with the application for a vacancy as well as original copies of the qualification certificates. A foreign national with temporary resident status shall be employed on a fixed-term contract. The duties shall remain as contracted and stipulated in the work permit.



The people shall Govern: Public Participation beyond Slogans

TRANSPARENCY

The GPL believes in fairness and equitable distribution of benefits in building diversity in accordance with Employment Equity Plans.

SELECTION

Selection criteria shall be consistent, objective and also aligned with the inherent requirements of the job.

RECRUITMENT PROCESS

All vacancies are open to all applicants who comply with the job requirements, irrespective of race, gender, religion, political opinion, ethnic or social origin, sexual orientation, age, disability, culture, language, marital status or any other arbitrary grounds (Employment Equity Act, Act No. 55 of 1998 and Labour Relations Act, Act No. 66 of 1995). The recruitment and selection process is based on equal dignity and respect of all job applicants.

RECRUITMENT PLAN

After the new positions have been approved and a list of all approved positions is forwarded to the HR Unit, the HR Unit develops a recruitment strategy that will include a resourcing plan. When developing a recruitment strategy, the Institutional, Streams and Business Unit's employment equity targets will be taken into account. To redress employment equity imbalances, some of the positions are "ring-fenced" as this will ensure the attraction of certain categories of candidates, e.g. people living with disability, females, other races, etc.

All new positions where similar positions do not exist within the GPL are subjected to the formal job evaluation and grading process prior to being advertised.

PERFORMANCE MANAGEMENT FRAMEWORK

The GPL has adopted a performance planning and management approach centred on a **Balanced Scorecard methodology**. This approach is designed to help organisations translate strategy into operational objectives that will drive both behavioural and performance results. The typical scorecard evaluates an organisation from four quadrants: Financial, Customer, Learning and Growth, and Internal Business Processes.

Once the performance levels expected from employees have been accurately defined, this becomes central to many other critical business and HR processes as defined below:

- **Selecting** the people who are best able to achieve the results required by the GPL strategy and who have the capability of moving the institution towards its vision. This includes recruitment, selection, appointment, talent and career management processes.
- **Enabling, motivating and empowering** employees to tap into their full potential and perform at their best. Providing employees with the resources and support they need to succeed.
- **Developing and coaching** employees to enhance their current levels of performance, as well as to prepare employees to perform in positions they may hold in future. Ensuring that a culture of continuous learning and growth is encouraged and sustained.



GPL Interfaith Dialogue

- **Reviewing and appraising** the performance of employees to ensure that they meet the standards of performance necessary for current and long term organisational success.
- **Rewarding** employees equitably for high levels of performance. Recognising and acknowledging employees for performance.

EMPLOYEE WELLNESS PROGRAMMES

The GPL has the following Wellness Programmes in place:

- Executive Wellness Programme.
- Employee Wellness Programme.
- Gym facility.
- Occupation Nurse and Sick Bay.

The GPL hosted a Wellness Day in the reporting period under review that provided the employees with health checks and screening through the Medical Aid service provider.

POLICY DEVELOPMENT

During the annual reporting period, seven policy committee meetings were held. The Policy Committee deliberated on a number of policies, some of which were processed for approval by the Board and its Sub-committees in the following manner:

Human Resource Policies approved by the Board:

- The Gender Mainstreaming; Learnership Policy and Talent Attraction Policy were signed off by the Board for implementation.

Human Resources Policies processed by the Policy Committee awaiting further approval processes:

- Overtime Policy.
- Acting Policy.
- Transport Policy.

The following Policies have been deposited with the Policy Committee for deliberation in the next reporting period:

- Remuneration Policy.
- Benefits Policy.
- Succession Policy.
- Grievance Policy.
- Disciplinary Policy.
- Retirement Policy.
- Relocation Policy.
- Job Evaluation Policy.
- Amended Talent Attraction Policy.
- Funeral Policy for Staff.



GPL Interfaith Dialogue

HUMAN RESOURCE STATISTICS

3.1 PERSONNEL RELATED EXPENDITURE

The following tables summarise the final audited personnel related expenditure by programme and by salary bands. In particular, it provides an indication of the following:

- Amount spent on personnel.
- Amount spent on salaries, overtime, homeowner's allowances and medical aid.

Table 3.1.1 Personnel expenditure by programme

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services Expenditure (R'000)	Personnel Expenditure as a % of total expenditure	Average personnel cost per employee (R'000)
Leadership and Governance	28 630	9 745	174	2 138	34%	609
Office of the Secretary to the Legislature	26 539	4 878	77	734	18%	697
Corporate Support Service	223 803	60 054	1 679	3 712	27%	393
Core Business	129 904	87 718	2 084	3 069	68%	459
Office of the CFO	24 004	19 242	392	3 243	80%	535
TOTAL	432 880	181 637	4 406	12 896	0	451

Table 3.1.2 Personnel costs by salary

The information is not available per band; accounting records are kept per programme. Senior Management salaries are declared in the Financial Statements.

Salary band	Personnel Expenditure (R'000)	% of total personnel cost	No. of employees	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0
Senior and top management (Levels 13-16)	0	0	0	0
Contract (Levels 1-2)	0	0	0	0
Contract (Levels 3-5)	0	0	0	0
Contract (Levels 6-8)	0	0	0	0
Contract (Levels 9-12)	0	0	0	0
Contract (Levels 13-16)	0	0	0	0
Periodical Remuneration	0	0	0	0
Abnormal Appointment	0	0	0	0
TOTAL	0	0	0	0

Table 3.1.3 Salaries, Overtime, Home Owners Allowance and Medical Aid by programme

Programme	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Leadership and Governance	6 655	68.3	92	1	0	0	346	3.6
Office of the Secretary to the Legislature	3 415	69.9	0	0	0	0	205	4.2
Corporate Support Service	42 995	71.59	2 639	4.4	0	0	2 589	4.3
Core Business	60 889	69.4	2 690	3.1	0	0	3 594	4.1
Office of the CFO	14 103	73.3	459	2.4	0	0	615	3.1
TOTAL	128 057	70.5	5 880	3.2	0	0	7 349	4

Table 3.1.4 Salaries, Overtime, Home Owners Allowance and Medical Aid by salary band

The Information is not available per band. Accounting records/financial records are kept per programme. Senior Management Salaries are declared in the Financial Statements.

Salary Bands	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Skilled (Levels 1-2)	0	0	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0	0	0	0	0
Senior management (Levels 13-16)	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

3.2 EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts on the establishment, the number of employees, the vacancy rate, and whether there are any staff that are additional to the establishment.

- This information is presented in terms of three key variables:
- Programme.
- Salary band.
- Vacancy rates.

Table 3.2.1 Employment and vacancies by programme

Programme	Number of posts on approved establishment	Number of posts filled	Vacancy rate	Number of employees additional to the establishment
Office of the Speaker	18	16	11.1%	0
Office of the Secretary	10	7	30%	0
Corporate Support Services	110	103	6.6%	0
Core Business	207	191	7.7%	0
Office of the CFO	41	36	12.2%	0
TOTAL	386	353	8.5%	0

Table 3.2.2 Employment and vacancies by salary band

Salary band	Number of posts on approved establishment	Number of posts filled	Vacancy rate	Number of employees additional to the establishment
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	180	173	3.9%	0
Highly skilled production (Levels 6-8)	112	103	8%	0
Highly skilled supervision (Levels 9-12)	70	56	20%	0
Senior management (Levels 13-16)	24	21	12.5%	0
TOTAL	386	353	8.5%	0

Table 3.2.3 Employment and vacancies by critical occupations

- **Not Applicable. The GPL has not declared critical positions as per the CORE classification, as prescribed by DPSA.**

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy rate	Number of employees additional to the establishment
TOTAL			0	



3.3 JOB EVALUATION

Within a nationally determined framework, executing authorities may evaluate or re-evaluate any job in his or her organisation. In terms of the regulations, all vacancies on salary levels 9 and higher must be evaluated before they are filled. The following table summarises the number of jobs that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

Table 3.3.1 Job Evaluation by Salary band

Salary band	Number of posts on approved establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower Skilled (Levels 1-2)	0	0	0	0	0	0	0
Skilled (Levels 3-5)	180	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	112	2	1.8%	0	0	0	0
Highly skilled supervision (Levels 9-12)	70	9	12.9%	0	0	0	0
Senior Management Service Band A	0	0	0	0	0	0	0
Senior Management Service Band B	20	5	25%	2	40%	0	0
Senior Management Service Band C	3	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
Contract (Levels 1-2)	0	0	0	0	0	0	0
Contract (Levels 3-5)	0	0	0	0	0	0	0
Contract (Levels 6-8)	0	0	0	0	0	0	0
Contract (Levels 9-12)	0	0	0	0	0	0	0
Contract (Band A)	0	0	0	0	0	0	0
Contract (Band B)	0	0	0	0	0	0	0
Contract (Band C)	0	0	0	0	0	0	0
Contract (Band D)	0	0	0	0	0	0	0
TOTAL	386	16	4.1%	2	12.5%	0	0

The following table provides a summary of the number of employees whose positions were upgraded due to their post being upgraded. The number of employees might differ from the number of posts upgraded since not all employees are automatically absorbed into the new posts and some of the posts upgraded could also be vacant.

Table 3.3.2 Profile of employees whose positions were upgraded due to their posts being upgraded

Beneficiary	African	Asian	Coloured	White	Total
Female	1	0	0	0	1
Male	1	0	0	0	1
TOTAL	2	0	0	0	2
Employees with a disability					0

The following table summarises the number of cases where remuneration bands exceeded the grade determined by job evaluation. Reasons for the deviation are provided in each case.

Table 3.3.3 Employees with salary levels higher than those determined by job evaluation by occupation

• **Not applicable**

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
Percentage of total employed				0

The following table summarises the beneficiaries of the above in terms of race, gender, and disability.

Table 3.3.4 Profile of employees who have salary levels higher than those determined by job evaluation

• **Not applicable**

Beneficiary	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
TOTAL	0	0	0	0	0
Employees with a disability	0	0	0	0	0
Total number of employees whose remuneration exceeded the grade determined by job evaluation in 2012/13					0

3.4 EMPLOYMENT CHANGES

This section provides information on changes in employment over the financial year. Turnover rates provide an indication of trends in the employment profile of the department. The following tables provide a summary of turnover rates by salary band and critical occupations.

Table 3.4.1 Annual turnover rates by salary band

Salary band	Number of employees at beginning of period-April 2012	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	162	13	2	1.20%
Highly skilled production (Levels 6-8)	100	6	3	3%
Highly skilled supervision (Levels 9-12)	53	9	6	11%
Senior Management Service Bands A	0	0	0	0
Senior Management Service Bands B	19	2	1	5.10%
Senior Management Service Bands C	0	0	0	0
Senior Management Service Bands D	1	0	0	0
Contracts	0	0	0	0
TOTAL	335	30	12	3.50%

Table 3.4.2 Annual turnover rates by critical occupation

- **Not applicable. The GPL has not declared critical positions as per the CORE classification, as prescribed by DPSA.**

Critical occupation	Number of employees at beginning of period-April 2012	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
	0	0	0	0
	0	0	0	0
TOTAL	0	0	0	0



Table 3.4.3 Reasons why staff left the Institution?

Termination Type	Number	% of Total Resignations
Death	1	8.3%
Resignation	9	75%
Expiry of contract	0	0
Dismissal – operational changes	0	0
Dismissal – misconduct	0	0
Dismissal – inefficiency	0	0
Discharged due to ill-health	0	0
Retirement	1	8.3%
Transfer to other Public Service Departments	0	0
Other	1	8.4%
TOTAL	12	100%
Total number of employees who left as a % of total employment	3.4%	

Table 3.4.4 Promotions by critical occupation

- **Not applicable. The GPL has not declared critical positions as per the CORE classification, as prescribed by the DPSA.**

Occupation	Employees 1 April 2012	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
	0	0	0	0	0
	0	0	0	0	0
TOTAL	0	0	0	0	0



Table 3.4.5 Promotions by salary band

Salary Band	Employees 1 April 2012	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of employees by salary bands
Lower skilled (Levels 1-2)	0	0	0	0	0
Skilled (Levels 3-5)	162	3	1.9%	0	0
Highly skilled production (Levels 6-8)	100	3	3%	0	0
Highly skilled supervision (Levels 9-12)	53	2	3.8%	0	0
Senior management (Levels 13-16)	20	0	0	0	0
TOTAL	335	8	2.4%	0	0

3.5 EMPLOYMENT EQUITY

Table 3.5.1 Total number of employees (including employees with disabilities) in each of the following occupational categories as at 31 March 2013

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	7	1	2	0	9	1	0	1	21
Professionals	31	1	1	2	16	2	1	2	56
Technicians and associate professionals	35	0	0	1	57	2	2	6	103
Clerks	0	0	0	0	0	0	0	0	0
Service and sales workers	64	1	0	1	97	3	2	5	173
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0
TOTAL	137	3	3	4	179	8	5	14	353
Employees with disabilities	0	0	0	0	4	0	0	1	5

Table 3.5.2 Total number of employees (including employees with disabilities) in each of the following occupational bands on 31 March 2013

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management (Levels 15-16)	1	0	0	0	0	0	0	0	1
Senior management (Levels 13-14)	6	1	2	0	9	1	0	1	20
Professionally qualified and experienced specialists and mid-management	31	1	1	2	16	2	1	2	56
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	35	0	0	1	57	2	2	6	103
Semi-skilled and discretionary decision making	54	1	0	1	97	3	2	5	161
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL	137	3	3	4	179	8	5	14	353

Table 3.5.3 Recruitment

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	1	0	0	1	2
Professionally qualified and experienced specialists and mid-management	2	0	0	0	7	0	0	0	9
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	3	0	0	0	2	0	0	1	6
Semi-skilled and discretionary decision making	5	0	0	0	6	1	0	1	13
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL	10	0	0	0	16	1	0	3	30
Employees with disabilities	0	0	0	0	0	0	0	0	0

Table 3.5.4 Promotions

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	1	1
Professionally qualified and experienced specialists and mid-management	2	0	0	0	2	0	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	1	0	0	0	1	0	0	0	2
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	1	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL	3	0	0	0	3	0	0	2	8
Employees with Disabilities	0	0	0	0	0	0	0	0	0

Table 3.5.5 Terminations

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	1	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	4	0	0	0	1	1	0	0	6
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	1	0	0	0	2	0	0	0	3
Semi-skilled and discretionary decision making	1	0	0	0	1	0	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL	6	0	0	1	4	1	0	0	12
Employees with Disabilities	0	0	0	1	0	0	0	0	1

Table 3.5.6 Disciplinary action

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary case	1	0	0	0	1	0	0	0	2

Table 3.5.7 Skills development

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	15	2	5	0	6	3	0	2	33
Professionals	46	4	1	3	25	2	2	5	88
Technicians and associate professionals	39	0	0	3	47	2	1	8	100
Clerks	0	0	0	0	0	0	0	0	0
Service and sales workers	39	1	0	1	76	8	1	9	135
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0
TOTAL	139	7	6	7	154	15	4	24	356
Employees with disabilities	0	0	0	0	1	0	0	0	0



3.6 PERFORMANCE REWARDS

To encourage good performance, the department has granted the following performance rewards during the year under review. The information is presented in terms of race, gender, and disability, salary bands and critical occupations.

Table 3.6.1 Performance Rewards by race, gender and disability

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within group	Cost (R'000)	Average cost per employee
African, Male	123	155	79.4%	4 834	39
Asian, Male	3	3	100%	264	88
Coloured Male	1	3	33.3%	53	53
White Male	8	8	100%	340	43
African Female	164	197	83.2%	5 451	33
Asian Female	5	6	83.3%	161	32
Coloured Female	9	10	90%	401	45
White Female	15	21	71.4%	753	50
TOTAL	328	403	81.4%	12 257	37

Table 3.6.2 Performance Rewards by salary band for personnel below Senior Management Service

Salary Band	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of total within salary bands	Total cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Lower skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	158	210	75.2%	3 489	22	1.9%
Highly skilled production (Levels 6-8)	104	111	93.7%	4123	39	2.3%
Highly skilled supervision (Levels 9-12)	48	59	81.4%	2935	61	1.6%
TOTAL	310	380	81.6%	10 547	34	5.8%



Table 3.6.3 Performance Rewards by critical occupation

- **Not applicable. The GPL has not declared critical positions as per the CORE classification, as prescribed by the DPSA.**

Critical Occupation	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total cost (R'000)	Average cost per employee
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
TOTAL	0	0	0	0	0

Table 3.6.4 Performance related rewards (cash bonus), by salary band for Senior Management Service

Salary Band	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of total within salary bands	Total cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Band A	0	0	0	0	0	0
Band B	17	22	77.3%	1 497	88	1%
Band C	0	0	0	0	0	0
Band D	1	1	100%	140	140	0.07%
TOTAL	18	23	78.3%	1 637	91	1%



3.7 FOREIGN WORKERS

The tables below summarise the employment of foreign nationals in the department in terms of salary band and major occupation.

Table 3.7.1 Foreign workers by salary band

Salary Band	01 April 2012		31 March 2013		Change	
	Number	% of total	Number	% of total	Number	% Change
Lower skilled	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	1	50%	1	50%	0	0
Highly skilled supervision (Levels 9-12)	1	50%	1	50%	0	0
Contract (Levels 9-12)	0	0	0	0	0	0
Contract (Levels 13-16)	0	0	0	0	0	0
TOTAL	2	100%	2	10%	0	0

Table 3.7.2 Foreign workers by major occupation

- Not applicable

Major Occupation	01 April 2012		31 March 2013		Change	
	Number	% of total	Number	% of total	Number	% Change
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0

3.8 LEAVE UTILISATION

The Public Service Commission identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave. The estimated cost of the leave is also provided.

Table 3.8.1 Sick leave

Salary Band	Total days	% Days with medical certification	Number of employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated cost (R'000)
Lower skills (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	638	75.1%	99	57.2%	6	616
Highly skilled production (Levels 6-8)	389	59.4%	57	55.3%	7	647
Highly skilled supervision (Levels 9-12)	267	73.8%	32	58.9%	8	660
Top and senior management (Levels 13-16)	106	64.2%	11	57.1%	10	418
TOTAL	1400	69.6%	199	56.4%	7	2 341

Table 3.8.2 Disability leave (temporary and permanent)

- **Not applicable**

Salary band	Total days	% Days with medical certification	Number of employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated cost (R'000)
Lower skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0	0	0
Senior management (Levels 13-16)	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

Table 3.8.3 Annual Leave

Salary band	Total days taken	Number of employees using annual leave	Average per employee
Lower skilled (Levels 1-2)	0	0	0
Skilled (Levels 3-5)	3326	162	63
Highly skilled production (Levels 6-8)	2151	110	20
Highly skilled supervision (Levels 9-12)	1030	63	16
Senior management (Levels 13-16)	366	21	17
TOTAL	6873	356	19

Table 3.8.4 Capped leave

- **Not applicable**

Salary band	Total days of capped leave taken	Number of employees using capped leave	Average number of days taken per employee	Average capped leave per employee as at 31 March
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0
Senior management (Levels 13-16)	0	0	0	0
TOTAL	0	0	0	0

The following table summarise payments made to employees as a result of leave that was not taken.

Table 3.8.5 Leave payouts

Reason	Total Amount (R'000)	Number of Employees	Average per employee (R'000)
Leave payout for 2011/12 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave payouts on termination of service for 2012/13	0	0	0
Current leave payout on termination of service for 2012/13	718	18	40
TOTAL	718	18	40



3.9 HIV/AIDS & HEALTH PROMOTION PROGRAMMES

Table 3.9.1 Steps taken to reduce the risk of occupational exposure

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
	Voluntary Counselling and Testing at the GPL Wellness Day

Table 3.9.2 Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.		x	
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	x		Human Resources responsibility and the accountability reside with the HR Business Partner with an annual budget of R500 000
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.	x		ICAS appointed as the service provider. The following services are contracted: <ul style="list-style-type: none"> Employee Assistance Programme Lifestyle Solutions Executive Care Solutions
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.		x	
5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	x		<ul style="list-style-type: none"> Talent Attraction Policy Leave Policy Remuneration and Benefits Policy Overtime Policy Gender Mainstreaming Internship Learnership
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.		x	
7. Does the department encourage its employees to undergo Voluntary Counseling and Testing? If so, list the results that you have achieved.	x		<ul style="list-style-type: none"> Voluntary Counselling and Testing initiative launched at the GPL Wellness Day. Results of the initiative not yet received.
8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.		x	

3.10 LABOUR RELATIONS

Table 3.10.1 Collective agreements

Subject Matter	Date
Salary Negotiations 2012-2013	August 2012

The following table summarises the outcome of disciplinary hearings conducted within the department for the year under review.

Table 3.10.2 Misconduct and disciplinary hearings finalised

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	0	
Verbal warning	0	
Written warning	0	
Final written warning	1	50%
Suspended without pay	0	
Fine	0	
Demotion	0	
Dismissal	0	
Not guilty	1	50%
Case withdrawn	0	
TOTAL	2	

Table 3.10.3 Types of misconduct addressed at disciplinary hearings

Type of misconduct (based on annexure A)	Number	% of total
Alleged corruption by accepting bribery	1	50%
Alleged use of employer's property: petrol card	1	50%
TOTAL	2	

Table 3.10.4 Grievances logged

	Number	% of Total
Number of grievances resolved	2	66.7%
Number of grievances not resolved	1	33.3%
TOTAL NUMBER OF GRIEVANCES LODGED	3	

Table 3.10.5 Disputes logged

	Number	% of Total
Number of disputes dismissed	0	0
Number of disputes dismissed	0	0
TOTAL NUMBER OF DISPUTES LODGED	0	0

Table 3.10.6 Strike actions

Total number of persons working days lost	0
Total costs working days lost	0
Amount (R'000) recovered as a result of no work no pay	0

Table 3.10.7 Precautionary suspensions

Number of people suspended	2
Number of people who's suspension exceeded 30 days	1
Average number of days suspended	14
Cost (R'000) of suspension	0

3.11 SKILLS DEVELOPMENT

This section highlights the efforts of the department with regard to skills development.

Table 3.11.1 Training needs identified

Occupational category	Gender	Number of employees as at 1 April 2012	Training needs identified at the start of the reporting period			Total
			Learnerships/ Internships	Skills Programmes & other short courses	Other forms of training/ Bursaries	
Legislators, senior officials and managers	Female	9	0	0	1	1
	Male	11	0	0	1	1
Professionals	Female	17	0	0	9	9
	Male	36	0	0	12	12
Technicians and associate professionals	Female	63	12	0	41	53
	Male	37	8	0	35	43
Clerks	Female		0	0	0	0
	Male		0	0	0	0
Service and sales workers	Female	108	0	0	70	70
	Male	54	0	0	37	37
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	0	0	0	0
Sub Total	Female	197	12	0	121	133
	Male	138	8	0	85	93
TOTAL		335	20	0	206	226

Table 3.11.2 Training provided for the period

Occupational category	Gender	Number of employees as at 1 April 2012	Training provided within the reporting period			Total
			Learnerships/ Internships	Skills Programmes & other short courses	Other forms of training/ Bursaries	
Legislators, senior officials and managers	Female	9	0	0	11	11
	Male	11	0	0	22	22
Professionals	Female	17	0	0	34	34
	Male	36	0	0	54	54
Technicians and associate professionals	Female	63	6	0	58	64
	Male	37	5	0	42	47
Clerks	Female	0	0	0	0	0
	Male	0	0	0	0	0
Service and sales workers	Female	108	0	0	94	94
	Male	54	0	0	41	41
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	0	0	0	0
Sub Total	Female	197	6	0	197	203
	Male	138	5	0	159	164
TOTAL		335	11	0	356	367

3.12 INJURY ON DUTY

The following tables provide basic information on injury on duty.

Table 3.12.1 Injury on duty

Nature of injury on duty	Number	% of total
Required basic medical attention only	7	100%
Temporary Total Disablement		
Permanent Disablement		
Fatal		
TOTAL	7	

3.13 UTILISATION OF CONSULTANTS

Table 3.13.1 Report on consultant appointments using appropriated funds

Project Title	Total number of consultants that worked on project	Contract value in Rands
Appointment of External Auditor for Party Caucus	2	R 808 888
Implementation of IPMS for Party Caucuses	1	R 40 698
Service Charter	1	R 179 040
Biographies/Profiles for Members	1	R 9 814
Stakeholder survey	1	R 26 000
IPMS Roadmap	1	R55 860
Remuneration strategy	1	R 91 874
ECM Phase III	1	R 1 538 273
Installation of an air-conditioning system in the 3 rd and 4 th floor and the Duncan Hall	1	R 1 063 951
City Hall Chairs	1	R 1 588 853
City Hall restoration and Cleaning project (sandstone exterior)	1	R 11 811 977
City Hall renovation project (refurbishment of the city hall)	1	R 3 882 043
Gym Equipment	1	R 1 326 835
SAP ESS/MMS system	1	R 972 990
Integrated Electronic Security and Fire Defence	1	R 10 203 411
Installation of an air-conditioning system in the City Hall	1	R 250 800
Upgrade of Speakers and Secretary Boardroom	1	R 149 417
Refurbishment of the Duncan Hall	1	R 985 714
Intenda System	1	R 256 000
Implementation of Resolution Tracking	1	R 22 774
LIMS	2	R 624 518
Epic Project	1	R 862 992
Public Participation Conference Book	1	R 125 751

Total number of projects	Total individual consultants	Total contract value in Rands
23	25	R 35 551 870

Table 3.13.2 Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs)

- **Not available**

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project

Table 3.13.3 Report on consultant appointments using Donor funds

- **Not available**

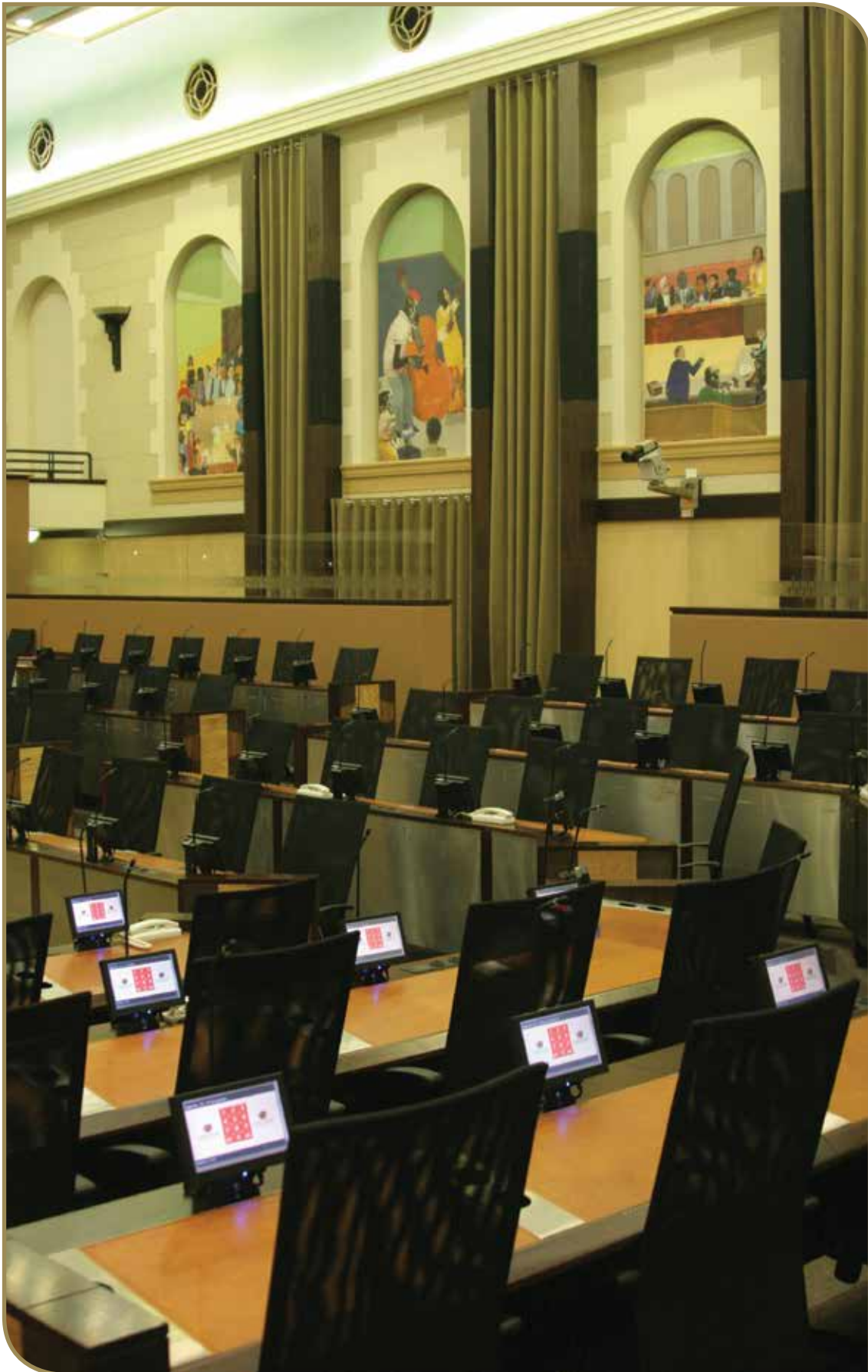
Project title	Total number of consultants that worked on project	Duration Work days	Donor and contract value in Rands
Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rands

Table 3.13.4 Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs)

- **Not available**

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project





NOTES

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ANNUAL REPORT
2012/2013



PART 4

**FINANCIAL
INFORMATION**

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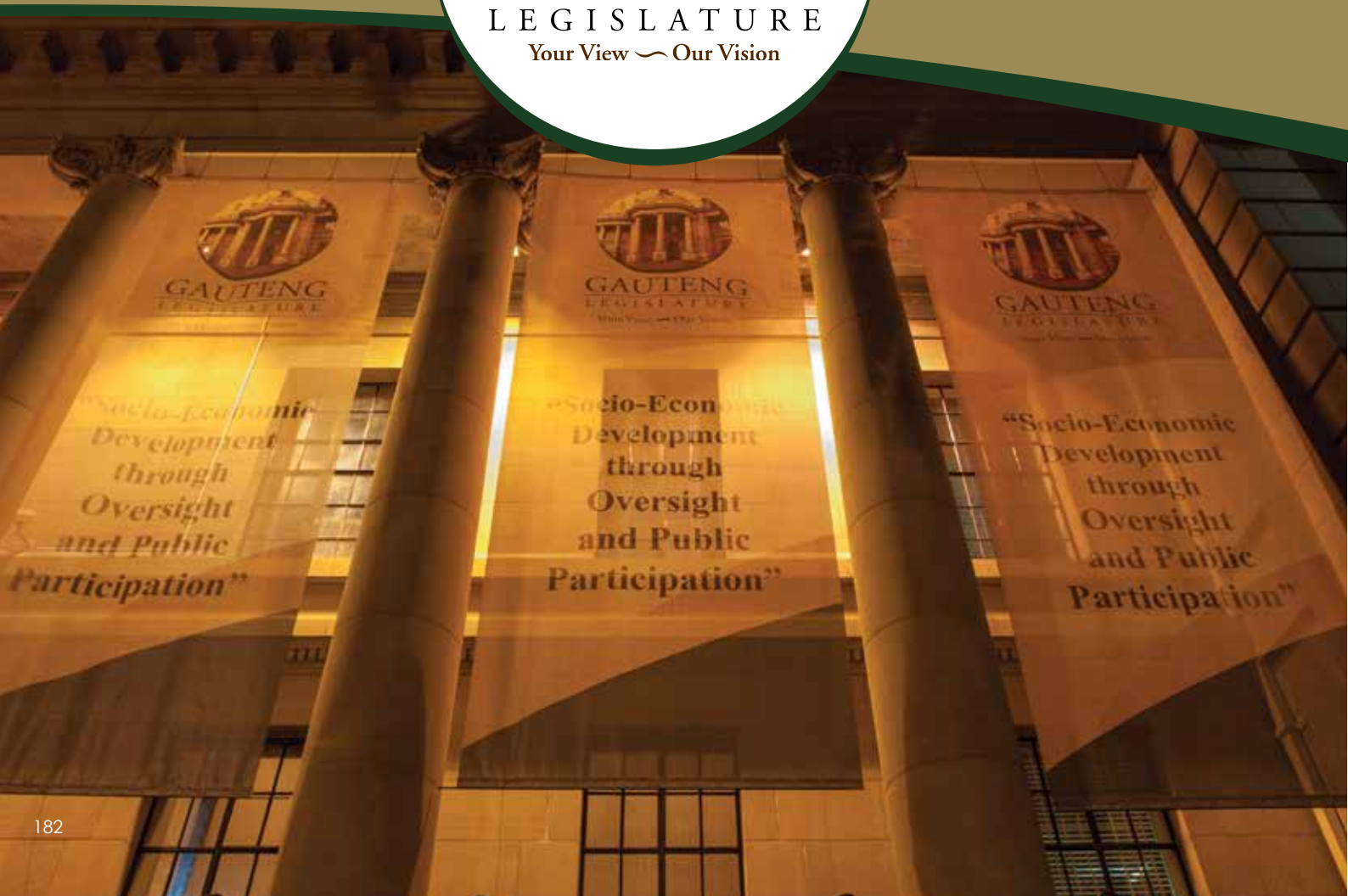
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Section VI

The Audit Committee



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REPORT OF THE AUDIT AND RISK COMMITTEE

We are pleased to present our report for the financial year ended 31 March 2013. The report of the Audit and Risk Committee has been prepared in accordance with sections 45 and 46 of the Financial Management of Gauteng Provincial Legislature Act 2009 (FAMLA).

Audit Committee members and attendance

The Audit Committee consists of the members listed hereunder and should meet at least 4 times per annum as per its approved terms of reference. Six (6) meetings were held during the 2012/13 financial year, as detailed below.

#	Member Name	Membership Category	Number of meetings attended
1	John Davis (Chairperson)	Independent	6
2	Alwyn Martins	Independent	3
3	Roy Mnisi	Independent	*
4	Refilwe Letwaba	Non-Executive	3
5	Mike Madlala	Non-Executive	4
6	Peter Skosana	Executive	6

* Mr Mnisi was appointed on 06 March 2013. He was unable to attend the 20 March 2013 Audit & Risk Committee meeting, due to other engagements he had commitment to prior to his appointment.

Committee Responsibility

The Audit & Risk Committee reports that it has complied with its responsibilities arising from FAMLA.

The Audit & Risk Committee also reports that it has adopted appropriate formal terms of reference as its Audit & Risk Committee Charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

The effectiveness of internal control

The system of internal control applied by the Gauteng Legislature over financial risk and risk management is generally effective, efficient and transparent. In line with FAMLA, the Internal Auditors provide the Audit & Risk Committee and Management with reasonable assurance as to whether the internal controls remain adequate, appropriate and effective. This is achieved by means of the risk management process, as well as the identification of corrective actions and suggested enhancements to the controls and processes.

From the various reports of the Internal Auditors, and the Audit Report on the Annual Financial Statements and the Management Report of the Auditor General, we conclude that the existing control environment provides a reasonable assurance that the Legislature's goals and objectives are being achieved. In addition, no matters were reported by the Auditor General indicating any material deficiencies in the system of internal control or any deviations there from.

There are some areas highlighted in the various reports of the Auditor General and by the Internal Auditors during the year, where internal controls require improvement and some corrective action. The Audit & Risk Committee has not only been instrumental in requesting that corrective actions are taken in this regard but also in providing guidance on necessary enhancements to these controls and processes that have an effect on GPL's compliance, risk and performance environment as well as responsibilities that GPL has to the external environment that it serves.

The Audit & Risk Committee is also satisfied with the content and quality of monthly and quarterly reports prepared and issued by the Accounting Authority of GPL during the year under review.

Evaluation of Annual Financial Statements

The Audit & Risk Committee has:

- Reviewed and discussed the audited annual financial statements to be included in the annual report, with the Auditor General and the Accounting Authority;
- Reviewed the Auditor General of South Africa's management report and management's response thereto;
- Reviewed changes in accounting policies and practices; and
- Reviewed the entity's compliance with legal and regulatory provisions

The Audit & Risk Committee concurs with and accepts the Auditor General of South Africa's report on the annual financial statements, and is of the opinion that the audited annual financial statements should be accepted and read together with the report of the Auditor General of South Africa.

Internal audit


The Audit & Risk Committee is satisfied that the Internal Audit function is operating effectively and that it has addressed the risks pertinent to the GPL subsequent to the appointment of the out-sourced Internal Audit function.

Auditor General of South Africa

The Audit & Risk Committee has met with the Auditor General of South Africa to ensure that there are no unresolved issues.

Conclusion

The Audit & Risk Committee would like to thank management, the Provincial Secretary and the Legislature Services Board for their support.



MR J. DAVIS
CHAIRPERSON OF THE AUDIT COMMITTEE

25 July 2013

GAUTENG PROVINCIAL LEGISLATURE

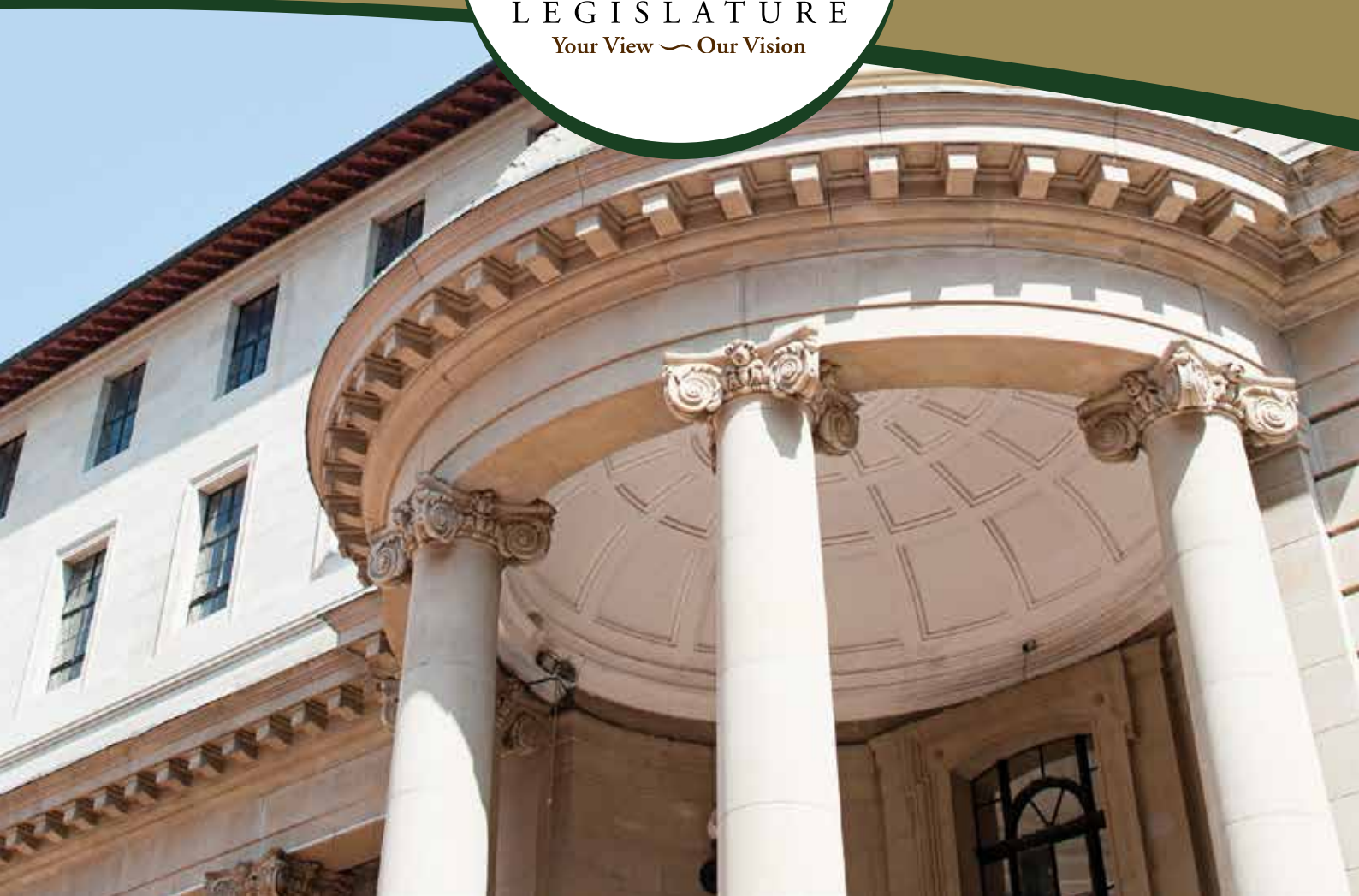
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Section VII

THE ANNUAL FINANCIAL STATEMENTS



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GENERAL INFORMATION

Country of incorporation and domicile	South Africa
Member	Peter Skosana
Registered office	Cnr President and Loveday Streets Johannesburg 2001
Business address	Cnr President and Loveday Streets Johannesburg 2001
Postal address	Private Bag X52 Johannesburg 2000
Bankers	First National Bank of South Africa
Auditors	Auditor-General of South Africa
Secretary to the Legislature	Peter Skosana

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REPORT OF THE AUDITOR-GENERAL TO THE GAUTENG PROVINCIAL LEGISLATURE ON VOTE NO.2: GAUTENG PROVINCIAL LEGISLATURE

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the financial statements of the Gauteng Provincial Legislature set out on pages 200 to 245, which comprise the statement of financial position as at 31 March 2013, the statement of financial performance, statement of changes in net assets, and the cash flow statement for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting Officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Financial Management of the Gauteng Provincial Legislature Act, 2009 (FAMLA); and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-General's responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the *General Notice* issued in terms thereof and International Standards on Auditing. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Gauteng Provincial Legislature as at 31 March 2013, and its financial performance and cash flows for the year then ended in accordance with the SA Standards of GRAP and the requirements of the FAMLA.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

7. In accordance with the PAA and the *General Notice* issued in terms thereof, I report the following findings relevant to performance against predetermined objectives, compliance with laws and regulations and internal control, but not for the purpose of expressing an opinion.

Predetermined objectives

8. I performed procedures to obtain evidence about the usefulness and reliability of the information in the annual performance report as set out on pages 33 to 149 of the annual report.

REPORT OF THE AUDITOR-GENERAL TO THE GAUTENG PROVINCIAL LEGISLATURE ON VOTE NO.2: GAUTENG PROVINCIAL LEGISLATURE

9. The reported performance against predetermined objectives was evaluated against the overall criteria of usefulness and reliability. The usefulness of information in the annual performance report relates to whether it is presented in accordance with the Gauteng Provincial Legislature Planning, Budgeting and Reporting Framework and whether the reported performance is consistent with the planned objectives. The usefulness of information further relates to whether indicators and targets are measurable (i.e. well defined, verifiable, specific, measurable and time bound) and relevant as required by the Planning, Budgeting and Reporting Framework.

The reliability of the information in respect of the selected programmes is assessed to determine whether it adequately reflects the facts (i.e. whether it is valid, accurate and complete).

10. There were no material findings on the annual performance report concerning the usefulness and reliability of the information.

Compliance with laws and regulations

11. I performed procedures to obtain evidence that the Gauteng Provincial Legislature has complied with applicable laws and regulations regarding financial matters, financial management and other related matters.

12. I did not identify any instances of material non-compliance with specific matters in key applicable laws and regulations as set out in the *General Notice* issued in terms of the PAA.

Internal control

13. I considered internal control relevant to our audit of the financial statements, annual performance report and compliance with laws and regulations.

14. I did not identify any significant deficiencies in internal control which I considered sufficiently significant for inclusion in this report.

OTHER REPORTS

Investigations

15. Three investigations were conducted during the year under review. The investigations were initiated based on the allegation of irregular awarding of a tender, appointment and resignation of an employee and extortion by an employee of the legislature. The investigations have been finalised and the legislature is in the process of implementing the recommendations made on the reports.

Auditor - General
Johannesburg

31 July 2013



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

REPORT OF THE ACCOUNTING OFFICER TO THE GAUTENG PROVINCIAL LEGISLATURE ON VOTE NO.2: GAUTENG PROVINCIAL LEGISLATURE

1. GENERAL REVIEW OF THE STATE OF FINANCIAL AFFAIRS

The Financial Management of Gauteng Provincial Legislature Act (FAMLA) requires the Executive Authority to ensure transparency, accountability and sound management of the revenue, expenditure, assets and liabilities of the Gauteng Provincial Legislature (GPL).

Efficient and sustainable financial management is fundamental to the promotion of good governance. In line with the strategic goal of Leadership and Corporate Governance, systems of good corporate governance, effective administration and good financial management systems continued to be effective during the financial year.

The 2012/13 financial year was in many ways challenging but also a catalyst towards maintaining value for money spending and to realise efficiency gains in light of the tighter fiscal envelope being experienced. This report reviews the progress made during the reporting year by describing the main financial achievements (and challenges) against the key financial objectives of the GPL.

1.1 Budgeting process and allocation

In terms of section 12 (a) and (b) of chapter 3 of the FAMLA, the Speaker must oversee the preparation of the GPL's strategic plan, annual performance plan, budget and adjustments budgets, and table the annual performance plan in the Provincial Legislature.

During the year, the GPL revised the Planning, Budgeting and Reporting Framework that outlines each stage of the planning, budgeting, implementation, reporting, monitoring and evaluation cycle. The emphasis was on results based planning and reporting, performance information and relevant criteria to be used for purposes of drafting the strategic and annual performance plans. Furthermore, the framework also covers a guide and templates on reporting.

Goals and objectives were the prime outputs flowing from the strategic planning process. The defined objectives were then translated into plans which were consistent with the policies, political priorities and guidelines laid down by the political leadership. Plans and budgets should be interrelated to improve operational effectiveness.

It is important for budget plans to link to plans to ensure that key objectives and priorities are budgeted for and achieved. In this regard, the GPL continued to improve and implement various initiatives that sought to focus greater attention on the relationship between budgets and performance, such as the activity-based costing methodology. In achieving this, outputs were broken down into performance enhancing processes or activities. This information then impacted the calculation of budgets.

For the year under review, the GPL received a total budget allocation of R476.3 million to implement its annual performance plan. This represents an increase of 18.3 % as compared to the budget allocation of the previous financial year. The identification of emerging priorities during the financial year resulted in the movement of funds from areas of saving and movement of funds from strategically less important areas.

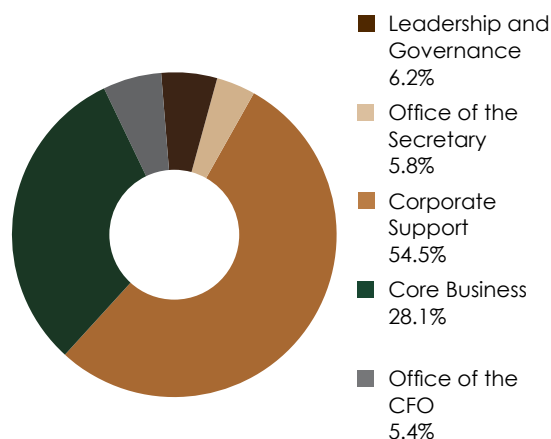
An additional amount of R60.1 million was received as a statutory appropriation in respect of remuneration for Political Office Bearers. This amount is distinct from the GPL voted budget and falls within the ambit of the Direct Charges Act.

REPORT OF THE ACCOUNTING OFFICER TO THE GAUTENG PROVINCIAL LEGISLATURE ON VOTE NO.2: GAUTENG PROVINCIAL LEGISLATURE

The final budget allocation for the 2012/13 financial year is depicted in the table and graphical analysis below:

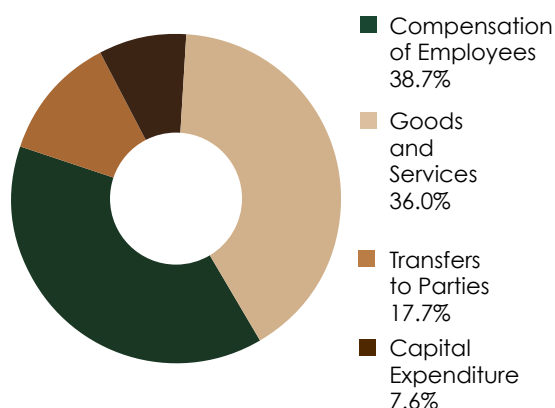
BUDGET BY PROGRAMMES

PROGRAMME	% OF EXPENDITURE	R'000
Leadership & Governance	6.2%	29 510
Office of the Secretary	5.8%	27 607
Corporate Support	54.5%	259 759
Core Business	28.1%	133 808
Office of the CFO	5.4%	25 621
TOTAL	100%	476 305



BUDGET BY ECONOMIC CLASSIFICATION

CLASSIFICATION	% OF EXPENDITURE	R'000
Compensation of Employees	38.7%	184 321
Goods and Services	36.0%	171 530
Transfers to Parties	17.7%	84 169
Capital Expenditure	7.6%	36 285
TOTAL	100%	476 305



Subsequently, through the adjustments budget process, the budget allocation was increased by R21.3 million from R455 million to R476.3 million to fund emerging priorities. This was facilitated by surrendering own revenue to the provincial treasury as approved by the Legislature Services Board (LSB). The budget was adjusted to provide for the following priorities:

- Establishment and formalisation of the Provincial Speakers Forum – R3.8 million
- Provision for the shortfall on Committees study tours – R0.98 million
- Provision for the 43rd CPA Conference hosted by the GPL - R9.2 million

In addition, a roll-over of R7.4 million was allocated to complete the following projects:

- Replacement of chairs in the City Hall - R1.5 million
- Finalisation of the Integrated Security Project - R3.9 million
- Enhancement of SAP modules in the Human Resources space (ESS/MSS) – R0.6 million
- Enhancement of IT infrastructure (ECM) - R1.4 million

REPORT OF THE ACCOUNTING OFFICER TO THE GAUTENG PROVINCIAL LEGISLATURE ON VOTE NO.2: GAUTENG PROVINCIAL LEGISLATURE

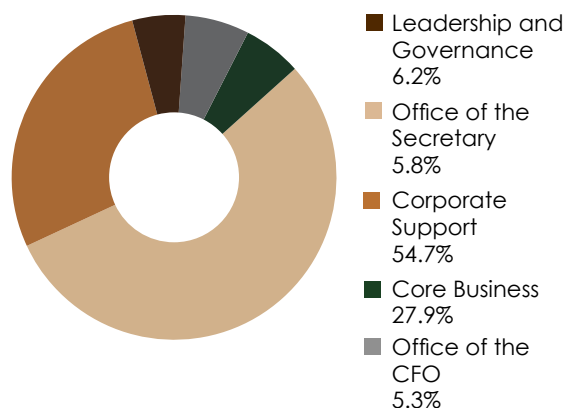
1.2 Expenditure Analysis

In exercising its constitutional obligations of law-making, oversight and scrutiny, co-operative governance and public participation, the GPL spent a total of R472 million or 99.1 % of the final budget for the financial year under review. A comparison of the actual expenditure against the final budget reflects an under-expenditure of R4.3 million equating to 0.9%.

The results for the financial year ended 31st March 2013 reflects that the GPL has operated relatively within budget resources and has met all its financial obligations for the year under review. Actual spending by Programmes and Economic Classification is reflected in the table below:

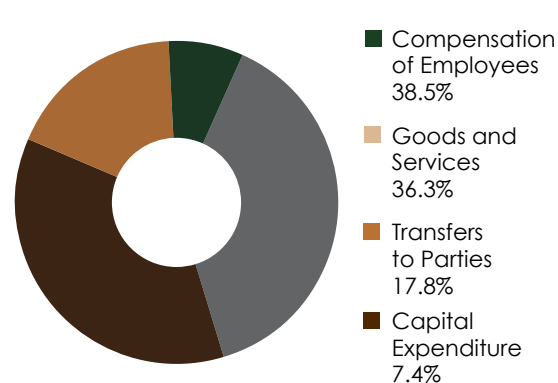
EXPENDITURE PROGRAMMES

PROGRAMME	% OF EXPENDITURE	R'000
Leadership & Governance	6.2%	29 495
Office of the Secretary	5.8%	27 607
Corporate Support	54.7%	258 191
Core Business	27.9%	131 659
Office of the CFO	5.3%	25 052
TOTAL	100%	472 004



EXPENDITURE BY ECONOMIC CLASSIFICATION

CLASSIFICATION	% OF EXPENDITURE	R'000
Compensation of Employees	38.5%	181 637
Goods and Services	36.3%	171 103
Transfers to Parties	17.8%	84 169
Capital Expenditure	7.4%	35 095
TOTAL	100%	472 004



The major cost drivers for goods and services were as follows:

- House and Committee sittings;
- Support services to Committees;
- Mainstreaming of Public Participation;
- Bua Le Sechaba Campaign and Outreach workshops;
- Implementation of the Communications and PPP strategies;
- Operational costs such as IT services, maintenance and repairs, rent & municipal services, communications, security, canteen services and cleaning;
- International and local travel;
- Hansard outsourcing, internal and external audit fees and use of consultants in specific areas of speciality;
- Hosting of Institutional events;

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- Transport and Shuttle services;
- Learning & Growth - training & development costs and staff bursaries;
- Workshops, functions and conferences;
- Advertising, Printing and publications; and
- Subscriptions and Hansard services.

Expenditure on capital assets amounted to R35.1 million and primarily comprised of the following:

- Sandstone wall and chemical cleaning of the exterior surface of the City Hall;
- Security and fire defence project;
- Acquisition of office furniture and the replacement of city hall chairs;
- IT infrastructure - Enterprise Composite Model (ECM) and computer hardware;
- Acquisition of new gym equipment;
- Air-conditioning in the 4th and 3rd floors of the City Hall and refurbishment of the Duncan Hall; and
- Technical upgrade in the Auditorium and acquisition of audio- visual equipment.
-

Under / Overspending

The following under expenditure items were noted during the financial year:

- Due to increased level of local activities and a political decision to reduce the number of delegates on international study tours, under-spending on travel and workshop & functions of committees occurred; and
- All planned international and local trips could not be undertaken by Committees, Offices of the Speaker and Secretary to the Legislature due to other institutional priorities.

Under-spending on goods and services was also attributable to the following activities that did not take place as planned:

- National Parliament attachment training;
- Attendance at workshops, conferences and seminars due to in-house priorities;
- Risk profiling and governance workshop for the LSB;
- Gauteng Speakers Forum public education and clean-up campaign; and
- Teambuilding and inter-legislature visits.

Capital expenditure reflects a net under-spending of R2.1 million as a result of the following not completed by the end of the financial year.

- Installation of air-conditioning, electrical rewiring and reticulation in the City Hall;
- Upgrade to the Speaker's and Secretary's boardrooms with audio visual equipment;
- Mobile PA and video system; and
- Replacement of the Speakers vehicle in line with the ministerial handbook.

Comparison to the previous financial year

The total expenditure of the current financial year increased by 25.5 % when compared to the previous financial year. An analysis of the financial growth linked to the institutional strategy revealed the following strategic growth areas:

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- Increase in allocation of funds to Committees, support to Committees and related activities and Public Participation Programmes
- A significant increase in allocations to political parties in line with the provisions of the Gauteng Political Party Fund act;
- More focus on corporate governance processes and enhancement of business tools.
- Increased allocation for Commonwealth Parliamentary Association (CPA) activities and hosting of the 43rd CPA conference
- Notable increase in training for both Members and Staff
- Significant increase in communications as a result of consolidating costs in land lines, mobile and 3G
- Office space demands increased the rental of building
- Transport and shuttle services increased as the budget was aligned to transport requirements

Political Part Funding

To enable Members to fulfil their constitutional obligations and reducing dependency on private funding and enhancing multi-party democracy, a total amount of R84.2 million was transferred to Political Parties. Details of transfers are reflected in the table below:

POLITICAL PARTY	CONSTITUENCY ALLOWANCE	POLITICAL PARTY FUNDING
ACDP	420 000	2 167 199
ANC	19 026 537	31 527 322
COPE	2 321 571	4 871 064
DA	6 720 000	11 832 851
ID	420 000	2 105 903
IFP	420 000	2 312 630
TOTAL	29 328 108	54 816 969

In instances where any party did not comply with the provisions of the Gauteng Political Party Fund Act, funds were withheld accordingly.

2. ENHANCED FINANCIAL MANAGEMENT

Section 49 of FAMLA requires the Accounting Officer to submit a report on actual expenditure and projections to the Executive Authority and Provincial Treasury within fifteen days after the end of each month. These reports were submitted to both the Speaker and Provincial Treasury on a monthly and quarterly basis. The timing of monthly reports provides management with an 'early warning' of deviations from planned results and targets. These were also reported at the Audit and Risk Committee on a quarterly basis.

The process of control over budgets and monthly reporting operated satisfactorily during the year. The planning and budget unit regularly met with programme and sub-programme managers and provides guidance on business planning and budget implementation. Financial performance was monitored on a monthly basis and reported at quarterly Planning Committee meetings for interrogation and scrutiny.

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Programme and sub-programme managers updated quarterly their expenditure projections to provide action plans for implementation of the budget and reasons for any deviations.

This process allowed managers to identify gaps timeously and institute the necessary plans to achieve the identified objectives. The commitment register has been fully implemented and provided programme managers with on-line information on outstanding purchase requisitions, purchase orders and payments made to-date.

3. SUPPLY CHAIN MANAGEMENT(SCM) PRACTICES

The GPL is committed to the broader achievement of socio-economic goals. It has put in place processes that are aligned to the aims and objectives of both the Broad Based Black Economic Empowerment Act (BBBEEA) and the Preferential Procurement Policy Framework Act (PPPFA). During the year, the GPL also developed a Supply Chain Management (SCM) policy which is aligned to the FAMLA ensuring enhanced supply chain management standards.

Through the adoption of the preferential procurement strategy, a preference mechanism has been introduced in the procurement of all goods and services to target especially Historically Disadvantaged Individuals (HDIs). Reasonable progress has been made in its implementation but not to its full extent. A SCM Compliance Officer was appointed during the year to oversee and ensure full implementation in this regard.

Preferential procurement and the provision for the promotion of Broad Based Black Economic Empowerment (BBBEE) is also made in our SCM policy to further emphasise the seriousness as intended by both the Acts.

Refined tender processes will largely contribute to the achievement of the set BBBEE goals as they encompass preferential procurement points process that will benefit existing and emerging businesses managed and owned by HDIs, women, youth and people with disabilities with preference to those located in the Gauteng province. This initiative will assist in the realisation of the projected BBBEE spend for the Medium Term Expenditure framework (MTEF). The Chief Financial Officer regularly monitors progress in achieving the targets.

4. CONSTRAINTS

The primary capacity constraint that faced the GPL during the year was the budget allocation which was not adequately aligned to the GPL submission. This resulted in the deferment of identified projects and the scaling down of less strategic activities.

As a result, cost reduction or curtailment measures were introduced to ensure containment of expenditure within the constraints. While implementing the cost reduction measures, care was taken to ensure that service delivery was not compromised. The GPL submitted a detailed motivation to the Provincial Treasury on the need to review the baseline budget figures allocated to the GPL. There will be continuous engagements with the Provincial Treasury in the new financial year to realise the determined baseline budget.

Further configuration of the SAP system is still required specifically in the finance and supply chain

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management areas to ensure accurate and complete information and that reporting is fully automated. This project will be undertaken in the new financial year.

Office space requirements have reached acute proportions. The City Hall is fully occupied and not adequate to meet current demands. Additional office space was secured in the Old Mutual 1066 Building in Pritchard Street, Johannesburg.

5. CORPORATE GOVERNANCE

The GPL strives to adhere rigorously to the principles of good governance, accountability, sustainability and ethics in all its undertakings. Adherence to these principles assures the GPL of more effective executive decision-making and allocation of internal resources. This requires not only that the GPL adheres to the prescriptive framework found in legislation and regulations, but also that the GPL's corporate governance structures are aligned with the relevant provisions of the King report. The GPL has adapted and applied, as far as it is possible for a public sector institution, the relevant principles contained in the King code of conduct.

The Legislature Services Board (LSB) as the policy directing body has continued to focus on improving corporate governance and consolidating the effective operation of the board. In line with the GPL's efforts to improve decision-making, meetings of the sub-committees of the board preceded the scheduled meetings of the LSB.

5.1 Audit & Risk Committee

In line with section 46 of the FAMLA, the Audit & Risk Committee (ARC) operated in terms of its charter which deals with its membership, authority and responsibilities. In the year under review, the ARC continued to review the effectiveness of GPL's internal control systems, the effectiveness of the internal audit function, the risk areas of GPL's operations upon which the scope of internal and external audits is determined, the adequacy, reliability and accuracy of financial information, any accounting and auditing concerns identified as a result of internal and external audits.

The ARC also reviewed GPL's compliance with legal and regulatory provisions, the activities of the internal audit function including its annual coverage plan and co-ordination with the Auditor-General.

The Committee provided valuable support to the Office of the CFO in relation to financial management and accountability. Both internal and external auditors have unrestricted access to the Audit & Risk Committee, which ensures that their independence is in no way impaired. Meetings are attended by the appropriate members of executive management, including those involved in risk management, control and finance.

The LSB annually reviews the performance of the Audit & Risk committee through a comprehensive evaluation process undertaken by independent consultants.

5.2 Enterprise Risk Management

As part of corporate governance, the GPL recognizes the need to implement Enterprise Risk Management. The Accounting Officer accordingly maintains effective, efficient and transparent systems of risk management and internal control. Risk management is an integral part of the institutions activities to reduce risks to acceptable levels. Continued integration of risk management into key decision-making

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processes of the organisation was also achieved with the explicit inclusion of risk management principles into GPL's strategic and business planning processes. All GPL business plans have risks explicitly articulated as part of the plans.

The GPL further recognises risk management as an integral part of responsible management and has therefore adopted a comprehensive approach to the management of risk. The features of this process are outlined in the GPL's Risk Management Strategy. The GPL has an Audit, Risk & Governance Directorate whose responsibility is to assist management in identifying, assessing and managing risks that threaten the attainment of strategic goals and other objectives, and optimising opportunities that enhance GPL's performance.

The adopted risk management strategy provided a framework for governing and managing the affairs of the GPL to identify, manage, control, reduce or eliminate business, financial and operational risks that may affect the performance of the GPL adversely. The strategy is further used to direct internal audit effort and priority, and to determine the skills required of managers and staff to improve controls and to manage these risks.

The Risk Management Committee met four times during the financial year. The mandate of the Committee is to oversee and co-ordinate the risk management process. Management remain responsible for the identification, assessment and management of risk. The responsibility is not limited to the Secretariat but includes the total management structure within each programme.

During the reporting period, the Audit, Risk & Governance Directorate was capacitated with the appointment of a Director and two additional risk officers. The Directorate continuously engaged with management to update the risk register and report to the Risk Management Committee and Audit & Risk Committee on progress in implementing actions to mitigate risks and reduce risks to acceptable levels and levels of tolerance. The risk register was updated in line with the outcome of the high level risks based on the strategic priorities of the Institution. The risk register informed the development of the annual internal audit plan and the risk identification process for all programmes of the GPL and now features as a standard agenda item at the Audit & Risk Committee, LSB and senior management meetings. In the coming year, risk management will be consolidated and amplified throughout the various programmes and levels of business. All risks identified in operations by initiatives of the newly capacitated Directorate will in future be captured on the Barnowl risk management software.

5.3 Internal Audit

The internal audit function of the GPL continued to operate in line with the approved terms of reference and associated service level agreement based on the requirements of the FAMLA and Standards for the Professional Practice of Internal Audit of the Institute of Internal Auditors.

During the year, the GPL appointed Nexia SAB & T on a three year contract to provide internal audit services in line with FAMLA requirements. Internal audits were performed on critical risk areas as reflected in the approved internal audit coverage plan to determine the adequacy of the system of internal control within the organisation. The outcome of the internal audit reviews was regularly reported to management, Risk Management Committee and the Audit & Risk Committee.

The internal audit function provided objective and independent assurance to management and the Audit & Risk Committee on the adequacy and effectiveness of internal controls, risk management and

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governance processes of the GPL. This was accomplished mainly through regularity, performance, information technology and compliance audits. In pursuing this activity, internal audit is guided by the Audit and Risk Committee at all times.

5.4 Fraud Prevention Plan

The GPL acknowledges that fraud prevention is imperative for the responsible management of public funds to ensure effective protection of public interest and maintenance of public trust. To that end, the fraud prevention strategy was updated and approved during the 2012/13 financial year. The GPL continuously updates the strategy with the results of annual risk assessments. A fraud prevention plan has been adopted which is aligned to the risk management strategy. Both documents have been communicated to staff and also loaded on the GPL intranet for awareness and reference purposes.

The Fraud Prevention Plan (FPP) Operational Committee took responsibility for the implementation of the fraud prevention plan within the GPL. Comprehensive progress has been made on the implementation strategy of the fraud prevention plan.

6. ASSET MANAGEMENT

The GPL manages its assets within the framework of the FAMLA. An Asset Management Unit (AMU) has been established under the SCM Directorate in the Office of the CFO. The requirements in terms of the FAMLA relating to asset management reforms have been met. The asset management policy has been revised to re-emphasize the role that responsibility managers need to play in ensuring the safe keep of state assets under their custody.

The asset management unit is not operating at full capacity due to vacant posts within the unit. However, the very basic requirements in terms of the FAMLA relating to asset management reforms have been met. All the assets within the GPL were physically verified through a stock take exercise. This was conducted both at mid-year and year-end.

A disposal process is also in progress to ensure that all the disposals are dealt with in accordance with the prescripts. The asset management policy has been revised to re-emphasize the role that responsibility managers need to play in ensuring the safe keep of state assets under their custody.

A concerted effort is under way to strengthen the overall control of assets and monitoring compliance on an ongoing basis through enhanced individual accountability for assets and regular physical counts of assets.

7. PERFORMANCE INFORMATION

The GPL has an obligation to formulate strategic, annual and operational plans, allocate resources for the implementation of those plans, monitor and report the results. During the reporting period, the GPL continued with the quarterly performance evaluation meetings with senior managers to assess both the quality and substance of the performance reporting. This was chaired by the Accounting Officer.

The GPL has entrenched performance reporting as an integral part of an effective accountability framework. In executing its mandate of facilitating law making, ensuring public participation in the legislative processes and exercising oversight over the executive and the organs of the state

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Performance information also facilitates effective accountability, enabling oversight bodies such as the Oversight Committee on the Premier's Office and the Legislature (OCPOL), the Legislative Services Board (LSB) and other interested parties, to track progress, identify the scope for improvement and better understand the issues involved.

In line with the requirements of FAMLA, the Accounting Officer after the end of each quarter reported to the Executive Authority and OCPOL the GPL's performance in implementing the annual performance plan in that quarter. The reports seek to present the state of affairs of the GPL and its performance against predetermined objectives at the end of each reporting period. Programme performance is also reported at dedicated Secretariat and Planning Committee meetings on a quarterly basis. Emphasis was placed on the development, communication and introduction of tools, procedures and structures for business planning and performance monitoring. Various strategies have been put in place to ensure the GPL's broad objectives are achieved.

Performance information plays a significant role in governance and accountability and consequently more focus was applied on the quality and timeliness of the information. Performance and financial reports were prepared for each quarter and also submitted to relevant internal and external stakeholders.

During the year, it was identified that the Annual Performance Plan (APP) of the institution incorporated to a large extent operational items and in some instances stated at activity level. The Planning and Budgeting Unit (PBU) undertook a process of analysing the APP and made necessary suggestions for further engagements with Programmes. The aim of this process was to ensure alignment of the Programme's strategic objectives with the GPL's adopted strategic objectives as well as alignment of the measurable objectives, performance indicators and targets. This process was prompted by the Auditor General's comments on the GPL's APP, that in some instances there were misalignments between the measurable objectives, performance indicators and targets. This necessitated a review of the APP. The outcome of this process was presented to Presiding Officers and approved accordingly. The review exercise did not change or impact on deliverables but focussed on technical weaknesses and the segregation of strategic and operational activities. The revised APP will accordingly form the basis of the annual report.

8. IMPORTANT POLICY DECISIONS AND STRATEGIC ISSUES FACING THE GPL

The GPL in the execution of its mandate will continue to undertake the following primary initiatives to enhance the way it functions:

- Emphasis on the oversight model and role of Committees whilst continuing to put in place appropriate systems for Executive Accountability;
- Doing much more in respect to the execution of our constitutional mandate of law making, public participation and oversight;
- Deepening of democracy by ensuring that the public is involved in the process of law making and oversight, locating public participation at the centre of the legislative processes;
- Consolidation of law making processes and a review of the efficacy of laws passed;
- Building an effective and transformative GPL by focussing on the development of procedures, skills and resources for effective continuous oversight;
- Improving the effectiveness of the LSB and Secretariat by the application of principles of good governance;
- To operate efficiently and effectively by improving the efficacy of the existing structures;
- Efficient, economical and effective utilisation of limited resources with due cognizance of the fiscal constraints and liquidity challenges facing the province;
- Allocate resources efficiently by directing more resources towards the constitutional mandate and

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- making the work of elected representatives more effective; and
- Maintaining effective, efficient and transparent systems of financial management, risk management and internal control.

9. ADOPTION OF GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP)

Section 54 of the FAMILA prescribes that for each financial year, the Accounting Officer must prepare annual financial statements in accordance with the standards of generally recognised accounting practice (GRAP).

In compliance with this requirement, the annual financial statements have been prepared in accordance with the effective standards of GRAP including any interpretations, guidelines and directives issued by the Accounting Standards Board. The annual financial statements have therefore been prepared on an accrual basis which necessitated adoption of accounting policies consistent with GRAP. It is clear that this provision of FAMILA has provided an opportunity to strengthen the GPL by developing a solid financial management structure that ensures that the GPL entrenches and submits to best financial management practices.

10. OTHER

There are no other facts or circumstances that may have an effect on the GPL's financial state of affairs.

11. APPROVAL

The annual financial statements set out on pages 200 to 245 have been approved by the Accounting Officer.



PETER SKOSANA
SECRETARY TO THE PROVINCIAL LEGISLATURE
(ACCOUNTING OFFICER)

31 May 2013

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 31 MARCH 2013

	NOTE(S)	2013	2012
ASSETS			
Current assets			
Inventories	11	2 426 260	2 792 388
Receivables from exchange transactions	12	950 018	384 000
Prepayments	10	508 949	–
Cash and cash equivalents	13	38 851 166	58 471 969
		42 736 393	61 648 357
Non-current assets			
Heritage assets	4	1 938 154	1 938 154
Property, plant and equipment	5	85 627 983	59 401 905
Intangible assets	6	14 808 285	17 390 771
		102 374 422	78 730 830
Total assets		145 110 815	140 379 187
LIABILITIES			
Current liabilities			
Finance lease obligation	14	386 095	409 401
Operating lease liability	8	57 978	71 058
Payables from exchange transactions	17	12 419 664	17 345 106
Provisions	15	23 293 050	21 825 372
Staff payable	16	635 190	648 046
		36 791 977	40 298 983
Non-current liabilities			
Finance lease obligation	14	80 271	81 478
Total liabilities		36 872 248	40 380 461
Net assets		108 238 567	99 998 726
Net assets			
Accumulated surplus		108 238 567	99 998 726

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2013

	NOTE(S)	2013	2012
Revenue from non-exchange transaction	19	536 420 918	459 711 578
Revenue from exchange transactions	20	2 473 317	4 846 196
Operating expenses	21	(512 448 534)	(425 466 254)
Operating surplus		26 445 701	39 091 520
Investment revenue	23	3 164 014	2 075 678
Finance costs	25	(64 872)	(184 027)
Surplus for the year		29 544 843	40 983 171
Attributable to:			
Gauteng provincial legislature		29 544 843	40 983 171

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED 31 MARCH 2013

	Accumulated surplus	Total net assets
Balance at 01 April 2011	59 015 555	59 015 555
Changes in net assets		
Surplus for the year	40 983 171	40 983 171
Total changes	40 983 171	40 983 171
Balance at 01 April 2012	99 998 724	99 998 724
Surplus for the year	29 544 843	29 544 843
Transfer to treasury	(21 305 000)	(21 305 000)
Total changes	8 239 843	8 239 843
Balance at 31 March 2013	108 238 567	108 238 567
Note(s)		

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	NOTE(S)	2013	2012
Cash flows from operating activities			
Receipts			
Revenue		535 894 899	459 711 578
Interest income		3 164 014	2 075 678
Other receipts		2 652 562	4 846 196
		541 711 475	466 633 452
Payments			
Employee costs		(242 640 881)	(222 801 976)
Suppliers		(264 926 306)	(184 872 831)
		(507 567 187)	(407 674 807)
Net cash flows from operating activities	27	34 144 288	58 958 645
Cash flows from investing activities			
Purchase of property, plant and equipment	5	(32 840 292)	(19 496 379)
Disposal of equipment	5	5 482 442	–
Purchase of computer software and development costs	6	–	(695 066)
Net cash flows from investing activities		(32 357 850)	(20 191 445)
Cash flows from financing activities			
Funds surrendered		(21 305 000)	–
Staff payables		(12 856)	–
Finance lease payments		(89 385)	(5 980 817)
Net cash flows from financing activities		(21 407 241)	(5 980 817)
Net increase/(decrease) in cash and cash equivalents		(19 620 803)	32 786 383
Cash and cash equivalents at the beginning of the year		58 471 969	25 685 586
Cash and cash equivalents at the end of the year	13	38 851 166	58 471 969

ACCOUNTING POLICIES

1. PRESENTATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Standards of Generally Recognised Accounting Practice (GRAP) including any interpretations, guidelines and directives issued by the Accounting Standards Board.

These financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention unless specified otherwise. They are presented in South African Rand.

A summary of the significant accounting policies, which have been consistently applied, are disclosed below.

These accounting policies are consistent with the previous period, except for the changes set out in note 2 Changes in accounting policy

1.1 Significant judgements and sources of estimation uncertainty

In preparing the financial statements, management is required to make estimates and assumptions that affect the amounts represented in the financial statements and related disclosures. Use of available information and the application of judgement is inherent in the formation of estimates. Actual results in the future could differ from these estimates which may be material to the financial statements. Significant judgements include:

Receivables from exchange transactions

The Gauteng Provincial Legislature (GPL) assesses its trade receivables for impairment at the end of each reporting period. In determining whether an impairment loss should be recorded in surplus or deficit, the GPL makes judgements as to whether there is observable data indicating a measurable decrease in the estimated future cash flows from a financial asset.

The impairment for trade receivables is calculated on a portfolio basis, based on historical loss ratios, adjusted for national and industry-specific economic conditions and other indicators present at the reporting date that correlate with defaults on the portfolio. These annual loss ratios are applied to loan balances in the portfolio and scaled to the estimated loss emergence period.

Provisions

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions are included in note 15 – Provisions.

Useful lives of property, plant and equipment, Intangible assets

The GPL's management determines the estimated useful lives and related depreciation charges for property, plant and equipment, software and development costs. This estimate is based on the pattern in which an asset's future economic benefits or service potential are expected to be consumed by the entity.

Effective interest rate and deferred payment terms

The GPL uses an appropriate interest rate, taking into account guidance provided in the accounting standards, and applying professional judgement to the specific circumstances, to discount future cash flows.

ACCOUNTING POLICIES

1.2 Property, plant and equipment

Property, plant and equipment are tangible non-current assets that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one period.

The cost of an item of property, plant and equipment is recognised as an asset when:

- it is probable that future economic benefits or service potential associated with the item will flow to the GPL; and
- the cost of the item can be measured reliably.

Property, plant and equipment is initially measured at cost.

The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Trade discounts and rebates are deducted in arriving at the cost.

Where an asset is acquired through a non-exchange transaction, its cost is its fair value as at date of acquisition.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located is also included in the cost of property, plant and equipment, where the entity is obligated to incur such expenditure, and where the obligation arises as a result of acquiring the asset or using it for purposes other than the production of inventories.

Recognition of costs in the carrying amount of an item of property, plant and equipment ceases when the item is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Any increase in an asset's carrying amount, as a result of a revaluation, is credited directly to a revaluation surplus. The increase is recognised in surplus or deficit to the extent that it reverses a revaluation decrease of the same asset previously recognised in surplus or deficit.

Subsequent to initial measurement property, plant and equipment is measured at cost less accumulated depreciation and any accumulated impairment loss.

ACCOUNTING POLICIES

1.2 Property, plant and equipment (continued)

Where the GPL replaces parts of an asset, it derecognise the part of the asset being replaced and capitalises the new component. Subsequent expenditure incurred on an asset is capitalised when it increases the capacity or future economic benefits or service potential associated with the asset.

Depreciation commences when the asset is ready for its intended purpose. The useful lives of items of property, plant and equipment have been assessed as follows:

Item	Average useful life
Land	Infinite
Buildings	50 Years
Leasehold property	Over the lease period
Plant and machinery	8 Years
Furniture and fixtures	10 Years
Motor vehicles	5 Years
Office equipment	8 Years
IT equipment	8 Years
Library books	20 Years

The residual value, and the useful life and depreciation method of each asset are reviewed at the end of each reporting date. If the expectations differ from previous estimates, the change is accounted for as a change in accounting estimate.

Reviewing the useful life of an asset on an annual basis does not require the entity to amend the previous estimate unless expectations differ from the previous estimate.

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately.

The depreciation charge for each period is recognised in surplus or deficit unless it is included in the carrying amount of another asset.

Items of GPL are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset.

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in surplus or deficit when the item is derecognised. The gain or loss arising from the derecognition of an item of property, plant and equipment is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item.

Assets which the GPL holds for rentals to others and subsequently routinely sell as part of the ordinary course of activities, are transferred to inventories when the rentals end and the assets are available-for-sale. These assets are not accounted for as non-current assets held for sale. Proceeds from sales of these assets are recognised as revenue. All cash flows on these assets are included in cash flows from operating activities in the GPL.

ACCOUNTING POLICIES

1.2 Property, plant and equipment (continued)

The GPL tests for impairment where there is an indication that an asset may be impaired. An assessment of whether there is an indication of possible impairments will be done on every 3 years on reporting date.

1.3 Intangible assets

An asset is identified as an intangible asset when it:

- is capable of being separated or divided from an entity and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, assets or liability; or
- arises from contractual rights or other legal rights, regardless whether those rights are transferable or separate from the GPL or from other rights and obligations.

An intangible asset is recognised when:

- it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the GPL; and
- the cost or fair value of the asset can be measured reliably.

Intangible assets are initially recognised at cost.

An intangible asset acquired through a non-exchange transaction, the cost shall be its fair value as at the date of acquisition. Expenditure on research (or on the research phase of an internal project) is recognised as an expense when it is incurred.

An intangible asset arising from development (or from the development phase of an internal project) is recognised when:

- it is technically feasible to complete the asset so that it will be available for use or sale.
- there is an intention to complete and use or sell it.
- there is an ability to use or sell it.
- it will generate probable future economic benefits or service potential.
- there are available technical, financial and other resources to complete the development and to use or sell the asset.
- the expenditure attributable to the asset during its development can be measured reliably.

Intangible asset are carried at cost less any accumulated amortisation and any impairment losses.

An intangible asset is regarded as having an indefinite useful life when, based on all relevant factors, there is no foreseeable limit to the period over which the asset is expected to generate net cash inflows or service potential. Amortisation is not provided for these intangible assets, but they are tested for impairment annually and whenever there is an indication that the asset may be impaired. For all other intangible assets amortisation is provided on a straight line basis over their useful life.

The amortisation period and the amortisation method for intangible assets are reviewed at each reporting date.

ACCOUNTING POLICIES

1.3 Intangible assets (continued)

Reassessing the useful life of an intangible asset with a finite useful life after it was classified as indefinite is an indicator that the asset may be impaired. As a result the asset is tested for impairment and the remaining carrying amount is amortised over its useful life.

Internally generated brands, mastheads, publishing titles, customer lists and items similar in substance are not recognised as intangible assets.

Amortisation is provided to write down the intangible assets, on a straight line basis, to their residual values as follows:

Item	Useful life
Computer software and development cost	10 years

Intangible assets are derecognised on disposal, or when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of an intangible asset is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the intangible asset. Such difference is recognised in surplus or deficit when the intangible asset is derecognised.

1.4 Heritage assets

Heritage assets are assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

Recognition

A heritage asset is recognised when, it probable that future economic benefits or service potential associated with the asset will flow to the GPL, and the cost or fair value of the asset can be measured reliably.

Initial measurement

Heritage assets are measured at cost.

Where a heritage asset is acquired at no cost or for a nominal cost, or through a non-exchange transaction, its cost is measured as its fair value at the date of acquisition.

Subsequent measurement

Subsequent to initial measurement heritage assets are carried at cost less any accumulated impairment losses.

Impairment

The GPL assess at each reporting date whether there is an indication that it may be impaired. If any such indication exists, the GPL estimates the recoverable amount or the recoverable service amount of the heritage asset.

ACCOUNTING POLICIES

1.4 Heritage assets (continued)

Derecognition

The GPL derecognises heritage asset on disposal, or when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of a heritage asset is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the heritage asset. Such difference is recognised in surplus or deficit when the heritage asset is derecognised.

1.5 Financial instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or a residual interest of another entity.

A financial asset is:

- cash;
- a residual interest of another GPL; or
- a contractual right to:
 - receive cash or another financial asset from another GPL; or
 - exchange financial assets or financial liabilities with another GPL under conditions that are potentially favourable to the GPL.

A financial liability is any liability that is a contractual obligation to:

- deliver cash or another financial asset to another GPL; or
- exchange financial assets or financial liabilities under conditions that are potentially unfavourable to the GPL.

Classification

The GPL has the following types of financial assets (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

Class	Category
Cash and cash equivalents	Financial asset measured at amortised cost
Other receivables from non-exchange transactions	Financial asset measured at amortised cost

The GPL has the following types of financial liabilities (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

Class	Category
Trade and other payables from exchange transactions	Financial liability measured at amortised cost
Employee vendors	Financial liability measured at amortised cost

ACCOUNTING POLICIES

1.5 Financial instruments (continued)

Initial recognition

The GPL recognises a financial asset or a financial liability in its statement of financial position when the GPL becomes a party to the contractual provisions of the instrument.

The GPL recognises financial assets using trade date accounting.

Initial measurement of financial assets and financial liabilities

The GPL measures a financial asset and financial liability initially at its fair value plus transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

Subsequent measurement of financial assets and financial liabilities

The GPL measures all financial assets and financial liabilities after initial recognition using the following categories:

- Financial instruments at fair value.
- Financial instruments at amortised cost.
- Financial instruments at cost.

All financial assets measured at amortised cost, or cost, are subject to an impairment review.

The amortised cost of a financial asset or financial liability is the amount at which the financial asset or financial liability is measured at initial recognition, minus principal repayments, plus or minus the cumulative amortisation using the effective interest method of any difference between that initial amount and the maturity amount, and minus any reduction (directly or through the use of an allowance account) for impairment or uncollectibility.

Fair value measurement considerations

The best evidence of fair value is quoted prices in an active market. If the market for a financial instrument is not active, the GPL establishes fair value by using a valuation technique. The objective of using a valuation technique is to establish what the transaction price would have been on the measurement date in an arm's length exchange motivated by normal operating considerations. Valuation techniques include using recent arm's length market transactions between knowledgeable, willing parties, if available, reference to the current fair value of another instrument that is substantially the same, discounted cash flow analysis and option pricing models. If there is a valuation technique commonly used by market participants to price the instrument and that technique has been demonstrated to provide reliable estimates of prices obtained in actual market transactions, the entity uses that technique. The chosen valuation technique makes maximum use of market inputs and relies as little as possible on entity-specific inputs. It incorporates all factors that market participants would consider in setting a price and is consistent with accepted economic methodologies for pricing financial instruments. Periodically, an GPL calibrates the valuation technique and tests it for validity using prices from any observable current market transactions in the same instrument (i.e. without modification or repackaging) or based on any available observable market data.

The fair value of a financial liability with a demand feature (e.g. a demand deposit) is not less than the amount payable on demand, discounted from the first date that the amount could be required to be paid.

ACCOUNTING POLICIES

1.5 Financial instruments (continued)

Cash and Cash equivalent

Cash and cash equivalent comprise cash at the bank. These are short deposits readily convertible into known amounts of cash.

Gains and losses

A gain or loss arising from a change in the fair value of a financial asset or financial liability measured at fair value is recognised in surplus or deficit.

For financial assets and financial liabilities measured at amortised cost or cost, a gain or loss is recognised in surplus or deficit when the financial asset or financial liability is derecognised or impaired, or through the amortisation process.

Impairment and uncollectibility of financial assets

The GPL assess at the end of each reporting period whether there is any objective evidence that a financial asset or group of financial assets is impaired.

Financial assets measured at amortised cost:

If there is objective evidence that an impairment loss on financial assets measured at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced directly OR through the use of an allowance account. The amount of the loss is recognised in surplus or deficit.

If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed directly OR by adjusting an allowance account. The reversal does not result in a carrying amount of the financial asset that exceeds what the amortised cost would have been had the impairment not been recognised at the date the impairment is reversed. The amount of the reversal is recognised in surplus or deficit.

Derecognition

Financial assets

The GPL derecognises financial assets using trade date accounting. The GPL derecognises a financial asset only when:

- the contractual rights to the cash flows from the financial asset expire, are settled or waived;
- the GPL transfers to another party substantially all of the risks and rewards of ownership of the financial asset; or
- the GPL, despite having retained some significant risks and rewards of ownership of the financial asset, has transferred control of the asset to another party and the other party has the practical ability to sell the asset in its entirety to an unrelated third party, and is able to exercise that ability unilaterally and without needing to impose additional restrictions on the transfer. In this case, the GPL :
 - derecognise the asset; and
 - Recognise separately any rights and obligations created or retained in the transfer.

ACCOUNTING POLICIES

1.5 Financial instruments (continued)

The carrying amounts of the transferred asset are allocated between the rights or obligations retained and those transferred on the basis of their relative fair values at the transfer date. Newly created rights and obligations are measured at their fair values at that date. Any difference between the consideration received and the amounts recognised and derecognised is recognised in surplus or deficit in the period of the transfer.

On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received is recognised in surplus or deficit.

Financial liabilities

The GPL removes a financial liability (or a part of a financial liability) from its statement of financial position when it is extinguished – i.e. when the obligation specified in the contract is discharged, cancelled, expires or waived.

The difference between the carrying amount of a financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in surplus or deficit. Any liabilities that are waived, forgiven or assumed by another GPL by way of a non-exchange transaction are accounted for in accordance with the Standard of GRAP on Revenue from Non-exchange Transactions (Taxes and Transfers).

Presentation

Interest relating to a financial instrument or a component that is a financial liability is recognised as revenue or expense in surplus or deficit.

Losses and gains relating to a financial instrument or a component that is a financial liability is recognised as revenue or expense in surplus or deficit.

A financial asset and a financial liability are only offset and the net amount presented in the statement of financial position when the GPL currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

1.6 Leases

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

When a lease includes both land and buildings elements, the entity assesses the classification of each element separately.

Finance leases – lessee

Finance leases are recognised as assets and liabilities in the statement of financial position at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments. The corresponding liability to the lessor is included in the statement of financial position as a finance lease obligation.

ACCOUNTING POLICIES

1.6 Leases (continued)

The discount rate used in calculating the present value of the minimum lease payments is the interest rate implicit in the lease.

Minimum lease payments are apportioned between the finance charge and reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate of on the remaining balance of the liability.

Any contingent rents are expensed in the period in which they are incurred.

The determination of whether an arrangement is, or contains a lease is based on the substance of the arrangement at inception date of whether the fulfilment of the arrangement is dependent on the use of a specific asset or assets or the arrangement a right to use the asset. The classification of the lease is determined as follows:

Operating leases – lessor

Operating lease revenue is recognised as revenue on a straight-line basis over the lease term. The difference between the amounts recognised as revenue and the contractual receipts are recognised as an operating lease asset or liability.

Initial direct costs incurred in negotiating and arranging operating leases are added to the carrying amount of the leased asset and recognised as an expense over the lease term on the same basis as the lease revenue.

The aggregate cost of incentives is recognised as a reduction of rental revenue over the lease term on a straight-line basis. Any contingent rent is recognised separately as revenue when received or receivable and are not straight lined over the lease term.

Operating leases – lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset or liability.

The aggregate benefit of incentives is recognised as a reduction of rental expense over the lease term on a straight line basis over the lease term.

Any contingent rent is recognised separately as an expense when paid or payable and is not straight-lined over the lease term.

1.7 Inventories

Inventories are initially measured at cost except where inventories are acquired through a non-exchange transaction, then their costs are their fair value as at the date of acquisition.

Subsequently inventories are measured at the lower of cost and net realisable value.

Inventories are measured at the lower of cost or current replacement cost where they are held for;

- distribution at no charge or for a nominal charge; or
- consumption in the production process of goods to be distributed at no charge or for a nominal charge.

ACCOUNTING POLICIES

1.7 Inventories (continued)

Current replacement cost is the cost the GPL incurs to acquire the asset on the reporting date.

The cost of inventories comprises of all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition.

The cost of inventories of items that are not ordinarily interchangeable and goods or services produced and segregated for specific projects is assigned using specific identification of the individual costs.

The cost of inventories is assigned using the weighted average cost formula. The same cost formula is used for all inventories having a similar nature and use to the GPL.

When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the period in which the related revenue is recognised. If there is no related revenue, the expenses are recognised when the goods are distributed, or related services are rendered. The amount of any write-down of inventories to net realisable value or current replacement cost and all losses of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value or current replacement cost, are recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

1.8 Impairment of cash-generating assets

Cash-generating assets are those assets held by the entity with the primary objective of generating a commercial return. When an asset is deployed in a manner consistent with that adopted by a profit-orientated entity, it generates a commercial return.

Impairment is a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation (amortisation).

Carrying amount is the amount at which an asset is recognised in the statement of financial position after deducting any accumulated depreciation and accumulated impairment losses thereon.

A cash-generating unit is the smallest identifiable group of assets held with the primary objective of generating a commercial return that generates cash inflows from continuing use that are largely independent of the cash inflows from other assets or groups of assets.

Costs of disposal are incremental costs directly attributable to the disposal of an asset, excluding finance costs and income tax expense.

Depreciation (Amortisation) is the systematic allocation of the depreciable amount of an asset over its useful life.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

ACCOUNTING POLICIES

1.8 Impairment of cash-generating assets (continued)

Recoverable amount of an asset or a cash-generating unit is the higher its fair value less costs to sell and its value in use. Useful life is either:

- (a) the period of time over which an asset is expected to be used by the entity; or
- (b) the number of production or similar units expected to be obtained from the asset by the entity.

Criteria developed by the entity to distinguish cash-generating assets from non-cash-generating assets are as follow:

Identification

When the carrying amount of a cash-generating asset exceeds its recoverable amount, it is impaired.

The entity assesses at each reporting date whether there is any indication that a cash-generating asset may be impaired. If any such indication exists, the entity estimates the recoverable amount of the asset.

When the carrying amount of a cash generating asset exceeds its recoverable amount, it is impaired.

Irrespective of whether there is any indication of impairment, the entity also test a cash-generating intangible asset with an indefinite useful life or a cash-generating intangible asset not yet available for use for impairment annually by comparing its carrying amount with its recoverable amount. This impairment test is performed at the same time every year. If an intangible asset was initially recognised during the current reporting period, that intangible asset was tested for impairment before the end of the current reporting period.

Value in use

Value in use of a cash-generating asset is the present value of the estimated future cash flows expected to be derived from the continuing use of an asset and from its disposal at the end of its useful life.

When estimating the value in use of an asset, the entity estimates the future cash inflows and outflows to be derived from continuing use of the asset and from its ultimate disposal and the entity applies the appropriate discount rate to those future cash flows.

Discount rate

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money, represented by the current risk-free rate of interest and the risks specific to the asset for which the future cash flow estimates have not been adjusted.

Recognition and measurement (individual asset)

If the recoverable amount of a cash-generating asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. This reduction is an impairment loss.

An impairment loss is recognised immediately in surplus or deficit.

ACCOUNTING POLICIES

1.8 Impairment of cash-generating assets (continued)

After the recognition of an impairment loss, the depreciation (amortisation) charge for the cash-generating asset is adjusted in future periods to allocate the cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

Reversal of impairment loss

The entity assess at each reporting date whether there is any indication that an impairment loss recognised in prior periods for a cash-generating asset may no longer exist or may have decreased. If any such indication exists, the entity estimates the recoverable amount of that asset.

An impairment loss recognised in prior periods for a cash-generating asset is reversed if there has been a change in the estimates used to determine the asset's recoverable amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable amount. The increase is a reversal of an impairment loss. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a cash-generating asset is recognised immediately in surplus or deficit.

After a reversal of an impairment loss is recognised, the depreciation (amortisation) charge for the cash-generating asset is adjusted in future periods to allocate the cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

1.9 Impairment of non-cash-generating assets

Cash-generating assets are those assets held by the GPL with the primary objective of generating a commercial return. When an asset is deployed in a manner consistent with that adopted by a profit-orientated entity, it generates a commercial return.

Non-cash-generating assets are assets other than cash-generating assets.

Impairment is a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation (amortisation).

Carrying amount is the amount at which an asset is recognised in the statement of financial position after deducting any accumulated depreciation and accumulated impairment losses thereon.

A cash-generating unit is the smallest identifiable group of assets held with the primary objective of generating a commercial return that generates cash inflows from continuing use that are largely independent of the cash inflows from other assets or groups of assets.

Costs of disposal are incremental costs directly attributable to the disposal of an asset, excluding finance costs and income tax expense.

ACCOUNTING POLICIES

1.9 Impairment of non-cash-generating assets (continued)

Depreciation (Amortisation) is the systematic allocation of the depreciable amount of an asset over its useful life.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

Recoverable service amount is the higher of a non-cash-generating asset's fair value less costs to sell and its value in use. Useful life is either:

- (a) the period of time over which an asset is expected to be used by the GPL; or
- (b) the number of production or similar units expected to be obtained from the asset by the GPL.

Criteria developed by the GPL to distinguish non-cash-generating assets from cash-generating assets are as follow: [Specify criteria]

Identification

The GPL assesses at each reporting date whether there is any indication that a non-cash-generating asset may be impaired. If any such indication exists, the GPL estimates the recoverable service amount of the asset.

Recoverable service amount is the higher of a non cash generating asset's fair value less costs to sell and its value in use. When the carrying amount of a non cash generating asset exceeds its recoverable service amount, it is impaired.

Irrespective of whether there is any indication of impairment, the entity also test a non-cash-generating intangible asset with an indefinite useful life or a non-cash-generating intangible asset not yet available for use for impairment annually by comparing its carrying amount with its recoverable service amount. This impairment test is performed at the same time every year. If an intangible asset was initially recognised during the current reporting period, that intangible asset was tested for impairment before the end of the current reporting period.

Value in use

Value in use of non-cash-generating assets is the present value of the non-cash-generating assets remaining service potential. The present value of the remaining service potential of a non-cash-generating assets is determined using the following approach:

Depreciated replacement cost approach

The present value of the remaining service potential of a non-cash-generating asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

ACCOUNTING POLICIES

1.9 Impairment of non-cash-generating assets (continued)

The replacement cost and reproduction cost of an asset is determined on an "optimised" basis. The rationale is that the GPL would not replace or reproduce the asset with a like asset if the asset to be replaced or reproduced is an oversized or overcapacity asset. Oversized assets contain features which are unnecessary for the goods or services the asset provides. Overcapacity assets are assets that have a greater capacity than is necessary to meet the demand for goods or services the asset provides. The determination of the replacement cost or reproduction cost of an asset on an optimised basis thus reflects the service potential required of the asset.

Recognition and measurement

If the recoverable service amount of a non-cash-generating asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. This reduction is an impairment loss.

An impairment loss is recognised immediately in surplus or deficit.

After the recognition of an impairment loss, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

Reversal of an impairment loss

The GPL assess at each reporting date whether there is any indication that an impairment loss recognised in prior periods for a non-cash-generating asset may no longer exist or may have decreased. If any such indication exists, the GPL estimates the recoverable service amount of that asset.

An impairment loss recognised in prior periods for a non-cash-generating asset is reversed if there has been a change in the estimates used to determine the asset's recoverable service amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable service amount. The increase is a reversal of an impairment loss. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a non-cash-generating asset is recognised immediately in surplus or deficit.

After a reversal of an impairment loss is recognised, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

1.10 Share capital/contributed capital

An equity instrument is any contract that evidences a residual interest in the assets of an entity after deducting all of its liabilities.

ACCOUNTING POLICIES

1.11 Employee benefits

Short-term employee benefits

Short-term employee benefits are employee benefits (other than termination benefits) that are due to be settled within twelve months after the end of the period in which the employees render the related service.

Short-term employee benefits include items such as:

- wages, salaries and social security contributions;
- short-term compensated absences (such as paid annual leave and paid sick leave) where the compensation for the absences is due to be settled within twelve months after the end of the reporting period in which the employees render the related employee service;
- bonus, incentive and performance related payments payable within twelve months after the end of the reporting period in which the employees render the related service; and
- non-monetary benefits (for example, medical care, and free or subsidised goods or services such as housing, cars and cellphones) for current employees.

When an employee has rendered service to the entity during a reporting period, the entity recognise the undiscounted amount of short-term employee benefits expected to be paid in exchange for that service:

- as a liability (accrued expense), after deducting any amount already paid. If the amount already paid exceeds the undiscounted amount of the benefits, the GPL recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- as an expense, unless another Standard requires or permits the inclusion of the benefits in the cost of an asset.

The expected cost of compensated absences is recognised as an expense as the employees render services that increase their entitlement or, in the case of non-accumulating absences, when the absence occurs. The GPL measure the expected cost of accumulating compensated absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the reporting date.

The entity recognise the expected cost of bonus, incentive and performance related payments when the GPL has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made. A present obligation exists when the entity has no realistic alternative but to make the payments.

Post-employment benefits: Defined contribution plans

When an employee has rendered service to the GPL during a reporting period, the GPL recognise the contribution payable to a defined contribution plan in exchange for that service:

- as a liability (accrued expense), after deducting any contribution already paid. If the contribution already paid exceeds the contribution due for service before the reporting date, an GPL recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- as an expense, unless another Standard requires or permits the inclusion of the contribution in the cost of an asset.

ACCOUNTING POLICIES

1.11 Employee benefits (continued)

Where contributions to a defined contribution plan do not fall due wholly within twelve months after the end of the reporting period in which the employees render the related service, they are discounted. The rate used to discount reflects the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the obligation.

1.12 Provisions and contingencies

Provisions are recognised when:

- the GPL has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

The amount of a provision is the best estimate of the expenditure expected to be required to settle the present obligation at the reporting date.

Where the effect of time value of money is material, the amount of a provision is the present value of the expenditures expected to be required to settle the obligation.

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

Where some or all of the expenditure required to settle a provision is expected to be reimbursed by another party, the reimbursement is recognised when, and only when, it is virtually certain that reimbursement will be received if the GPL settles the obligation. The reimbursement is treated as a separate asset. The amount recognised for the reimbursement does not exceed the amount of the provision.

Provisions are reviewed at each reporting date and adjusted to reflect the current best estimate. Provisions are reversed if it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required, to settle the obligation.

Where discounting is used, the carrying amount of a provision increases in each period to reflect the passage of time. This increase is recognised as an interest expense.

A provision is used only for expenditures for which the provision was originally recognised. Provisions are not recognised for future operating deficits.

If an entity has a contract that is onerous, the present obligation (net of recoveries) under the contract is recognised and measured as a provision.

A constructive obligation to restructure arises only when an entity:

- has a detailed formal plan for the restructuring, identifying at least:
 - the activity/operating unit or part of a activity/operating unit concerned;
 - the principal locations affected;
 - the location, function, and approximate number of employees who will be compensated for services being terminated;
 - the expenditures that will be undertaken; and
 - when the plan will be implemented; and

ACCOUNTING POLICIES

1.12 Provisions and contingencies (continued)

- has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

A restructuring provision includes only the direct expenditures arising from the restructuring, which are those that are both:

- necessarily entailed by the restructuring; and
- not associated with the ongoing activities of the GPL

Contingent assets and contingent liabilities are not recognised. Contingencies are disclosed in note 29.

A financial guarantee contract is a contract that requires the issuer to make specified payments to reimburse the holder for a loss it incurs because a specified debtor fails to make payment when due in accordance with the original or modified terms of a debt instrument.

Loan commitment is a firm commitment to provide credit under pre-specified terms and conditions.

The GPL recognises a provision for financial guarantees and loan commitments when it is probable that an outflow of resources embodying economic benefits and service potential will be required to settle the obligation and a reliable estimate of the obligation can be made.

Determining whether an outflow of resources is probable in relation to financial guarantees requires judgement. Indications that an outflow of resources may be probable are:

- financial difficulty of the debtor;
- defaults or delinquencies in interest and capital repayments by the debtor;
- breaches of the terms of the debt instrument that result in it being payable earlier than the agreed term and the ability of the debtor to settle its obligation on the amended terms; and
- a decline in prevailing economic circumstances (e.g. high interest rates, inflation and unemployment) that impact on the ability of entities to repay their obligations.

Where a fee is received by the GPL for issuing a financial guarantee and/or where a fee is charged on loan commitments, it is considered in determining the best estimate of the amount required to settle the obligation at reporting date. Where a fee is charged and the GPL considers that an outflow of economic resources is probable, an GPL recognises the obligation at the higher of:

- the amount determined using in the Standard of GRAP on Provisions, Contingent Liabilities and Contingent Assets; and
- the amount of the fee initially recognised less, where appropriate, cumulative amortisation recognised in accordance with the Standard of GRAP on Revenue from Exchange Transactions.

ACCOUNTING POLICIES

1.13 Revenue from exchange transactions

Exchange transactions are transactions in which one entity receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of cash, goods, services, or use of assets) to another entity in exchange.

Measurement

Revenue is measured at the fair value of the consideration received or receivable, net of trade discounts and volume rebates.

Rendering of services

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the reporting date. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the economic benefits or service potential associated with the transaction will flow to the GPL;
- the stage of completion of the transaction at the reporting date can be measured reliably; and
- the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that are recoverable.

Interest

Revenue arising from the use by others of entity assets yielding interest, royalties and dividends is recognised when:

- It is probable that the economic benefits or service potential associated with the transaction will flow to the entity, and
- The amount of the revenue can be measured reliably.

Interest is recognised, in surplus or deficit, using the effective interest rate method.

1.14 Revenue from non-exchange transactions

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, the GPL either receives value from another entity without directly giving approximately equal value in exchange, or gives value to another entity without directly receiving approximately equal value in exchange.

Recognition

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

As the GPL satisfies a present obligation recognised as a liability in respect of an inflow of resources from a non-exchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

ACCOUNTING POLICIES

1.14 Revenue from non-exchange transactions (continued)

Measurement

Revenue from a non-exchange transaction is measured at the amount of the increase in net assets recognised by the GPL.

When, as a result of a non-exchange transaction, the GPL recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability.

Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently decreased the amount of the reduction in the liability is recognised as revenue.

Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Finance Management of Gauteng Provincial Legislature Act (Act of 2009), and is recognised when the recovery thereof from the responsible board members or officials is virtually certain.

Gifts and donations, including goods in-kind

Gifts and donations, including goods in kind, are recognised as assets and revenue when it is probable that the future economic benefits or service potential will flow to the GPL and the fair value of the assets can be measured reliably.

1.15 Borrowing costs

It is inappropriate to capitalise borrowing costs when, and only when, there is clear evidence that it is difficult to link the borrowing requirements of an entity directly to the nature of the expenditure to be funded i.e. capital or current.

Borrowing costs are recognised as an expense in the period in which they are incurred.

1.16 Comparative figures

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated. The nature and reason for the reclassification is disclosed. Where accounting errors have been identified in the current period, the correction is made retrospectively as far as is practicable, and the prior period comparatives are restated accordingly. Where there has been a change in accounting policy in the current period, the adjustment is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly.

1.17 Unauthorised expenditure

Unauthorised expenditure means:

- overspending of a vote or a main division within a vote; and
- expenditure not in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division.

All expenditure relating to unauthorised expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

ACCOUNTING POLICIES

1.18 Irregular expenditure

Irregular expenditure as defined in section 1 of the FAMLA is expenditure other than unauthorised expenditure, incurred in contravention of or that is not in accordance with a requirement of any applicable legislation, including –

- (a) this Act; or
- (b) the State Tender Board Act, 1968 (Act No. 86 of 1968), or any regulations made in terms of the Act; or
- (c) any provincial legislation providing for procurement procedures in that provincial government.

Irregular expenditure that was incurred and identified during the current financial and which was condoned before year end and/or before finalisation of the financial statements must also be recorded appropriately in the irregular expenditure register. In such an instance, no further action is also required with the exception of updating the note to the financial statements.

Irregular expenditure that was incurred and identified during the current financial year and for which condonement is being awaited at year end must be recorded in the irregular expenditure register. No further action is required with the exception of updating the note to the financial statements.

Where irregular expenditure was incurred in the previous financial year and is only condoned in the following financial year, the register and the disclosure note to the financial statements must be updated with the amount condoned.

Irregular expenditure that was incurred and identified during the current financial year and which was not condoned by the National Treasury or the relevant authority must be recorded appropriately in the irregular expenditure register. If liability for the irregular expenditure can be attributed to a person, a debt account must be created if such a person is liable in law. Immediate steps must thereafter be taken to recover the amount from the person concerned. If recovery is not possible, the accounting officer or accounting authority may write off the amount as debt impairment and disclose such in the relevant note to the financial statements. The irregular expenditure register must also be updated accordingly. If the irregular expenditure has not been condoned and no person is liable in law, the expenditure related thereto must remain against the relevant programme/expenditure item, be disclosed as such in the note to the financial statements and updated accordingly in the irregular expenditure register.

1.19 Fruitless and wasteful expenditure

Fruitless expenditure means expenditure which was made in vain and would have been avoided had reasonable care been exercised.

All expenditure relating to fruitless and wasteful expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

ACCOUNTING POLICIES

1.20 Budget information

The GPL is typically subject to budgetary limits in the form of appropriations or budget authorisations (or equivalent), which is given effect through authorising legislation, appropriation or similar.

A statement of comparison of budget and actual amounts and a reconciliation have been included in the annual financial statements, as the annual financial statements and the budget are not on the same basis of accounting. (Refer to note 37 Statement of comparison of budget and actual amounts and note 39 Reconciliation to cash flow statement)

1.21 Related parties

The GPL operates in an economic sector currently dominated by entities directly or indirectly owned by the South African Government. As a consequence of the constitutional independence of the three spheres of government in South Africa, only entities within the national sphere of government are considered to be related parties.

Key management is defined as being individuals with the authority and responsible for planning, directing and controlling the activities of the GPL, including those charged with the governance of the entity in accordance with legislation, in instances where they are required to perform such functions. GPL regards all individuals at senior management as key management per the definition of the financial reporting standard.

Close members of the family of a person are considered to be those family members who may be expected to influence, or be influenced by, that management in their dealings with the GPL.

Only transactions with related parties not at arm's length or not in the ordinary course of business are disclosed.

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

2. CHANGES IN ACCOUNTING POLICY

The financial statements have been prepared in accordance with Standards of Generally Recognised Accounting Practice on a basis consistent with the prior year except for the adoption of the following new or revised standards.

- Grap 21
- Grap 23
- Grap 24
- Grap 103
- Grap 104

GRAP 21

During the year, the GPL changed its accounting policy with respect to the treatment of Property plant and equipment. In order to conform with the benchmark treatment in terms of GRAP21 – Impairment of Non-Cash Generating Assets.

The impact of standards adopted had no material impact on the results of the GPL, but has resulted in increased disclosure.

GRAP 23

During the year, the GPL changed its accounting policy with respect to the treatment of Revenue from non-exchange transactions. In order to conform with the benchmark treatment in of GRP 23 – treatment of Revenue from non-exchange transactions.

GRAP 24

During the year, the GPL changed its accounting policy with respect to the treatment of presentation of budget information. In order to conform with the benchmark treatment of GRAP 24 – Presentation of budget information.

GRAP 103

During the year, the GPL changed its accounting policy with respect to the treatment Heritage assets. In order to conform with the benchmark treatment in of GRAP103. The GPL now accounts for Heritage assets in terms of GRAP 103.

GRAP 104

During the year, the GPL changed its accounting policy with respect to the treatment of financial instruments. In order to conform with the benchmark treatment in of GRAP104.

	2013	2012
Statement of financial position		
Property, plant and equipment		
Current/Previously stated	33 855 770	25 709 111
Adjustment	–	33 855 770
	33 855 770	59 564 881
Heritage assets		
Current/Previously stated	1 938 154	38 206 017
Adjustment	–	(36 267 863)
	1 938 154	1 938 154
Statement of Financial Performance		
Operating expenses		
Depreciation	5 204 983	4 883 557
Adjustment	–	321 426
	5 204 983	5 204 983

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

3. NEW STANDARDS AND INTERPRETATIONS

3.1 Standards and interpretations effective and adopted in the current year

In the current year, the entity has adopted the following standards and interpretations that are effective for the current financial year and that are relevant to its operations:

Standard/Interpretation:	Effective date: Years beginning on or after	Expected impact
• GRAP 23: Revenue from Non-exchange Transactions	01 April 2012	Increased disclosure
• GRAP 24: Presentation of Budget Information in the Financial Statements	01 April 2012	Increased disclosure
• GRAP 103: Heritage Assets	01 April 2012	Derecognition of Heritage assets
• GRAP 21: Impairment of non-cash-generating assets	01 April 2012	Immediate recognition of impairment loss
• GRAP 104: Financial Instruments	01 April 2012	Increased disclosure

3.2 Standards and interpretations issued, but not yet effective

The entity has not applied the following standards and interpretations, which have been published and are mandatory for the entity's accounting periods beginning on or after 01 April 2012 or later periods:

Standard/Interpretation:	Effective date: Years beginning on or after	Expected impact
• GRAP 18: Segment Reporting	01 April 2013	None
• GRAP 25: Employee benefits	01 April 2013	None
• GRAP 105: Transfers of functions between entities under common control	01 April 2014	None
• GRAP 106: Transfers of functions between entities not under common control	01 April 2014	None
• GRAP 107: Mergers	01 April 2014	None
• IGRAP 11: Consolidation – Special purpose entities	01 April 2014	None
• IGRAP 12: Jointly controlled entities – Non-monetary contributions by ventures	01 April 2014	None
• GRAP 6 (as revised 2010): Consolidated and Separate Financial Statements	01 April 2014	None
• GRAP 7 (as revised 2010): Investments in Associates	01 April 2014	None
• GRAP 8 (as revised 2010): Interests in Joint Ventures	01 April 2014	None

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

4. HERITAGE ASSETS

	2013			2012		
	Cost/ valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost/ valuation	Accumulated depreciation and accumulated impairment	Cost/ valuation
Heritage assets	1 938 154	–	1 938 154	1 938 154	–	1 938 154

Reconciliation of heritage assets – 2013

	Opening balance	Total
Heritage assets	1 938 154	1 938 154

Reconciliation of heritage assets – 2012

Heritage assets	1 938 154	1 938 154
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Adjustment of prior year figures

Heritage assets have been restated retrospectively in compliance with the adoption of GRAP 103.

5. PROPERTY, PLANT AND EQUIPMENT

	2013			2012		
	Cost/ valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost/ Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Land	9 111 028	–	9 111 028	9 111 028	–	9 111 028
Buildings	50 876 956	(3 175 028)	47 701 928	27 156 835	(2 575 070)	24 581 765
Leasehold property	3 444 140	(2 589 671)	854 469	2 847 136	(2 380 494)	466 642
Plant and machinery	9 910 882	(5 164 422)	4 746 460	9 006 870	(4 941 064)	4 065 806
Furniture and fixtures	12 352 847	(4 194 556)	8 158 291	9 915 306	(3 478 425)	6 436 881
Motor vehicles	4 330 898	(1 671 986)	2 658 912	5 829 930	(2 351 383)	3 478 547
Office equipment	586 391	(210 474)	375 917	322 713	(165 124)	157 589
IT equipment	18 466 711	(7 653 095)	10 813 616	17 897 357	(7 891 049)	10 006 308
Library books	2 463 698	(1 256 336)	1 207 362	2 297 338	(1 199 999)	1 097 339
Total	111 543 551	(25 915 568)	85 627 983	84 384 513	(24 982 608)	59 401 905

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

5. PROPERTY, PLANT AND EQUIPMENT (continued)

Reconciliation of property, plant and equipment – 2013

	Opening balance	Additions	Disposals	Depre- ciation	Impairment loss	Total
Land	9 111 028	–	–	–	–	9 111 028
Buildings	24 581 764	23 720 121	–	(599 958)	–	47 701 927
Leasehold property	466 642	597 005	–	(209 177)	–	854 470
Plant and machinery	4 065 806	1 698 302	(7 538)	(922 497)	(87 613)	4 746 460
Furniture and fixtures	6 436 880	3 068 989	(151 834)	(1 084 928)	(110 816)	8 158 291
Motor vehicles	3 478 547	–	(308 607)	(511 028)	–	2 658 912
Office equipment	157 589	281 562	(497)	(59 048)	(3 689)	375 918
IT equipment	10 006 308	3 307 952	(13 966)	(2 044 852)	(441 826)	10 813 616
Library books	1 097 339	166 361	–	(56 337)	–	1 207 363
	59 401 903	32 840 292	(482 442)	(5 487 825)	(643 944)	85 627 985

Reconciliation of property, plant and equipment – 2012

	Opening balance	Additions	Depreciation	Total
Land	9 111 028	–	–	9 111 028
Buildings	14 193 469	10 727 500	(339 205)	24 581 764
Leasehold property	918 865	598 400	(1 050 623)	466 642
Plant and machinery	3 567 339	1 510 621	(1 012 154)	4 065 806
Furniture and fixtures	5 526 146	1 817 606	(906 872)	6 436 880
Motor vehicles	4 130 984	282 784	(935 221)	3 478 547
Office equipment	198 025	–	(40 436)	157 589
IT equipment	7 513 157	4 486 495	(1 993 344)	10 006 308
Library books	1 134 049	72 974	(109 684)	1 097 339
	46 293 062	19 496 380	(6 387 539)	59 401 903

Impairment of assets

The GPL enlisted the service of a professional company to conduct impairment testing of all non-cash generating assets. The final report identified non-cash generating assets who were found to be impaired.

	2013	2012
Assets subject to finance lease (Net carrying amount)		
Cell phones	854 469	466 642

A register containing the information required by the FAMILA is available for inspection at the registered office of the entity.

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

6. INTANGIBLE ASSETS

	2013			2012		
	Cost/ valuation	Accumu- lated amortisation and accumu- lated impairment	Carrying value	Cost/ Valuation	Accumu- lated amortisation and accumu- lated impairment	Carrying value

Computer software, other	23 311 613	(8 503 328)	14 808 285	23 540 090	(6 149 319)	17 390 771
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Reconciliation of computer software and development costs – 2013

	Opening balance	Amortisation	Impairment loss	Total
Computer software	17 390 771	(2 354 009)	(228 477)	14 808 285

Reconciliation of computer software and development costs – 2012

	Opening balance	Additions	Amortisation	Total
Computer software	19 021 088	695 066	(2 325 383)	17 390 771

7. FINANCIAL ASSETS BY CATEGORY

The accounting policies for financial instruments have been applied to the line items below:

	At amortised cost	Total
2013		
Trade and other receivables	950 018	950 018
Cash and cash equivalent	38 851 166	38 851 166
	39 801 184	39 801 184

	At amortised cost	Total
2012		
Trade and other receivables	384 000	384 000
Cash and cash equivalent	58 471 696	58 471 696
	58 855 696	58 855 696

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	2013	2012
8. OPERATING LEASE LIABILITY		
Current liabilities	(57 978)	(71 058)
	(57 978)	(71 058)

Operating lease rentals represent payable by the GPL to Old Mutual for office premises. The lease is for two years and escalates by 10% annually. The lease expires in April 2014.

9. EMPLOYEE BENEFIT OBLIGATIONS

Defined contribution plan

It is the policy of the GPL to provide retirement benefits to all its employees. A number of defined contribution provident funds, all of which are subject to the Pensions Fund Act exist for this purpose.

The GPL is under no obligation to cover any unfunded benefits.

The total economic entity contribution to such schemes	8 062 952	7 625 790
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The amount recognised as an expense for defined contribution plans is	8 062 952	7 625 790
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10. PREPAYMENTS

The prepayment for the period ended 31 March 2013 relates to insurance paid in advance for nine months amounting to R508,949

11. INVENTORIES

Other inventories for sale (Memorabilia)	581 326	211 666
Consumables	1 237 493	1 290 217
Maintenance materials	607 441	1 290 505
	2 426 260	2 792 388

12. RECEIVABLES FROM EXCHANGE TRANSACTIONS

Trade debtors	950 018	384 000
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The receivables is in respect of direct charges and parking income outstanding at year end. The receivables are non interest bearing and are generally on 30 days terms. The GPL has not provided for impairments on the receivables.

Trade Receivables past due but not impaired

	Current	past 30 days	60 to 90 days	Total
Trade debtors	813 469	75 081	61 468	950 018

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	2013	2012
13. CASH AND CASH EQUIVALENTS		
Cash and cash equivalents consist of:		
Cash on hand	5 900	5 900
Bank balances	38 845 266	58 466 069
	38 851 166	58 471 969

Cash at banks earn interest at floating rates based on daily bank deposits rates. The fair value of cash equivalents approximates their carrying value as equivalents are readily convertible to cash.

14. FINANCE LEASE OBLIGATION

Minimum lease payments due

– within one year	325 647	461 020
– in second to fifth year inclusive	81 412	67 123
	407 059	528 143
less: future finance charges	(22 170)	(37 264)

Present value of minimum lease payments

384 889	490 879
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Present value of minimum lease payments due

– within one year	304 617	490 879
– in second to fifth year inclusive	80 272	81 478
	384 889	572 357

Non-current liabilities	80 272	81 478
Current liabilities	304 617	409 401
	384 889	490 879

It is GPL's policy to lease cellphone under finance leases.

The average lease term was 2–5 years and the interest rate used is the prime interest rate applicable for each financial year.

Interest rates is linked to prime at the contract date. All leases have fixed repayments and no arrangements have been entered into for contingent rent.

The GPL's's obligations under finance leases are secured by the lessor's charge over the leased assets.

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

15. PROVISIONS

Reconciliation of provisions – 2013

	Opening balance	Additions	Utilised during the year	Total
Bonus provision	13 700 406	6 753 201	(13 700 406)	6 753 201
Leave pay provision	8 124 966	9 125 655	(8 124 966)	9 125 655
13th cheque	–	6 973 150	–	6 973 150
Broad banding	–	441 044	–	441 044
	21 825 372	23 293 050	(21 825 372)	23 293 050

Reconciliation of provisions – 2012

	Opening balance	Additions	Utilised during the year	Total
Bonus provision	8 730 797	13 700 406	(8 730 797)	13 700 406
Leave pay provision	6 794 925	1 330 041	–	8 124 966
	15 525 722	15 030 447	(8 730 797)	21 825 372

The leave pay provision represents the liability in respect of leave outstanding.

The bonus pay provision represents the liability in respect of performance bonuses to be paid out.

16. STAFF PAYABLES

Staff payables is in respect of optional monthly savings payable in December by the GPL.

	2013	2012
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17. PAYABLES FROM EXCHANGE TRANSACTIONS

Trade payables	12 419 664	17 345 106
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It is the policy of the GPL to pay all suppliers within 30 days. All the payables at year end were within 30 days. The amount disclosed therefore approximates the fair value of the trade payables.

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

18. FINANCIAL LIABILITIES BY CATEGORY

The accounting policies for financial instruments have been applied to the line items below:

2013		
	Financial liabilities at amortised cost	Total
Trade and other payables	7 082 134	7 082 134
Finance lease payables	386 095	386 095
	7 468 229	7 468 229
2012		
	Financial liabilities at amortised cost	Total
Trade and other payables	16 874 197	16 874 197
Finance lease payables	409 401	409 401
	17 283 598	17 283 598
	2013	2012

19. REVENUE FROM NON-EXCHANGE TRANSACTIONS

Voted funds	476 305 000	402 720 000
Direct charges	60 115 918	56 991 578
	536 420 918	459 711 578

20. REVENUE FROM EXCHANGE TRANSACTIONS

Insurance refund	–	10 000
Aid assistance	500 000	3 484 000
Parking income	1 846 362	1 190 213
Sundry income	82 405	154 083
City hall booking revenue	44 550	7 900
	2 473 317	4 846 196

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	2013	2012
21. OPERATING EXPENDITURE		
Accommodation – local	(15 346 637)	(6 076 443)
Subscription	(1 492 770)	(1 123 816)
Advertising	(4 757 340)	(4 286 667)
Print room rentals	(1 924 616)	(994 513)
Assets expensed	221 607	(365 101)
Auditors remuneration	(1 628 953)	(1 358 582)
Printing general	(6 240 456)	(5 393 845)
Bank charges	(81 951)	(33 522)
Public venue hearing	(160)	–
EAP expenses	(332 900)	(212 334)
Cleaning	(365 351)	(290 108)
Staff training	(4 777 837)	(3 233 505)
Computer expenses	393 688	(13 132)
Postage	(100 829)	(30 654)
Consumables	(2 244 847)	(1 069 221)
Technical services	(473 766)	(400 622)
Depreciation, amortisation and impairments	(8 714 256)	(8 272 702)
Catering contract	(1 485 785)	(1 738 869)
Employee costs	(243 854 929)	(224 609 388)
Licencing fees	(3 464 459)	(6 199 017)
Interpretations	–	(51 443)
Maintenance and repairs	(969 377)	(5 016 817)
Uniforms	(440 773)	(648 753)
General stationery	(200 264)	(541 448)
Interior decor	(337 525)	(532 339)
Gifts	(2 672 899)	(2 062 365)
Political party fund	(84 169 239)	(48 295 650)
Plant services	(114 137)	(120 733)
IT expenses	(1 955 230)	(4 933 156)
General	(25 055)	–
Insurance	(1 045 729)	(979 575)
Rent	(5 226 916)	(4 060 140)
Air travel domestic	(8 339 400)	(3 525 263)
Motor vehicle expenses	–	(727)
Consultants	(10 906 750)	(8 263 723)
Subsistence and travel local	(1 146 722)	(2 020 959)
Subsistence and travel International	(1 133 963)	(1 760 090)
Refreshments	(1 043 068)	(1 134 407)
Recruitment costs	(574 724)	(841 903)
Staff bursaries	(1 418 640)	(724 350)
Parking management	(438 021)	(25 809)
Repairs of IT equipment	(271 501)	(189 367)
Photographs – official	(191 463)	(157 397)
Access control consumables	(19 402)	(70 546)
Municipal services	(4 423 577)	(2 522 817)
Workshop & functions	(18 511 052)	(15 231 854)

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	2013	2012
21. OPERATING EXPENDITURE (continued)		
Security maintenance	(5 548 582)	(4 770 462)
Hansard outsourcing	(2 825 243)	(2 058 591)
Strategic planning	(1 101 526)	(3 097 213)
Subscriptions	(6 593 034)	(5 936 385)
Telephone and fax	(12 910 081)	(9 198 733)
Repairs of technical equipment	–	(2 204 096)
Entertainment	(29 158)	(36 022)
Conferences	(8 016 223)	(5 257 449)
Shuttle services	(15 248 118)	(9 324 073)
Photocopier services	(42 750)	(613 099)
Air travel – international	(15 009 114)	(11 445 469)
Print room purchases	(152 783)	(148 005)
Storage consumables	(318 036)	(600 273)
Computer consumables	(1 556 954)	(1 023 507)
	(512 448 534)	(425 127 049)
22. EMPLOYEE RELATED COSTS		
Basic	191 150 177	162 760 278
IPMS	5 381 269	11 042 206
Medical aid – company contributions	10 561 204	9 145 372
UIF	647 918	363 216
Leave pay provision charge	1 044 485	6 073 043
Overtime payments	5 879 583	5 351 231
Political allowances	7 442 806	7 413 874
Car allowance	21 438 500	20 499 484
Employee costs included in other expenses	308 986	153 272
	243 854 928	222 801 976
Remuneration of provincial secretary		
Annual Remuneration	1 033 626	760 431
Car Allowance	290 416	271 490
Performance Bonuses	139 623	125 094
Contributions to UIF, Medical and Pension Funds	121 048	201 032
Contribution to medical aid	62 840	71 628
	1 647 553	1 429 675
Remuneration of chief finance officer		
Annual Remuneration	823 307	668 665
Car Allowance	324 544	303 392
Performance Bonuses	134 810	111 834
Contributions to pension funds	132 414	115 151
Contribution to medical aid	57 854	79 098
	1 472 929	1 278 140

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	2013	2012
22. EMPLOYEE RELATED COSTS (continued)		
Remuneration of executive director – Corporate services		
Annual Remuneration	902 147	757 769
Car Allowance	474 787	447 944
Performance Bonuses	140 876	113 624
Contribution to medical aid	21 334	29 172
	1 539 144	1 348 509
Remuneration of executive director – Core business		
Annual Remuneration	910 218	809 498
Car Allowance	186 782	174 609
Performance Bonuses	125 220	103 237
Contributions to Pension Funds	122 994	68 536
Contributions to medical aid	22 926	31 335
	1 368 140	1 187 215
Remuneration of members		
Speaker	1 634 261	1 505 718
Deputy Speaker	1 245 619	1 188 627
Chief Whip	1 124 763	1 080 604
Political office bearers	16 085 605	15 648 989
Members	11 718 741	10 595 607
Members' pension and medical aid contributions	13 031 724	11 098 399
Members' allowances	15 275 205	15 873 634
	60 115 918	56 991 578
23. INVESTMENT REVENUE		
Interest revenue		
Bank interest	3 164 014	2 075 678
The amount included in Investment revenue arising from non-exchange transactions amounted to R3,164,014 .		
24. IMPAIRMENT OF ASSETS		
Impairments		
Property, plant and equipment	479 328	–
The GPL tested its assets for impairment during the year and found assets to be impaired. The impairment was done by an independent valuator.		
Intangible assets	228 477	–
The GPI tested its Intangible assets for impairment during the year and found intangible assets to be impaired.		
	707 805	–

The main classes of assets affected by impairment losses are Property Plant and Equipment:

The main classes of assets affected by reversals of impairment losses are:

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	2013	2012
25. FINANCE COSTS		
Finance leases	64 872	184 027
26. AUDITORS' REMUNERATION		
External Audit Fees	1 628 953	3 913 977
27. CASH GENERATED FROM OPERATIONS		
Surplus	29 544 843	40 983 171
Adjustments for:		
Depreciation and amortisation	7 841 834	5 222 762
Amortization of Software	–	3 389 145
Finance costs – Finance leases	64 872	184 027
Impairment deficit	872 422	–
Movements in operating lease assets and accruals (13 080)	34 000	
Movements in provisions	1 467 678	6 299 650
Changes in working capital:		
Inventories	366 128	(806 502)
Receivables from exchange transactions	(566 018)	2 334 854
Prepayments	(508 949)	–
Receivable non-exchange transactions	–	624 320
Unauthorised Expenditure	–	2 638 196
Payables from exchange transactions	(4 925 442)	(1 681 434)
Voted funds	–	(235 673)
SARS (UIF)	–	(27 871)
	34 144 288	58 958 645
28. COMMITMENTS		
Authorised expenditure		
Already contracted for but not provided for		
• Goods and services	4 858 730	1 757 320
Operating leases – as lessee (expense)		
Minimum lease payments due		
– within one year	3 916 287	234 377
– in second to fifth year inclusive	326 357	–
	4 242 644	234 377

Operating lease payments represent rentals payable by the GPL for certain of its office properties. Leases are negotiated for an average term of 3 years and rentals escalate at an average of 11% annually. No contingent rent is payable.

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

29. CONTINGENCIES

Contingent liabilities

Contractual Dispute between Orion and GPL

The claim emanates from a contract dispute between Gauteng Provincial Legislature and Orion, GPL is of the opinion that the contract termination date was Feb 2009. GPL has settled all outstanding payments during before the end of the contract.

The Plaintiff has issued fresh summons as the previous summons were irregular. The GPL has entered an appearance to defend the matter. The amount claimed is R208,511.08

Settlement Agreement between GPL and an Employee

The Employee alleges that the GPL promised him a promotion. The court case was postponed as there has been correspondence between, the employee's attorney and the GPL legal services. Should employee settlement agreement be confirmed the potential financial effect to GPL will be R500,000.

Applicant failed to take further steps, the GPL has applied to court for the matter to be finalised.

Contingent assets

Contractual dispute between GPL and Oiler

Summons issued and judgment granted in favour of GPL against Oilers in relation to non delivery of blazers for Members. GPL issued a Warrant of Execution. The amount receivable is R13,323.18.
High Court Order: Provisionally winding up of Monitoring South Africa (Pty) Ltd.

The GPL renewed its annual subscription with Monitoring SA during August 2010 amounting to R107,114. The North Gauteng High Court, Pretoria issued an order on 15 March 2011 to provisionally wind up Monitoring SA. The GPL received the order during May 2011. GPL is in the process of filing a claim with liquidators for reimbursement of the amount of R107,114 paid for annual subscription.

Insurance claims

The claim emanates from the stolen laptops allocated to Staff and Members. The GPL has submitted the claims the insurance company. Should the Insurance company settle all the claims the expected amount will be R20,000.

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

30. RELATED PARTIES

Relationships

Controlled entities Provincial Treasury

Refer to Note 18 for remuneration of key management and members.

Related party balances

	2013	2012
Amounts included in Trade receivable (Trade Payable) regarding related parties		
Provincial Treasury	695 918	–
Dept of Health and Social services	–	384 000
Office of the Premier	152 400	–
Revenue received from Provincial treasury		
Voted funds	476 305 130	402 720 000
Direct charges	60 115 917	56 991 578
Amounts paid to Political parties		
Political party funding	84 169 239	48 295 650

The legislature receives a grant from Provincial Treasury based on the approved budget for all their operating expenditure.

31. RISK MANAGEMENT

Financial risk management

The GPL is not exposed to interest rate risk, all funds are deposited into a current account and is not invested. The GPL's investment policy is not yet approved. The GPL's financial instruments consists mainly of cash at bank and cash equivalent, other receivables and payables. The bank deposits and bank balances, receivables and payables approximate their fair value due to the short term nature of these instruments.

The GPL recognizes the need to implement Risk Management. The Accounting Officer accordingly maintains effective, efficient and transparent systems of risk management and internal control. Risk management is an integral part of the institutions activities to reduce risks to acceptable levels. Continued integration of risk management into key decision-making processes of the organisation was also achieved with the explicit inclusion of risk management principles into GPL's strategic and business planning processes

Liquidity risk

Prudent liquidity risk management implies maintaining sufficient cash and the availability of funding through an adequate amount of committed credit facilities.

The GPL's risk to liquidity is a result of the funds available to cover future commitments. The GPL manages liquidity risk through an ongoing review of future commitments and managing available cash resources.

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

31. RISK MANAGEMENT (continued)

Cash flow forecasts are prepared and adequate funding is requested from Provincial Treasury on monthly basis.

	Less than 1 month	Between 1 and 2 months	Between 2 and 5 months	Over 5 months
At 31 March 2013				
Trade and other payables	12 419 664	–	–	–
At 31 March 2012				
Trade and other payables	17 345 106	–	–	–

The table above analyses the GPL's derivative financial instruments which will be settled on a gross basis into relevant maturity groupings based on the remaining period at the statement of financial position to the contractual maturity date. The amount disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

Interest rate risk

As the GPL has no significant interest-bearing assets, the GPL's income and operating cash flows are substantially independent of changes in market interest rates.

Credit risk

Credit risk consists mainly of cash deposits, cash equivalents, derivative financial instruments and trade debtors. The GPL only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party. There are no concentration of risks

Financial assets exposed to credit risk at year end were as follows:

	2013	2012
Financial instruments		
Trade Debtors	950 018	384 000
Cash and cash equivalent	38 851 166	58 471 969

There were no changes from previous year in respect of objectives, policies and processes for managing risks and in methods to measure the risks.

NOTES TO THE ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	2013	2012
32. IRREGULAR EXPENDITURE		
Opening balance	3 927 014	306 000
Add: Irregular Expenditure – current year	264 159	10 193 379
Less: Amounts condoned	(4 191 173)	(6 572 365)
	–	3 927 014
Analysis of expenditure awaiting condonation per age classification		
Current year	–	3 927 014

The irregular expenditure was as a result of deviations from normal procurement procedures. These deviations were condoned by the Accounting Officer in the period under review. There were no disciplinary or criminal steps instituted as a result of such irregular expenditure, based on the submitted motivations by affected business units.

33. ACTUAL OPERATING EXPENDITURE VERSUS BUDGETED OPERATING EXPENDITURE

Refer to Appendix A for the comparison of actual operating expenditure versus budgeted expenditure.

34. ACTUAL CAPITAL EXPENDITURE VERSUS BUDGETED CAPITAL EXPENDITURE

Refer to Appendix A for the comparison of actual capital expenditure versus budgeted expenditure.

DETAILED STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2013

	Note(s)	2013	2012
Revenue			
Grants		536 420 918	459 711 578
Other income			
Insurance refunds		–	10 000
Sundry income		9 954	3 484 000
Parking income		1 846 362	1 190 213
Sundry income		572 451	154 083
Hall bookings income	21	44 550	7 900
Interest received	23	3 164 014	2 075 678
		5 637 331	6 921 874
Expenses (Refer to page 43)		(512 448 534)	(425 466 254)
Operating surplus		29 609 715	41 167 198
Finance costs	25	(64 872)	(184 027)
Surplus for the year		29 544 843	40 983 171

DETAILED STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2013

	Note(s)	2013	2012
Operating expenses			
Accommodation – local		(15 346 637)	(6 076 443)
Subscriptions		(1 492 770)	(1 123 816)
Advertising		(4 757 340)	(4 286 667)
Print room rentals		(1 924 616)	(994 513)
Assets expensed		221 607	(365 101)
Auditors remuneration	26	(1 628 953)	(1 358 582)
Printing general		(6 240 456)	(5 393 845)
Bank charges		(81 951)	(33 522)
Public venue hearing		(160)	–
EAP expenses		(332 900)	(212 334)
Cleaning		(365 351)	(290 108)
Staff training		(4 777 837)	(3 233 505)
Computer expenses		393 688	(13 132)
Postage		(100 829)	(30 654)
Consumables		(2 244 847)	(1 069 221)
Technical services		(473 766)	(400 622)
Depreciation, amortisation and impairments		(8 714 256)	(8 611 907)
Catering contract		(1 485 785)	(1 738 869)
Employee costs		(243 854 929)	(224 609 388)
Licencing fees		(3 464 459)	(6 199 017)
Interpretations		–	(51 443)
Maintenance and repairs		(969 377)	(5 016 817)
Uniforms		(440 773)	(648 753)
General stationery		(200 264)	(541 448)
Interior decor		(337 525)	(532 339)
Gifts		(2 672 899)	(2 062 365)
Political party fund		(84 169 239)	(48 295 650)
Plant services		(114 137)	(120 733)
IT expenses		(1 955 230)	(4 933 156)
Loss on disposal of assets		(25 055)	–
Insurance		(1 045 729)	(979 575)
Rent		(5 226 916)	(4 060 140)
Air travel domestic		(8 932 938)	(3 525 263)
Motor vehicle expenses		–	(727)
Consultants		(11 162 170)	(8 263 723)
Subsistence and travel local		(1 146 722)	(2 020 959)
Subsistence and travel International		(1 133 963)	(1 760 090)
Refreshments		(1 043 068)	(1 134 407)
Recruitment cost		(574 724)	(841 903)
Staff bursaries		(1 418 640)	(724 350)

DETAILED STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2013

	Note(s)	2013	2012
Operating expenses (continued)			
Parking management		(438 021)	(25 809)
Repairs of IT equipment		(271 501)	(189 367)
Photographs – official		(191 463)	(157 397)
Access control consumables		(19 402)	(70 546)
Municipal services		(4 423 577)	(2 522 817)
Workshop & functions		(18 511 052)	(15 231 854)
Security maintenance		(5 548 582)	(4 770 462)
Hansard outsourcing		(2 825 243)	(2 058 591)
Strategic planning		(1 101 526)	(3 097 213)
Subscriptions		(6 593 034)	(5 936 385)
Telephone and fax		(12 910 081)	(9 198 733)
Repairs of technical equipment		–	(2 204 096)
Entertainment		(29 158)	(36 022)
Conferences		(8 016 223)	(5 257 449)
Shuttle services		(15 248 118)	(9 324 073)
Photocopier services		(42 750)	(613 099)
Air travel – international		(15 009 114)	(11 445 469)
Print room purchases		(152 783)	(148 005)
Storage consumables		(318 036)	(600 273)
Computer consumables		(1 556 954)	(1 023 507)
		(512 448 534)	(425 466 254)

NOTES

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GAUTENG PROVINCIAL LEGISLATURE

ANNUAL REPORT 2012/2013



PART 5

**OUTLOOK
2013/2014**

GAUTENG PROVINCIAL LEGISLATURE

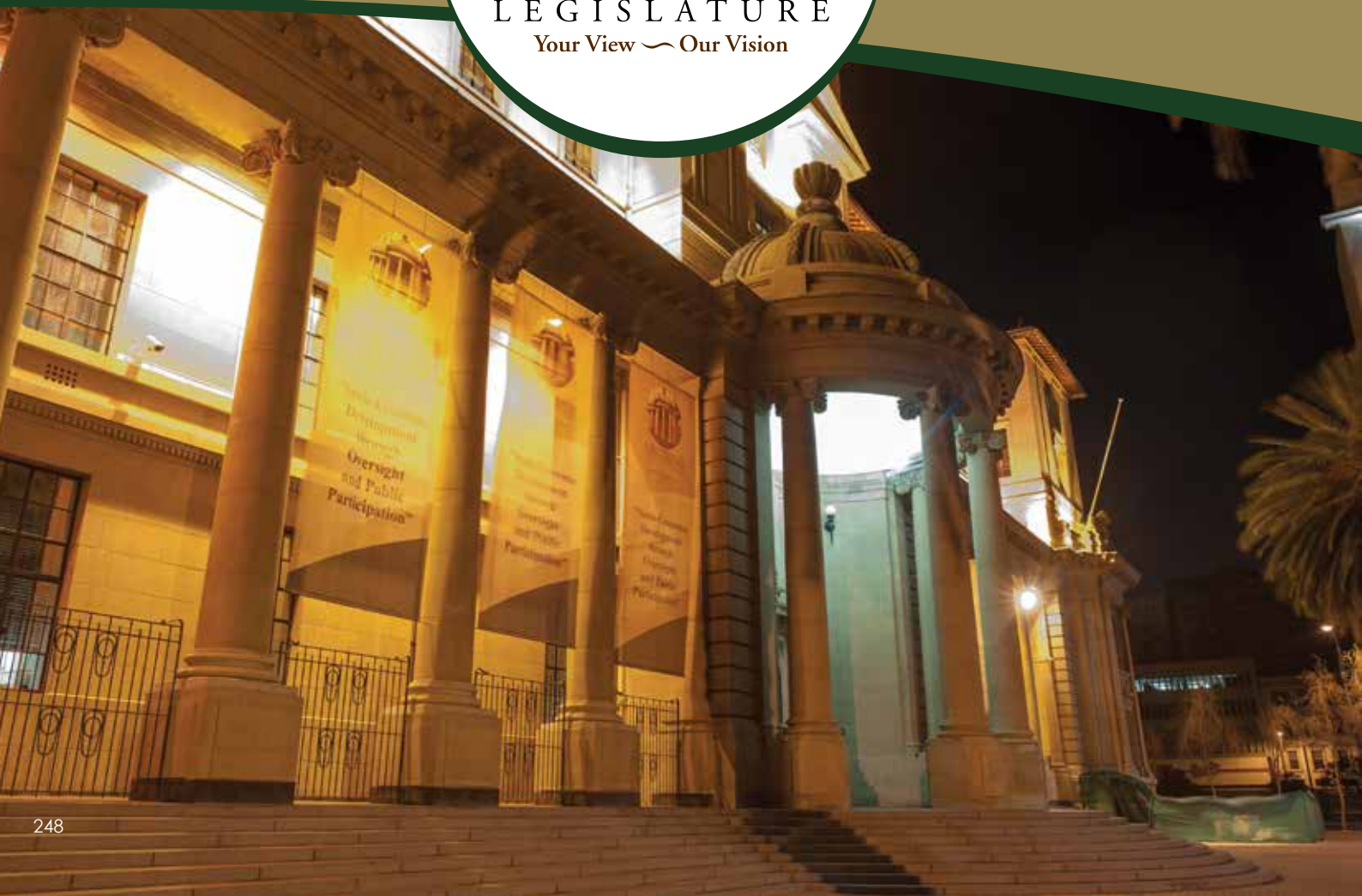
ANNUAL REPORT 2012/2013

Section VIII

Outlook
2013/2014



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The GPL strives to enhance all relevant mechanisms to facilitate the achievement of the mandates of law-making, oversight and scrutiny, public participation and cooperative governance through high performing teams. Each year the GPL consolidates progress in its achievements through various initiatives that are informed by lessons from the previous years, directives of Presiding Officers and subsequent planning to enhance performance to achieve planned goals. The institution has therefore put in place plans to execute the following in 2013/2014:

LAW-MAKING

In striving to effectively discharge the mandate of law-making, the GPL will undertake in the coming year the following activities amongst others:

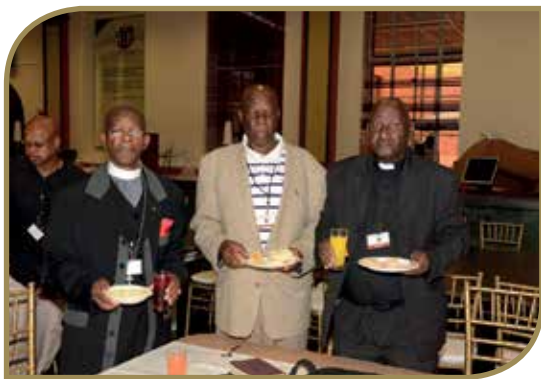
- Finalisation and adoption of the Gauteng Provincial Legislature Money Bills Amendment Procedure and Related Matters Bill.
- Finalisation and adoption of the GPL Law Making Framework.
- Continue to implement the Committee Inquiry Act.
- Enhance the processing of Bills.

OVERSIGHT AND SCRUTINY

Various projects will be undertaken to strengthen the oversight and scrutiny function, including the following:

- Continued support to the Legislative Sector, through coordinating the implementation of the Sector Oversight Model (SOM). The GPL project manages the implementation of the SOM in the sector. The GPL therefore inculcates the integration of the Programme Evaluation and Budget Analysis (PEBA) imperatives and the Committees Oversight and Accountability Framework (COVAC) principles, as mechanisms for supporting effective and meaningful implementation of the SOM.
- Launch and adoption of the SOM in the GPL.
- Continue and increase initiatives of 'Taking Committees to the people of Gauteng': The GPL has resolved that Committee oversight meetings must take place in the vicinity of the people of Gauteng, where the people are given the opportunity to make informed input to the process, in the effort to ensure that the process responds or address the needs of the people.
- Strengthen the Committees' value chain in the GPL in order to address the current challenges relating to poor reports, resolution tracking and scheduling of meetings, amongst others.
- Train Committee Chairpersons and MPLs on PEBA and all its provisions and print the PEBA handbook and distribute to all MPLs.
- Capture and track all the resolutions of the House through the information management system of the GPL (LIMS) and ensure that the e-resolutions system is fully functional and fully utilised.
- Ensure that resolutions of sector parliaments are properly processed by the House and referred to the executive as House resolutions.
- Strengthen the Petitions Committee in order to ensure that it has the necessary powers to resolve the concerns of people.





PUBLIC PARTICIPATION

Public participation cuts across all the mandates of the GPL, thus the institution strives only for excellence in enhancing the involvement of the people of Gauteng in its operations. To this end, some of the activities for 2013/2014 will include:

- Conducting a Public Perception Survey to assess public knowledge and understanding of the GPL, to further inform the responsiveness of public participation initiatives conducted by the Institution.
- Implementing the PPP Intervention Project Recommendations, to close gaps identified by the intervention.
- Using lessons from previous Sector Parliaments to improve on subsequent sector parliaments.
- Continuing the commitment to 'Take Parliament to the People of Gauteng', through hosting most of the GPL Sector Parliaments externally, around the regions of the Province.
- Use public participation to increase the accountability of the executive by increasing the number of the Bua le Sechaba campaigns and their respective feedback sessions.
- Distributing the Public Participation Book Chapter and Declaration, which are some of the outputs of the resolutions of the International Public Participation Conference, hosted by the GPL in Johannesburg on 29 February to 2 March 2012.
- The repositioning of public education to support Committee work and to cover all key stakeholders required in public participation programmes.
- Continuing public education workshops, to empower the people of Gauteng with information to make informed contributions to the processes of the GPL.
- The development of strategies to render the Sittings of the House the real tribune of the people of Gauteng, with the aim to use the House Sittings as additional feedback mechanisms.
- Repositioning public education in order to support Committee work and to cover all key stakeholders required in public participation programmes of the GPL.
- Implementing the Voter Education and Identity Document Campaign towards the 2014 Elections in Partnership with Strategic Partners.

COOPERATIVE GOVERNANCE

In the effort to promote cooperative governance in the Legislative Sector, the GPL will amongst others continue to:

- Lead the Commonwealth Parliamentary Association initiatives through the Chairpersonship of the GPL Speaker.
- Lead the SALSA through the Chairpersonship of the GPL Secretary to the Legislature.
- Host national and international delegations, to share best-practices.
- Host the 2013 Official Opening of the Gauteng Legislature, in which national and international legislatures are invited to participate.
- Convene on-going conversations on oversight and public participation with experts and practitioners in the sector.

CORPORATE GOVERNANCE

The GPL has resolved to strengthen corporate governance in the institution through, amongst other things:

- Instilling an institution-wide culture of practicing and implementing the vision, mission and values of the GPL in all matters of the institution, in the effort to promote good leadership practices.
- Strengthen the Secretariat and its sub-Committees, with the aim to enhance institutional performance and accountability.
- Continue the implementation of the adopted Result Based Framework, to enhance performance planning and reporting.
- Enhance the implementation of the GPL monitoring and evaluation mechanisms, as well as the Collaboration Strategy and the Managing by Project Approach, with the aim of improving institutional performance.
- Implement the Gender Policy by putting in place strategies for transverse mainstreaming in the GPL.
- Strengthen financial management and accountability.
- Enhance contract management regime and practice.
- Complete all capital projects for 2013/2014.
- Implement the 20 Years Celebration of the Gauteng Legislature.
- Implement the Disestablishment of the 4th Legislature and the Establishment of the 5th Legislature.

STAKEHOLDER MANAGEMENT

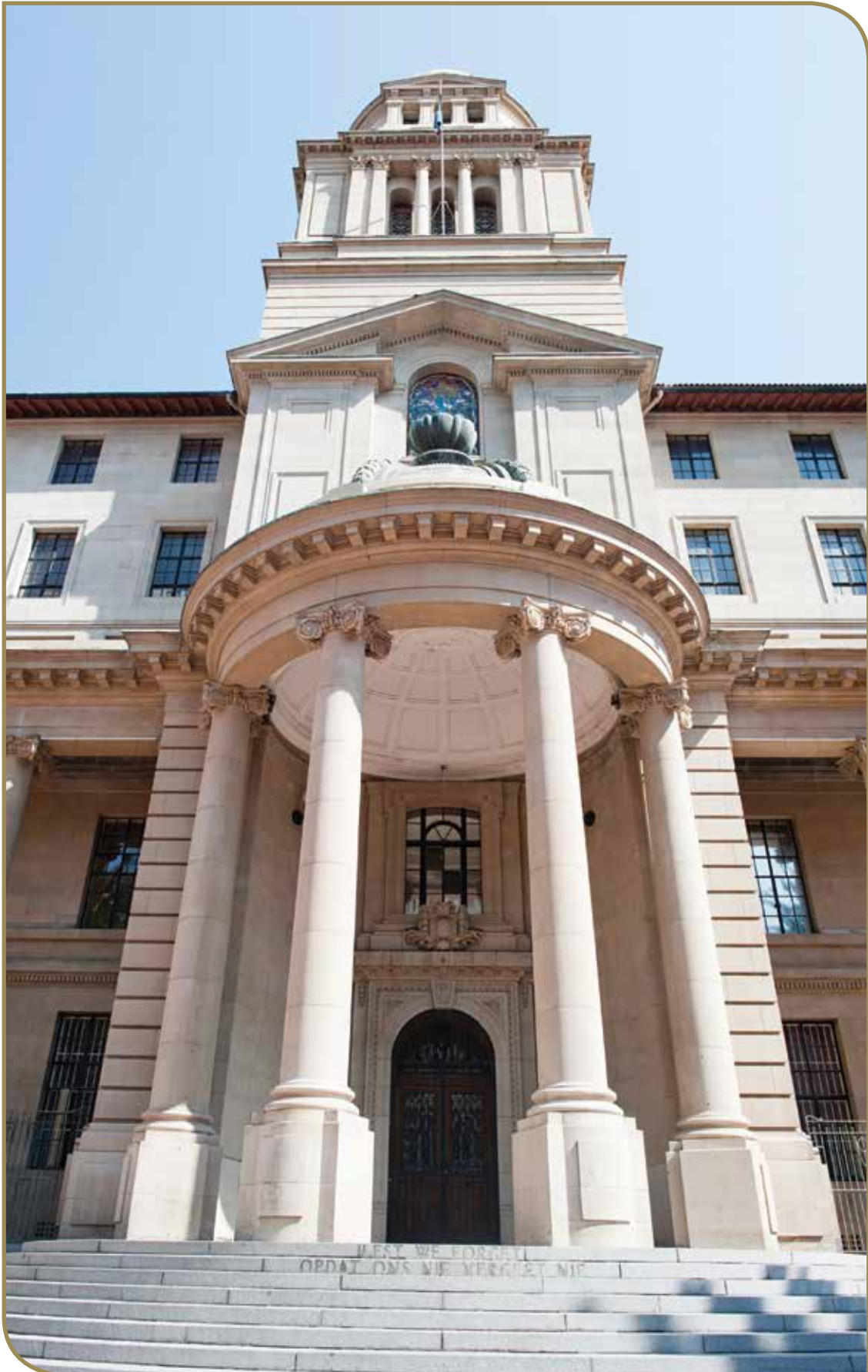
The GPL strives to consolidate its stakeholder management initiatives in order to promote meaningful stakeholder engagement and relations internally and externally. To this end, some of the planned activities for 2013/2014 include:

- The consolidation of a central stakeholder database.
- Continue to host Stakeholder Networking Sessions to orientate stakeholders on the operations of the GPL and their role in this regard.
- Continue the implementation of the change management strategy to increase the utilisation of the Legislature Information Management System (LIMS) by GPL stakeholders.
- Conduct policy road shows for internal stakeholders, to enhance compliance to policy prescripts.

HUMAN RESOURCES

In the effort to equip staff to perform their duties optimally, amongst others the GPL will:

- Fill all funded vacant posts, with more focus on filling all senior management posts.
- Implement the Remuneration and Retention Strategy.
- Enhance effective implementation of the Learnership and Internship Policies.



NOTES

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NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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