



GAUTENG LEGISLATURE

Your View ~ Our Vision



ANNUAL REPORT 2013 | 2014





GAUTENG
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Your View ~ Our Vision

20 Years of a
Democratic Legislature
Lest We Forget

GAUTENG PROVINCIAL LEGISLATURE

2013/14 ANNUAL REPORT

The Gauteng Provincial Legislature (GPL) is the parliament of the people of Gauteng. The GPL has the constitutional mandate of law making, oversight and scrutiny, cooperative governance and public participation.

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

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PART A:
LEGISLATIVE
INFORMATION

ENG
"Socio-Economic
Development
through
Oversight
and Public
Participation"

ENG
"Socio-Economic
Development
through
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Participation"

ACRONYMS

AFS	Annual Financial Statements
AGSA	The Auditor-General of South Africa
APPs	Annual Performance Plans
ARC	Audit and Risk Committee
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
CIO	Chief Information Officers
CoSO	The Committees of Sponsoring Organisations of the Treadway Commission
COVAC	The Committees Oversight and Accountability Framework
CPOF	Capital Projects Oversight Forum
CPA	The Commonwealth Parliamentary Association
CPC	Commonwealth Parliamentary Conference
CPS	Centre for Policy Studies
CRC	Citizen Responsibility Campaign
CRM	Customer Relations Management
CSOs	Civil Society Organisations
CSS	Corporate Support Services
CSSL	Committee on the Scrutiny of Subordinate Legislation
CSU	Committee Support Unit
DMS	Document Management System
EAP	Employee Assistance Programme
ECC	Events Coordinating Committee
ED	Executive Director
EEA	Employment Equity Act
EEF	Employment Equity Forum
EFT	Electronic Funds Transfer

EMS	Emergency Medical Services
ERP	Enterprise Resource Planning
EU	European Union
EULSP	European Union Legislature Services Programme
FAMLA	The Financial Management of the Gauteng Provincial Legislature Act of 2009
FIS	Focused Intervention Studies
FPC	Fraud Prevention Committee
GPG	Gauteng Provincial Government
GPL	Gauteng Provincial Legislature
GRAP	Generally Recognised Accounting Practice
GSF	Gauteng Speakers Forum
King III Report	King Code of Corporate Practices and Conduct
LAC	Legislature Adjudication Council
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersex
LAC	Legislature Acquisitions Council
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersex
LoGB	Leader of Government Business
LR	Labour Relations
LSA	Legislature Service Act
LSB	Legislature Services Board
LSS	Legislative Sector Support
M&E	Monitoring and Evaluation
MAC	Members Affairs Committee
MAD	Members Affairs Directorate
MECs	Members of Executive Councils
MPL	Member of the Provincial Legislature
MPAC	Municipal Public Accounts Committee
MTEF	Medium-Term Expenditure Framework
MSS	Management Self-Service
NACH	National Anti-Corruption Hotline
NCOP	National Council of Provinces
NCSL	National Conference of State Legislatures
NEHAWU	National Education Health and Allied Workers Union
NIA	National Intelligence Agency
NICSA	National Interfaith Council of South Africa

PI	Performance Information
POs	Presiding Officers
PPF	Public Participation Forum
PPP	Public Participation and Petitions
PGO	Project Governance Office
PSC	Public Service Commission
PSOM	Public Service Oversight Model
PSTN	Public Switched Telephone Network
RIF	Register of Interest Forms
RMC	Risk Management Committee
SADC	Southern African Development Community
SAHRA	South African Heritage Resources Agency
SALSA	Secretaries Association of Legislatures in South Africa
SANGONET	South African Non-Governmental Organisation Network
SAP	Systems Applications Processes
SALS	South African Legislative Sector
SAPS	South African Police Services
SCOPA	Standing Committee on Public Accounts
SDA	Skills Development Act
SETA	Sector Education and Training Authority
SLA	Service Level Agreement
SLIS	Special Libraries and Information Sector
SMMEs	Small, Medium and Micro-sized Enterprises
SMS	Senior Management Services
TMALI	Thabo Mbeki African Leadership Institute
UJ	University of Johannesburg
UNISA	University of South Africa
VoIP	Voice over Internet Protocol
Wits	University of Witwatersrand



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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 cooperative 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 mandate. This has not been a static process. Increasingly, the GPL had to gear itself up 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 mandate;
- Position itself as the voice of the people;
- Ensure that the public understands its roles and functions;
- Harness, coordinate 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. This was achieved by encouraging public participation in the core activities of the GPL, 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 cooperative 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; and
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.
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 B:
THE YEAR
UNDER REVIEW


GAUTENG
UNIVERSITY
Socio-Economic
Development
through
Oversight
and Public
Participation

GAUTENG
UNIVERSITY
Socio-Economic
Development
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FOREWORD BY THE SPEAKER



The Gauteng Legislature is pleased to present the 2013/2014 Annual Report to the people of Gauteng and all our stakeholders. The report provides a detailed account of the work accomplished during the year under review, as part of implementing the five year Strategic Plan of 2009-2014. This is thus the last of the annual reports of the Fourth Legislature. Through this Annual Report, the Gauteng Legislature is once more demonstrating its values of being accountable and transparent to the people it serves. The report is a reflection of the commitment of the Members of the Provincial Legislature (MPLs) and the staff component, to being the tribune of the people, not only by representing their interests in policy making processes, but also by providing feedback on the work accomplished, through annual reports.

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. From the perspective of the Gauteng Legislature, these conversations are further ignited through projects to document the evolution of the Legislature since 1994, to ensure

that the achievements of the Legislature in the past 20 years are documented and measured. Central to the projects is the role of the Legislatures in nation building and creating space for people to be involved in governance processes. This Annual Report indicates that more has been done to open up democratic spaces for public participation, and yet much more must still be done to make the people's involvement meaningful.

The Gauteng Legislature is committed to building an Activist and Transformative Legislature that inspires public confidence, by placing the people at the centre of its business and by vigorously advocating and promoting public interest in a non-partisan manner. The Legislature therefore presents this report to reflect on the achievements recorded in this regard.

The achievements presented in this report indicate remarkable progress in the commitment reflected above. This comprises significant strides in fulfilling the constitutional mandate of the Legislature, particularly through ground-breaking initiatives on oversight, law making, public participation and cooperative governance. The success story documented in this report is that of the Legislature that has established a solid foundation to deliver on its constitutional mandate, through building structures, systems, processes and mechanisms and strengthening human and material resources to propel the Legislature to a different level.

The Gauteng Legislature is committed to working with and for the people of Gauteng and at the heart of this commitment is striving to create a better life for all and ensuring that Gauteng is a better place to live in.



HON L H MEKGWE
SPEAKER OF THE GAUTENG PROVINCIAL LEGISLATURE

The image shows a grand, vaulted interior space, likely a library or a formal hall. The architecture features high, arched ceilings with decorative moldings and a central circular light fixture. The walls are light-colored, and the floor is dark. In the foreground, there are dark wooden bookshelves or display cases. A central decorative frame, resembling a stylized window or a piece of furniture, is superimposed over the image. Inside this frame, the text "OFFICE BEARERS" is written in a serif font.

OFFICE BEARERS

OFFICE BEARERS



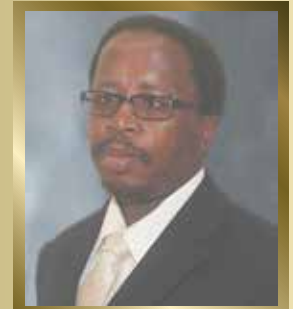
Hon. Lindiwe Maseko
Speaker



Hon. Uhuru Moiloa
Deputy Speaker



Hon. Nomantu Nkomo Ralehoko
Chairperson of Committees



Hon. Valentine Mbatha
Deputy Chairperson of
Committees

CHAIRPERSONS OF STANDING COMMITTEES



Hon. Lindiwe Maseko
Rules Committee and
Programming Committee



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



Hon. Nomantu Nkomo Ralehoko
Committee of Chairpersons

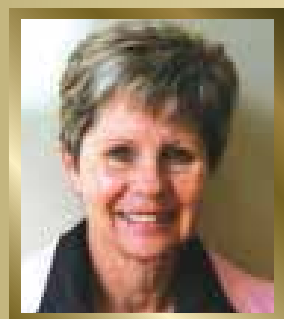
LEADERS OF POLITICAL PARTIES



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 Mekgwe
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 Letwaba
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 Wesley
Dhlamini**
IFP



Hon. Frederick Mulder
VF+

WHIPS OF POLITICAL PARTIES



Hon. Refilwe Mogale
ANC



Hon. Thokozile Magagula
ANC



Hon. Doreen Senokoanyane
ANC

CHAIRPERSONS OF PORTFOLIO COMMITTEES



Hon. Sphiwe Mgcina
Economic Development Committee



Hon. Sakhile Khumalo
Finance Committee



Hon. Jacob Khawe
Roads & Transport Committee



Hon. Nokuthula Sikakane
Agriculture and Rural
Development Committee



Hon. Mamonare Chueu
Social Development Committee



Hon. Malobatsi Bopape
Health Committee

WHIPS OF POLITICAL PARTIES



Hon. Hermene Koorts
COPE



Hon. Glenda Steyn
DA



Hon. Kate Lorimer
DA

CHAIRPERSONS OF PORTFOLIO COMMITTEES



Hon. Joachim Boers
Infrastructure Development
Committee



Hon. Thuliswa Nkabinde
Roads & Transport Committee



Hon. Errol Magerman
Local Government and Housing
Committee



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



Hon. Sizakele Malobane
Education Committee



GAUTENG LEGISLATURE: OFFICIAL OPENING FEBRUARY 2014

Front Row from Left: Hon. Jack Bloom (DA), Hon. Ntombi Mekgwé (MEC, Local Government & Housing), Hon. Barbara Creecy (MEC, Education), Hon. Ismail Vadi (MEC, Roads & Transport), Hon. Qedani Mahlangu (MEC, Infrastructure Development), Hon. Faith Mazibuko (MEC, Community Safety), Hon. Nonvula Mokonyane (Premier), Hon. Lindiwe Maseko (Speaker), Hon. Uhuru Moiloa (Deputy Speaker), Hon. Hope Papo (MEC, Health), Hon. Eric Xayiya (MEC Economic Development), Hon. Mandla Nkomfe (MEC, Finance), Hon. Lebohlang Maile (MEC, Sports, Recreation, Arts & Culture), Hon. Nandi Mayathula-Khoza (MEC, Agriculture, Rural & Social Development), Hon. Refilwe Letwaba (Chairperson: Committee on the Scrutiny of Subordinate Legislation – CSSL), Hon. Brian Hlongwa (ANC Chief Whip).

Second Row from Left: Peter Skosana (Secretary to the Legislature), Hon. Maggie Tlou (MPL), Hon. Busisiwe Mncube, (NCOP, ANC), Hon. Godfrey Tsotetsi (Chairperson, OCPOP), Hon. Nonhlanhla Ndaba (MPL), Hon. Sizakele Malobane (Chairperson, Education Portfolio Committee), Hon. Joggie Boers (Chairperson, Infrastructures Development Portfolio Committee), Hon. Nelisiwe Moerane (MPL), Hon. Nokuthula Sikhakhane (Chairperson, Agriculture and Rural Development Portfolio Committee), Hon. Mafika Mgcina (Chairperson, Economic Development), Hon. Molebatse Bopape (Chairperson, Health Portfolio Committee), Hon. Errol Magerman (Chairperson, Housing and Local Government Portfolio Committee), Hon. Refilwe Mogale (ANC Whip), Hon. Nompoti Nhlapho (Chairperson, Sports, Recreation, Arts & Culture Portfolio Committee), Hon. Lindiwe Lasindwa (Chairperson, Petitions Standing Committee), Hon. Nomantu Nkomo-Ralehoko (Chairperson of Committees), Hon. Beverly Abrahams (NCOP, DA).

Third Row from Left: Hon. Rose Gudhuza (ID, Party Leader), Hon. Patricia Mokgohlwé (MPL), Hon. Solomon Nkhi (MPL), Hon. Hermène Koorts (COPE Whip), Dr Lydia Meshoe (ACDP, Party Leader), Hon. Doreen Senokoanyane (ANC Whip), Hon. Clara Sodlulashé-Motau (MPL), Hon. Refilwe Ndzuta (MPL), Hon. Thokozile Magagula (ANC Whip), Hon. Priscilla Masepe (MPL), Hon. Sakhile Khumalo (Chairperson, Finance Portfolio Committee), Hon. Patricia Chueu (Chairperson, Social Development), Hon. Sipho Makama (Chairperson, Standing Committee of Public Accounts), Hon. Mbongeni Radebe (MPL).

Fourth Row from Left: Hon. Tersia Wessels (COPE, Party Leader), Hon. Jacob Khawé (Chairperson, Community Safety Portfolio Committee), Hon. Les Labuschagne (MPL), Hon. Glenda Steyn (DA Chief Whip), Hon. Bonginkosi Dlamini (IFP, Party Leader), Hon. Dan Motsisi (NCOP, ANC), Hon. Khumo Ramulifho (MPL), Hon. Valentine Mbatha (Deputy Chairperson of Committees), Hon. Mafika Mgcina (Chairperson: Economic Development Committee), Hon. Ndziphiso Kalipa (MPL), Hon. Thuliswa Nkabinde (Chairperson, Roads & Transport Portfolio Committee).

Fifth/Back Row from Left: Hon. Frederick Mulder (FF + Party Leader), Hon. Thomas Walters (MPL), Hon. John Moodey (MPL), Dr Neil Campbell (MPL), Hon. Janet Semple (MPL), Hon. Joyce Pekane (MPL), Hon. Paul Willemburg (MPL), Hon. Hendrika Kruger (MPL), Hon. Lebogang More (MPL), Hon. Frederik Nel (MPL).



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SECTION I

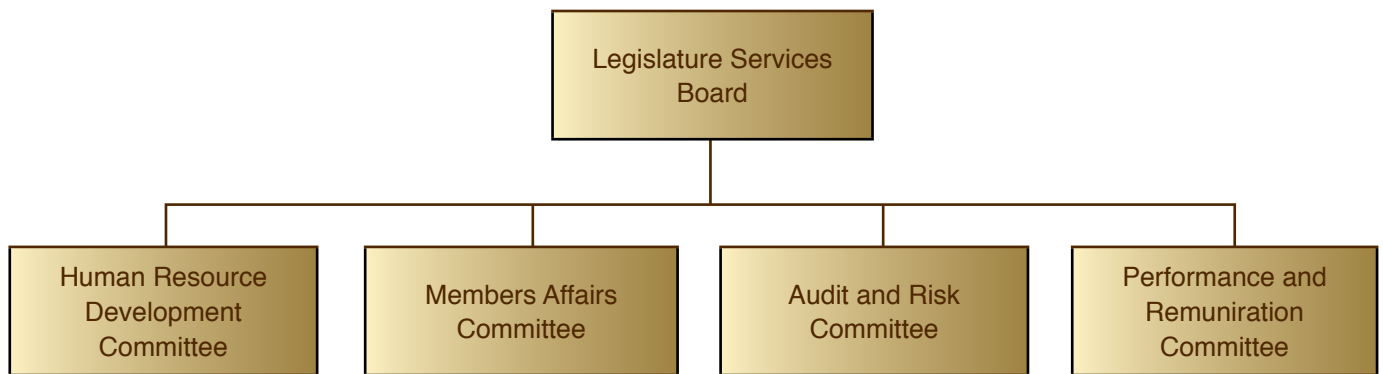
LEGISLATIVE OVERVIEW

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 (PFMA) 1999 (Act 1 of 1999), the recommendations of the King Code of Corporate Practices and Conduct (King III) Report and the Protocol on Corporate Governance for Public Entities. The Board of Directors is appointed in terms of section (4)1 of the Legislature Services Act (LSA) and comprises the Speaker of the Legislature, who is the 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 (ARC) and the Chief Financial Officer. To ensure its efficient operation that is in compliance with best practices and legislative requirements, the LSB has appointed a Board Secretary to assist it to carry out its mandate. The LSB has four sub-committees as depicted below.

THE STRUCTURE OF THE LSB



STATEMENT OF COMMITMENT

The Board recognises the need to conduct the organisation in accordance with the principles of the King III Report. These principles include discipline, independence, responsibility, fairness, social responsibility, transparency and the accountability of the LSB Members to all stakeholders. A number of these principles are entrenched in the GPL's internal controls, policies and procedures that govern the Institution's conduct. The Board is satisfied that every effort was made in the 2013/14 financial year to comply in with the King III Report in all material aspects, for as far as it is applicable to the GPL.

ROLE AND FUNCTIONS OF THE LSB

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:

- Monitoring and providing oversight of the Administration;
- Holding the Administration responsible and accountable for achieving the mandate and strategic objectives;
- 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 an effective system of internal control, risk management and governance processes is in place;
- Reviewing, assessing and guiding Management in setting the GPL's 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 to include only limited financial decision-making capacity without prior approval by the LSB.

MEMBERS OF THE LSB SUB-COMMITTEES



Lindiwe Maseko (Non-Executive and Chairperson), Nomantu Nkomo Ralehoko (Non-Executive), John Moodey (Non-Executive), John Davis (Independent Non-Executive), Uhuru Moiloa (Non-Executive), Bonginkosi Dlamini (Non-Executive), Peter Skosana (Secretary to the Legislature) and Ms Shambala Ntanjana (Secretary to the Board).

Performance and Remuneration Committee

Chairperson: Lindiwe Maseko (Non-Executive), Uhuru Moiloa (Non-Executive), Lefokane Meshoe (Non-Executive), Nomantu Nkomo Ralehoko (Non-Executive) and Peter Skosana (Secretary to the Legislature).

Human Resource Development Committee

Chairperson: Uhuru Moiloa (Non-Executive), Nomantu Nkomo Ralehoko (Non-Executive), Siphilwe Mgcina (Non-Executive), Joyce Pekane (Non-Executive) and Peter Skosana (Secretary to the Legislature).

Members Affairs Committee

Chairperson: Uhuru Moiloa (Non-Executive), Valentine Mbatha, Brian Hlongwa, Nomantu Nkomo Ralehoko, Jacqualine Mofokeng, Priscilla Masepe, Refilwe Mogale, Lefokane Meshoe, Doreen Senokoanyane, Glenda Steyn, Kate Lorimer, Hermene Koorts, Bonginkosi Dhlamini, Rose Gudlhuza and Jaco Mulder (All Non-Executive Members).

Audit and Risk Committee

Chairperson: John Davis (Independent Non-Executive), Alwyn Martins (Independent Non-Executive), Roy Mnisi (Independent Non-Executive), Refilwe Letwaba (Non-Executive), Mike Madlala (Non-Executive) and Peter Skosana (Secretary to the Legislature).

Each Committee is governed by its own charter, being its terms of reference that flow from the LSB Charter, which determines its mandate. 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 to fulfil their strategic roles 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, Board appointments reflect provincial and national demographics. New LSB members undergo an orientation programme to enable them to fulfil their responsibilities and to gain the required knowledge of the structure and mandate of the Institution, as well as its operations and policies.

FEES FOR NON-EXECUTIVE MEMBERS

Only Independent Non-Executive Members receive a fee for their contribution to the respective LSB sub-committees. Fee structures are recommended to the LSB by the Chairperson of the Performance and Remuneration Committee, based on relevant professional bodies and market research of trends and levels for Members' remuneration.

FUNCTIONS OF THE CHAIRPERSON

The Chairperson manages the LSB and provides overall leadership and strategic direction. This includes overseeing the adoption and implementation of appropriate governance principles at LSB meetings, ensuring that any potential conflicts of interest are managed properly and making sure that the LSB meets at least four times per year.

CORPORATE GOVERNANCE

By exercising good governance, the LSB guides the Administration towards effective leadership that is based on an ethical foundation. Compliance, as any other business activity, takes place within the context of such strong leadership and sound governance principles.

The Board strives to ensure its alignment with the PFMA, the Financial Management of the Gauteng Provincial Legislature Act of 2009 (FAMLA) and the King III Report on principles of good governance and improved accountability. The LSB ensures that the GPL complies with all applicable laws and policies and adheres to the necessary codes and standards. Taking care of the compliance issues of the Institution is a major task, especially where the state is involved. This is compounded by the fact that no single provision in any of the laws, policies, codes and standards can be interpreted in isolation. It has to be considered within the context of the entire compliance landscape in which the GPL functions.

MANAGEMENT OF RISK

The GPL has an Audit, Risk and Governance sub-programme that supports the improvement of internal controls, risk management and governance processes. The internal audit function is outsourced and the appointed firm works closely with the GPL to execute the Internal Audit Plan (IAP). Internal Audit provides the Audit and Risk Committee (ARC) and the GPL Management with independent, objective and reasonable assurance that the internal controls are adequate and effective and in line with the King III Report and FAMLA. This is achieved by means of the risk management processes, as well as the identification of corrective actions that can be taken to enhance controls and processes where necessary.

The GPL adopted the Committees of Sponsoring Organisations of the Treadway Commission (COSO) framework in managing its risks. This is a voluntary initiative dedicated to improving organisational performance and governance through effective internal control, enterprise risk management and fraud risk management.

A Strategic Risk Assessment was conducted with the Leadership and a Strategic Risk Register with the GPL's Top 10 risks was developed. The 2013/14 Strategic Risk

Register was approved by the ARC and the LSB. The progress on implementation of action plans designed to mitigate the identified risks was tracked, monitored and reported to all relevant oversight structures, during the reporting period. The risks identified in the risk register informed Internal Audit's risk-based IAP. The risk register now features as a standard agenda item at meetings of the Risk Management Committee (RMC), the Secretariat, the Audit and Risk Committee and the LSB. A number of other risk management initiatives were implemented to embed risk management in the GPL's daily operations.

FAMLA

- The purpose of the FAMLA is to:
- Regulate the financial management of the GPL in a manner consistent with its status in terms of the Constitution;
- Promote accountable, transparent and sound financial management;
- Ensure that all revenue, expenditure, assets and liabilities of the GPL are managed efficiently and transparently;
- Provide for the responsibilities of persons entrusted with financial management in the GPL; and
- Provide for matters connected therewith.

In essence, the FAMLA mirrors the PFMA while being more relevant to the Legislative Sector. The implementation of the FAMLA has progressed well in terms of the quarterly reporting requirements to the Executive Authority.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) GOVERNANCE

Information and Communications Technology (ICT) Governance is vital to striking the right balance between holding on to our information technology lead and service delivery. In line with King III, ICT Governance forms part of our governance structures, policies and procedures. It also forms part of the GPL's strategic and business processes and is managed by the Information Technology unit operationally and by the Secretariat strategically. A well-defined ICT Strategy was adopted and aligned to the ICT Governance principles of King III. Each framework element is supported by evidence, including aligning ICT Strategy and business needs, delivering value and managing performance, information security, information management, risk management, business continuity management and compliance.

DELEGATION OF AUTHORITY

The LSB delegated authority for the management of the GPL and its functions to the Secretary to the Legislature (CEO), 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.



Official Opening of the Legislature

OVERVIEW OF COMMITTEE WORK

1. INTRODUCTION

The Office of the Chairperson of Committees (OCoC) is the third of four sub-programmes in Programme 1 (Leadership and Governance) of the GPL. The Chairperson of Committees is accountable for strategic management of the GPL's standing as well as the business of the Portfolio Committee in so far as it relates to:

- Oversight;
- Policy development processes;
- Public policy discourse;
- Law making processes;
- Public participation; and
- Stakeholder management.

The Office of the Chairperson also has to ensure that the Committee programmes are adhered to in line with the GPL strategic goals and by extension with Global, National and Provincial priorities.

2. ROLE OF THE CHAIRPERSON OF COMMITTEES

In essence, the primary role of the OCoC is to monitor and evaluate the discharge of mandates by the respective House Committees and to ensure strategic management of Committees and Committee business, thereby ensuring that the mandate of the Institution as a whole is delivered. Thus, it is through the OCoC that the very core objectives of the Institution is realised since the very mandate of the Institution is given effect to and executed through the House Committees, as strategically led by the OCoC.

In so doing, the OCoC monitors the impact of Committee oversight initiatives and ensures that Committees drive their work in line with the objectives and programmes of the GPL. The OCoC also makes sure that there is a qualitative approach to oversight and scrutiny and stakeholder management, as well as law making and policy development.

According to Rule 174 of the Standing Rules of the GPL, the OCoC through the Standing Committee of Chairpersons is responsible for:

- Coordinating the work of the Committees of the GPL;
- Considering the annual programme of Committees; and
- Making recommendations to the Rules Committee and the Programming Committee regarding any

matter affecting the scheduling or functioning of any Committee.

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

Oversight

Oversight of the Provincial Executive is one of the core mandates of the GPL and is driven by the OCoC. The OCoC conducts its oversight of the Executive in line with the other core mandates of the Institution, i.e. public participation, law making and good governance. The GPL uses the Programme Evaluation and Budget Analysis (PEBA) methodology as an instrument of assessment. This empowers House Committees to scrutinise the performance of the Executive by endorsing the Annual Performance Plans (APPs) and associated budgets and then evaluating the actual performance and associated expenditure. One of the main reasons for establishing the oversight office in the OCoC, was to manage oversight and accountability between Committees and the Executive in a more controlled and ordered manner; as well as to obtain reports/submissions from the Executive and account to the GPL. The standardisation and organising of this was a serious challenge in previous Legislatures.

A major highlight for the Office of the Chair of Chairs is the introduction of the Committees Oversight and Accountability Framework (COVAC) during this term. It is a framework developed to give effect to and practically implement the Sector Oversight Model (SOM). 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 and using a "value for money" approach. COVAC has been piloted and preliminary performance results in this regard are promising with evidence of further performance enhancements going forward.

The COVAC Framework looks at both oversight of Committees as well as oversight of the Executive and has thus been envisaged along two areas: Committee Oversight and Executive Oversight. The Office of Chair of Chairs, working with Committees, has begun the pilot of the Committees Oversight component of COVAC during the current financial Year (2013/14). By the next financial year, the OCoC will initiate the pilot for the Executive Oversight Component of COVAC.

In addition to the COVAC Framework, another notable innovation by the OCoC is the development of the Committees APP Assessments which was based on the rationale that effective oversight of the Executive emanates from and is strengthened by well-functioning House Committees. These assessments are a South African first, and were purposefully developed to enhance Committee performance. The assessments were piloted during quarter four of the period under review and have enjoyed overwhelming support from House Committees. Going forward, the Assessments will allow quarter-on-quarter performance analyses. It is foreseen that this level of oversight will translate into strong growth and improvements in performance by House Committees.

Oversight of Committees' performance is necessary to ensure that Committees are functioning optimally on all levels. However, minimum oversight is often necessary for Committees that are indeed performing optimally. Committees that are sub-performing on the other hand, receive the maximum oversight. It is thus expected of Committees to conduct self-assessments, to ensure that they are functioning efficiently. This type of approach is a significant milestone, considering the initial challenges, as well as the fact that the measurement of Committee performance is a new process in the GPL. There has been evidence of a definite improvement in Committee Performance, quarter on quarter, since the start of the pilot.

Another notable milestone is the leadership role that the OCoC fulfilled to strengthen support services to Committees. As a result of this leadership and guidance, oversight practices are implemented positively and with a collaborative attitude. Through strong strategic liaison, the OCoC also forged constructive working relationships with external oversight institutions such as the Auditor-General of South Africa (AGSA) and the Public Service Commission (PSC) where there is ongoing collaboration on oversight and best practice issues. Such relationships of proactivity, constant collaboration, improved oversight and the relentless quest for enhanced service delivery contributed to positive audit outcomes for both the GPL and the Gauteng Provincial Government (GPG).

The one-on-one oversight sessions that was established between the OCoC and Chairpersons of Committees is yet another achievement that yielded positive results. These one-on-one sessions made it possible for the OCoC to identify problems and challenges as and when they occur and to take corrective action immediately. This was an important factor in the enhancement of governance and service delivery to the people of Gauteng.

Another noteworthy accomplishment during the period under review was the pilot of the Committees Inquiry Process (CIP). The OCoC maintained constant oversight of this process and controls will be tightened even further as the CIP matures from pilot stage into live roll-out.

An additional highlight was the introduction of the "budget per committee" system to create a favourable environment for Committees to conduct their business in. This innovation, amongst others, placed Chairpersons of Committees in charge of their Committee budgets. It adequately addresses the very driving force for an Activist Legislature through a strong committee system that is able to implement its transformative programmes successfully. This includes making decisive interventions in the policy making and implementation processes of the Government.



Taking Committees of the GPL to the people

The OCoC has, during the period under review, begun the mammoth task of developing a Study Tours Manual to align all Committee travel with the GPL strategic objectives and Committee mandates. This manual will enable the OCoC to guide Committees in such a manner that all Committee Travel will add tangible value for the Committee and the Institution as a whole. The OCoC has already summarised some of the lessons learnt from Study Tours conducted during the period under review and these will be used to inform the enhancement of the process going forward. A GPL Study Tour Policy was furthermore drafted to guide the administration and coordination of these Study Tours by House Committees.

Similar to other Legislatures worldwide, the GPL was affected by international discourse on strengthening the role of Legislatures and assuming their rightful democratic space. As a result, there is an increasing need for Legislatures to form partnerships amongst themselves and with counterparts worldwide to share knowledge and best practices on legislative matters. Since 1994, the GPL has grown in stature to assume one of the leading roles in promoting vigorous implementation of its core business as well as a growing desire to keep on learning more.

4. ROLE OF THE DEPUTY CHAIRPERSON OF COMMITTEES

The Office of the Deputy Chairperson of Committee Chairpersons (O-Dep-CoC) is tasked with mobilising civil society to participate in the work and business of the GPL through public participation programmes and the implementation of the Stakeholder Management Strategy for Presiding Officers. The mandate of House Committees on the public participation function is to seek the views of broad sectors of the people of Gauteng, especially those representing vulnerable groups. To do so, Committees of the Legislature established dynamic relations with Civil Society Organisations (CSOs) that are leveraged when doing their legislative work of oversight and law making. In addition, the O-Dep-CoC ensures strategic coordination of Committees with the work of the National Council of Provinces (NCOP). This is an essential linkage between the GPL as Provincial Parliament and National Parliament.

Public participation and stakeholder management

The O-Dep-CoC was tasked by the Presiding Officers to perform political leadership and oversight of the public participation processes of the GPL. During the period under review, the O-Dep-CoC has established a Public Participation Forum (PPF) as a sub-committee of the Presiding Officers with the objective to provide the Deputy Chair of Chairs with a platform for delivering on this mandate.

Committees of the Legislature improved the standing as an activist Legislature by not only providing space for people to make inputs during Committee meetings, but by also going out into communities to interact with the people where they live. As a result, engagement with stakeholders by both the Committees and the Presiding officers was enhanced. This is evident from the increased number of Sector Parliaments that were held during the period under review.

A number of innovative initiatives such as Bua le Sechaba

was furthermore undertaken to explore additional opportunities for public participation. Bua le Sechaba is a listening campaign of the GPL that was implemented in all the regions of Gauteng, especially in areas populated by the poor. This initiative created opportunities for the people of the province to raise their issues with their public representatives.

In addition, the GPL used the input that was gained through public participation to improve oversight. In doing so, the GPL made sure that oversight is informed by the experiences of ordinary people on the ground. An example of this; is the fact that the 2012 Annual Report process was taken to the people. All the Gauteng Provincial Departments that form part of the Social Transformation Cluster were called to gather in Mogale City Local Municipality in Krugersdorp to present their 2011/12 Annual Reports to the people of Gauteng. The process made it possible for the people of Gauteng to participate in the exercise of determining whether the Departments have met their targets as per the plans set out during their budget periods.

The GPL continually involves the people of Gauteng in the annual events that are held to commemorate key national and internal milestones. This includes special sittings on significant days such as Africa Day on the 25th of May; and passing motions on important occasions such as 16 Days of Activism against Gender Violence. These activities have increased the GPL's profile as an activist Legislature that is in touch with issues of the day.

Advocacy work was also done on behalf of the people of Gauteng through the Committees who raised public policy issues on behalf of communities. For example, the GPL's Portfolio Committees that make up the Social Transformation Cluster visited Ivory Park, in the City of Johannesburg region, to denounce drug and substance abuse and possession of weapons by learners in schools. The role of the Legislature as part of an activist state is to listen to people on an ongoing basis, develop policies to respond to their concerns and then mobilise them to participate actively in translating Government policy into tangible service delivery outputs. Through this ongoing interaction with the people of Gauteng, we are fostering the implementation of the constitutional values and empowering our people to feel proud to be South Africans, to be loyal to the Constitution and the country.

The Deputy Chair of Chairs is tasked by the Presiding Officers to ensure strategic coordination of the GPL Committees with the NCOP processes. In this regard, the Deputy Chair of Chairs provides political leadership on matters relating to the GPL's interaction with the NCOP activities. Through the O-Dep-CoC, the GPL regularly

interacts with the NCOP on matters such as the Provincial Week, Taking Parliament to the People, Negotiating Mandates on Bills, participation at the NCOP workshops and seminars as well as public hearings on NCOP bills.

There was strong participation in the NCOP workshops and seminars as well as the Negotiating Mandates on Bills. This uptake in support of the NCOP Programmes indicates an improvement in the GPL's coordination of these programmes with the NCOP and it is envisaged that it will continue to improve even further. The NCOP Provincial Week oversight visit to Gauteng in November 2013 at Tshwane and Soshanguve encapsulated the essence of our democratic dispensation where all the arms of the state across the spheres of Government are actively engaged in ensuring that the socio-economic rights as enshrined in our Constitution are realised and given effect to.

5. CONCLUSION

Having noted the considerable achievements made by the OCoC during the period under review, it is clear that the OCoC has indeed delivered on its mandate and given effect to the constitutional provisions as well as the Standing Rules with respect to the functions of such an Office. The mandate of the GPL were delivered on and furthered by this Office through the Committees. As such it is with a sense of accomplishment that we can state that the Fourth Legislature is a definite improvement from the Third Legislature. This fills us with a sense of pride and inspires us to make sure that the Fifth and ensuing Legislatures are vast improvements from the Fourth Legislature.



Parliament for Older Persons



GAUTENG

LEGISLATURE

Your View ~ Our Vision



The background of the page is a photograph of a grand, ornate chandelier hanging from a ceiling. The ceiling features multiple layers of decorative moldings in white, gold, and blue. The chandelier is a multi-tiered, crystal or brass fixture with several glowing light shades. The overall lighting is warm and golden. A white, decorative frame with a scalloped top and bottom and straight sides is centered over the chandelier. Inside this frame, the text "SECTION II" is written in a white, serif, all-caps font.

SECTION II

EXECUTIVE SUMMARY

INTRODUCTION



Secretary to the Legislature

The Annual Report of the Fourth Term of the GPL for the financial year 2013/14 represents an account of the overall performance of the Institution, including accomplishments and challenges. This executive summary is a reflection of the Institution's milestones in the areas of oversight, law making, public participation and cooperative governance, as well as in the Legislative Sector.

The Annual Report coincides with the celebration of our 20 years of democracy and freedom. This provides the GPL with an opportunity to reflect on the strides made in consolidation of democracy, to assess weaknesses that hinder full realisation of constitutional rights and develop mechanisms, in partnership with the people, to improve the quality of life of all the people of Gauteng. In this regard, the GPL finalised a 20 year review report titled "Twenty Years of Institution Building and Democratic Consolidation – Lest We Forget." The report concludes that the people of Gauteng can be proud of the performance of their elected public representatives and appointed officials, the performance of the Institution that they have created and the pioneering oversight tools and mechanisms that were deployed to oversee the work of the Executive. They can also be proud that we make laws that are relevant to the lives of the people, involve the people in decision-making processes that affect their lives and work together with other similar institutions across all spheres, both locally and internationally.

The GPL 2013/14 Annual Report provides the last chapter of the five year strategic journey that the GPL has travelled in the 2009 – 2014 period; and illustrates how the strategic plan was executed. The report is also significant in that it is the last report of the Fourth Term of the Legislature and the beginning of the Fifth Term. It further provides an assessment of the current term and a basis for the Fifth Term.

The GPL strategic plan for 2009 – 2014 focused on the following:

- Strengthening oversight work to increase accountability of the Executive and improve services to the people of Gauteng. This involved revising the House Rules to enhance debates, strengthening the Committee system and implementation of additional oversight tools/mechanisms such as the Bua le Sechaba campaign;
- Strengthening involvement/participation of the people in democratic processes through comprehensive and mainstreaming public participation, including interaction with civil society and Community Based Organisations (CBOs); and promoting advocacy and constituency by using constituency periods to solicit petitions and other public concerns for tabling and debating in the House;
- Making laws that are relevant to improve the quality of life of the people of Gauteng and overseeing the implementation of the laws made. This also included the involvement of the people in the process of making laws and reviewing the impact of the laws passed since 1994; and
- Enhancing the accountability and efficiency of the GPL through improved responsiveness to the needs of elected public representatives to enable them to fulfil their constitutional mandates as Members.

The report also reflects on the following:

- The implementation of the APP as developed from the 2009/2014 GPL strategic plan which was adopted by the LSB and the Presiding Officers and constitutes the basis on which the GPL Administration is held accountable by the LSB and Oversight Committees of the GPL;

- The ongoing work undertaken by 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;
- Rigorous and intensified oversight through innovative tools, improved skills and knowledge of Members and staff;
- Improved resources dedicated to core functions of the GPL, i.e. oversight, law making, public participation and cooperative governance;
- Increasing reliance on own resources to improve the performance of the Institution; and
- Increased cooperation as part of the South African Legislative Sector (SALS), Institutions Supporting Democracy (ISDs), local Government, research and institutions supporting democracy, and other Legislatures on the Continent and in the rest of the world.

STRENGTHENING OVERSIGHT AND SCRUTINY TO ENHANCE ACCOUNTABILITY

Oversight and scrutiny of the Executive is one of the most important functions of modern Legislatures and serves as a cornerstone of democracy. It enables the Legislatures to monitor the activities of the Government as well as checking the quality of governance. The Constitution requires that the Legislatures should provide mechanisms to ensure that all Provincial Executive Organs of State in the province are accountable to it.

The Members of the Legislature holds the Executive accountable through various mechanisms, including House Resolutions, Committee consideration of quarterly, mid-year and annual reports, Focused Intervention Studies (FIS), ministerial accountability and oral and written motions. In this regard, the GPL continued to strengthen and implement tools of oversight, including implementation of Programme Evaluation and Budget Analysis (PEBA). In the year under review, the Resolution Tracking System was finalised and implemented. This includes the training of staff to use the system and capturing of all resolutions electronically. There was also an improvement in the Committees' tracking resolutions to assess responsiveness of the Executive and the GPL to House resolutions.

Accountability of the Executive was also enhanced through 30 House Sittings to consider reports of Committees, adopt House resolutions, and consider and debate six motions on various issues (including Human Rights, Freedom, Women and Youth Days). 283 Committee meetings took place (including innovative clustered Taking Committees to the Community sessions that focused on Annual Reports), Members asked 1073 written and 86 oral questions and 17 FIS were conducted. Of significance is the fact that the Legislature Programme was completed as planned.

To further enhance the oversight capacity of the GPL for both MPLs and staff members, the GPL implemented the Research Agenda. The role of the Research Agenda is to provide a systematic and coherent advice on oversight and law making and to leverage the intellectual capital of the Legislature in a proactive manner. This provided intellectual space to researchers and aspirant scholars who would not otherwise have been able to contribute to the body of knowledge in the SALS. The report of the pilot Committee Inquiry that took place in 2012/13 was also tabled and adopted by the House in this reporting period.

To ensure accountability and transparency as required by the House Rules and various legislations, including the FAMLA, the GPL was also subjected to oversight and scrutiny. Accordingly, the GPL consistently reported to the Speaker, in her capacity as Executive Authority and Treasury of the Legislature, Provincial Treasury, Oversight Committee of the Office of the Premier and Legislature, the LSB and the Presiding Officers Forum. These reports included monthly financial reports to the Executive Authority and Provincial Treasury, as well as quarterly finance and performance reports to the list above. To standardise reporting and Monitoring and Evaluation (M&E) and to enhance oversight and results-based planning and reporting, the Oversight Committee of the Premier's Office and the Legislature (OCPOL) convened a workshop involving the GPL, GPG, the office of the AGSA and the PSC. A Task Team was established to finalise the process.

PUBLIC PARTICIPATION AND PETITIONS

The GPL continued to innovate and implement public participation programmes that respond to its constitutional mandate and contribute to improving the livelihoods of the people of Gauteng with the ultimate view of building and consolidating democratic values and practices. This found expression through the implementation of the recommendations of the Public Participation Intervention Project of which the objective was to enhance the efficient

implementation of the Public Participation and Petitions (PPP) Strategy.

The cornerstone of the PPP Strategy is to promote the involvement of the people in the decision-making processes of the Legislature and ensure that Government is responsive to the real needs of the people. The implementation of the PPP Strategy transformed the public participation function within the GPL as it seeks to ensure that the public becomes an integral part of all oversight activities. As a result, a number of Committees held their meetings outside the GPL premises, in the form of campaigns such as Bua le Sechaba and Taking Legislature to the People.

The people of Gauteng are becoming increasingly confident about the petitions system due to the huge improvement in the turn-around time for processing and resolving petitions. To maintain this confidence, there is a need to focus on the capacity of the GPL to meet the growing expectations of the people.

The GPL furthermore initiated a project to overhaul public education through fostering the development of an effective civic education programme to ensure that citizens participate actively and knowledgeably in public affairs. The implementation of the project will result in the development of educational materials and programmes that would complement and enhance the implementation of the PEBA imperatives, introduce a revised curriculum for public education and develop accredited civic education programmes for the GPL.

In collaboration with the GSF, the GPL launched the Citizen Responsibility Campaign (CRC) at Constitution Hill. Several stakeholders pledged their commitment to the campaign. The CRC led a successful Voter Registration and Education campaign targeting young people and first-time voters. The campaign was rolled out in all the regions of Gauteng through voter education workshops. The CRC also conducted a 'cleaning' campaign as part of the Mandela Day celebrations in Diepsloot.

The implementation of the Sector Parliaments enabled the GPL to increase interaction with relevant sectors and improved the profile of the GPL as a tribune of the people, geared to taking up issues that confront the identified sectors. In the year under review, the GPL conducted four Sector Parliaments namely Youth, Women, Older Persons, and People with Disability Sector Parliaments. Dialogues were also held such as the Interfaith Dialogue and the Inaugural Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Dialogue.

MAKING LAWS THAT ARE RELEVANT

The Constitution of the Republic of South Africa conveys the legislative authority on the Legislature. In exercising its legislative power, a Provincial Legislature may consider, pass, amend or reject any Bill before the Legislature; and initiate or prepare legislation, except the money Bills. In the year under review, the GPL adopted the following Bills:

- Gauteng Appropriation Bill;
- Gauteng Adjustment Appropriation Bill;
- Gauteng Liquor Bill; and
- Gauteng Archives and Records Services Bill.

The GPLs research analysis, legal opinion, procedural advice and coordination of both the Committee meetings and House Sittings ensured that the Bills were adopted in line with the Constitution, Standing Rules and in compliance with the legislative framework. Three Private Members Bills i.e. the Community Safety Bill, Reduction of Red Tape Bill and the Disclosure of Employee Interest Bill, were also considered. Committees were able to consider Section 76 Bills and submitted mandates accordingly to the NCOP, within the set timelines. The GPL also conducted a study of socio-economic impact on laws passed between 1994 and 2008. This study was the first to be conducted by any Legislature in South Africa. 13 Laws were selected based on:

- Whether there was a prominent Act in the sector or more than one representing distinct themes/topics;
- The inter-relatedness (stated and implied) of the legislation;
- The value that research would add, e.g. is the research on a topic where a lot of research already exists, or is the research addressing a gap; and
- The extent of the social impact that the legislation has/might have.

The study was a very useful exercise as it revealed a combination of positive and negative information. Of importance to the Legislature, the report revealed that the Legislature is not exercising oversight of the laws passed, and that in some instances the Departments are not implementing the laws that they initiated. There was also a general lack of knowledge about the laws passed.

COOPERATIVE GOVERNANCE

Due to the pivotal role that they play in ensuring accountable and responsible Government, the GPL and the Legislative Sector have always recognised the need for cooperation between the different spheres of Government and various

organs of state as well as the ISDs. This reaches beyond what they are constitutionally bound to do across all the mandates of the Legislative Sector, namely cooperating with the national sphere of Government through the NCOP, which is the second house of Parliament and exists to ensure that provincial interests are taken into account at the national sphere of Government.

In the year under review, the GPL executed initiatives aimed at enhancing cooperation amongst Government entities and in particular the local sphere of Government in the province, whilst considering the jurisdictional limitations. This for instance involved the roll out of several discussion documents and initiatives between the first, second and third terms which sought to give impetus and meaning to the notion of cooperative governance in the province. This culminated in, amongst others, the formalisation of the GSF in the Fourth Term through a Memorandum of Cooperation between the GPL and all the municipalities in the province, with the Executive also being a key stakeholder to the GSF. There were furthermore various memoranda of cooperation with international entities and other organs of state on areas of common interest.

At a Provincial level, the GPL spearheaded all efforts in partnership with the Independent Electoral Commission (IEC), Department of Home Affairs and other social partners for the voter education campaign which was subsequently launched on the 1st of October 2013. Similarly, the GPL participated in the 'Making Gauteng a Clean Place to Live In' Campaign in commemoration of the Mandela International Day as a sub-programme of the CRC campaign which was launched on the 5th of June 2013. In addition, the GPL participated in the NCOP Week, which consisted of 'Taking Parliament to the People' activities.

The GPL continued to participate in the Legislative Sector Fora such as the Speakers' Forum, the GSF, the Secretaries' Association of Legislatures of South Africa (SALSA), the SALSA Fora and the Commonwealth Parliamentary Association (CPA). A significant milestone was the launch and adoption of the Sector Oversight Model (SOM). In the year under review, the GPL continued to build stakeholder relations guided by the inter-institutional strategy. Thus, stakeholder relations particularly with the PSC, Gender Commission as well as Local Government were enhanced. The GPL furthermore respectively participated in the CPA 59th Conference which was hosted by National Parliament and the CPA Africa Region that was hosted by Namibia.

LEADERSHIP AND ORGANISATIONAL DEVELOPMENT

The GPL continued to adhere to the principles of good governance, accountability and ethics in all its undertakings. Since its establishment, the LSB has provided leadership and stewardship to the Institution, particularly in relation to compliance to the code of good governance and ethics which in turn enhanced good governance and strengthened the accountability of the Administration. This contributed immensely to effective decision-making and allocation of resources, enhanced transparency and accountability and the safeguarding of the GPL against corruption, nepotism, abuse of power and other forms of inappropriate behaviour. In addition, through the Office of the Integrity Officer, all Members disclosed their financial interests to avoid conflict of interest.

To strengthen oversight, law making, public participation and cooperative governance, it is important to continue to sharpen and enhance the skills, knowledge and competence of Members. In this regard, elected public representatives registered for Leadership and Governance Courses with the University of South Africa (UNISA), University of Witwatersrand (Wits) and University of Johannesburg (UJ) through the Public Administration Leadership and Management Academy (PALAMA). 34 Members graduated with a Certificate in Management: Governance and Public Leadership (NQF Level 8). Currently 32 Members are respectively registered for Diplomas (18) and Post Graduate Diplomas (14) in Management: Governance and Leadership at UJ and Wits. 11 Members registered and wrote their exams at the Thabo Mbeki African Leadership Institute (TMALI) at UNISA.

The House, Committees of the House and Members will not be able to fulfil their constitutional mandates if the GPL does not have professional, non-partisan, competent and dedicated employees. In this regard, in the year under review, 50 vacancies were filled and nine temporary employees recruited. In addition, the skills, knowledge and competency of the GPL staff was improved through 564 mandatory, functional and legislative/statutory training interventions involving 335 staff members. 77 Bursaries were granted to Members and staff for post graduate, graduate and diploma qualifications and certificates.

Leave management was improved through the installation of SAP Employee Self Service/Manager Self Service (ESS/MSS). A draft retention strategy was deliberated during the reporting period and adopted at Secretariat level. The GPL contributed to the province's Youth Development Initiative by building capacity through the GPL internship

programme. During the 2013/2014 period a total of 22 internship programmes was facilitated and managed. The internship programme was enhanced by increasing the duration of it from six to 12 months.

The GPL also implemented the Personnel Performance Management System (PPMS) to ensure alignment between individual performance and the realisation of the institutional strategic objectives. A performance management enhancement roadmap was developed for executives and senior managers. Political support staff was also trained on performance management during the reporting period. The GPL facilitated and provided labour relations advice on a number of industrial relations cases. One disciplinary case and two grievance cases were facilitated through the human resources unit under the guidance of the employee relations specialist in collaboration with line managers. The employee relations specialist continued to provide pro-active guidance to line management and staff members to ensure that potential grievances were resolved at the lowest level. This translated in minimal grievance and disciplinary cases. The salary negotiations engagement only took two days to conclude and culminated in a two-year agreement between the GPL Management and the Union. This remarkable agreement reached for the 2013/14 financial year as well as the 2014/15 financial year, afforded the GPL that much needed stability during the crucial period of transition from the Fourth Legislature to the Fifth Legislature.

CONCLUSION

The GPL succeeded in establishing a solid foundation to deliver on its constitutional mandate of oversight, public participation, law making and cooperative governance. This was done through building structures, systems,

processes, mechanisms, staff and competencies that can propel the GPL to a different level. There is however room for improvement related to integrated planning and collaboration to support high performing teams. Through intensive public participation and the rigour, depth and quality of information and knowledge, oversight is reaching unprecedented levels. The GPL is continuously improving its capability 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 on the Legislature as their service delivery problems and/or challenges are resolved through the petitions system is encouraging. To support this increased confidence, the GPL has to double its efforts and capacity.

I would like to take this opportunity to thank the Presiding Officers for their continued political and strategic leadership and stewardship. I would also like to thank the Members of the Oversight Committees, in particular, OCPOL, for keeping us on our toes at all times. Lastly, but not least importantly, I would like to thank leaders and staff of political parties for their continued support, and all the GPL staff for their dedication, commitment, hard work and the desire to make the GPL a great organisation.



Peter Skosana
Secretary to the Provincial Legislature (Accounting Officer)
31st May 2014



Youth Parliament



PROGRAMME PERFORMANCE INFORMATION (NON- FINANCIAL REPORTING)

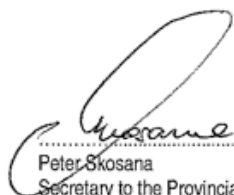
Statement of Responsibility for Performance Information by the Accounting Officer

I hereby confirm that the Performance Information of the GPL was submitted to the Auditor-General of South Africa's office for auditing in terms of the guidelines issued by National Treasury.

I acknowledge my responsibility for the accuracy of the accounting records and the fair representation of the Performance Information and confirm to the best of my knowledge and belief; both true and correct in so far as the following is concerned:

- 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.

The GPL is responsible for keeping proper accounting records for purposes of disclosure with reasonable accuracy at any time and to ensure that the accounts comply with the guidelines issued by National Treasury. The GPL is also responsible for safeguarding of its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Peter Skosana
Secretary to the Provincial Legislature (Accounting Officer)
31st May 2014

Institutional Strategic Goals

The GPL strives for excellence in all its endeavours, thus the Performance Information for all the 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 GPL's role in fostering cooperative governance; and
5. Improved public confidence in the governance and leadership of the Legislature.

Programme Performance Information (non-financial reporting)

PROGRAMME 1: LEADERSHIP AND GOVERNANCE

1. PURPOSE OF THE PROGRAMME

The Programme provides overall strategic leadership and direction to the Institution and it has the following objectives:

- To provide leadership and management of the Programme;
- Alignment of Legislature processes to the outlined strategy for the term 2009-2014;
- To monitor and oversee the execution of institutional obligations;
- Provide leadership and direction to the LSB;
- Ensure strategic political management of Presiding Officers and Office Bearers; and
- Strategic management of Committees to ensure political outcomes.

2. STRATEGIC OBJECTIVES

- Improved effectiveness of the oversight functions for enhanced service delivery;
- Improved responsiveness of the Legislature Programme to the mandate of the Institution;

- Increased and improved active involvement by the people of Gauteng in the Legislature processes of oversight, law making and public participation;
- Integrated results based planning, budgeting, monitoring and evaluation and reporting systems;
- Improved effective mechanisms of fostering cooperative governance;
- Institutionalised leadership practice;
- Improved cooperation and collaboration within the legislative sector;
- Increased public participation through mainstreaming in all oversight imperatives of the Institution;
- Improved effective engagement with the NCOP; and
- Achieve clean audit.

3. KEY FUNCTIONS

- Ensure the development and implementation of the institutional strategy and budget;
- Ensure the development and implementation of the Legislative Programme;
- Ensure that the business of the house functions optimally;
- Ensure the further development and implementation of standing rules;
- Ensure that the LSB functions optimally;
- Ensure development and maintenance of inter-institutional relations/partnerships and cooperative governance;
- Ensure the promotion of nation building and good governance;
- Mobilisation of the diverse societies in an all-embracing effort to build a sense of shared destiny and common nationhood;
- Mobilisation of civil society to participate in the GPL; especially in the public participation programmes;
- Strategic management of Committees and programmes;
- Ensure the strategic coordination of the NCOP;
- Ensure that the Legislature provides effective service to Members;
- Ensure the development and implementation of a training and development programme for Members;
- Ensure the optimum functioning of the office of the Integrity Commissioner;
- Ensure the performance assessment of senior management;
- Response to public policy issues; and
- Ensure the development and maintenance of relations between local and international partners, including:

- o Civil society;
- o Business and Labour;
- o Other spheres of Government and Chapter 9 Institutions;
- o Other countries and their representatives;
- o Other international bodies such as the Commonwealth and the National Conference of State Legislatures (NCSL); and
- o Strengthening relations with political parties and Members of the Provincial Legislatures (MPLs), including Chief Whips, leaders of the opposition, Chairpersons of Committees as well as the Office of the Premier and the Leader of Government Business.

4. SUMMARY OF ACHIEVEMENTS

The year under review comes against the backdrop of 20 years of democracy. This period saw the programme continuing in shaping the legislative and political agenda of the Institution. Most importantly, the programme ensured that the Institution is effective in key areas of oversight, law making, public participation and cooperative governance. These mandates are now firmly embedded in the daily business of the Legislature. In terms of oversight, the programme ensured the effective implementation of the SOM and other related oversight tools. To this end, the programme oversaw the processing of relevant socio-economic laws and their implementation in the province.

The programme was particularly focused on influencing policy as well ensuring that policies respond effectively to the unique needs of the province. The programme continued with providing strategic direction to municipalities, especially in relation to municipal audit outcomes. Moreover, the programme facilitated briefing sessions between the Speakers, Premier, Members of Executive Councils (MECs) and the AGSA on audit outcomes of municipalities.

The Public Participation Forum Meetings also occupied a proud place in the year under review. In particular, the GPL conducted four regional workshops with the National Interfaith Council of South Africa (NICSA). In recognition of the fundamental role that religion plays in society and in promoting social cohesion, interfaith prayer meetings were held in the year under review. Given the importance of the role of Committees in implementing the mandate of the institution, the programme undertook one-on-one sessions with respective Chairpersons of Committees.

4.1. Cooperative governance and contribution to the global Legislative Sector

The programme made a noteworthy contribution to the global Legislative Sector, primarily due to its participation in and contribution to knowledge on oversight and governance issues. In particular, the GPL participated in the European Union (EU) SA Legislative Sector International Consultative Seminar, the Commonwealth Parliamentary Association (CPA) Africa Region Conference in Central Africa (Zambia), the 44th CPA Africa Regional Conference in Namibia and the 59th Commonwealth Parliamentary Conference (CPC) hosted by the Parliament of the Republic of South Africa.

Other important highlights in the year under review were the programme's participation in the CPA Coordinating Meeting in Tanzania. Most notable in this regard was the paper presented by the Speaker on the "Representation of women in Parliaments" at the British Islands Mediterranean Region Commonwealth Women Parliamentarians (BIMRCWP) Inauguration Conference in Scotland, Edinburgh. Another important contribution to the global Legislative Sector was the GPL's participation in the CPA Consultative Meeting which was held in Sandton and the CPA EXCO Meeting that was conducted in Nigeria Delta State.

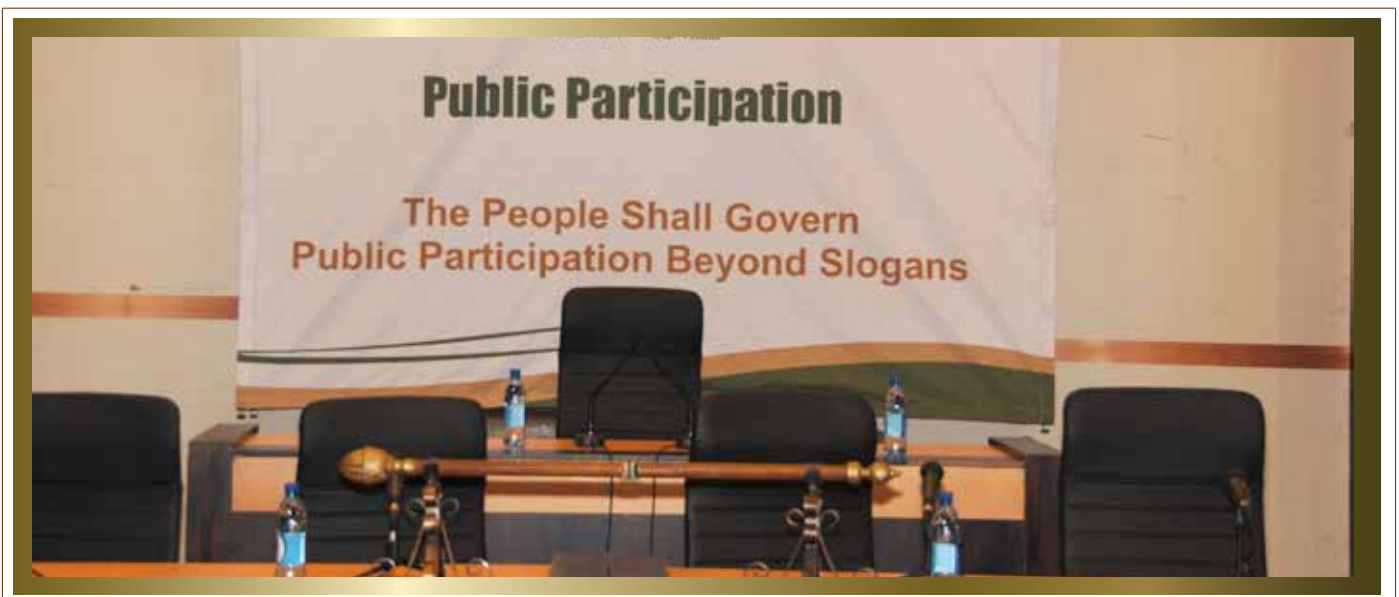
With respect to the strengthening of the Legislative Sector in the Gauteng Province, the programme led and facilitated the programmes of the GSF. This culminated in the implementation the GSF strategic plan. The implementation of the GSF strategy led to the piloting

and implementation of separation of powers in the West Rand District. Notably, the model was also shared with the Northern Cape Legislature. Under the auspices of this programme, the GSF supported KZN with the development of its five year plan. Another significant milestone in the year under review was the development committee's approach to oversight in municipal councils. The approach was underpinned by the draft norms and standards for oversight in municipalities as well as a legal framework for separation of powers of councils.

Furthermore, in the year under review, the programme continued supporting the Pan-African agenda through participation in the activities of the 3rd Parliament of the Pan-African Parliament (PAP). The GPL's participation is purposefully aimed at bridging the gap between African Legislatures and countries.

4.2. Strategic liaison with stakeholders

The hallmark of the GPL's stakeholder strategy was characterised by the launch of Constitutional Monday and the Gauteng Stakeholder Dialogue with the Office of the Public Protector. One of the most visible initiatives in the year under review was the CRC of which the main drive was centred on voter education and registration in preparation of the elections. Another salient aspect of this campaign was the launch of "Making Gauteng a Clean Place to Live In."



5. PROGRAMME PERFORMANCE INFORMATION

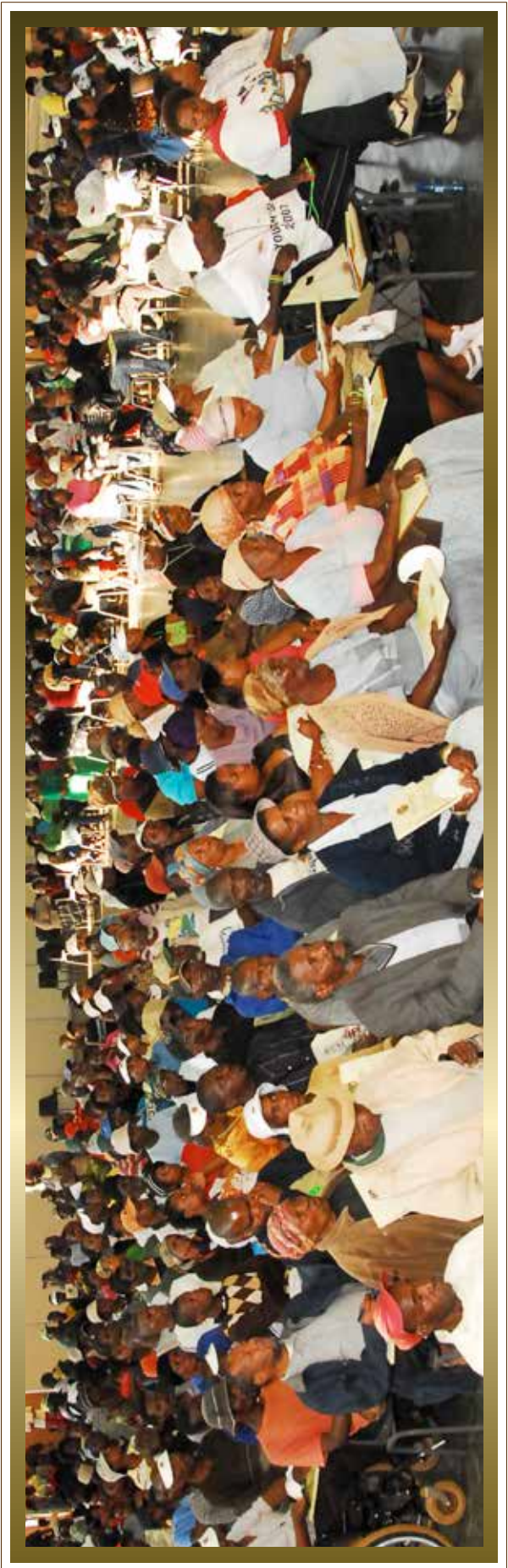
SUB-PROGRAMME NAME: OFFICE OF THE SPEAKER

STRATEGIC GOAL 1: IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY						
PLANNED			ACTUAL			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effectiveness of the oversight functions for enhanced service delivery	Monitor the implementation by the Executive of House Resolutions	Assessment report prepared on the resolutions passed by the House	Annual Assessment report prepared on the resolutions passed by the House for 2013/14	The assessment report on resolutions passed by the House was not prepared	The report is retrospective, thus tabling of the 2013/14 Financial Year report will occur in quarter 1 of the 2014/15 financial year. Going forward, this will be maintained in every financial year	Improved service delivery
Improved responsiveness of the Legislature Programme to the mandate of the Institution	A Legislature Programme that is responsive to the mandate of the Institution	Quarterly GPL Programme developed and adopted	4 Quarterly GPL Programmes developed and adopted	4 Quarterly GPL Programmes developed and adopted by the Programming Standing Committee	No deviation	Executing the mandate of the GPL

STRATEGIC GOAL 2: IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased and improved active involvement by the people of Gauteng in the Legislature processes of oversight, law making and public participation	Increased accountability of the GPL to the people through reporting	1 Annual budget speech on the GPL Mandate and Programmes prepared and delivered to the House	1 Annual budget speech on the GPL Mandate and Programmes prepared and delivered to the House	1 Annual Budget Speech on the GPL Mandates and Programmes prepared, delivered and adopted by the House	No deviation	Awareness of plans of the GPL Mandate and Programmes
Increased and improved active involvement by the people of Gauteng in the Legislature processes of oversight, law making and public participation	Increased awareness by the people of Gauteng of the values of the GPL	2 Strategic overview reports (1 Mid-year and 1 Annual) on the GPL Mandate and Programmes prepared and delivered to the House	2 Strategic overview reports (1 Mid-year and 1 Annual) on the GPL Mandate and Programmes prepared and delivered to the House	2 Strategic overview reports (1 Mid-year and 1 Annual) on the GPL Mandate and Programmes tabled and adopted by the House	No deviation	Awareness of progress on the GPL Mandate and Programmes

**STRATEGIC GOAL 4:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Achieved Clean Audit	Improved compliance with the FAMILA	Monthly Financial Management Reports considered and assessed	12 Monthly Financial Management Reports considered and assessed	10 of 12 Monthly Financial Management Reports were considered and assessed	2 Reports were not received but were incorporated into the 1st quarter report to the Executive Authority. The deviation was necessitated by the lack of a quorum for the monthly meetings.	Improved transparency and accountability in the GPL governance practices
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Integrated Results Based Planning and Budgeting through the Speakers Budget Council	Speakers Budget Council Conducted	1 Speakers Budget Council Conducted by the 4 th quarter	1 Speakers Budget Council was conducted	No deviation	Aligned the GPL plans with budget



**STRATEGIC GOAL 4:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Institutionalised Leadership Practice	Improved strategic leadership processes of the GPL	Strategy review by Presiding Officers conducted	1 Strategy review session by Presiding Officers conducted by the first quarter	1 Strategy review session was conducted by the Presiding Officers	No deviation	Improved leadership practices for good governance



Citizens Responsibility Campaign

STRATEGIC GOAL 5: STRENGTHENED GAUTENG PROVINCIAL LEGISLATURE'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE						
PLANNED			ACTUAL			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effective mechanisms of fostering cooperative governance	Fostering cooperative governance through the coordination of the GSF 5 Year Strategic Plan	Progress reports on the GSF 5 year Strategic Plan adopted by the GSF	4 Progress reports on the GSF 5 year Strategic Plan adopted by the GSF (1 per quarter)	4 Progress reports on the GSF 5 year Strategic Plan adopted by the GSF	No deviation	Enhanced cooperative governance through establishment of Local Legislatures
	Strengthened relations with African Parliaments in furtherance of the African Renewal Agenda	Formalised relations with African Legislatures	2 Relations with African Legislatures formalised by the third quarter	2 Relations with African Legislatures were formalised as follows: • Signing of MoU with Nigeria, Imo State House of Assembly • Delegation from Parliament of Tanzania i.e. Sergeant-at-arms, to learn about the House operations	No deviation	Enhanced cooperative governance through formalised relations with African Legislatures
	Strengthened relations with Government/Constitutional Structures	Relations with Government/Constitutional Structures strengthened	2 Relations with Government/Constitutional Structures strengthened by the (first and 3 rd quarter)	2 Relations with Government/Constitutional Structures were strengthened as follows: • Meeting convened with Office of the AGSA to receive a report on the pre-audit outcomes of the GPL • Meeting convened with the AGSA to receive GPL Clean Audit awards information and to bid the AG farewell • Meeting with Public Protector to have a discussion on the stakeholder session to be held at the GPL focusing on health	No deviation	Enhanced oversight and accountability by the GPL through partnerships with Government / Constitutional Structures

**STRATEGIC GOAL 5:
STRENGTHENED GAUTENG PROVINCIAL LEGISLATURE'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE**

PLANNED		ACTUAL				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved cooperation and collaboration within the Legislative Sector	Improved participation and contribution at the NSF	NSF reports on the GPL contributions to the sector	Promote Legislature Sector Oversight Model in all Legislatures by the (first and third quarter)	The Legislative Sector Oversight Model was promoted in all Legislatures through participation at the NSF and Provincial Roadshows	No deviation	Cohesive and unified Legislative Sector

SUB-PROGRAMME NAME: OFFICE OF THE DEPUTY SPEAKER

**STRATEGIC GOAL 4:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

PLANNED		ACTUAL				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Institutionalised Leadership Practice	Improved oversight over the GPL Administration Services and Members' Ethics and Privileges	Strategic Oversight conducted on the GPL Administration Services and Members' Ethics and Privileges	Quarter Oversight Assessments conducted on Administration Services and Members' Ethics and Privileges	Quarterly Oversight Assessments were conducted as follows: <ul style="list-style-type: none"> • HRD Chairperson's assessments • Capital Projects Oversight Forum (CPOF) assessments • MAC Chairperson's Assessment • Privileges and Ethics Standing Committees' assessments 	No deviation	An efficient and effective Institution

**STRATEGIC GOAL 5:
STRENGTHENED GPL'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE**

PLANNED This section is an extract from the APP					ACTUAL This section is the consolidation of the four quarters		
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)	
Improved cooperation and collaboration within the Legislative Sector	Improved contribution to the Legislative Sector forums	Percentage of Legislature Sector Forum Meetings, POBPF Board meetings and CPA Branch Meetings contributed towards and participated in	4 X Quarterly feedback reports: Sector Forum Meetings, POBPF Board meetings and CPA Branch Meetings	<ul style="list-style-type: none"> 4 X Quarterly feedback reports on Sector Forum Meetings were tabled and adopted at the GSF There was 100% participation in and contribution to the POBPF, through attendance of quarterly Board and subcommittee meetings with relevant feedback reports 	No deviation	Cooperation and collaboration within the Legislative Sector	

SUB-PROGRAMME NAME: OFFICE OF THE CHAIR OF CHAIRS

PLANNED This section is an extract from the APP					ACTUAL This section is the consolidation of the four quarters		
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)	
Improved effectiveness of oversight function for enhanced service delivery	Improved oversight on Committee and Executive performance for enhanced service delivery	An oversight framework developed, implemented and institutionalised	Full institutionalisation of framework for oversight on Committee and Executive performance for enhanced service delivery on a quarterly basis	The framework for oversight to achieve enhanced service delivery was fully institutionalised through the COVAC and PEBA processes and the Performance Assessments of the Committees	No deviation	Enhanced service delivery through Executive and Committee Oversight	

**STRATEGIC GOAL 2:
IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS**

PLANNED		ACTUAL				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased public participation through mainstreaming of all oversight imperatives of the Institution	Improved oversight of public participation in the Institution	Oversight assessments conducted on public participation in the Institution	Quarterly oversight assessments conducted on public participation in the Institution	4 Quarterly oversight assessments on public participation in the Institution were conducted	No deviation	Active public involvement in Government oversight

**STRATEGIC GOAL 4:
STRENGTHENED GPL'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE**

PLANNED		ACTUAL				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effective engagement with the NCOP	Increased alignment of the GPL with the NCOP Programmes	The GPL's programmes aligned to run in conjunction with the NCOP	Quarterly reports on the GPL Programmes aligned and conducted in conjunction with the NCOP	Quarterly reports on the GPL's programmes aligned and conducted in conjunction with the NCOP Programmes	No deviation	Synergy between Provincial and National spheres of Government

SUB-PROGRAMME NAME: LEGISLATURE SERVICES BOARD

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Achieve clean audit	Improving corporate governance in the Institution	LSB Members advised, supported and guided collectively and individually on all aspects of good corporate governance in the Institution	4 Quarterly guide reports to the LSB on aspects of good corporate governance	4 Quarterly reports tabled to the Board. Further training and workshops on performance management conducted to empower the leadership	No deviation	Improved public confidence in the governance of the Institution
	Enhanced sustainability of the Institution	Institutional risks strategically managed	4 Quarterly reports to the LSB on aspects of top institutional risks	4 Quarterly reports to the LSB with recommendations from the ARC tabled and adopted	No deviation	Improved public confidence in the management of the Institutional risks



PROGRAMME 2: OFFICE OF THE SECRETARY

1. PURPOSE

The Secretary's Office serves as the custodian of the development and implementation of the institutional strategy and provides administrative leadership to the achievement of the institutional mandate of oversight and scrutiny, law making, public participation and cooperative governance.

2. STRATEGIC OBJECTIVES

- Increased responsiveness of the budget to the needs of the people of Gauteng;
- Improved effectiveness of the oversight function to enhance service delivery;
- Increased public participation through mainstreaming in all oversight imperatives of the Institution;
- Increased and improved active involvement by the people of Gauteng 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;
- Improved quality of civic education in the Legislature processes;
- Improved integrity and reliability of data that informs the Legislature's public participation processes;
- Improved quality and efficacy of laws passed in Gauteng;
- Improved law making by Members;
- Increased public participation in all law making processes of the Institution;
- Improved effective mechanisms of fostering cooperative governance;
- Improved cooperation and collaboration within the Legislative Sector;
- Improved efficiency of the HR value chain;
- Improved working environment conducive to productivity;
- Increased development and retention of a competent GPL workforce with an appropriate and responsive system of reward;
- Improved effectiveness and efficiency in Supply Chain Management (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;
- Improved management and coordination / collaboration of legislative business;
- Increased facilities and infrastructure support to Members and Staff of the GPL;
- Improved stakeholder management practices;
- Compliance to all applicable laws, acts, regulations, policies and procedures;
- Increased implementation of the tenets of all MOUs in a coordinated and consistent manner; and
- Increased implementation of the sector wide approach through participation in the National and Provincial Speakers Fora.

3. 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; reporting and M&E. In addition, the Office is responsible for supporting the Executive Authority, the Oversight Committees, and all sector-related structures.

4. SUMMARY OF ACHIEVEMENTS

In response to oversight, law making, public participation and cooperative governance mandates, the programme provided overall strategic direction to administration services. However, the greatest challenge for the GPL was to become more efficient in delivering on its mandate. Subsequently, the programme coordinated and monitored the implementation of the political imperatives and ensured effective management of reporting. Fundamentally, the programme ensured implementation of the LSB resolutions and continuous alignment of administrative processes to the political goals of the Institution. The programme thus ensured effective execution of the GPL 2013/14 APP.

Furthermore, to improve performance reporting and implementation of strategies and to ensure accountability, the programme successfully convened Secretariat

meetings. This was done to ensure consistent monthly reporting on the GPL strategic imperatives, institutional policies, institutional projects, risk management, financial management and M&E, as well as the assessment of the GPL's quarterly reporting.

The midyear review was convened in line with Chapter 8 (Part 1- In year reporting) of the FAMLA. The purpose of the midyear review was to provide progress reports on institutional performance against the targets set for the 2013/14 Financial Year (FY). Notably, in the year under review, the programme facilitated the adoption of the delegations of authority to ensure compliance and accountability within the Institution. Similarly, the programme facilitated the adoption of the report on the analysis of capital projects management to assist in reducing inefficiencies in project management within the GPL and to curb the recurring misalignment of capital budget with expenditure.

Significantly, the programme facilitated the roll out of a pilot business process mapping project, with the aim to later expand it to the rest of the Institution. In addition, the programme continued to monitor the public participation programme in the GPL. Another important milestone in the year under review was the adoption of the recommendations of the public participation intervention project. This project was initiated to enhance efficient implementation of the Public Participation and Petitions (PPP) Strategy as part of promoting involvement of the people in the decision making processes of the Legislature and to ensure that Government is responsive to the needs of the people.

The programme furthermore closely monitored progress on the overhaul of the public education programme that is aimed at fostering the development of effective civic education interventions that would ensure that citizens participate actively and knowledgeably in public affairs. The development of educational materials and programmes that facilitate the implementation of the PEBA imperatives, accredited civic education programmes and curricula, amongst others, form part of the deliverables of this project.

Another major highlight for the programme was the continuous support and monitoring of progress of the 20 year project on institution building and democratic consolidation. The 20 years of democracy project focuses on the evolution and achievements of the GPL between

1994 and 2014, looking at the four core mandates of oversight and scrutiny, law making, public participation and cooperative governance. Amongst others, the deliverables of the project are the 20 Years of Democracy book, a consolidated report, booklets, a coffee table book and a documentary film on the evolution of the GPL since 1994.

4.1. M&E, planning, budgeting, and project management

In the year under review, the programme implemented the M&E function to effectively monitor and evaluate the performance of programmes as well as other institutional projects. In this context, the GPL developed an oversight function for its programmes. Similarly, this function has taken cognisance of changing management processes to assist the Institution to be more efficient in delivering on its constitutional mandate. The evolution of the M&E function as an internal control mechanism in the GPL, strengthened the planning and reporting processes by integrating and linking strategic planning, budgeting, programme performance information, statistical data quality and evaluation results.

To enhance its planning and reporting processes, the Institution furthermore utilised the GPL M&E Committee to evaluate all programmes. As such, the M&E function is aimed at helping the Institution to improve performance and achieve results. This includes strengthening the results-oriented M&E function and capacity within the GPL to improve programmes, policies, organisational learning and accountability.

As a result of this thrust in M&E, there was a marked improvement in the programmes. Moreover, the GPL M&E function helped to make sure that the Institution's performance remained on track and in line with its set quarterly targets as outlined by the approved APPs. To this end, the APP analysis spreadsheet formulas were developed to guide performance and achievements against the planned targets. To streamline interfacing between M&E and PBU processes, an integrated planning and reporting process map was also developed. Additionally, the M&E workflow concept was developed to clearly outline how these activities integrate with the Legislature Information Management System (LIMS) support and project governance.

Similarly, the programme established a project management capability for the GPL to manage the delivery of projects (capital and operational). Furthermore, a

project management process framework was developed and adopted to guide implementation of institutional strategic projects. Also, the programme ensured adoption and formal utilisation of project management templates, processes, standards, principles and disciplines to deliver the work initiatives on time, within budget and to an agreed upon level of quality. Part of the ability to execute better, faster and efficient processes comes from the organisation's ability to implement common, sustainable processes and practices across the entire organisation.

4.2. GPL oversight committees reporting

The programme played an important role in supporting the Oversight Committees of the Legislature. In this regard, the programme continued to provide consistent support to the Executive Authority in line with reporting requirements of all Oversight Committees of the GPL. Significantly, the programme tracked all resolutions of the Oversight Committees and ensured their implementation. Moreover, the programme provided quarterly performance information to the Oversight Committees. In supporting the work of the Oversight Committees, the programme developed a feedback report on the role of OCPOL in the current term. Additionally, the programme represented the GPL in a workshop convened by OCPOL on the standardisation of reporting, oversight and M&E in Gauteng. The objective of the workshop was to enhance an outcomes-based planning and reporting framework for Government as well as to ensure integration of the auditing of financial and non-financial information.

A major achievement was the development of the consolidated report for the end of the Fourth Term from 2009-2014. The report, amongst others, covers the establishment and composition of the GPL in detail, including the appointment of Members of the Legislature. The report furthermore reflects on the approval of the GPL model by the LSB. Moreover, the evolution of an activist Legislature and the transformative Legislature as well as laying the foundation from 1994 to 1999 also form part of the content of the report. Accordingly, significant emphasis is placed on the consolidation of oversight and accountability in the period from 2009 to 2014.

This process contributed to building an activist and transformative Legislature whereby political priorities were translated into institutional programmes. It further outlines how the Legislature processes are aligned to the strategy for the term. The implementation of the human capital development and the improvement of administration over

the years are also covered. In addition, there is focus on oversight and accountability which resulted in the development of the M&E and COVAC Frameworks. This is of significance as it contributed to improved oversight and leadership relating to the MPLs ethics and privileges as well as the administration, consolidation and management of Committee business.

The report further describes how the GPL strengthened its public participation over the years by creating a platform for public participation. Similarly, the report reflects on the area of law making that is relevant and the development of the law making framework. Lastly, the report addresses the establishment of administration service, financial management and aspects of governance, budget implementation, financial growth, corporate governance, audit and risk and enterprise risk management, Broad-Based Black Economic Empowerment (BBBEE), planning, budgeting and reporting and the GPL human capital strategy.

4.3. Policy development

To constantly strengthen the foundation for institutional performance, the programme provided leadership and management of policy development in the year under review. Accordingly, the programme provided an enabling environment for policy development processes, including the adoption and implementation of some of these policies. In compliance with the Labour Relations Act and the Basic Conditions of Employment Act, the Overtime Policy was developed to regulate overtime work and to assist the GPL Management in compensating employees fairly for overtime work.

Moreover, the programme facilitated the adoption of the Petty Cash Policy that serves to ensure compliance with the relevant legal and statutory requirements relating to cash management and control. Similarly, the SCM Policy was developed and adopted in the year under review. The aim of this policy is to ensure that the Government's objectives of good governance and socio-economic upliftment of Historically Disadvantaged Individuals (HDIs) and Small, Medium and Micro-sized Enterprises (SMMEs) are achieved. The policy furthermore aims to contribute towards the goal of establishing a uniform SCM system within Legislature by aligning all procurement activities with the guidelines of the PFMA, FAMILA and the National Treasury Regulations (2003).

In terms of Section 22 of the FAMLA, the Provincial Legislature is not required to return to the Provincial Revenue Fund any money appropriated or approved for a particular financial year and not spent in that year. These unspent funds are regarded as funds derived from the Provincial Legislature's own revenue sources. In line with this regulation, the GPL Investment Policy was developed to provide guidelines, by which surplus funds not immediately needed to meet the daily operational cash flow of the GPL, can be invested to earn a maximum return, and still maintain sufficient liquidity to meet fluctuations in the inflow and outflow of funds from revenue and expenditure.

To enhance its role in the mandate of oversight, the GPL Law Making and Legislative Development Framework was adopted. This framework seeks to give effect to the GPL's mandate on law making and to increase its law making capacity. It deals with both aspects of legislative development; that is the drafting and processing of legislation in the Legislature. It outlines the technical aspect of legislative drafting and the rules that Members of a Provincial Legislature should follow in the process of drafting legislation.

4.4. Compliance, risk and governance

Consistent with good governance and ethical practice, the Code of Ethics and Business Conduct was reviewed. This was aimed at providing direction to employees with regard to their relationship with the Legislature, political and office-bearers, other employees and the public and to indicate the spirit in which employees should perform their duties. This serves as a guideline for what should be done to avoid conflict of interest and what is expected in terms of personal conduct in public and private life. It further serves as a framework to identify conduct that is ethical and acceptable for the employees and officials of the GPL, it gives a brief description of the GPL's core values and also creates the context for engendering ethical practices. This initiative resulted in improved ethical codes. In this regard, Members declared their interests in the Members' register systems. Similarly and in holding the GPL staff accountable, the programme introduced declarations by the GPL Senior Management to avoid potential conflict of interest.

Notably, the preliminary investigation reports on complaints laid against Members were finalised. Furthermore, the Integrity Commissioner (IC) tabled investigation reports to

the Privileges and Ethics Committee which were adopted. Subsequently, the Committee tabled its report on the Annual Report for the Office of the IC and the report on the investigation undertaken by the IC at the House sitting.

During the year under review, the programme provided strategic direction to the effectiveness of fraud prevention initiatives. A Fraud Prevention Committee was established and its purpose is to assist the GPL in its drive to promote ethics and to combat fraud and corruption. The Committee also developed, facilitated and monitored the implementation of a Fraud Prevention Plan. Quarterly fraud awareness sessions were conducted to enhance a better understanding of fraud prevention in the Institution.

4.5. Human capital

The programme constantly monitors accountability and the PPMS. To enhance the integrated PPMS, the programme facilitated the adoption of the terms of reference for the Moderating Committee. This also encourages performance moderation by different streams which in turn ensures standardisation of performance and clear alignment and convergence across the Institution. Additionally, the programme facilitated the adoption of the Retention Strategy aimed at identifying retention processes which nurtures and retains the most appropriate talent to enable the GPL to attain its strategic goals and objectives. To achieve this goal, a framework was compiled that outlines key components and practices for retention.

The programme monitored the review of an HR plan in enhancing implementation of the GPL HR Strategy which was adopted by the LSB in October of 2006. The successful implementation of the HR Strategy is premised on the GPL goals and strategic objectives.

Capacity building was essential to the continued development and sustainability of the Institution. Key to this was the promotion of the ethos and values of personal development. To this end, personnel at the GPL were encouraged and supported in their career growth and related developmental initiatives. The M&E Committee Members were enrolled for an M&E post graduate course at Wits and they commenced with their studies.

4.6. Stakeholder management

In the year under review, the programme continued to build stakeholder relations guided by the inter-institutional

strategy. As a result, the institutional stakeholder relations, particularly with the PSC, Public Protector, Gender Commission as well as Local Government, were improved. The programme also undertook key strategic consultations with both internal and external stakeholders and coordinated and facilitated participation in various SALSA forums. Additionally, the programme participated in the CPC 59th Conference which was hosted by National Parliament and the CPA Africa Region hosted by Namibia. The programme also liaised with the Registrar of Members Affairs and the National Parliament regarding the revision of the Code of Conduct and Ethics for Members through the unit of the IC.

Significantly, the programme monitored progress at an administrative level on the implementation of the Voter

Education Campaign. As peoples' representatives, Gauteng Speakers at the GSF took it upon themselves to educate the general public about the importance of participating in the democratic elections. At a provincial level, the GPL spearheaded all efforts in partnership with the IEC, Department of Home Affairs and other social partners. This campaign was launched on the 1st of October 2013. The programme further participated in the Making Gauteng a Clean Place to Live in Campaign, in commemoration of the Mandela International Day facilitated through the GSF. This is a sub-programme of the CRC campaign that was launched on the 5th of June 2013. In addition, the programme participated in the NCOP Week of Taking Parliament to the People.



Parliament for Persons with Disability

5. PROGRAMME PERFORMANCE INFORMATION

SUB-PROGRAMME NAME: OFFICE OF THE SECRETARY

STRATEGIC GOAL 1: IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effectiveness of oversight function for enhanced service delivery	Mechanisms set up to monitor the implementation of SOM imperatives by committees	Existence of required monitoring mechanisms for support services to Committees	New mechanisms as identified and required by the second quarter	An integrated COVAC and M&E framework was developed and adopted, along with a complete and reviewed implementation plan	No deviation	Effective exercise of constitutional oversight mandate
Improved effectiveness of oversight function for enhanced service delivery	Uniform reporting standards established across Gauteng Province	Adherence to standardised content guidelines and reporting formats	Complete adherence to standardised content, guidelines and reporting formats in the (third and fourth quarter	The target was achieved and implementation of standardised reporting formats is continuously monitored in the GPL	No deviation	Uniform reporting standards across Gauteng Province
Improved effectiveness of oversight function for enhanced service delivery	Performance of oversight of Executive enabled and monitored	Institutional support for the oversight function	Quarterly M&E of Committees' performance instituted	M&E support provided to Committees on a continuous basis in line with projected APPs	No deviation	Constitutional mandate in terms of oversight realised

STRATEGIC GOAL 2: IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved quality of civic education in the Legislature processes	New guidelines and frameworks for public education on Legislature processes reviewed	Guidelines and frameworks for public education on Legislature processes reviewed	Guidelines and frameworks for public education on Legislature processes reviewed quarterly	The new guidelines and framework for public education were reviewed	No deviation	Realisation of the constitutional mandate in terms of public participation
Increased public participation through mainstreaming of all oversight imperatives of the Institution	All public participation activities of the GPL effectively monitored	All programmes held accountable for monitoring levels of public participation	All public participation activities monitored quarterly	Mainstreaming of public participation activities in the GPL was monitored through the assessments of programme reports by the Secretariat	No deviation	Realisation of the constitutional mandate in terms of public participation

STRATEGIC GOAL 3: IMPROVED QUALITY OF LAWS PASSED THAT ARE RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved quality and efficacy of laws passed in Gauteng	Implementation of the recommendations of Laws study monitored	Implementation of the recommendations of the Efficacy of Laws study monitored	Recommendations of the Efficacy of Laws study evaluated and adopted by the 3rd quarter	The recommendations of the Efficacy of Laws study were not evaluated and adopted	The study report and its recommendations were concluded in the 3rd quarter, and thus still has to be presented to Presiding Officers	Realisation of constitutional mandate

STRATEGIC GOAL 3: IMPROVED QUALITY OF LAWS PASSED THAT ARE RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved quality and efficacy of laws passed in Gauteng	Law making effectively monitored and tracked	Law making effectively monitored and tracked	Law making processes in the GPL effectively monitored and evaluated quarterly	Law making processes were continuously monitored through the assessment of reports submitted to the Secretariat	No deviation	Realisation of constitutional mandate in terms of law making

STRATEGIC GOAL 4: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved efficiency of the HR value chain	Implementation of HR strategy monitored	Implementation of HR strategy monitored	Outstanding policies of HR strategy adopted by the 4th quarter	100% achieved Outstanding HR policies were adopted as per APP	No deviation	Full regulatory compliance with regard to HR
Improved efficiency of the HR value chain	Employment policies and directives on Youth, Disability, Gender and other vulnerable groups implemented	Employment policies and directives on Youth, Disability, Gender and other vulnerable groups implemented	Relevant outstanding policies adopted, and all policies implemented by the 4th quarter	Outstanding policies were adopted and implemented, including the Disability and Gender Policy.	No deviation	Full regulatory compliance with regard to HR
Improved working environment conducive to productivity	Business process maps developed and formalised	Business process maps completed	Business process maps completed and formalised by the 4th quarter	Business process maps for programme 4, as a pilot, were adopted and implementation is under continuous monitoring	No deviation	Optimum Institutional productivity

STRATEGIC GOAL 4: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE							
PLANNED This section is an extract from the APP				ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)	
Integrated RB planning, budgeting, M&E and Reporting System	Integrated planning, M&E and reporting frameworks implemented	Integrated planning, M&E and reporting frameworks implemented	RB planning, budgeting, M&E and reporting frameworks integrated by the 4th quarter	Results based planning was integrated through collaboration and synchronisation of the functions of planning and budgeting and M&E	No deviation	Full compliance with regard to planning and control systems	
Institutionalised leadership practices	Develop and institutionalise a GPL Leadership Policy	Approved leadership practices institutionalised	Leadership Policy adopted and approved by the 4th quarter	Leadership Policy was not approved and adopted	The existing leadership policy was reviewed. The required external technical expertise led to delays in finalising the review	Efficient and cost-effective operations of the Institution	
Institutionalised leadership practices	GPL-specific courses of learning developed in collaboration with higher institutions of learning	Courses developed for the GPL	Research on specific courses commissioned by the 4th quarter	Specific courses were commissioned in consultation with institutions of higher learning	No deviation	High performing Institution	
Improved management and coordination/ collaboration of Legislature business	Constant reporting on state of all the GPL operations ensured	All the GPL operations effectively monitored and evaluated	Comprehensive and integrated Reporting System implemented quarterly	Achieved by means of Secretariat meetings convened to monitor implementation of integrated reporting	No deviation	Effective institutional planning and execution	

**STRATEGIC GOAL 5:
STRENGTHENED GAUTENG PROVINCIAL LEGISLATURE'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved cooperation and collaboration within the Legislative Sector	Role of the GPL in all cooperative forums monitored and reported	Regular reports of role played by the GPL in cooperative forums submitted	100% of all relevant reports submitted	100% achievement of all relevant reports submitted as per APP	No deviation	Realisation of constitutional mandate in terms of cooperative governance



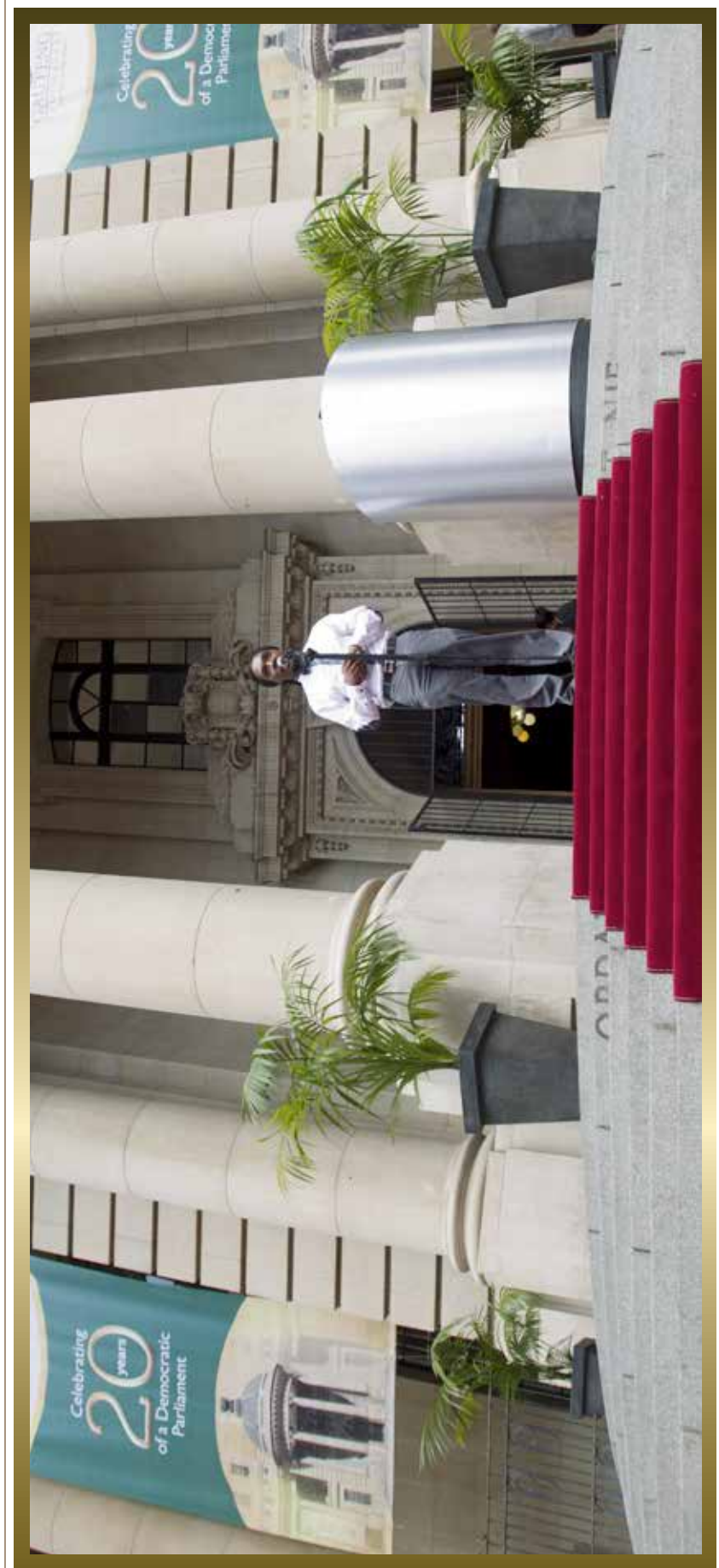
GPL International Women's Day

SUB PROGRAMME NAME: OFFICE OF THE INTEGRITY COMMISSIONER

<p>IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY</p>							
<p>STRATEGIC GOAL 1:</p>							
<p>ACTUAL</p>							
<p>This section is the consolidation of the four quarters</p>							
<p>PLANNED</p>	<p>ACTUAL</p>						
<p>This section is an extract from the APP</p>	<p>Measurable Objective</p>	<p>Performance Indicator</p>	<p>Planned Annual Target (2013/14)</p>	<p>Actual Achievement against Planned Annual Target (2013/14)</p>	<p>Reasons for deviation from Planned Annual Target (2013/14)</p>	<p>Results achieved (effectiveness)</p>	<p>Results achieved (effectiveness)</p>
<p>Improved effective mechanisms of fostering cooperative governance</p>	<p>Reviewed quality of the Code of Conduct.</p>	<p>Review the Code of Conduct</p>	<p>100 %</p>	<p>100% Code of Conduct reviewed</p>	<p>No deviation</p>	<p>Improved standard of the Code of Conduct</p>	<p>Improved standard of the Code of Conduct</p>
	<p>Improved compliance with the Code of Conduct</p>	<p>Improved implementation of the Code of Conduct</p>	<p>100 %</p>	<p>Implemented 100% of Code of Conduct</p>	<p>No deviation</p>	<p>Adherence to the Code of Conduct</p>	<p>Adherence to the Code of Conduct</p>
	<p>Improved responsiveness in the declaration of Members' interest</p>	<p>Improved implementation of the Code of Conduct imperatives</p>	<p>100 %</p>	<p>Responded 100% to the Declaration of Members' Interests, by compiling and registering declarations of interest within prescribed timelines</p>	<p>No deviation</p>	<p>Enhanced ability of Legislature to hold the Members accountable</p>	<p>Enhanced ability of Legislature to hold the Members accountable</p>
	<p>Improved Members' register of interest forms (public and confidential)</p>	<p>Reviewing Members' register of interest forms</p>	<p>100 %</p>	<p>100% review of the Members' register of interest forms performed</p>	<p>No deviation</p>	<p>Improved quality of Members' interest forms</p>	<p>Improved quality of Members' interest forms</p>
	<p>Improved declaration of interest by senior managers of the Legislature</p>	<p>Development and implementation of Conflict of Interest Framework for senior managers of the Legislature</p>	<p>100 %</p>	<p>A draft framework developed and partially implemented</p>	<p>A draft framework was developed and implemented, through the completion of the declaration of interest forms by senior managers</p>	<p>Increased level of adherence to the Conflict and Interest Policy and Code of Conduct for senior managers. Increased level of good ethical conduct promoted by the Legislature and complied with by employees</p>	<p>Increased level of adherence to the Conflict and Interest Policy and Code of Conduct for senior managers. Increased level of good ethical conduct promoted by the Legislature and complied with by employees</p>
	<p>Improved responsiveness in the declaration of senior managers' interest</p>	<p>Level of compliance with Conflict of Interest Framework by senior managers of the Legislature</p>	<p>100 %</p>	<p>There was a 100% compliance with the declaration of interest forms by senior managers, noting that the framework is still in draft</p>	<p>The draft framework is awaiting approval</p>	<p>Increased level of adherence to the Conflict and Interest Policy and Code of Conduct for senior managers. Increased level of good ethical conduct promoted by the Legislature and complied with by employees</p>	<p>Increased level of adherence to the Conflict and Interest Policy and Code of Conduct for senior managers. Increased level of good ethical conduct promoted by the Legislature and complied with by employees</p>

**STRATEGIC GOAL 1:
IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved cooperation and collaboration within the Legislative Sector	Strengthened relations with internal and external stakeholders	Level of relations improved and sustained	80 %	80% of relations with internal and external stakeholders were improved and sustained	No deviation	Realisation of constitutional mandate in terms of cooperative governance



STRATEGIC PROJECTS

The Office of the Secretary to the Legislature embarked on four strategic projects this financial year, 2013 / 2014, as set out below:

Sub-Programme 1: The Office of the Secretary	
1	Enhanced Sustainability of the Sector The objective was to commission internal and external research and collaboration with secondary data institutions, tertiary, parliamentary and other Legislatures to develop curricula of learning, for the GPL, on Parliamentary Practice. This project was successfully implemented. The GPL candidates commenced their studies at Wits University.
2	Institutionalised Leadership Practices Draft terms of reference for appointment of external expertise were presented at the Secretariat and this work was budgeted for in the 2014/15 financial year. Leadership policy to be finalised in quarter one of 2014/15.
Sub-Programme 2: The Office of the Integrity Commissioner	
1	Reviewed the quality of the Code of Conduct A review of the existing Code of Conduct for Members was undertaken to enhance the substantive nature of the code in so far as it relates to all aspects of ethics and integrity. A revised draft Code of Conduct was developed and submitted for support and consideration to the Secretary to the Legislature and the IC. Adoption of the revised Code of Conduct will take place in the first quarter of 2014/15.
2	Improved Members' Register of Interest Forms (RIF) (public and confidential) Various initiatives were undertaken to make sure that the quality of the RIF is enhanced to ensure that Members comply with the requirements of the Code of Conduct and Ethics. This was developed and submitted for support and consideration to the Secretary to the Legislature and the IC. The new RIF will be implemented and adopted in the first quarter of 2014/15.



PROGRAMME 3: CORPORATE SUPPORT SERVICES

1. PURPOSE

The purpose and core mandate of the Corporate Support Services (CSS) stream is to give support to all stakeholders internally within areas of HR, IT, safety and security, building management, administration and logistics. This is done through provision of systems, policies and processes that enable and facilitate service provision in the most effective and professional manner. We also interact and work with external stakeholders in varied ways that all seek to strengthen provision of such support to stakeholders with the ultimate aim of contributing to the fulfilment of the GPL's constitutional mandate of, law making, oversight and public participation.

This support imperative is delivered through three directorates constituted as follows:

- **Members Affairs Directorate:** Their composition includes Members' Facilities and Members' Relations. The Directorate is responsible for managing the interface between Members and the rest of the GPL staff in terms of all service areas which are facilitated on behalf of Members;
- **Institutional Support Services:** The composition of this Directorate includes an Administration Unit, HR Unit and Logistics Unit. The Directorate provides a variety of services such as a telecommunications function, fleet management, air travel, venue management, stationery and refreshments, remuneration, talent attraction, talent development, wellness, employee relations and HR administration; and
- **Operational Support Services:** Operational Support consists of the IT Unit, Safety and Security Unit, Health, and Building and Maintenance Unit. The Directorate provides a platform for technology in the form of (IT Infrastructure, Audio, and Video), as well as IT support for business solutions of the Legislature. It further provides occupational health and safety services as well as security services of a National Key Point standard. The Building and Maintenance Unit provides the physical infrastructure needed by the Members and staff to conduct business.

2. STRATEGIC OBJECTIVES

- Increased responsiveness of the budget to the needs of the people of Gauteng;
- Improved effectiveness of the oversight function for enhanced service delivery;
- Increased public participation through mainstreaming in all oversight imperatives of the Institution;
- Increased and improved active involvement by the people of Gauteng 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;
- Improved quality of civic education in the Legislature processes;
- Improved law making by Members;
- Increased public participation in all law making processes of the Institution;
- Improved effective mechanisms of fostering cooperative governance;
- Improved cooperation and collaboration within the Legislative Sector;
- Improved efficiency of the HR value chain;
- Improved working environment conducive to productivity;
- Increased 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 Practices;
- Increased facilities and infrastructure support to Members and staff of the GPL;
- Improved stakeholder management practices;
- Compliance to all applicable laws, acts, regulations, policies and procedures;
- Increased implementation of the tenets of all MOUs in a coordinated and consistent manner; and
- Increased implementation of the sector wide approach through participation in the National and Provincial Speakers Fora.

3. KEY FUNCTIONS

The key function of the Programme is the provision of corporate support services to the Institution, including the administration of Members' affairs, institutional support services and operational support services.

4. SUMMARY OF ACHIEVEMENTS

4.1. FINANCIAL MANAGEMENT

To ensure that the GPL is an accountable, transparent and effective executor of its business in line with its mandate, and also responsive to the needs of the people of Gauteng, the following were done:

- The budget was monitored and managed through monthly and quarterly reports;
- Political party funds were managed, and discussions on financial expenditure(s) were also held;
- Risk and audit tracking mechanisms for continuous tracking and reporting to structures such as the Risk Management Committee (RMC) and the Audit and Risk Committee (ARC) were developed and implemented; and
- Engagement sessions with stakeholders such as accounting officers, party whips and external auditors were held where the audit processes and outcomes were successfully completed.

The management of contracts was strengthened through the contract register that was quarterly managed for progress in line with the GPL register as maintained by the legal advisor in the Office of the Secretary. In the year under review, 25 contracts in Operational Support Services (OSS), seven in Institutional Support Services (ISS) and one in Members Affairs (MA) were managed. This effective management of service providers enhanced the performance of the Institution, as well as its responsiveness and accountability to the people of Gauteng.

4.2. INTERNAL PROCESSES

As a way of ensuring that the GPL is transparent, accountable and efficient, a strategic planning session was successfully held, and financial as well as non-financial performance reports were produced and analysed in each of the four quarters of the financial year under review. The budget council process for the 2014/15 financial year was also successfully held.

The following services were provided to Members and staff of the GPL, with the aim of improving their wellbeing:

- In the financial year under review, 75 patients were seen in the GPL clinic;
- The GPL participated in the following races: 702 Walk the Talk, JHB Zoo, Old EDS 10 km, Pirates 21km, Wanderers 21 km, RAC 10 km, Spar Women's 10 km, Kuwai Challenge, Tough One, Casio 10 km, Soweto Marathon and the Vodacom Challenge;
- The contract with ICAS for the Employee Assistance Programme (EAP) and Executive Care was secured until November 2015;
- Wellness programmes were successfully organised for Members and political support staff. About 15 Members and 18 political support staff attended the programme;
- The GPL as a registered participant in the GPG League for various sporting codes took part in the GPG planned leagues and tournaments. The Institution participated in the Parliamentary Sport and Recreation National Legislative Sector Games that were held in Bloemfontein. The Institution also facilitated sporting activities with stakeholders and communities around Gauteng metros. There were four injuries reported during sports activities and three were paid for by the Institution because the players' medical aid funds were exhausted;
- Flowers and canteen services were provided (average patronage per day is R180 and the cost of the service per month is R110 000) in an effort to enhance the working environment for increased employee satisfaction; and
- The insurance cover was enhanced to ensure that the GPL is adequately covered to cater for improved management of Members' funerals. The number of claims processed stood at 69. From these, a total of 38 claims were settled and 13 declined. About 17 claims were pending. Cover was also increased to ensure that there was no limitation on individual and cumulative cover.

To ensure a regulated and accountable Institution, the GPL developed and adopted 11 Policies. All the necessary safety and security services to key institutional events e.g. the Gauteng Legislature Opening, CPA Conference, 16 GPL events and three foreign state visits and Joint Planning Committees (National key Point) were provided.

These services were provided with the intention of enabling Members to fulfil their constitutional obligations.

To further enhance safety and security, the GPL finalised the integrated electronic security and fire defence system project. In addition to that, a total of 88 candidates were security screened and all new political party support staff was issued with IDs and access cards, keys and parking. It is vital to indicate that 81% Finance and 64% SCM Directorate staff members are currently being vetted.

Four Health and Safety Committee meetings were held, and one live evacuation drill was conducted with the assistance from Gauteng disaster agencies. This is in line with the Occupational Health and Safety Act (OHASA) requirements of having one drill per annum. The GPL is pleased to report that only four injuries on duty were reported during the period under review.

In addition to fulfilling its mandate, the Institution played its social responsibility role by among other, generating funds through the paper recycling project and distributing donations in the form of clothing and non-perishable goods to the less privileged members of our society. The Institution also facilitated and managed the Speaker's Charity Golf day, where different stakeholders were invited to participate. Sponsorship for various activities for the Golf day, including prizes, green fees and watering holes was received. There were also pledges made during the event by invited stakeholders to benefit charities. Institutions that benefited during the period under review include Sizanani Home-based Care and the Methodist Church that looks after destitute children.

The following services and infrastructure were provided to Members and staff of the GPL to enable them to fulfil the mandate of the Institution:

- In terms of the technical Audio Visual (AV), 24 sittings and 70 external events were successfully supported;
- In-house maintenance was done e.g. 100 touch screens, power units and portable PCs were replaced in the House. The software of the Chamber Automation System, with added functions for both the table staff and the speaker's dashboard and back-end database was upgraded. Apple based software was implemented to enhance the Video Editing Suite, running final Pro X for enhanced video and audio editing;
- The following achievements in the area of Information and Communication Technologies (ICT) were recorded: implementation of the corporate APN infrastructure; 45 laptops, one MacBook, one hybrid, 148 tablets and 287 Smartphones were configured. 350 users were migrated from 3G to corporate APN; 42 servers operating systems were upgraded from Windows 2003 to Windows 2008 and 28 of these were virtualised;
- An average of 98.9% Service Level Agreements (SLAs) and uptime agreements was finalised. Approximately 2043 support calls were received and resolved through the Programme's service desk system, of which three are still outstanding;
- In terms of SAP, 506 accounts were created, 8194 authorisation requests and 85 transport requests were processed. The SAP blue prints were maintained and Regular Steercom meetings were held with the SAP super users from user communities from various business units such as HR, Finance, SCM, and IT;
- Building and maintenance achievements include the implementation of the building maintenance plan; approval of all leases for 1066; restoration of outer walls of the main building project, which is practically at a completed stage; renovations for the small hall in the City Hall; approval of the electrical certificate for the entire building; creation of additional office space for 16 people within the building and securing an additional floor for rental at the 1066 building for 46 additional offices;
- Several tenders were concluded and awarded, such as the cleaning and hygiene tender; the precinct cleaning tender; the gardening tender; the rental of plants and flowers tender; cleaning of the NCOP offices in Cape Town and the rental of office space at the Constitutional House in Cape Town. Terms of references were developed for the installation of the VIP lift in the main building and for the maintenance of the air-conditioning system in the main building;

- The Transport and Logistics Unit was established as a separate Business Unit within the ISS directorate to ensure a dedicated and efficient transport and travel management offering to both Members and employees. A total of 2676 transport requests were serviced. This translates to 100% provisioning of Road and Air Transport Services to oversight and public participation processes in line with policy and approved plans. The revised transport policy was presented to the Policy Committee and duly approved by the Policy Committee and Members Affairs Committee. The Procedures Manual was revised in line with revised policy provisions and recommendations from Internal Audit. All vehicles were serviced in line with the manufacturers' specifications, and maintained in line with acceptable institutional standards. The implementation of the tracking system ensured the safeguarding of the GPL fleet, and helped monitor driver behaviour regularly; and
- Members and staff were provided with the necessary landline phones and mobile business tools to facilitate enhanced communication and decision-making in support of improved public participation and oversight processes of the GPL. The policy on the Integrated Mobile Business Tools was adopted during the period under review; resulting in better leveraging between landline limits and mobile limits.

The Mobile Business Tool tender was finalised and the transition managed to ensure that there was continuity in services during the transition from Vodacom to MTN. This also resulted in all the GPL staff being covered by the policy. In July 2013 a limitless option on the Vodacom contract was introduced to Members and senior management, which resulted in savings and effective budgeting management for the GPL. A total of 204 cell phones were provided to Members and staff during the annual upgrade period.

Catering services for meetings and offices were provided. Stationary was also distributed fairly and on time. A transitional task team on the disestablishment of the Fourth Legislature and the establishment of the Fifth Legislature was established. Terms of reference and a framework were developed and utilised for reporting purposes.

4.3. STAKEHOLDER MANAGEMENT

To ensure that the GPL is responsive to the needs of its stakeholders, the following was executed:

- Reporting to relevant structures e.g. the OCPOL and SCOPA;
- Support was rendered to sub-committees of the LSB e.g. the Human Resources Development (HRD) and the MAC of the Board;
- Participation in internal administrative committees e.g. the Health and Safety Committee, RMC, LAC, ICT, Fraud Prevention; Asset Disposal, Policy Committee and Events Coordinating Committee (ECC);
- Cases were logged on the CRM system with a purpose to track and resolve them. Monthly and quarterly circulation/distribution of the CRM reports to the Planning Committee was achieved;
- The Annual Stakeholder Satisfaction Survey was conducted;
- To enable tracking of service delivery to Members in line with the GPL Service Charter, various workshops were held with various units and process maps and procedure manuals developed; and
- Quarterly courtesy visits were conducted to Political Parties to take a pro-active approach with the parties and assist them with their queries/requests. Cases were manually logged on the CRM system to be resolved. Reports were produced for monthly and quarterly utilisation.

The GPL participated in sector engagements e.g. the SALSA forums. Some of the positive results of this participation include the development of the sector induction manual and programme for new Members as well as a curriculum for the sector. Eight Legislatures were successfully hosted to create a benchmark for Members' facilities and benefits. These engagements aimed to improve the cooperation and collaboration within the Legislative Sector. To ensure an improved environment conducive to productivity, elections for Provident Fund Employee trustees were successfully held in the period under review. Monthly medical aid sessions for staff were also held to ensure that employees' queries were dealt with effectively. The annual session was hosted by service providers for the GPL Medical Aid scheme to brief staff on annual increases, benefit changes and cover options/ plans available.

4.4. HUMAN CAPITAL MANAGEMENT

As a way of improving the efficiency of the HR value chain, a total of 50 permanent vacancies and nine temporary vacancies were filled during the financial year under review. 13 Job evaluations were conducted and recommendations of six of them were approved by the Secretary to the GPL. A total of 18 exits were recorded by the recruitment team and 16 exit interviews were conducted as per the exit management policy. The two exit interviews that were not conducted were due to a death in service and a retirement. As a result, 100% compliance with regards to the exit management policy was achieved. The target of 80% of approved positions filled during the period under review was also achieved. The payroll and benefits for staff and Members were processed accurately and consistently, thereby ensuring that both Members and staff remained engaged. This contributed to an environment conducive to increased employee satisfaction. In terms of leave management, the SAP Employee Self-Service and Management Self-Service system was implemented for leave management.

To increase the development and retention of a competent GPL workforce with an appropriate and responsive system of reward, a draft retention strategy was deliberated upon during the reporting period and adopted by the Secretariat. 335 Employees were trained in the Institution during the period under review. Training interventions contributed to the improvement of the skills and competence of the GPL staff. Training interventions were mandatory, functional and legislative/statutory. 77 Employees were granted bursaries for post graduate and graduate qualifications, degrees, diploma's and certificates. One Member completed a degree in B Admin at the University of Pretoria and one political support staff member completed an MBA post-graduate degree at the Regenesys School of Business Leadership.

The implementation of performance management in the Institution was facilitated, thereby ensuring alignment between individual performance and the realisation of institutional strategic objectives. A performance management enhancement roadmap was developed for executives and senior managers. Political support staff was trained on performance management during the reporting period. The GPL contributed to the province's Youth Development Initiative by building capacity through the GPL internship programme. During the 2013/2014 period a total of 22 internship contracts were entered into and managed. The internship programme was enhanced by increasing the duration of it from six to 12 months.

Labour relations advice was provided on a number of IR cases. One disciplinary case and two grievance cases were facilitated through the HR unit under the guidance of the employee relations specialist, and in collaboration with line managers. The employee relations specialist continued to provide proactive guidance to line management and staff members to ensure that potential grievances were resolved at the lowest level. This translated into minimal grievance and disciplinary cases.

Salary negotiations between the GPL management and NEHAWU were successfully facilitated through HR. The engagements took only two days to conclude and culminated in a two-year agreement between the GPL management and the union. The remarkable agreement reached for the 2013/14 and 2014/15 financial years afforded the GPL much-needed stability during the crucial period of transition from the Fourth Legislature to the Fifth Legislature.

The GPL continued to support the building of the MPLs capacity to enable them to fulfil their mandate. During the reporting period, the following was achieved:

- Members were enrolled for Leadership and Governance training at UNISA, Wits and UJ through PALAMA. All PALAMA/Wits training for Members was completed;
- The capacity building project for Members was completed;
- 44 Members registered for a Graduate Certificate in Governance and Public Leadership (NQF level 7);
- About 34 Members graduated with a Certificate in Management in the field of Governance and Public Leadership (NQF Level 8) and pursued Post-graduate Diplomas in Management in the field of Governance and Public Leadership with different Universities (UJ and Wits);
- About 14 Members registered at Wits for Post-graduate Diplomas in Management in the field of Governance and Public Leadership;
- About 18 Members registered at UJ for Post-graduate Diplomas in Management in the field of Governance and Public Leadership; and
- About 11 Members registered and wrote examinations at UNISA, and the TMLI.

5. PROGRAMME PERFORMANCE INFORMATION

SUB-PROGRAMME NAME: OFFICE OF THE EXECUTIVE DIRECTOR: CORPORATE SUPPORT SERVICES

IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT TO SERVICE DELIVERY							
STRATEGIC GOAL 1:							
PLANNED This section is an extract from the APP				ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)	
Improved responsiveness of the budget to the needs of the people of Gauteng	Improved management of processes supporting oversight functions of Committees	Integrated input table developed	Integrated input table implemented by the fourth quarter	The integrated input table was implemented	No deviation	Effective coordination and resourcing of the oversight function	
Improved responsiveness of the budget to the needs of the people of Gauteng	Improved management of processes supporting oversight functions and events of Committees through a resource model	Resource model developed	Resource model researched and developed by the fourth quarter	The resource model was developed.	Formal research was not conducted to inform the development of the resource model	Effective provision of services to the business enabling effective oversight work on the budget responding to the needs of the people	
Improved effectiveness of the oversight function for enhanced service delivery	Improved coordination of the oversight function	Integrated input table developed to support the oversight model	Integrated input table implemented by the fourth quarter	The integrated input table was implemented	No deviation	Effective coordination and resourcing of the oversight function	

STRATEGIC GOAL 2: INCREASED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Increased and improved active involvement by the people of Gauteng in the Legislature processes of law making and public participation	Constituency research project implemented	Implementation plan executed	Implementation plan developed (Third and Fourth quarter)	An implementation plan was developed	No deviation	Effective support of constituency offices as vehicles to enhance 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	Transversal mainstreaming of the GPL imperatives implemented	Institutional balance scorecard on transversal issues implemented in line with accessibility and infrastructure support	Gender-sensitive budgeting implemented by the fourth quarter. Infrastructure and accessibility improved by the 4th quarter	A gender budgeting was not implemented. Infrastructure and accessibility were improved	Programme 2 is still to appoint a gender focal person	Enhanced accessibility and infrastructure ensuring participation of vulnerable groups

STRATEGIC GOAL 2: INCREASED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
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	Policies and procedures related to transversal mainstreaming implemented in the stream	Implementation plan developed for gender mainstreaming	Gender Policy implemented by the third quarter	The Gender Policy was implemented through support to various initiatives in the GPL, including support to public participation initiatives such as the Sector Parliaments for women, persons with disabilities, youths and the parliament for senior citizens. Gender mainstreaming was also implemented through amongst others, reporting on the Employment Equity Policy	No deviation	Effective control allowing the participation of vulnerable groups, representing their interests

STRATEGIC GOAL 4: STRENGTHENED GAUTENG PROVINCIAL LEGISLATURE'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE						
Improved cooperation and collaboration within the Legislative Sector	SALSA plans integrated with CSS stream plans	Percentage integration of plans	80% integration of SALSA plans in CSS plans	80% of SALSA plans were integrated in CSS plans	No deviation	Effective relations with other spheres of governance on service delivery to respond more effectively to the needs of the people

SUB-PROGRAMME NAME: OFFICE OF THE EXECUTIVE DIRECTOR: CORPORATE SUPPORT SERVICES

STRATEGIC GOAL 5:

IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved efficiency of the HR value chain	Established SLAs with other stakeholders to enhance provision of HR services	SLAs for HR developed	SLAs developed by the fourth quarter	SLAs with other stakeholders were developed	No deviation	Effective human capital responsive to representation of all groups
Improved working environment conducive to productivity	Improved and increased application of the resource model and resource templates for managing business tools	Resource model developed	Resource model for all CSS imperatives developed by the fourth quarter	CSS resource model was developed based on plans for all value chain items which focused on HR, facilities, IT and MA	No deviation	Effective service delivery and support to the Institution enhancing a good working environment
Improved working environment conducive to productivity	Improved and increased application of the resource model and resource templates for managing business tools	Resource model developed	Resource model aligned to preparations of the new Legislature by the fourth quarter	The resource model was aligned to preparations of the new Legislature	No deviation	Effective service delivery and support to the Institution enhancing a good working environment
Improved working environment conducive to productivity	Increased support in the utilisation of monitoring functionalities of business solutions	Percentage utilisation of CRM; SAP; MS Office	80% utilisation	80% utilisation of CRM, SAP and MS Office achieved	No deviation	Effective monitoring of business to enhance productivity
Improved working environment conducive to productivity	Increased utilisation of business intelligence	Percentage development and implementation of business intelligence	Business intelligence modules within SAP 80% implemented quarterly	Business intelligence modules within SAP were implemented at 80% The modules were demonstrated and tested	No deviation	Effective monitoring of business to enhance productivity

STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE

PLANNED		ACTUAL				
This section is an extract from the APP		This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved working environment conducive to productivity	Business continuity and disaster recovery effectively implemented	Business continuity and disaster recovery plan developed and implemented	Business continuity and disaster recovery plan implemented quarterly	The IT-related Disaster Recovery Plans (DRP) were implemented	No deviation	Effective performing GPL for business continuity ensuring effective execution of the mandate



STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Achieved clean audit	Improved mechanism of implementing effective contract management	Percentage compliance to contract management framework	100% compliance to contract management framework	100% compliance with contract management framework was achieved	No deviation	Service providers effectively managed to enhance the performance of the Institution and be responsive and accountable
Integrated results based planning, M&E and reporting system	Increased implementation of the M&E system	Percentage implementation of the M&E system	100% implementation of the M&E system quarterly	100% implementation of the M&E system was achieved	No deviation	Ensure that the GPL is an accountable, transparent and effective executor of its business in line with its mandate and responsive to the needs of the people of Gauteng
Institutionalised leadership practices	Change management function for the stream increased	Change Management framework developed	Change management framework implemented by the third quarter	The change management framework was developed but not implemented	A decision was taken to conduct further research on the current best practice models and develop additional toolkits to facilitate implementation	Effective change management ensuring a transparent Institution
Improved stakeholder management practices	Increased and improved service delivery through effective support to stakeholders	Percentage implementation of customer relations survey results action plan for the stream	90% implementation of action plan	90% of the action plan was implemented	No deviation	Effective stakeholder management for improvement of services by addressing the direct needs of the stakeholders
Compliance to all applicable laws, acts, regulations, policies and procedures	Increased evaluation of the impact and application of policies	Number of impact assessments	Two policies assessed annually	Policies were not assessed in the reporting period	The policy could not be assessed due to non-participation from staff	Effective policy implementation to ensure a regulated and accountable Institution

**STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Compliance to all applicable laws, acts, regulations, policies and procedures	Improved understanding and implementation of policies	Number of policies approved by Policy Committee	Two policies per quarter	11 policies were approved by the Policy Committee, which equates to two policies per quarter	No deviation	Effective and efficient policy implementation to ensure a regulated and accountable Institution

SUB-PROGRAMME NAME: MEMBERS' AFFAIRS

**STRATEGIC GOAL 1:
IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT TO SERVICE DELIVERY**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Annual Target (2013/14)	Reasons for deviation Planned Targets(2013/14)	Results achieved (effectiveness)
Improved responsiveness of the budget to the needs of the people of Gauteng	Improved capacity of Members and political support staff to interpret and analyse the budget	Number of capacity building opportunities offered to Members and political support staff	12 capacity building opportunities offered to Members and political support staff	12 capacity building opportunities were offered to Members and political support staff	No deviation	Capacitated Members and political support staff
Increased and improved active involvement by the people of Gauteng in the Legislature processes of oversight, law making and public participation	Increased utilisation of the constituency offices for empowering the people of Gauteng	Research report on utilisation of the Parliamentary Constituency Office (PCO) in Gauteng Province	Development of an implementation plan to increase utilisation of PCO in Gauteng by the fourth quarter	An implementation plan to increase utilisation of the PCO in Gauteng was developed	No deviation	Empowered citizens

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved cooperation and collaboration within the Legislative Sector	Improved management system and facilities to foster collaborations within the Legislative Sector	Number of inter-Legislature engagements to enhance Members' services and facilities	Two inter- Legislature engagements to enhance Members' services and facilities (second and third quarter)	Two inter-Legislature engagements were held to enhance Members' services and facilities	No deviation	An effective service provided to Members of the GPL
Improved efficiency of the HR value chain	Improved capacity planning to support strategic objectives	Number of directorate human capital report	Quarterly directorate human capital report	Four quarterly directorate human capital reports were produced	No deviation	Functional directorate effective supporting Members and political support staff
Improved efficiency of the HR value chain	Improved human capital management processes for Members and party caucuses	Number of party caucus human capital reports	Quarterly party caucus human capital reports	Four quarterly party caucus human capital reports were produced	No deviation	An effective party caucus functioning adequately
Improved working environment conducive to productivity	Improved coordination of the provision of facilities to Members and political support staff	Quarterly resource model developed	Quarterly audit reports on existing resources provided to party caucus	Quarterly resource sheets were completed and audited to ensure adequate resources for the party caucus	No deviation	Improved working conditions

**STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

PLANNED		ACTUAL				
This section is an extract from the APP		This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved working environment conducive to productivity	Increased implementation of project management practices	Quarterly reports produced on status of the directorate strategic projects	Quarterly reports produced on status of directorate strategic projects	Quarterly reports were produced to report on status of strategic projects The following were the projects for the year under review <ul style="list-style-type: none"> • Process mapping (Procedure manual) • Stakeholder survey • Policy framework for Party Caucus 	No deviation	Efficient and economic performance



STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Achieved clean audit	Implemented recommendation of the panel of auditors for the party caucus	Strategic engagements with party caucus and external auditors to facilitate financial year end auditing process for political parties	Two strategic engagements with party caucus and external auditors to facilitate financial year end audits (first and third quarter)	Two strategic engagements were conducted with party caucus, accounting officers and external auditors to facilitate financial year end audits	No deviation	Espouse good governance in party caucus
Institutionalised leadership practices	To ensure that there is effective oversight of Member relations and Members' facilities	Quarterly analysis report on directorate and party caucus performance produced	Four Directorate and party caucus performance reports produced quarterly	Four quarterly directorate and party caucus performance reports were produced Four management team meetings were held to discuss financial and non-financial management performance	No deviation	Enhanced service to Members
Improved management of the CRM system to support service delivery	Improved management of the CRM system to support service delivery	CRM report indicating resolution of queries Implementation of the service charter CRM quarterly reports	Four CRM reports produced with 90% query reduction quarterly	Four CRM reports were produced with 90% reduction of queries in the CRM system 139 of 151 logged cases were resolved for the entire year 12 ongoing queries are followed up constantly	No deviation	Service responsive to the stakeholder needs

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
	To develop a system for effective integration with internal stakeholders	Quarterly scheduled meeting with party caucus/whip leaders	Quarterly scheduled meeting with party caucus/ whip leaders	One quarterly meeting was scheduled with party caucus/ whip leaders with minutes and task lists to capture stakeholder needs and address the queries raised	No deviation	Service responsive to the stakeholder needs
Compliance to all applicable laws, acts, regulations, policies and procedures	Adequate and effective policies in place	Quarterly reports prepared on relevance and implementation of policies for GPL Members	Quarterly reports on policy implementation	Quarterly reports were prepared on the relevance and implementation of a framework for Members' policies	No deviation	A regulated and compliant GPL with relevant policies
Improved stakeholder management practices	Improved level of internal stakeholder management	Annual satisfaction stakeholder survey and improved stakeholder satisfaction levels	Annual satisfaction stakeholder survey and improved stakeholder satisfaction levels	The survey was concluded in the 4th quarter	No deviation	

SUB-PROGRAMME NAME: INSTITUTIONAL SUPPORT SERVICES

**STRATEGIC GOAL 3:
IMPROVED QUALITY OF LAWS PASSED THAT ARE RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved quality and efficacy of laws passed in Gauteng	Enhanced capacity of staff in Legislative drafting	% of identified staff trained in legislative drafting	100% of identified staff trained in legislative drafting quarterly	100% of identified staff was trained in legislative drafting	No deviation	Conduct transference of learning survey
Improved quality and efficacy of laws passed in Gauteng	Enhanced application and understanding of the oversight model (PEBA / COVAC)	Implement law making training programme % of identified staff members trained in the GPL law making processes	100% of identified staff trained in the GPL law making processes quarterly	100% of identified staff trained in the GPL law making processes	No deviation	Conduct transference of learning survey
Improved quality and efficacy of laws passed in Gauteng	Increased staff with the most appropriate job fit	% of identified staff with the most appropriate job fit	100% of recruited staff with the most appropriate job fit quarterly	100% of staff with the most appropriate job fit was recruited	No deviation	Qualitative legislative drafting Capacitated law making function

STRATEGIC GOAL 3: IMPROVED QUALITY OF LAWS PASSED THAT ARE RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved stakeholder management practices	Increase implementation of service in line with service charter standards (Measurable objective changed)	% implementation of the service charter % Customer Satisfaction Survey (CSS) completion	100% implementation of service in line with service charter and policy quarterly 100% completion of CSS quarterly	100% implementation of service in line with service charter and policy was delivered 100% completion of CSS was achieved	No deviation No deviation	Improved stakeholder satisfaction High performing Institution
Improved stakeholder management practices	Increased employee satisfaction	Levels of employee satisfaction	100% completion of Employee Satisfaction Survey (ESS) action plans (third quarter)	80% achievement Reports were tabled at the Secretariat in Quarter 1 All programmes, except the Chief Financial Officer's (CFOs) Programme was tabled in Quarter 2	No dates could be confirmed to table the report on the CFO's Programme	Satisfied employees Improved employee performance

STRATEGIC GOAL 3: IMPROVED QUALITY OF LAWS PASSED THAT ARE RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
	Improved system of reporting to governance structures	Effective management of the HRD committee	<ul style="list-style-type: none"> 100% effective management of the HRD Committee quarterly 	Achieved 100% effective management of the HRD Committee	No deviation	Improved governance and accountability in the Institution
		Effective management of the Provident Fund	<ul style="list-style-type: none"> 100% effective management of the Provident Fund quarterly 	100% achievement of target to manage Provident Fund effectively	No deviation	No deviation
		Attendance and support to the Policy Committee	<ul style="list-style-type: none"> 100% attendance and support to the Policy Committee processes quarterly 	100% attendance and support to Policy Committee processes	No deviation	No deviation
		Level of implementation of LSB and Secretariat decisions	<ul style="list-style-type: none"> 100% implementation of LSB and Secretariat decisions quarterly 	100% implementation of LSB and Secretariat decisions	No deviation	No deviation

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE							
PLANNED		ACTUAL					
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)	
Improved management of risks	Increased implementation of contract management practices	Level of implementation of contract management practices Contract Register Contracts SLAs	<ul style="list-style-type: none"> 100% of contracts and SLA's in place for all contracts entered into with service providers for ad hoc contracts and running contracts quarterly Management of contract expiry and renew quarterly 	<p>92% of contracts and SLAs are in place for all contracts entered into with service providers</p> <p>Contracts were secured with all applicable service providers</p> <p>Effective contract management was achieved and six contracts were renewed</p>	<p>One contract agreement (8%) was not finalised by the end of the reporting period, due to negotiations that are still underway</p>	<p>Operational support services that enable improved performance</p>	
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 coordination of road and air transport for oversight and public participation in Legislative processes	Level of support provided to oversight and public participation processes	100% provisioning of road and air transport services to oversight and public participation processes in line with policy and approved plans	100% provisioning of road and air transport services to oversight and public participation processes in line with policy and approved plans were delivered	No deviation	Improved oversight and public participation processes	

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE							
PLANNED				ACTUAL			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)	
	Improved facilities and infrastructure support to Members and staff of the GPL	Levels of performance of the Wellness and Sports facility	100% provisioning of the Wellness and Sports facility quarterly	<ul style="list-style-type: none"> 100% provisioning of Wellness and Sports facility was provided Gym accessible to internal stakeholders and equipment in working order Planned marathons and 702 Walk the Talk coordinated and attended 	No deviation	Improved employee wellbeing	
	Improved utilisation of the venue by the people of Gauteng	Improved and effective utilisation of the venue in line with policy	Effective management of the City Hall facilities in line with policy - quarterly	The City Hall facilities were managed effectively in line with policy	No deviation	Satisfied stakeholders	
	Improved facilities and infrastructure support to Members and staff of the GPL	Improved facilities and infrastructure support to Members and staff of the GPL	Levels of adequacy of the insurance cover - quarterly	Secured adequate level of insurance cover for potential losses of the GPL Members, staff and assets	No deviation	Improved risk management and business continuity	
	Improved implementation of the transport management system	% implementation of an automated transport management system	<ul style="list-style-type: none"> 100% implementation of an automated transport management system- fourth quarter 	The transport management system was not implemented	A secretariat directive deferred the implementation to the 2015/2016 financial year due to budget constraints	Improved management of GPL risks	
	Improved implementation of the Telephone Management System	% Completion of the configuration of the digital PABX Telephone Management System	100% Configuration of the digital PABX Telephone Management System by the first quarter	100% configuration of the digital PABX Telephone Management System was achieved	No deviation	Improved management of the GPL's risks	

STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE

PLANNED		ACTUAL				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
	Improved relationship between management and labour	Level of adherence to the Recognition Agreement	100% Adherence to the Recognition Agreement- quarterly	100% Adherence to the Recognition Agreement by employer was achieved	No deviation	Improved relations conducive to productivity
	Enhanced collaborative interventions to foster cooperative governance	Number of MoUs secured with other Legislatures on the Continent and other countries Number of study tours undertaken	<ul style="list-style-type: none"> MoU signed with at least one Legislature counterpart by the third quarter One study tour undertaken by the third quarter 	No MoUs signed with Legislature counterparts No study tours undertaken	A decision was made by the Secretariat to defer all interactions with other Legislatures and postpone study tours to the 2015/2016 financial year, due to budget constraints	Improved relations and cooperation with legislative counterparts



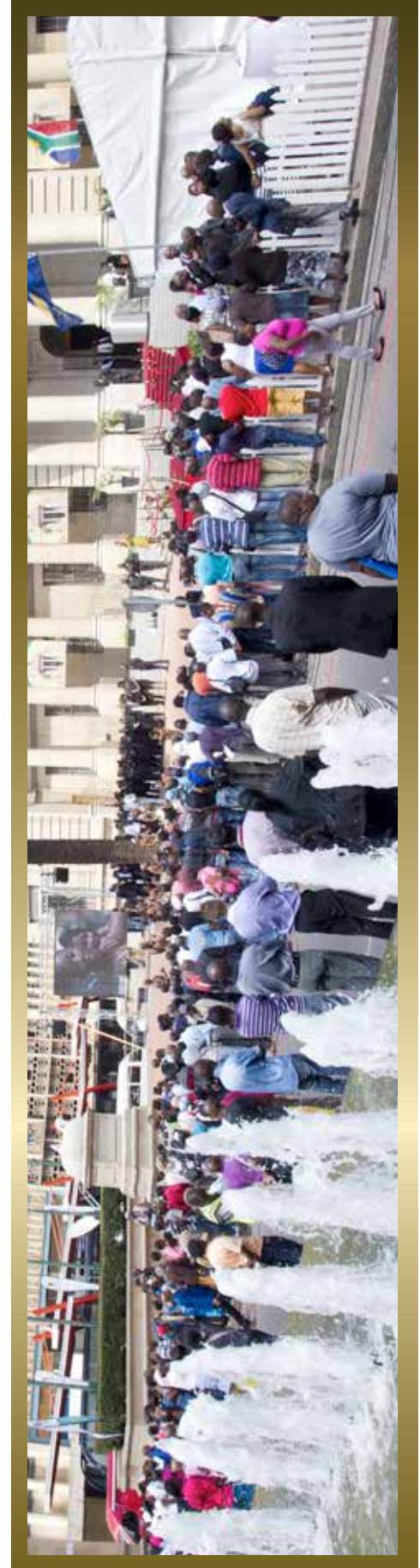
STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED			ACTUAL			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
	Increased participation in SALSA programmes	Level of planning and reporting on SALSA programmes	Plans for SALSA programmes incorporated in quarterly plans and reports	SALSA programmes were incorporated in quarterly plans and reports	No deviation	Improved relations and cooperation with legislative counterparts Improved cooperative governance

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED			ACTUAL			
This section is an extract from the APP			This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Integrated results based planning, budgeting, M&E and reporting system	Increased implementation of planning and budgeting	Level of implementation of results based planning and M&E and reporting system	100% Developed strategic plans and budgets in line with Treasury Guidelines Monitoring of expenditure in line with plans and forecasts	100% of strategic plans and budgets developed in line with Treasury Guidelines Monitored expenditure in line with plans and forecasts	No deviation No deviation	Improved execution of the GPL mandate

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Achieved clean audit	Implemented system of control and increased utilisation of rigorous audit tracking mechanism across ISS processes	% of audit queries resolved % Implementation of audit recommendations	100% of audit queries resolved 100% Implementation of audit recommendations	81% of audit queries fully resolved and 5% partially resolved 100% of the audit recommendations were implemented	14% Unresolved audit queries due to dependency on the participation of relevant stakeholders No deviation	A regulated and compliant GPL A transparent and accountable Legislature
Achieved clean audit	Increased implementation of Risk Management Practices	% Implementation of Risk Assessment Register	100% Management of ISS risk with identified action plans	100% of ISS risk managed with identified action plans	No deviation	Improved risk environment
Improved collaboration with SCM to derive value for money and BBBEE/ GPL scorecard targets as well as compliance to SCM policy	Increased compliance with SCM requirements and principles of fairness, transparency, equity and value for money	Level of compliance with SCM requirements	100% Compliance with SCM policies and procedures	Complied 100% with SCM policies and procedures	No deviation	A regulated and compliant Legislature

**STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased integration of ICT as an enabler for effective delivery of the Legislature business	Increased implementation of the SAP System modules for value realisation	Level of configuration of SAP Modules	100% Configuration of the Training and Events module and integration into Employee Self-Service and Management Self-Service (MSS) by the third quarter	The configuration was not achieved	The target was deferred due to budget constraints	Improved technological capability Empowered and enabled staff
Improved efficiency of the HR value chain	Increased implementation of the enhanced IPMS Policy	% of Performance contracts aligned to the new IPMS Policy	100% Alignment of performance contracts to new IPMS Policy-(third and fourth quarter)	100% Alignment of performance contracts to the new IPMS Policy were achieved	No deviation	Improved accountability and employee performance
Improved efficiency of the HR value chain	Increased implementation of the HR Strategy	Level of implementation of HR Strategy	80% Implementation of HR Strategy	85% Implementation of HR Strategy was achieved	No deviation	Enhanced performance Strategy implementation



STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved efficiency of the HR Value Chain	Improved implementation of Remuneration Strategy	Level of implementation of Remuneration Policy	100% Implementation of Remuneration Policy-fourth quarter	Remuneration Policy implemented 100% Remuneration Strategy adopted at LSB in Quarter 1 of 2013/2014 Implementation plan adopted in Quarter 3 of 2013/2014	No deviation	High performance Institution
Improved working environment conducive to productivity	Increased implementation of the integrated Wellness Strategy	Level of the implementation of the Wellness Strategy	100% Implementation of Wellness Strategy (third and fourth quarter)	90% Implementation of wellness services was achieved in the Institution as per the EAP programme	Wellness day deferred to 2014/2015 Soweto Marathon was cancelled	High performing Institution

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved working environment conducive to productivity	Increased integration and implementation of Retention Strategy	Level of implementation of the Retention Strategy	100% Implementation of the Retention Strategy (fourth quarter)	<p>The Retention Strategy was not approved at the end of the reporting period, however, the following retention measures were implemented:</p> <ul style="list-style-type: none"> Competitive remuneration benchmarked against Deloitte Human Capital Surveys Bursary offering including Leadership and Post graduate studies Business Tool offering 	<p>Although the retention strategy was not yet approved, implemented retention measures resulted in a staff retention rate of 96.1% at the end of the Financial Year 2013/2014</p>	<p>High performing Institution</p> <p>Best fit, engaged employees</p>

SUB-PROGRAMME NAME: OPERATIONAL SUPPORT SERVICES

STRATEGIC GOAL 1: IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased responsiveness of the budget to the needs of the people of Gauteng	Improved provision of technical support, occupational health, safety and security services and building facilities on all oversight functions of the House and Committees	Timeous quality service delivered Serviceability of equipment and building facilities Procedural briefing reports	Improved effective technical support, safety and security and building facilities on all oversight functions of the House and Committees quarterly	Effective technical support, occupational health, safety and security and building facilities (and cleaning) were provided on all oversight functions of the House and Committees, and specifically to the following events (internal and external):	No deviation	Effective support to enhance execution of oversight functions of the House and Committees
				<ul style="list-style-type: none"> • Opening of the Legislature • Four CRC Events • Closing Ceremony for the Members • Basadi Jazz Events for Women's Day • Two Education Summits • Three Voter Education and Registration Campaigns • Municipal Public Accounts Committee (MPAC) Closing Events 		

STRATEGIC GOAL 1:
IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effectiveness of the oversight function for enhanced service delivery	Improved provision of technical support, occupational health, safety and security services and building facilities on all oversight functions of the House and Committees	Timeous quality service delivered Serviceability of equipment and building facilities Implementation of ICT strategy	Improved effective technical support, safety and security facilities on all oversight functions of the House and Committees -quarterly Rollout of the ICT strategy -quarterly Increased human capacity for efficient service delivery -quarterly	Improved effective technical support, safety and security and building facilities on all oversight functions of the House and Committees were provided The implementation plan of the ICT Strategy was completed and rollout took place Human capacity for efficient service delivery was provided	No deviation	Effective support to enhance execution of oversight functions of the House and Committees



STRATEGIC GOAL 2: INCREASED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased and improved active involvement by the people of Gauteng in the Legislature processes of oversight, law making and public participation	Improved technical, building, occupational health, safety and secured facilities to enhance participation in law making and public participation	Enhanced website and intranet technical support Enhanced access to building for persons living with disabilities Established stalls within the GPL building (Public Forum) Safe and secure events	Improved effective technical support, safety and security and building facilities on all oversight functions of the House and Committees-quarterly	Improved effective technical support, safety and security and building (and cleaning) facilities on all oversight functions of the House and Committees were achieved Six functional public workstations with internet access and Employee Self-Service and Management Self-Service (ESS/MSS) portals were installed in the Public Forum	No deviation	Effective support to enhance execution of the House and Committees using modern equipment
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 Legislature business	Enhanced access for persons with disabilities, into the building, hearing aids, wheelchairs, desktop PC's and laptops and specialised technology Evacuation planning for disability providers and voice prompt facilities	Improved accessibility to the building for people with disabilities -quarterly Adequate business accommodation	Continuously maintained infrastructure (air-lifts) for people with disabilities and provision of access to all inaccessible areas by means of ramps were done to improve accessibility to the building for people with disabilities Adequate accommodation was provided to persons with disability and provision was made for them in the VIP parking garage	No deviation	Fully accessible building for people with disabilities Adequate facilities provided for the GPL's business processes

STRATEGIC GOAL 2:
INCREASED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved quality of civic education in the Legislature processes	Improved provisioning of audio conferencing systems, visual aids and safety and security	Improved provisioning of audio conferencing systems and visual aids and safety and security	Improved technical resources and services provided as per the requested requirements -quarterly	Improved technical resources and services were provided as per the requested requirements in the form of audio conferencing systems and visual aids	No deviation	Continuing professional services provided to the assistance and satisfaction of the Members and staff users



STRATEGIC GOAL 3: IMPROVED QUALITY OF LAWS PASSED THAT IS RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
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 and effective technical support, safety and security facilities on all oversight functions of the House and Committees internally and externally -quarterly	Technical support, safety and security facilities on all oversight functions of the House and Committees for internal and external events were improved	No deviation	Continued stakeholder satisfaction for the services offered
Improved cooperation and collaboration within the Legislative Sector	Enhance support to all SALSA projects and participate in defining Benchmarks and Standards	Enhancement of existing video conferencing systems and its processes Report back and tracking of SALSA forums and resolutions Evaluation from the Speakers Forum SALSA Business Plans from Active Managers SALSA Programmes and Business Plans	Uniform integrated planning and support within the Legislative Sector.	Uniform integrated planning and support within the Legislative Sector were enhanced.	No deviation	Uniform Sector approach

**STRATEGIC GOAL 3:
IMPROVED QUALITY OF LAWS PASSED THAT IS RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
	Provide a platform for house resolution tracking through the information management system of the GPL	Technical support and security services at public participation events both internally and at external venues Integrated planning Ensure system availability and platform for business intelligence reporting	Improved and effective technical support, safety and security on all facilities on all oversight functions of the House and Committees internally and externally Improve the platform for business intelligence reports - quarterly	Technical support, safety and security facilities on all oversight functions of the House and Committees internally and externally were improved The sub-programme achieved a fully functional business intelligence software platform	No deviation	Continued stakeholder satisfaction for the services offered
Increased public participation in all law making processes of the Institution	Improved provision of technical support, occupational health, safety and security services and building facilities on all oversight functions of the House and Committees, internally and externally National Key Point Activation	Technical support and security services at public participation events both internally and at external venues Integrated planning	Improved service provision of technical and security support on all oversight functions of the House and Committees internally and externally - quarterly	Improved service provision of technical, building, cleaning and security support on all oversight functions of the House and Committees were achieved at internal and external venues Four Joint Planning Committees (NKP) held	No deviation	Provision of secured, reliable infrastructure and responsive technical support

STRATEGIC GOAL 4: STRENGTHENED GAUTENG PROVINCIAL LEGISLATURE'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effective mechanisms to foster cooperative governance	To assist the GPL business in ensuring capacity within municipalities to monitor the implementation of by-laws passed through the Speakers' Forum and the Portfolio Committee on Local Government's oversight reports	Technical support and security services at public participation events and SALSA committees including: Opening of the Legislature Speakers' Forum CPA PPP Events Bua le Sechaba Youth Parliament People's Assembly Workers Parliament, etc.	Improved service provision of technical and security support on all oversight functions of the House and Committees internally and externally-quarterly	Continuous provision and improvement of technical support with audio conferencing systems and visual projections were offered for all internal/external meetings. These included services to: <ul style="list-style-type: none"> • Four SALSA Workshops • CPA Conference • Bua le Sechaba Taking Parliament to the People • Opening of the Legislature • 24 House Sittings • CRC Events • Basadi Jazz Events for Women's Day • Education Summits • Closing Ceremony for Members • LGBTI Inaugural Sector Parliament • Voter Education and Registration Campaigns 	No deviation	Continued stakeholder satisfaction through the level of technical and security services offered

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved efficiency of the HR value chain	<p>Performance management and employment equity.</p> <ul style="list-style-type: none"> • IR Management • Leave Management • Recruitment Management • Job Profiling • Training • ICT Capacitating • Performance Management 	Gender imbalance assessment in OSS; preferential recruitment, proper job profiling and performance management, centralised planning with HR	<p>Implementation of employment equity</p> <p>Implementation of the Balanced Scorecard Performance Management system in line with institutional Balanced Scorecard</p>	<p>Employment equity was implemented in the sub-programme</p> <p>Performance management was done in line with the institutional Balanced Scorecard (BSC).</p>	No deviation	Compliance to employment equity and the realisation of the APPs
Improved working environment conducive to productivity	Provision of office facilities and a safe environment to support a healthy, productive workforce	<p>GPL Clinic availability, treatment and attendance register</p> <p>Quarterly Roadshows to all offices by Health and Safety Committee</p> <p>Implementation of a revised and updated space plan</p>	<p>Improved safety compliance, implementation of revised space and expansions plans and relevant business tools and wellness elements catered for</p> <p>Conducting of medical surveillance amongst workforce</p> <p>Improved provision of occupational health and safety-quarterly</p>	<p>Safety compliance was achieved</p> <p>Provision of adequate office space and continuous improvement of the working environment was done</p> <p>Four Health and Safety Committee meetings were held to improve provision of occupational health and safety</p> <p>Only four injuries on duty were reported</p> <p>75 patients were seen in the GPL clinic</p>	No deviation	<p>Safe, secured and adequately accommodated staff with adequate business tools</p> <p>Improved stakeholder morale</p> <p>Sustainability of a healthy and productive workforce</p>

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Achieved clean audit	Adequate controls in place Clean Audits	Adequate controls in place Clean Audits	Adequate environmental controls in place-quarterly	Adequate reporting mechanisms and environmental controls were put in place	No deviation	Unqualified audit year on year Effective controls and accountability
Improved management of risks	Adherence to audit observations Management and mitigation of Risk Profile Adherence to audit recommendations	Effective risk management and, the use of the BarnOwl system and adherence to audit recommendations	Policies and procedures in place to ensure that the risk responses are carried out (quarterly) Updated Risk Register that is maintained through ongoing management evaluations	Policies and procedures are in place to ensure that the risk responses are carried out An updated risk register is maintained through ongoing evaluations	No deviation	Risk factors are effectively addressed Effective utilisation of the BarnOwl system and implementation of audit recommendations in line with relevant policies
Integrated results based planning, budgeting, M&E and reporting system	Effective M&E system	Results based qualitative, quarterly and annual reports	Quarterly results based reporting in compliance with M&E system	Quarterly results based reporting was done in compliance with M&E system	No deviation	Increased performance and efficiency in service delivery through M&E Annual reports that are results based.
Institutionalised leadership practices	Great leadership, great teamwork and great Results for the modern Legislature	Application of Covey leadership principles, feedback reports by units at management meetings	Quarterly Effective management principles applied throughout the Directorate	Effective management principles were applied throughout the Directorate in line with Covey leadership principles	No deviation	Transformational leadership and programmes that transform managers into great leaders and encourages great teamwork and great results

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Annual Target(2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased facilities and infrastructure support to Members and staff of the GPL	Increased functionality of ICT to business Increased integration of ICT as an enabler to Business Providing effective technical support, occupational health and safety, security and building facilities on all oversight functions of the House, Committees and GPL staff in the business of the Institution	Increased functionality of ICT to business Increased integration of ICT as an enabler to Business Providing effective technical support, occupational health and safety, security and building facilities on all oversight functions of the House, Committees and GPL staff in the business of the Institution	Quarterly Improved effective technical support, business tools, safety, security and building facilities on all oversight functions of the House, Committees and staff. This needs to be done in adherence with the relevant rules and necessary planning as per set requirements	Improved effective technical support, business tools, safety, security and building facilities on all oversight functions of the House, Committees and staff was achieved. This was done with adherence to relevant rules and necessary planning as per set requirements	No deviation	Continued stakeholder satisfaction through the level of technical and security services offered
Improved stakeholder management practice	Improved stakeholder management interventions	Stakeholder satisfaction level 70% and above Capacitating levels adequate for their service delivery tasks Minuted meetings with stakeholders	Improved service offering to all stakeholders on a quarterly basis	The service offering of the Directorate was improved through unit managers participating or sending representatives for courtesy visits to various political parties as initiated by MA	No deviation	Increasing stakeholder satisfaction through the level of service of the Directorate, year on year
Compliance to all applicable laws, acts, regulations, policies and procedures	Increased and improved compliance to all applicable legislation and approved policies	Percentage compliance to all applicable legislation and approved policies	100% Compliance to all applicable legislation and approved policies	100% Compliance to all applicable legislation and approved policies was achieved	No deviation	Compliance to all applicable legislation and approved policies

STRATEGIC PROJECTS

No.	Project	Status
	Implementation of the constituency office research findings	<p>The political party whips had a meeting to discuss the report on constituency offices.</p> <p>The committee was presented with a proposal for implementation.</p> <p>A proposal has to be implemented with approval of the office bearers during the Fifth Legislature.</p> <p>A framework for constituency office support has to be developed.</p>
	Competency Based Assessments (Remuneration Strategy)	<p>This is an operational project deliverable of the Remuneration Strategy.</p> <p>The Remuneration Strategy Implementation plan was adopted by the LSB, subject to the approval of the Remuneration Policy.</p> <p>The TOR was approved in Quarter 1 of 2014/2015.</p> <p>Competency Assessments to be conducted in Quarter 1. Results to be implemented in Quarter 2 (Sept).</p>
	Installation of air-con in the City Hall	The installation is 56% complete. A variation order needs to be approved for the installation of the chillers, handling units, an air-dehumidifier and the support steel structure for the chillers.
	Installation of a passenger lift in the west wing of the main building for the three floors	The project was stalled due to non-availability of funds.
	Integrated Electronic Security and Fire Defence project	Awaiting the South African Heritage Resources Agency (SAHRA) approval of reception and turnstiles make over.
	Upgrading the Debating Chamber from an analogue based system to a digital HD system	Awaiting approval of rollover funding request.
	Upgrade of speakers and secretary boardroom	Awaiting approval of rollover funding request.



Official Opening of the Legislature

PROGRAMME 4: CORE BUSINESS

1. PURPOSE

The purpose of the Core Business Programme is to provide strategic direction to the Programme sub-directorates to implement the core functions of the GPL. This includes the promotion of information and knowledge exchange to support the GPL business processes; retention of institutional memory and embedding knowledge management into business processes that support the execution of the GPL mandate. 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 seamless provision of administration, coordination 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. STRATEGIC OBJECTIVES

- Increased responsiveness of the budget to the needs of the people of Gauteng;
- Improved effectiveness of the oversight function to enhance service delivery;
- Increased public participation through mainstreaming of all oversight imperatives of the Institution;
- Increased and improved active involvement by the people of Gauteng 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;
- Improved quality of civic education in the Legislature processes;
- Improved integrity and reliability of data that informs the Legislature's public participation processes;

- Improved quality and efficacy of laws passed in Gauteng;
- Improved law making by Members;
- Increased public participation in all law making processes of the Institution;
- Improved effective mechanisms to foster cooperative governance;
- Improved cooperation and collaboration within the Legislative Sector;
- Improved efficiency of the HR value chain;
- Improved working environment conducive to productivity;
- Increased development and retention of a competent GPL workforce with an appropriate and responsive system of reward;
- Improved effectiveness in SCM processes by achieving the principles of fairness, transparency, equity and value for money;
- Improved management of risks;
- Integrated results based planning, budgeting, M&E and reporting systems;
- Institutionalised leadership practices;
- Improved management and coordination / collaboration of legislative business;
- Improved stakeholder management practices;
- Compliance to all applicable laws, acts, regulations, policies and procedures; and
- Increased implementation of the tenets of all MOUs in a coordinated and consistent manner.

3. 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:

- Coordination and driving of the execution of the core mandate of the GPL;
- Profiling of the GPL through media campaigns;
- Facilitation of a diverse reach to the people of Gauteng through public participation campaigns;
- Effective coordination of support functions to the Committees and the House;
- Implementation and M&E of the key deliverables on law making, oversight and public participation;
- Fostering good relations with internal and external stakeholders;
- Coordination of interfacing 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;

- Coordination of provincial law making processes and promotion of information and knowledge sharing to support the GPL's business processes, retention of institutional memory and embedding knowledge management into business processes that support the GPL mandate;
- Provision of strategic direction to the Programme and its sub-programmes;
- Overall strategic planning, implementation and M&E 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
- Improving internal processes through strategic projects that support performance and accountability.

4. SUMMARY OF ACHIEVEMENTS

4.1. Leadership and Governance

The GPL is leading, managing, coordinating and implementing the GPL 20 Years of Democracy Project. Following a thorough conceptualisation process, terms of reference for various project deliverables were developed and approved by the Secretary to the Legislature and supply chain processes were initiated. The project deliverables include the GPL 20 Years of Democracy Report, the GPL 20 Years of Democracy Book, the GPL 20 Years of Democracy Coffee Table Book, the GPL 20 Years of Democracy Documentary, the GPL 20 Years of Democracy Encyclopaedia of Members and the GPL Long-term plan. Achievements related to this project in the reporting period thus far include the following:

- The establishment of the Project Management Office (PMO), constituting four staff members dedicated to the project, to ensure the expedition of all tasks necessary for the successful implementation of the project;
- A comprehensive literature review that informed the development of the GPL 20 Years of Democracy Report;
- The development of the draft GPL 20 Years of Democracy Report, which is currently being finalised. The report was unveiled at the launch

of the project and project identity for public input, on 30 April 2014;

- A partnership was secured for the GPL, with the University of Oxford in the United Kingdom (UK), where the GPL was allocated a day to host a GPL and Oxford Roundtable on '*20 Years of a Democratic Legislature: Lest We Forget*'. The roundtable formed part of the Oxford Conference on 20 Years of Democracy in South Africa, where the Deputy President; Kgalema Motlanthe, gave a keynote address. The roundtable constituted an international mix of practitioners in the Legislative Sector, academics and representatives of civil society. Some of the attending delegates to the roundtable were representatives of international agencies, including the Canon Collins Trust, the Africa Report, Rhodes University and the Public Affairs Research Institute (PARI) from Wits. Various topics were discussed in the areas of *public administration and the implications thereof for parliamentary oversight in South Africa, innovations in parliamentary oversight: A Case for the Gauteng Legislature, trends and prospects of effective budgetary oversight and the impact of civic involvement in parliamentary processes*. In continuing the tradition to profile the GPL, the GPL team secured a slot in the main Oxford conference for the Speaker of the Legislature, to chair a session on Parliament and Institutions. The draft GPL 20 Years of Democracy report was distributed at the roundtable, to solicit international perspectives to the report; and
- The GPL 20 Years of Democracy Project and its Project Identity were successfully launched in the GPL, where various strategic partners; including members of the public, participated and provided input to the draft GPL 20 Years of Democracy Report. The launch received significant media attention, including an article publication in the Mail & Guardian.

Annually, the GPL provides leadership, management and coordination of the compilation of the Annual Report in fulfilling the Institution's Constitutional obligations. The GPL 2012/13 Annual Report was thus successfully published on behalf of the Institution, in line with policy requirements, including the publication and distribution of the Citizens' Annual Report in seven languages, namely: XiTsonga,

IsiZulu, IsiXhosa, SePedi, English, Afrikaans and Braille. The publication of the report in these languages ensures that the work of the GPL is disseminated to diverse groups of the people of Gauteng, with Braille being part of mainstreaming transversal issues in the work of the GPL. As part of implementing the GPL Annual Report Project, an evaluation document; presenting lessons learnt in the compilation of the Annual Report was prepared and presented to the leadership, in efforts to continuously improve planning and reporting and the quality of the GPL Annual Report.



To facilitate the GPL's compliance to its constitutional reporting requirements for the coming year, the Institution ensured that preparatory work was completed, including the development and approval of the terms of reference for the 2013/14 Annual Report, terms of reference for the Project Team thereof and the appointment of the Project Team by the Secretary to the Legislature.

Following the implementation of the Public Participation Intervention Project in the previous year, and as part of a move towards putting project recommendations into action, a Public Participation Action Plan was developed and implementation thereof commenced during this reporting period.

In the previous financial year the GPL led, managed and coordinated the implementation of the International Conference on Public Participation, with the outputs of the conference being the Public Participation Book and an International Declaration on Public Participation. In this reporting period the publication of the book and the declaration was finalised and the book is titled: *The People Shall Govern: Public Participation beyond Slogan*. As part of profiling the GPL, the book and declaration were distributed to strategic stakeholders, locally and internationally. The book and the declaration were for example distributed to roundtable participants from different parts of the world at the GPL and Oxford Roundtable on 20 Years of a Democratic Legislature. It was also made available to the conference participants and the public through the GPL website.



Speaker and the Deputy Speaker of the Legislature during the Launch of the GPL 20 Years of Democracy Project

5. PROGRAMME PERFORMANCE INFORMATION

SUB-PROGRAMME NAME: OFFICE OF THE EXECUTIVE DIRECTOR: CORE BUSINESS

IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY						
STRATEGIC GOAL 1:						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Increased responsiveness of the budget to the needs of the people of Gauteng	Improved implementation of PEBA	Level of implementation of PEBA	100% Implementation of PEBA quarterly	100% implementation of PEBA imperatives was achieved, through providing strategic direction to the stream, including the budget process and the consideration and adoption of all departmental annual reports	No deviation	Responsive budget to the needs of the people of Gauteng
	Ensured the drafting and adoption of the Money Bills Amendment Procedure and Related Matters Legislation	Number of draft Bills	Adopted Money Bills Amendment Related Matters Act by the 4th quarter	Not achieved	A decision was taken by the leadership of the Institution to defer the adoption of the Bill to the Fifth Legislature	
	Improved strategic management and coordination of oversight processes	Level of implementation of project plans for oversight	100% of project plans implemented quarterly	100% of project plans implemented through monthly strategic project sessions aimed at supporting oversight processes	No deviation	No deviation

STRATEGIC GOAL 1: IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY						
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Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved effectiveness of the oversight function for enhanced service delivery	Increased responsiveness by the Executive to the resolutions passed by the house	Level of response to resolutions by the Executive	Four quarterly tracking documents for processed resolutions	Four quarterly tracking documents with responses to resolutions by the Executive were compiled for reporting to Office Bearers	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
		Level of response to questions by the Executive	Four quarterly tracking documents for questions processed (second and third quarter)	Four quarterly tracking documents for questions by the Executive were compiled for reporting to Office Bearers	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
	Implementation of SOM	Level of implementation of SOM	SOM launched and adopted in the GPL (second and third quarter)	The SOM was launched and adopted by the GPL	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
Improved management and coordination/ collaboration of Committee of business with supporting units	Increased collaboration in support of Committees and the House	Level of collaboration in support of Committees and the House	100% collaboration quarterly	100% collaboration implemented through ECC, where collaborative projects of the Institution were managed, i.e. the coordination and management of the GPL 20 Years of Democracy Project	No deviation	Effective management and coordination of legislative business programme

IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS STRATEGIC GOAL 2: ACTUAL This section is the consolidation of the four quarters						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased public participation through mainstreaming of all oversight imperatives of the Institution	Improved implementation of the public participation strategy	Level of public participation strategy implementation	100% implementation of APPs quarterly	100% public participation plans were implemented through strategic support to various initiatives, for example, the Sector Parliaments	No deviation	Enhanced public involvement during budget processes
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 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 access and participation by designated groups in the Legislature processes of oversight, law making and cooperative governance	100% implementation of Public Participation (PP) Strategy with reference to designated groups quarterly	100% of plans implemented, including strategic support to the implementation of the PPP Strategy for the LGBTI Dialogue, Youth Parliament, Women's Parliament, Parliament for Persons with Disability and Parliament for Senior Citizens	No deviation	Enhanced public participation in the processes of the Legislature by designated groups

STRATEGIC GOAL 2: IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased public participation through mainstreaming of all oversight imperatives of the Institution	Improved implementation of the public participation strategy	Level of public participation strategy implementation	100% implementation of APPs quarterly	100% public participation plans were implemented through strategic support to various initiatives, for example, the Sector Parliaments	No deviation	Enhanced public involvement during budget processes
Improved active involvement by women, youth, senior citizens and persons with disabilities and other vulnerable groups in the Legislature processes of oversight and law making	Increased 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 access and participation by designated groups in the Legislature processes of oversight, law making and cooperative governance	100% implementation of Public Participation (PP) Strategy with reference to designated groups quarterly	100% of plans implemented, including strategic support to the implementation of the PPP Strategy for the LGBTI Dialogue, Youth Parliament, Women's Parliament, Parliament for Persons with Disability and Parliament for Senior Citizens	No deviation	Enhanced public participation in the processes of the Legislature by designated groups
Improved quality and efficacy of laws passed in Gauteng	Research on the efficacy and impact of laws passed	Level of research on the efficacy and impact of laws passed	Complete research on the efficacy and impact of laws passed quarterly	The study on the efficacy and impact of laws passed was completed	No deviation	Relevant and responsive laws passed in the Province
Improved law making by Members	Increased implementation of the GPL law making mechanisms for Members and Committees	Level of implementation of law making mechanisms initiated for Members and Committees	100% implementation of plans for the year quarterly	100% implementation of plans for the year, including support to the processing of private Members' Bills, negotiating Mandate that was adopted by Committees for Sectional Titles Bill [B11B-2013], the Mental Health Care Amendment Bill [B-39B-2012] and the Gauteng Liquor Bill [G001-2013]	No Deviation	Enhanced and effective law making capacity by Members and Committees

STRATEGIC GOAL 4: STRENGTHENED GAUTENG PROVINCIAL LEGISLATURE'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effective mechanisms of fostering cooperative governance	Increased implementation of the inter-institutional relations strategy	Level of implementation of the inter-institutional relations strategy	100% implementation of the inter-institutional relations strategy quarterly	Achieved 100% implementation of the inter-institutional relations strategy through initiatives such as the on-going monthly strategic projects sessions and reporting to various structures in the GPL	No deviation	Enhanced Legislature engagement with organs of State
Improved stakeholder management practices	Improved profile of the GPL to the people of Gauteng	Level of implementation of the Communications Strategy	100% implementation of plans for the year quarterly	100% of the plans for the year were implemented, including strategic support in profiling the GPL to the people of Gauteng	No deviation	Enhanced stakeholder relations
Improved stakeholder management and relations	Enhanced stakeholder relations with Chapter 9 Institutions and ISDs	Number of joint projects with Chapter 9 and ISDs	One GPL and IEC voter education campaign by the third quarter	One voter education campaign was conducted in partnership with the IEC. The campaign was later delegated to the Office of the Deputy Speaker and support was then provided to the project	No deviation	Enhanced stakeholder relations
	Increased cooperation and collaboration with the Legislative Sector	Number of cooperative and collaborative initiatives with the sector	4 quarterly	10 cooperative and collaborative initiatives in the sector, including participating and coordinating participation in the KM Forum, Youth Capacity Building Workshop, Public Participation workshop, OCPOL M&E workshop, SOM Roadshows, PPP and Communications Forums, Table Staff forums, the Members' Induction Forum, Summit for Municipalities and the PPPC Forum	No deviation	Sustained participation in the Legislative Sector

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Integrated results based planning, budgeting, M&E and reporting system	Improved performance monitoring and reporting	Level of monitoring and reporting of stream performance	100% monitoring and reporting quarterly	100% monitoring and reporting achieved through managing and coordinating all reporting requirements for the stream including reporting to leadership structures in the GPL, such as Office Bearers, Secretariat, CPOF and OCPOF	No deviation	Effective M&E
Compliance to all applicable laws, acts, regulations, policies and procedures	Improved staff compliance with policy and legislation that govern the work of Core Business	Level of compliance	100% compliance	100% compliance achieved	No deviation	Enhanced compliance to policy and legislation that govern the work of Core Business
	Increased compliance with the financial management processes	Level of compliance with the financial management processes	100% compliance	100% compliance achieved	No deviation	Improved compliance to financial management processes

**STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved efficiency of the HR value chain	Improved HR management across the Core Business stream	Level of compliance with HR policies	100% compliance	100% compliance achieved	No deviation	Efficient HR management
Improved effectiveness in SCM Processes	Increased compliance with SCM policies and legislation	Level of compliance with SCM policies and legislation	100% compliance	100% compliance achieved	No deviation	Enhance compliance to SCM policies and legislation
Improved management of risks	Reduced risks associated with the delivery of Core Business	% of Risks associated with the delivery of Core Business mitigated	75% risk mitigated	75% of Core Business Risks were mitigated	No deviation	Effective risk management



SUB-PROGRAMME NAME: PARLIAMENTARY BUSINESS

PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
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	100% implementation of the PEBA Model quarterly	100% implementation of the PEBA Model including service plans and the tabling of budget reports in the House	No deviation	Enhanced and effective budget oversight, law making and public participation processes of the Legislature for increased responsiveness of the budget to the needs of the people of Gauteng
Improved effectiveness of the oversight function for enhanced service delivery	Increased effectiveness of Committees' processes for oversight	Level of capacity development for Members and staff	4 Quarterly development plans	Four quarterly Parliamentary Service Development Plans were produced for Members and staff to support the oversight processes including Quarterly, Annual and FIS	No deviation	Enhanced oversight through effective Committees and House processes for improved service delivery



PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effectiveness of the oversight function for enhanced service delivery	Increased effectiveness of House and Committee Processes	Level of compliance with Standing Rules by the House and Committees	100% compliance with the Standing Rules	100% compliance with Standing Rules was achieved with all the reports, Bills and questions processed in line with the GPL Standing Rules	No deviation	Enhanced and effective oversight, law making and public participation processes of the Legislature for better service delivery
	Increased effectiveness of resolutions tracking in oversight	Percentage of resolutions tracked	Four quarterly tracking documents processed	Four quarterly tracking documents were processed. In addition, 5-year resolutions tracking reports were developed	No deviation	Enhanced oversight, accountability and service delivery
	Increased implementation of Committee Inquiries	Level of implementation of Committee Inquiries	100% implementation of Committee Inquiries quarterly	100% implementation of Committee Inquiries was achieved with the Committee report on the implementation of the pilot Committee Inquiry as per the Committee Inquiries Act	No deviation	Enhanced oversight, accountability and service delivery
	Increased oversight on the implementation of legislation	Level of monitoring of the implementation of legislation	100% monitoring quarterly	100% monitoring achieved. The Parliamentary Business Directorate supported and monitored the implementation of all legislation on the referred Bills and Oversight processes	No deviation	Effective oversight of legislative compliance by department
	Increased research support to Committees	Level of support provided to Committees	100% support	100% support to Committees was achieved through the implementation of the research agenda	No deviation	Enhanced oversight, accountability and service delivery
	Increased public participation in oversight processes of the GPL	Level of public participation in oversight processes	100% participation	100% participation in plans and activities of the oversight processes of the GPL was achieved	No deviation	Enhanced public participation processes

PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased public participation in all law making processes of the Institution	Effective public participation in all law making processes of the Institution	Level of public participation in law making processes	100% participation	100% public participation in plans and activities of the law making processes of the GPL was achieved, including public hearings for all the formally referred Bills	No deviation	Enhanced and effective law making and public participation processes of the Legislature
Improved effective mechanisms of fostering cooperative governance	Increased alignment of the GPL with the NCOP Programme	% alignment between the GPL and the NCOP Programme	100% alignment	100% alignment between the GPL and the NCOP Programmes was achieved	No deviation	Enhanced cooperative governance between the GPL and the NCOP
	Increased collaboration between the GPL and Local Councils	Level of inter-action between the GPL and Local Councils	100%	100% collaboration between the GPL and Local Councils was achieved	No deviation	Enhanced cooperative governance between the GPL and Local Councils
Improved management and coordination/collaboration of Committee business with supporting units	Increased collaboration in support of Committees and the House	Level of collaboration in support of Committees and the House.	100% collaboration	100% collaboration to support the Committees and the House was achieved	No deviation	Improved collaboration in support of the House and its Committees

PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved stakeholder management practices	Increased satisfaction of internal stakeholders	Level of satisfaction of stakeholders	80% (fourth quarter)	The scores from the stakeholder satisfaction survey for all sub-units of the Directorate averaged to 73%	The 7% deviation may be due to the low response rate to the stakeholder satisfaction survey	Increased levels of stakeholder satisfaction
	Increased implementation of the Electoral Act	Level of implementation of the Electoral Act	100% implementation of the Electoral Act quarterly	100% implementation of the Electoral Act was achieved. This includes the processing of the resignation and subsequent replacement of Members and an NCOP permanent delegate	No deviation	Enhanced and effective oversight
	Increased relations with ISDs	Level of interaction with ISDs for oversight specific knowledge	100% interaction with identified ISDs	100% achieved. Supported the GPL collaboration with the ISDs, AGSA, Fiscal and Financial Commission, Public Protector, the PSC and the Human Rights Commission	No deviation	Enhanced and effective oversight



Deputy President Kgalema Motlanthe addressing the Oxford University Conference on 20 Years of Democracy in South Africa

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved cooperation and collaboration within the Legislative Sector	Increased participation in Sector Fora	Number of participation at Sector Fora	Eight (two quarterly)	Achieved. The sub-programme participated in 17 Sector forums, including the Task Team on the development of the Induction Manual for Members; Table Staff Forums and Legal Advisors Forum, organised by the Legislative Sector Support (LSS)	No deviation	Learning best practices; benchmarking and sharing knowledge on sector-specific issues
	Effective legal and procedural services provided to Committees, the MPL's and the House	Level of qualitative legal and procedural services provided to Committees, the MPL's and the House	100% Legal and procedural services provided quarterly	100% Legal and procedural advice was provided to the House, Committees and the MPLs during the consideration of Budget, Quarterly and Annual reports; and processing of Bills	No deviation	Effective and qualitative legal and procedural services provided to Committees, the MPL's and the House
Increased responsiveness of the budget to the needs of the people of Gauteng	Improved scrutiny of sub-ordinate legislation	Level of scrutiny of sub-ordinate legislation	100% quarterly	100% achieved. All regulations submitted for the period under review were scrutinised	No deviation	Enhanced oversight and law making
	Drafted Money Bills Amendment Procedure and Related Matters Legislation	One draft Bill	Adopted Money Bills Amendment Procedures and Related Matters Act quarterly	The Money Bills Amendment Procedures and Related Matters Act were not adopted	This follows the decision by Office Bearers that the project scope on the Bill be revised to elongate consultation process until the end of the political term	Effective oversight of legislative compliance by departments

PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved management and coordination/ collaboration of legislative business	Improved coordination of the Legislature Business programme	Level of coordination of Legislature programme	100% monthly coordination of Legislature programme	100% Coordination of the Legislature Programme for the financial year	No deviation	Enhanced coordination of the Legislature business programme
Improved efficiency of the HR value chain	Improved HR management across the Core Business stream	Level of compliance with HR policies	100%	100% compliance with HR policies	No deviation	Efficient HR management
Improved effectiveness and efficiency in SCM processes	Increased compliance with SCM policies and legislation	Level of compliance with SCM policies and legislation	100%	100% Compliance with SCM policies and legislation	No deviation	Enhanced compliance to SCM policies and legislation
Improved management of risks	Reduced risks associated with the delivery of Core Business	% of Risks associated with the delivery of Core Business mitigated	75% quarterly	75% Compliance with the delivery of Core Business risks mitigated	No deviation	Effective risk management
Compliance to all applicable laws, acts, regulations, policies and procedures	Increased compliance with the financial management processes	Level of compliance with the financial management processes	100%	100% Compliance with the financial management processes	No deviation	Improved compliance to financial management processes

SUB-PROGRAMME NAME: INFORMATION AND KNOWLEDGE MANAGEMENT

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters	
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)
Increased responsiveness of the budget to the needs of the people of Gauteng	Supported implementation of the PEBA model	Level of independent information supplied in support of PEBA	100% supply of independent information quarterly
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	100% functionality quarterly
			Actual Achievement against Planned Annual Target (2013/14)
			Reasons for deviation from Planned Annual Target (2013/14)
			Results achieved (effectiveness)
			Enhanced functionality of the House and its Committees
			No Deviation
			100% of independent information was provided/supplied in support of PEBA
			The resolutions tracking system is 100% functional
			No deviation
			Enhanced ability of the GPL to hold the Executive accountable



PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved effectiveness of the oversight function to enhance service delivery	Improved access to information through the portal	Level of access to information portal	100% access (third quarter)	100% access. The Information Centre portal continues to be the hub of information for the Institution and has been accessible with relevant and current information throughout the financial year	No deviation	Enhanced law making and oversight
	Improved provisioning of records and language services	Level of records and language services provided to the House and Committees	100% services provided (quarterly)	100% provision of records and language services was achieved	No deviation	Enhanced access to information in preferred languages
	Developed GPL Language Policy	Approved Language Policy	Completed and approved Language Policy by the second quarter	Policy not completed and approved	The Language Policy cannot be finalised until the promulgation of the National Language Services Act	Enhanced oversight, law making and public participation
	Improved provision of documents and records services	Level of documents and records services provided to the House and Committees	100% provision of services quarterly	100% documents and records service provided to the House and Committees	No deviation	Enhanced efficiency of House processes

PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved working environment conducive to productivity	Increased use of Document Management System (DMS) for institutional memory management and preservation	Level of usage of DMS	90% quarterly	Usage level of the DMS system is at 90%	No deviation	Improved access to information and institutional memory
Improved working environment conducive to productivity	Institutionalised Knowledge Management Practices	Level of Knowledge Management Practices institutionalised	75% quarterly	50% of the Knowledge Management Plan is institutionalised	Scenario Planning (25%) will be implemented as part of the 20 Years of Democracy Project in the 1st quarter of 2014/15	Enhanced institutionalisation of Knowledge Management Practices in the GPL
Increased public participation through mainstreaming of all oversight imperatives of the Institution	Increased support to enhanced usage of the electronic petitions system	Level of functionality of the electronic petitions system	100% functionality quarterly	The electronic petitions system is 100% functional	No deviation	Enhanced public participation
Improved cooperation and collaboration within the Legislative Sector	Sustained participation in the Legislative Sector	Number of participation in the SALSA Forum	Four (one per quarter)	Four SALSA Knowledge Management Forums attended	No deviation	Sustained participation in the Legislative Sector

PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved stakeholder management practices	Increased satisfaction of internal stakeholders	Level of satisfaction of stakeholders	80% by the fourth quarter	The scores from the stakeholder satisfaction survey for all sub-units of the Directorate averaged to 79.3%	The 0.7% deviation may be due to the low response rate to the stakeholder satisfaction survey	Increased levels of stakeholder satisfaction
Improved efficiency of the HR value chain	Improved HR management across the Core Business stream	Level of compliance with HR policies	100%	100% compliance with HR policies	No deviation	Efficient HR management
Improved effectiveness and efficiency in SCM processes	Increased compliance with SCM policies and legislation	Level of compliance with SCM policies and legislation	100%	100% compliance with SCM policies and legislation	No deviation	Enhanced compliance to SCM policies and legislation
Improved management of risks	Reduced risks associated with the delivery of Core Business	% risks associated with the delivery of Core Business mitigated	75%	75% overall of Information Knowledge Management (IKM) risks were reduced	No deviation	Effective risk management
Compliance to all applicable laws, acts, regulations, policies and procedures	Increased compliance with the financial management processes	Level of compliance with the financial management processes	100%	100% compliance with financial management processes achieved	No deviation	Improved compliance to financial management processes

SUB-PROGRAMME NAME: COMMUNICATION AND PUBLIC PARTICIPATION AND PETITIONS

IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY						
STRATEGIC GOAL 1:						
ACTUAL						
This section is the consolidation of the four quarters						
PLANNED This section is an extract from the APP	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Increased responsiveness of the budget to the needs of the people of Gauteng	Improved implementation of PEBA	Level of implementation of PEBA	Five regional budget process workshops by the 4th quarter	Five regional budget process workshops were conducted	No deviation	Enhanced public involvement during the budget process
			Full implementation of communications and public participation plans to support PEBA imperatives	Communication and public participation plan in support of PEBA imperatives were fully implemented	No deviation	
	Improved implementation of the GPL annual Communication Strategy	Level of implementation of the annual Communication Strategy	100% implementation of the annual Communication Strategy quarterly	100% implementation of the annual Communication Strategy	No deviation	



The GPL and Oxford University Round Table on 20 Years of a Democratic Legislature

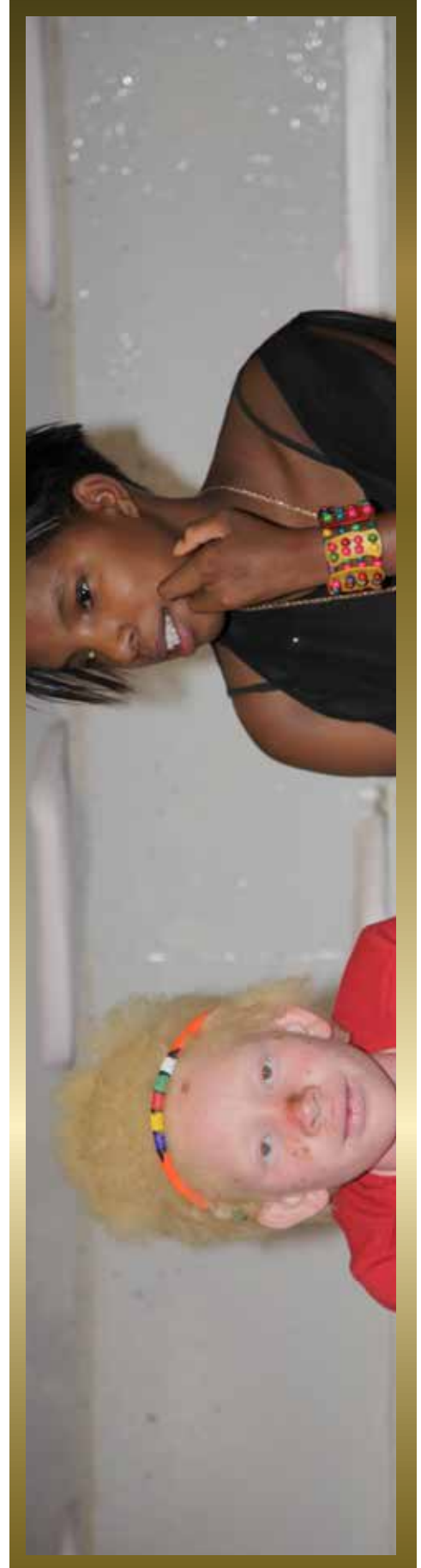
STRATEGIC GOAL 1: IMPROVED ACCOUNTABILITY BY THE EXECUTIVE TO THE LEGISLATURE IN RESPECT OF SERVICE DELIVERY							
PLANNED This section is an extract from the APP				ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)	
Improved stakeholder management practices	Improve profile of the GPL to the people of Gauteng	Level of implementation of the Communication Strategy by the	100% implementation of annual Communication Strategy by the fourth quarter	100% of the communication plan to profile the GPL to various stakeholders were developed and fully implemented	No deviation	Enhanced stakeholder relations aimed at improving public participation in legislative processes	
Increased public participation through mainstreaming of all oversight imperatives of the Institution.	Increased implementation of Committee Inquiries	Level of implementation of communication and public participation plan	Implementation of communication and public participation plan quarterly	One communication and public participation plan was developed and implemented	No deviation	Improved communication and public participation in the GPL processes	
Increased public participation through mainstreaming of all oversight imperatives of the Institution.	Increased integration of public participation initiatives in the Programme of the Legislature	Number of interventions to improve public education	One project plan and report for the overhaul of the public education function by the 4th fourth quarter	One project plan was developed to overhaul public education and job profiles to resource the function were also approved	No deviation	Improved public education and participation in the GPL processes	
	Increased integration of public participation initiatives in the Programme of the Legislature	Number of interventions to improve public education	240 public education workshops	240 public education workshops were conducted	No deviation	Improved public education and participation in the GPL processes	
Improved effectiveness of oversight function for enhanced service delivery	Increased implementation of the Petitions System	Level of functionality of the Petitions System	80% of the petitions processed	80% of the petitions processed	No deviation	Improved processing of petitions and integration of oversight processes	

STRATEGIC GOAL 2: IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS.						
IMPROVED EMPOWERMENT OF THE PEOPLE OF GAUTENG TO PARTICIPATE IN THE LEGISLATURE BUSINESS.			ACTUAL			
This section is an extract from the APP			This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
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 PPP Strategy to enhance 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 implementation of the PPP Strategy	100% implementation of the PPP Strategy with reference to designated groups quarterly	100% of the PPP Strategy aimed at designated groups was implemented	No deviation	Enhanced participation by designated groups in the processes of the Legislature
Increased public participation through mainstreaming of all oversight imperatives of the Institution	Implemented Public Participation Strategy	Level of implementation of the annual PPP Strategy	100% implementation of the annual PPP Strategy quarterly	100% of the annual PPP Strategy was implemented	No deviation	Enhanced public participation and oversight

GOAL 3: IMPROVED QUALITY OF LAWS PASSED THAT IS RESPONSIVE TO THE NEEDS OF THE PEOPLE OF GAUTENG						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved law making by Members	Increased support in the implementation of the GPL law making mechanisms	Level of implementation of communication and public participation plans to support law making	Four quarterly communication and public participation plans	Four quarterly communication and public participation plans were implemented in support of law making	No deviation	Enhanced law making capacity by Members and Committees

STRATEGIC GOAL 4: STRENGTHENED GPL'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved cooperation and collaboration within the Legislative Sector	Increased participation in Sector Fora	Number of participation at Sector fora	Four (one per quarter)	Participated in four Sector Fora	No deviation	Learning best practices; benchmarking and sharing knowledge on sector specific issues

STRATEGIC GOAL 4: STRENGTHENED GPL'S ROLE IN FOSTERING COOPERATIVE GOVERNANCE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)
Improved stakeholder management practices	Increased alignment of the GPL with the NCOP Programme	Level of implementation of communication and public participation plans to support the GPL and the NCOP programme	100% implementation of communication and public participation plans quarterly	100% of the communication and public participation plans were implemented	No deviation	Increased awareness and alignment to the NCOP programme
	Increased satisfaction of internal stakeholders	Level of satisfaction of stakeholders	80% by the 4 th quarter	The scores from the stakeholder satisfaction survey for all sub-units of the Directorate averaged to 72%	The 8% deviation may be due to the low response rate to the stakeholder satisfaction survey	Increased levels of stakeholder satisfaction



STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE							
Strategic Objective	Measurable Objective	Performance Indicator	Planned Annual Target (2013/14)	Actual Achievement against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Target (2013/14)	Results achieved (effectiveness)	
Improved efficiency of the HR value chain	Improved HR management across the Core Business stream	Level of compliance with HR policies	100%	100% compliance with HR policies was achieved	No deviation	Improved compliance and efficiency	
Improved effectiveness in SCM processes	Increased compliance with SCM policies and legislation	Level of compliance with SCM policies and legislation	100%	100% compliance with SCM policies and legislation was achieved	No deviation	Improved compliance and efficiency	
Improved management of risks	Reduced risks associated with the delivery of Core Business	% of Risks associated with the delivery of Core Business mitigated	75% quarterly	75% of the risks associated with the Core Business were mitigated	No deviation	Improved risk management	
Compliance to all applicable laws, acts, regulations, policies and procedures	Increased compliance with the financial management processes	Level of compliance with the financial management processes	100%	100% compliance with the financial management processes was achieved	No deviation	Improved compliance with financial management processes	

STRATEGIC PROJECTS

No	Project Name	PROJECT DESCRIPTION	NATURE AND STATUS OF THE PROJECT
1.	Public Participation Survey	The project was aimed at conducting a survey to measure public perception about the role, effectiveness and efficiency of the GPL in fulfilling its constitutional mandate of oversight, law-making, public participation and cooperative governance. The survey also sought to inform improvements in fulfilling the GPL mandate.	This is a research project that seeks to gather inputs from the people of Gauteng on how well the Institution is doing in terms of being the tribune of the people. The project commenced in 2013/14 and will continue in 2014/15. Currently field work is being conducted as part of data collection.
2	Draft Money Bills and Related Matters Amendment Procedure Act	The project intends to produce a Bill that will provide for a procedure to amend money Bills in terms of section 120(3) of the Constitution. This statutory process will constitute as a tool to enhance budgetary oversight of the public purse focusing particularly on the Executive. It empowers the Legislature to have a say in conducting oversight over the budget proposed which is aligned to approved Government policies.	The project is a long term project which depends on a Bill to be enacted into an Act. The draft Bill was developed and the project will be completed and recommendations implemented during the 5 th legislative term.
3	The GPL Law Making Framework	To give effect to the GPL's mandate on law making with the objective to ensure that Members of the GPL are provided with a user-friendly manual that outlines the processes for the initiation and processing of draft Bills and legislative proposals.	<p>The following milestones were produced in the period under review:</p> <p>A draft Law Making and Legislative Development Manual was produced and signed off by the Secretariat;</p> <p>A report was concluded with recommendations on how the GPL can improve its capacity for initiating laws and enhance its constitutional mandate of law making;</p> <p>Training and development was conducted and transfer of skills on the development of a law making manual and training thereon took place; and</p> <p>The Standing Rules were amended accordingly to incorporate the law making framework.</p> <p>Exceptional milestones are as follows:</p> <p>There was ongoing training and development for Members and staff; and</p> <p>Packaging and printing of the law making manual was done in line with the corporate identity of the GPL.</p>
4.	Legislative oversight: 20 Years of Institution Building and Democratic Consolidation	The year 2014 marks a significant milestone of South Africa's 20 years of democracy. To commemorate this, the GPL commissioned a project titled "Twenty Years of Institution Building and Democratic Consolidation." The project underscores the important role that the GPL played in the nascent, albeit, vibrant democracy. The high level scope of the project entails the development of the GPL's 20 Years of Democracy Report; celebrating two decades of democracy through thought leadership conversations and developing the long term strategy and plan for the Legislature.	<p>The project was initiated in this financial year and will be completed in 2014/15. It was kick-started with the development of a draft GPL 20 Years of Democracy Report, followed by a Roundtable Discussion Session held in partnership with Oxford University in the UK. The project deliverables include the following:</p> <ul style="list-style-type: none"> • The GPL 20 Years of Democracy Report; • The GPL 20 Years of Democracy Book; • The GPL 20 Years of Democracy Coffee Table Book; • The GPL 20 Years of Democracy Documentary; • The GPL 20 Years of Democracy Encyclopaedia of Members; and • The GPL Long-term plan.

PROGRAMME 5: OFFICE OF THE CHIEF FINANCIAL OFFICER (CFO)

1. PURPOSE

The purpose of the Programme is to provide professional financial, risk and SCM services to stakeholders for the realisation of the GPL strategic goals and objectives. The Office strives to raise financial resources equitably to ensure adequate funding for the implementation of the institutional strategic plan whilst promoting effective financial management in respect of revenue, expenditure, assets and liabilities.

2. STRATEGIC OBJECTIVES

- Improved cooperation and collaboration within the Legislative Sector;
- Improved efficiency and effectiveness 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;
- Increased facilities and infrastructure support to Members and staff of the GPL;
- Improved stakeholder management practices; and
- Compliance to all applicable laws, acts, regulations, policies and procedures.

3. KEY FUNCTIONS

Key functions include the promotion of strong financial, supply chain and risk management practices through partnership processes with all Programmes of the GPL. The Programme provides effective management of all financial resources through the implementation of best business practices by linking strategic planning, budgeting and reporting.

The Programme is also responsible for ensuring continuous implementation of the FAMLA and all relevant financial legislation to enhance the fiscal stability, accountability and integrity of the GPL. Other functions include the improvement of internal controls, risk management and governance processes. The Programme comprises of the following sub-programmes:

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

4. SUMMARY OF ACHIEVEMENTS

4.1. Leadership and Governance

As less favourable global economic conditions persist, South Africa as a country remains vulnerable to this economic challenge. The Gauteng Province, as an economic hub of the country is also affected. The GPL however continued with its contingency plan of ensuring that the Institution achieves its stated objectives with limited resources, by implementing cost cutting measures and prioritising activities and projects. The Programme was able to achieve this through consultative processes between the Speaker, the MEC of Finance and Provincial Treasury to ensure that the GPL delivers effectively on its mandate.

Being closely related concerns, finance; SCM; audit, risk management; governance and compliance activities were increasingly aligned and managed to reduce or eliminate wasteful, unauthorised and irregular expenditure and promote good governance. This enhanced the continuation of economic and efficient utilisation of resources for the achievement of the Institution's objectives.

The GPL developed the 2014/15 Annual and Financial Plans and coordinated the 2014/15 APP. The Institution's APP was adopted by the Speaker's Budget Lekgotla and the LSB and was aligned to Treasury's resource allocation letter and certified by all Programme Managers in the Institution. Bilateral discussions and engagements with Committee Chairpersons and relevant Committee staff were undertaken to confirm APPs and associated budgets. Budgets determined and allocation letters were issued to Committee Chairpersons for certification.

During the 2013/14 Adjustments Budget process, meetings were conducted to consider emerging priorities and the Adjustment Budget was approved by the LSB for submission to the Gauteng Provincial Treasury. Discussions with the Head of the Gauteng Provincial Treasury led to the finalisation of the requirements for the 2014 Medium-Term Expenditure Framework (MTEF) and Adjustments Budget. 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 improve the GPL's project management.

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 CPOF. The Programme conducted regular bilaterals with the Provincial Treasury to ensure effective cash flow management and adequate cash flow resources.

The GPL continued to implement the revenue generation measures and strategy, in preparation for the 2014/15 financial year. Financial reports were prepared and presented to leadership, oversight structures and Committees through the Chairperson's Standing Committee meetings and other avenues.

The Institution also coordinated and facilitated the 2012/13 Regulatory Audit and the Political Party Fund Audit by the AGSA, in line with the FAMLA and the Gauteng Political Party Fund Act. The 2012/13 final audit report was issued on 31 July 2013 and the Institution once again achieved an unqualified audit opinion. The Political Party Fund report was presented by the Speaker to the House in 2013. An external audit strategy was developed to address the AGSA's reported findings. The implementation of the action plans was monitored and reported on throughout the period.

A strategic risk assessment was conducted in June 2013; the outcome of which informed the 2013/14 IAP. The ARC approved the 2013/14 IAP and presented the GPL's Top 10 risks to the LSB for adoption. An outsourced internal audit service provider executed audits, as informed by the IAP. Operational risk assessments were conducted for most sub-programmes. An Occupational Health and Safety (OHS) risk register was developed for the first time and elevated OHS matters to institutional level. The GPL monitored and reported on the action plan implementation status for the strategic and operational risk registers and reported on the resolution of the internal and external audit findings, using the BarnOwl risk management system.

The Institution embarked on initiatives to continue to improve the control environment, risk management and governance processes. Reports were presented to the Secretariat and in the RMC and ARC meetings. The GPL coordinated and facilitated the RMC and ARC meetings, with a complete agenda and reports. The ARC Terms of Reference were revised and the committee conducted a self-evaluation and evaluated internal audit's performance, in line with good governance. The Risk Management

Strategy and Policy were revised. The Risk Management Strategy was approved by the LSB. The RMC Terms of Reference were reviewed and reports enhanced to address risk related issues. The Programme attended and participated in LSB meetings and other oversight and governance meetings for the period. Responses were prepared and presented to oversight Committees to enable accountability and responsibility to be enforced within the Institution.

In endeavouring to combat fraud and corruption in the Institution, the GPL held Fraud Prevention Committee (FPC) meetings on a quarterly basis, preceding RMC meetings. The FPC report included the progress on the fraud prevention plan and reported it to oversight bodies. A Fraud Prevention Survey was conducted in September 2013; the outcomes of which were used to improve the GPL's fraud risk management initiatives. The FPC Members underwent an induction training to enhance their contribution to the Committee and the Institution as a whole. One awareness initiative was implemented per quarter, over the financial year, to improve Management's understanding of fraud risk management.

A business impact assessment was concluded. The outcome will inform the review of the existing business Continuity Plan and improve the GPL's response to disasters, without compromising the continuity of key functions.

4.2. Internal Business Processes

To ensure a comprehensive budget and planning process, the GPL facilitated the review and signing off of APPs and refined the 2014/15 MTEF chapter. In addition, the Institution reviewed and finalised the 2014/15 APPs in line with the revised APP and MTEF allocations. The Budget Statement Chapter and budget tables were updated to incorporate Treasury's 2014 MTEF allocations, and subsequently the final 2014/15 budget statement was submitted to Treasury. The GPL further engaged the Provincial Treasury and requested additional funding for the Political Party Fund and other emerging priorities, through the second Adjustment Budget.

The planning and budgeting process for 2014/15 was reviewed to enhance the planning processes and the GPL made its submission on the uniform Legislative Sector budget and programme structures through the CFO's Forum. In striving for continuous improvement,

the planning and budgeting framework was reviewed and implemented accordingly. The IDU budgeting system was implemented and the 2014/15 budget loaded accordingly.

To ensure improved expenditure management, the 2014/15 tabled budget was captured on the SAP system before the beginning of the financial year. The SAP system was furthermore aligned to the GRAP requirements and other SAP enhancements were implemented to improve transactional workflow.

In line with Section 49 of the FAMLA, 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 prepared for Political Parties on a monthly basis. Within 30 days of the end of each quarter, institutional performance reports were prepared, consolidated and submitted 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 the FAMLA, all the liabilities of the Institution were settled. The Chart of Accounts was reviewed, to align to the institutional structure.

To enhance financial reporting and curb challenges that were inherent in the preparation of the 2011/12 financial statements, mid-year Interim Financial Statements for 2013/14 were prepared in line with GRAP and the FAMLA requirements. Financial and non-financial reports were prepared and submitted to all monitoring and oversight structures. The financial year-end closure process was implemented effectively. Expenditure and activity projections for all Programmes were also developed by mid-March 2014, in line with the FAMLA requirements. The Investment and Petty Cash policies were developed and approved by the LSB in the period under review.

To improve the supply and demand value chain and ensure improved facilitation of requisitions, demand plans for all Programmes were prepared to facilitate requisitions for goods and services, for the 2013/14 financial year. A response to the demand plans was facilitated to enable the Institution to deliver on its mandate. All approved requisitions were processed in line with the applicable SCM policies. The 2013/14 Delegation of Authority was revised and subsequently, the 2014/15 Delegation of Authority was pro-actively developed and approved, to ensure appropriate levels of delegation and to improve operational efficiencies. The final version was presented to the Institution prior to the 2014/15 financial year end.

Vendor management for suppliers of goods and services was enhanced through the finalisation of the remaining milestones on the Intenda System. Existing suppliers in the database were furthermore vetted and the non-vetted suppliers were removed from the database. To meet the demand for unforeseeable events, the GPL facilitated the condonation of ex-post factos. Contract management remained a key aspect in managing service providers' performance and all contracts were accounted for in the Contract Register. The SCM policy was reviewed and revised to elevate the provision of professional SCM services to an advanced level.

The asset management cycle was managed, from planning and acquisition, through to maintaining the asset throughout its use and finally disposing of it when required. The safeguarding of the GPL's assets remained a priority, as prescribed by the FAMLA. The Programme conducted bi-annual asset counts and embarked on an impairment of assets exercise, to satisfy GRAP 21 requirements. The Asset Management Policy was also enhanced and revised in the period under review.

In support of the Secretariat, sub-committees coordinated and fulfilled their mandate as outlined in the applicable terms of reference, as listed below:

- Terms of Reference for the Budget Council were reviewed;
- Budget Council meetings were held to consider the Annual Performance and Financial Plans for 2014/15, for recommendation to the Speaker and the LSB;
- The Asset Disposal Committee meetings were held. The committee made recommendations to the Accounting Officer, on the effective disposal of damaged and obsolete assets;
- The Legislature Adjudication Council (LAC) met to ensure adherence to SCM principles and to adjudicate on tenders evaluated by the Tender Evaluation Committee. Final recommendations on the awarding of contracts were made in line with the Delegations of Authority; and
- The FPC and RMC were coordinated effectively, as detailed in the "Leadership and Governance" section above.

To ensure compliance to all applicable rules and legislation, monthly financial reports were presented to the Executive Authority (Speaker), in line with the FAMLA provisions. A

Compliance module, on the BarnOwl risk management system, was procured. This will automate the compliance requirements that the GPL must adhere to, in the 2014/15 period. In response to concerns raised by the AGSA in the previous financial year, the GPL embarked on a continuous update of the vendor database to ensure compliance to applicable legislation and requirements.

4.3. Stakeholder Management

The GPL strived to improve and sustain relationships with all relevant stakeholders throughout the period under review. Accordingly, partnership meetings were hosted with among others, the following: National and Provincial Treasuries, the AGSA and SARS.

Monthly partnership meetings were conducted with Programme Managers and Chairpersons of Committees, fostering consultation to improve working relations. Quarterly expenditure and performance outcome discussions were held with Provincial Treasury. Presiding Officers, Programmes of the GPL and sub-programmes were supported and guided through the planning and budgeting process.

The GPL played a leading role in the National SALSA CFOs Forum and our CFO is the Chairperson of this Forum. A conference was also held in East London. The CFO's Forum is the platform for CFO's and financial practitioners in the Legislative Sector, where best practice, innovations that are relevant to the sector and challenges are addressed. Most significantly, the CFO shared and engaged with peers on some of the latest innovations in public finance. Notably, the GPL contributed to uniform Legislative Sector budgeting in the CFOs Forum.

To improve stakeholder relations, closer liaison with the MA Directorate was maintained to ensure service excellence to Members. Monthly meeting reports were prepared and distributed during MA meetings.

Meetings and continuous engagements were held with the AGSA, on a regular basis. The outsourced Internal Audit service provider was treated with the same courtesy. Relations with both these assurance providers remain extremely cordial and professional. Bilateral discussions and engagements with Committee Chairpersons and relevant Committee staff were undertaken to confirm the APP and the budgets.

Regular engagements with all Programmes, sub-programmes and respective Programme Managers

were conducted to finalise the 2014/15 budget as well as reprioritisation of projects for 2013/14 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 was provided on a formal and informal basis. To embed risk management within the Institution, consultation with all Programme Managers was conducted, to track, monitor and report on the implementation of action plans for the strategic and operational risk registers and internal and external audit findings.

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 Management meetings were held subsequent to the Board and Secretariat meetings, to communicate decisions of the Board and Secretariat and implementation thereof. Tasks emanating from the LSB, Secretariat, oversight structures and all sub-committees of the Board and Secretariat were tracked and reported on accordingly.

4.4. Learning and Growth

To support the continuous learning and growth of staff, a number of training programmes were embarked on, to enhance the relevant skills and competency required to provide the professional services needed for the GPL to deliver on its mandate. The Programme capacitated the accounts payable with training and compiled supplier reconciliations in line with GRAP requirements. A number of approved vacancies were filled successfully and interns were appointed, as part of the internship programme.

In striving to support the objectives and strategy of the Institution related to learning and growth, some of the GPL staff members were awarded bursaries to further their studies. The aim was to create an environment that encourages staff to develop their careers and improve skills required for their jobs. Conferences were attended to remain abreast of the developments around relevant professional services required in the GPL. Workshops were furthermore conducted within the Institution, to enhance understanding of the roles and responsibilities of Management in adhering to relevant policies and procedures, for improved service delivery.

5. PROGRAMME PERFORMANCE INFORMATION

SUB-PROGRAMME: EXECUTIVE OFFICE OF THE CFO

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets (2013/14)	Results achieved (effectiveness)
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Improved strategic planning of the Programme	Tabled CFO Programme APP presented to Executive Authority and the LSB and aligned to results based planning methodology	Completed CFO Programme APP finalised six months prior to the start of the new financial year	The CFO Programme was completed The APP was finalised six months prior to the start of the new financial year and aligned to results based planning methodology	No deviation	CFO Programme aligned to Presiding Officers resolutions, political imperatives and the GPL mandate Performance according to the strategic plan
	Increased implementation of results based planning methodology	% of plans meeting the parameters of results based planning	100% by the second quarter	100% of Plans met the parameters of results based planning	No deviation	Adequately resourced Programme Compliance with relevant and applicable legislation
	Increased results based reporting	% of reports that focus on results	100% quarterly, mid-year and annual reports	100% of the quarterly, mid-year and annual performance reports were prepared and reported in line with results based reporting methodology	No deviation	Communicated the GPL service delivery plans to enhance transparency and accountability
	Complete and accurate annual budget aligned to Strategy and APP	Tabled and adopted budget for the CFO Programme aligned to Strategy and APP	Annual Budget aligned to APP	The CFO Programme's Annual Budget was completed and aligned to the adopted Strategy and APP	No deviation	Prevention of over and under expenditure
	Improved financial management	% Over and under expenditure against budget line items	5%	The Programme under-spent its allocated budget by 4.5%	No deviation	Improved budget management

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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 and non-financial reports tabled	Monthly, Quarterly and Annually	Quality and timeous monthly, quarterly and annual reports were tabled	No deviation	Effective institutional financial, supply chain and risk management Improved financial and risk management capacity and skills Foster ethical and good governance Satisfied stakeholders Prevention of unauthorised, irregular, fruitless and wasteful expenditure Proactive engagement to resolve potential challenges Work in a cohesive and integrated manner Efficiency measures awareness
Achieved clean audit	Increased compliance to financial management processes	Level of compliance to financial management processes	100%	100% Achieved	No deviation	Improved compliance to financial management processes

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Achieved clean audit	Improved leadership strategy to achieve clean audit	Relevant and updated strategy to achieve a clean audit	100%	100% Achieved	No deviation	Unqualified audit opinion Improved control environment Compliance with Corporate Governance Practices and applicable legislation
Improved stakeholder management practices	Improved financial, supply chain and risk management partnership services to all the GPL Programmes	Frequency of partnership engagements with the GPL Programmes	Quarterly	The CFO Programme embarked on partnership engagements with all Programmes on a quarterly basis, on financial, supply chain and risk management services	No deviation	Improved stakeholder support services Increased awareness of finance, supply chain and risk management practices

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Improved cooperation and collaboration within the Legislative Sector	Increased participation and support in the CFO Forum for Parliament and the Legislature	Level of participation in the Legislative Sector (number of meetings attended)	Four	The CFO participated in two out of two scheduled CFO Forum meetings, in the Legislative Sector	Only two meetings were scheduled for the whole sector during the period No meetings were scheduled in Quarter 2 and 3 due to the AGSA's Regulatory Audit process and 2014/15 Planning sessions at all Legislatures	Enhanced sector wide approach Unified sector policies and procedures Sustained participation in the Legislative Sector
Compliance to all applicable laws, acts, regulations, policies and procedures	Increased compliance to all Acts, regulations, policies and procedures	% Compliance to all Acts, regulations and policies and procedures	100%	100% Compliance	No deviation	Compliance to all applicable laws, acts, regulations, policies and procedures resulting in good governance

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Achievement of clean audit	Improved internal control environment within the GPL	% Resolution for reported internal and external audit findings, in the 2013/14 financial year, using the Audit Tracking Register	75%	75% of reported internal and external audit findings were resolved in the 2013/14 financial year	No deviation	Averted adverse audit opinion Ensured compliance with corporate governance practices
Improved management of risks	Improved risk management and governance processes	% Implementation of action plans in the 2013/14 risk registers.	75%	75% of Action plans were implemented for the 2013/14 risk registers	No deviation	Improved risk management of the GPL

SUB-PROGRAMME NAME: FINANCE

STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE

PLANNED		ACTUAL				
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Increased facilities and infrastructure support to Members and staff of the GPL	Allocation of resources to party facilities in line with relevant Acts and policies	% of Facilities in line with relevant Acts and policies	100%	100% of Political Party funding payments were processed 100% of Monthly Constituency Allowances payments were processed to all Parties that complied with the provisions of the regulations 100% of Reports on expenditure were reported to all political parties	No deviation	Enable Members to fulfil their constitutional obligations Reduced dependency on private funding Enhanced multi-party democracy



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Integrated Results Based Planning, Budgeting, M&E and Reporting System	Adequately funded APP	% Funded APP	100%	Developed 2014/15 budget statement chapter and budget data base that ensured 100% funding of the approved APP	No deviation	Ensured adequate funding of the APP to fulfil the GPL's mandate and strategic goals Maintained allocative efficiency and fiscal discipline
Increased facilities and infrastructure support to Members and staff of the GPL	Improved revenue generation	% Increase of revenue generated	30%	20% Increase of revenue generated was achieved in the reporting period	No increase in the generation of revenue due to the non-receipt of Aid in the period under review and the decrease of interest earned from the bank due to the payment of R27 million to Gauteng Treasury, from the GPL's cash reserves in the financial period 2013-14	Adequate funded Institution to fulfil the GPL's mandate and implement the strategic plan Increased own financial resources Enhanced cash flow management

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Integrated Results Based Planning, Budgeting, M&E and Reporting System	Complete, accurate and timely Annual and Bi-Annual Financial Statements in line with applicable legislation and accounting standards	Bi-Annual Financial Statements adopted	Bi-Annual Financial Statements within 60 days after mid-year	Bi-Annual Financial Statements were concluded and adopted within 60 days after mid-year	No deviation	Transparent reflection of the GPL's financial performance and financial position, changes in net asset and cash flow
		Annual Financial Statements adopted	Annual Financial Statements within 60 days after year end	Annual Financial Statements were concluded, adopted and submitted to the AGSA within 60 days after year end	No deviation	Maintained accountability for money spent on the implementation of the strategic plan Fostered public pride and confidence
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Increased implementation of results based planning	% of Plans meeting the parameters of results based planning for performance and financial plans	100%	100% of the GPL's Plans were developed in line with the parameters of results based planning	No deviation	Communicated the GPL service delivery plans to enhance transparency and accountability Ensured appropriate and adequate allocation of financial resources
	Increased results based reporting	% of Reports in compliance with the results based methodology	100%	100% of Monthly reports were developed in line with the parameters of results based reporting	No deviation	Increased public awareness of the GPL service delivery plans

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Integrated Results Based Planning, Budgeting, M&E and Reporting System	Improved cash flow management	% of Available funds to honour financial obligations	100%	100% of Funds were available in the current account, to honour financial obligations	No deviation	Optimal cash flow management Ensured financial obligations were duly honoured
Integrated Results Based Planning, Budgeting, M&E and Reporting System	Improved management of the budget	% Over and under expenditure against budget line items	5%	The sub-programme under-spent its allocated budget by 4.5%	No deviation	Prevention of over and under expenditure Improved budget management
Compliance to all applicable laws, acts, regulations, policies and procedures	Improved processing of payment to suppliers of goods and services in line with applicable acts and policies	Timeous payment of service providers	30 days from receipt of invoice	All service providers' invoices received by finance were processed and paid within 30 days	No deviation	Ensured compliance with the FAMLA Improved public confidence in the GPL
Compliance to all applicable 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	100%	100% compliance to all applicable laws, acts, regulations, policies and procedures	No deviation	Prevented unauthorised, irregular and fruitless/wasteful expenditure Compliance to all legislation Ensured unqualified audit

**STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

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Achievement of clean audit	Improved internal control environment within the GPL	% Resolution for reported internal and external audit findings, in the 2013/14 financial year, using the Audit Tracking Register	75%	75% of Reported internal and external audit findings, in the 2013/14 financial year, were resolved	No deviation	Maintained unqualified audit opinion Improved the GPL control environment
Improved management of risks	Improved risk management and governance processes	% Implementation of action plans in the 2013/14 risk registers	75%	75% of action plans from the 2013/14 risk registers were implemented	No deviation	



SUB-PROGRAMME NAME: SUPPLY CHAIN MANAGEMENT

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE

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Improved effectiveness in SCM processes by achieving the principles of fairness, transparency, equity and value for money	Economical, effective and efficient procurement of goods and services	% of Goods and services acquired in line with the SCM Policy	95%	98% of goods and services were acquired in line with the SCM Policy	No deviation	Resources provided to implement the strategic plan Resources acquired economically, efficiently and in a fair and transparent manner Value for money realisation Alignment with SCM Policy, BBBEE and PPPFA Acts
Improved effectiveness in SCM processes by achieving the principles of fairness, transparency, equity and value for money	Increased participation from HDI, People with disabilities (PWD), Women and Youth in procurement processes	% of HDI, PWD, Women and Youth participating in procurement processes	60% HDI 30% Women 10% Youth 2% PWD	61% HDI 30% Women 14% Youth 0.03% PWD	While the three targets on Preferential Procurement were achieved, or exceeded, the target for PWD remains a challenge for the Institution, despite the interventions that were applied	Socio-economic imbalances are redressed Improved participation from Women and Youth

STRASTRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
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Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved effectiveness in SCM processes by achieving the principles of fairness, transparency, equity and value for money	Increased implementation of the centralised system for acquisitions of goods and services	% of Centralisation of all acquisitions of goods and services	100%	100% Centralisation of all acquisitions of goods and services	No deviation	Resources provided to implement the strategic plan Resources acquired, economically and efficiently in a fair and transparent manner Value for money realisation Alignment with BBBEE and PPPFA Acts
Compliance to all applicable 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	100%	100% Compliance to all laws, acts, regulations, policies and procedures	No deviation	No unauthorised, irregular and fruitless/wasteful expenditure Compliance to all relevant and applicable laws, acts, regulations, policies and procedures resulting in good governance

STRASTRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED This section is an extract from the APP			ACTUAL This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved effectiveness in SCM processes by achieving the principles of fairness, transparency, equity and value for money	Improved vendor management	% of Compliant vendors	100%	100% Compliant vendors	No deviation	Resources provided to implement the strategic plan Resources acquired, economically and efficiently and in a fair and transparent manner Value for money realisation Compliance to all applicable laws, acts, regulations, policies and procedures resulting in good governance. Compliance to all applicable application of laws, acts, regulations, policies and procedures resulting in good governance

STRATEGIC GOAL 5: IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE						
PLANNED			ACTUAL			
This section is an extract from the APP			This section is the consolidation of the four quarters			
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Achievement of clean audit	Improved internal control environment within the GPL	% Resolution for reported internal and external audit findings, in the 2013/14 financial year, using the Audit Tracking Register	75%	75% of reported internal and external audit findings were resolved in the 2013/14 financial year	No deviation	Averted adverse audit opinion Improved risk management for sub-programmes Compliance with Corporate Governance Practices and relevant legislations
Improved management of risks	Improved risk management and governance processes	% Implementation of action plans in the 2013/14 risk registers	75%	75% of Action plans from the 2013/14 risk registers were implemented	No deviation	Averted adverse audit opinion Improvement in the GPL control environment



SUB-PROGRAMME NAME: RISK MANAGEMENT

STRATEGIC GOAL 5:

IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved effectiveness of the oversight function for enhanced service delivery	Improved support to oversight bodies for enhanced service delivery	Complete and timeous reports to the RMC, Secretariat and ARC	Quarterly	Complete and timeous quarterly reports were submitted to the RMC, Secretariat and ARC	No deviation	Improved monitoring by oversight bodies and improved accountability for enhanced service delivery
Improved effectiveness of the oversight function for enhanced service delivery	Improved support to Programmes for enhanced governance	Updated and enhanced audit tracking and strategic risk register	Monthly	The audit tracking and strategic risk register was updated monthly throughout the period Audit tracking was enhanced by automating the tracking processes on the BarnOwl risk management system	No deviation	Improved risk management practices through enhanced audit tracking reports
Improved management of risks	Improved system of internal control	Number of initiatives to improve the overall internal and external audit opinion on the adequacy and effectiveness of internal controls	Four initiatives per annum	Four initiatives per annum were conducted	No deviation	Improved system of internal control within the GPL
Improved management of risks	Improved risk management and governance processes	Track and monitor the % implementation of quarterly action plans for the strategic risk register	Quarterly tracking and monitoring of the % implementation	The % of implementation of quarterly action plans was tracked and monitored quarterly	No deviation	Progressive and improved risk management and governance processes within the GPL
Improved management of risks	Increased risk management awareness levels	Number of awareness sessions to improve the level of risk management maturity	Four awareness sessions per annum	A minimum of four awareness sessions per annum were conducted	No deviation	Improved risk management for the GPL's management

**STRATEGIC GOAL 5:
IMPROVED PUBLIC CONFIDENCE IN THE GOVERNANCE AND LEADERSHIP OF THE LEGISLATURE**

PLANNED This section is an extract from the APP		ACTUAL This section is the consolidation of the four quarters				
Strategic Objective	Measurable Objective	Performance Indicator/ Measure	Annual Target 2013/14	Actual Achievement Against Planned Annual Target (2013/14)	Reasons for deviation from Planned Annual Targets(2013/14)	Results achieved (effectiveness)
Improved management of risks	Increased level of fraud awareness	Number of fraud awareness initiatives conducted	Four	Four fraud awareness initiatives were conducted for the period	No deviation	Improved fraud awareness levels contributing to reduced fraudulent activities
Compliance to all applicable 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	100%	100% Compliance to all applicable laws, acts, regulations, policies and procedures	No deviation	Compliance to all applicable laws, acts, regulations, policies and procedures, resulting in good governance





GAUTENG

LEGISLATURE

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PART C:
SECTION IV
GOVERNANCE

RISK MANAGEMENT AND INTERNAL CONTROLS

The GPL 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 which provides 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 efforts and priorities, and to determine the skills required of managers and staff to improve controls and to manage these risks. The significant risks are communicated to the Board, who carry ultimate responsibility. The identified risks, their likelihood of occurrence, severity if the risks materialise, mitigating control and the risk management outcomes are reported on a regular basis.

The Risk Management Strategy primarily aims to manage the risks that threaten the achievement of the GPL's adopted strategic goals and objectives. The Strategy was revised during the period under review to align it to best practices and developments in the risk management field.

The Risk Management approach focuses on five components:

- Control environment;
- Risk assessment;
- Control activities;
- Information and communication; and
- Monitoring activities.

The GPL established and capacitated the Audit, Risk and Governance Directorate to support Management in improving the internal control environment and enhancing risk management and governance processes. A Strategic Risk Assessment was facilitated by internal audit during the period, culminating in a Strategic Risk Register that identifies the top ten risks facing the GPL and outlines the necessary action plans that need to be developed to mitigate such risks. The process entailed involvement of the Extended Secretariat as the responsible authority to manage such risks.

The risks were first rated inherently (without controls) and then residually (taking controls into account). The residual

risk rating was then used to prioritise the risks from high to low risk ratings. The progress on the implementation of action plans in the risk register is tracked, monitored and reported to the RMC, Secretariat, ARC and ultimately to the LSB.

To improve the GPL's risk management maturity level and endeavour to lay a good foundation for Enterprise Wide Risk Management (ERM), various risk management awareness initiatives were implemented during the year.

Internal Audit

The internal audit function is outsourced to an independent service provider, Nexia SAB&T, who continued to operate in line with the approved terms of reference and associated SLA based on the requirements of the FAMLA and Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors.

The Strategic Risk Register informed the 2013/14 IAP, on a risk based approach. The ARC approved the IAP and adequacy and effectiveness reviews on the internal control environment, risk management and governance processes were conducted accordingly.

The internal audit function provided an objective and independent assurance to Management and the ARC on the adequacy and effectiveness of internal controls, risk management and governance processes of the GPL.

FRAUD AND CORRUPTION

The PSC administers the GPL's Anti-fraud and Corruption Hotline at a National level. Members, staff, service providers and the public are continuously encouraged to phone the Hotline number to report possible or alleged incidents of fraud or corruption. Whistle blowers have the option to remain anonymous and are protected in terms of the Protected Disclosures Act no 26 of 2000. Cases reported are sent to the Forensic Department of the Gauteng Department of Finance (GDF) and then forwarded to the GPL's Accounting Officer for further investigation, if necessary.

The Fraud Prevention Plan (FPP) Operational Committee took responsibility for the implementation of the FPP within the GPL. Comprehensive progress was made on

the implementation strategy of the FPP. A number of fraud prevention activities were carried out during the year.

To enhance the capacity and effectiveness of the Committee, members underwent an induction training programme during the reporting period. The Committee reports progress on a quarterly basis to the various oversight structures. The Audit, Risk and Governance sub-programme periodically requests the report with the Hotline cases reported for GPL from the GDF and includes this in the quarterly Fraud Risk Management report presented to the RMC, Secretariat, ARC and the LSB. Fraud Risk Management awareness initiatives were implemented quarterly during the period under review, to help combat fraud and corruption.

CODE OF CONDUCT AND MANAGEMENT OF CONFLICT OF INTEREST

The Code of Conduct protects the integrity and image of both elected MPLs and appointed public officials and ensures that decisions taken are not influenced by conflict of interest. This demands a high level of ethical conduct such as ensuring that Members and officials declare their financial interest on an annual basis. The Code of Conduct for Members is included as part of the revised Standing Rules of the House which were adopted in 2013. In this regard, all Members declared their financial interest to the IC and the Register of Members' Interest was published.

With regard to appointed officials, the GPL has a Code of Ethics and Business Conduct (2010) and Supply Chain Policy (2011) which regulates the conduct of staff members. In terms of the code and the policy, all senior managers submitted their financial interests to the Secretary to the Legislature, and the Secretary to the Legislature also submitted his declarations to the Speaker. In addition, relevant staff members dealing with procurement declared their financial interests throughout and members of the LAC declared their interest in all meetings where they had to consider tenders. In an effort to strengthen ethical conduct by all the GPL staff, a revised draft Code of Conduct and Ethics Framework for the GPL employees was developed to ensure that the GPL maintains the highest ethical standards.

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

Brief description and nature of health, safety and environmental issues and the effect it has on the Institution

The OHASA requires the Employer to bring about and maintain, as far as is "reasonably practicable" a work environment that is safe and without risk to the health of the worker. This means that the Employer must ensure that the workplace is free of substances, articles, equipment, processes, etc. that will or may cause injury, damage or disease. Where this is not possible, the Employer must inform workers of these dangers, how to avoid them and how to work safely.

The scope of this Act is appropriately wide. It covers the private, public and agricultural sectors, domestic workers in private households and persons who are exposed to hazards even though this may not occur in the context of employment. Occupational health and safety (OHS) is part of every Employer's legal, moral and management obligation. It is an investment, a cost saver, productivity booster, skills retainer and sustainability insurer.

Safety Culture in the GPL

Safety issues are beginning to be recognised as a priority within the Institution through the assistance of the RMC, which includes for instance, accommodating persons with disability in the VIP parking garage during events, to ensure their safety. As the GPL is an event-driven Institution, it is the norm to take the necessary precautions to ensure a safety culture in all initiatives of the Institution, such as food testing and certification for caterers to minimise food poisoning. The Occupational Health Nurse also plays a huge role within the Institution, including the medical examinations and doctor referrals of staff and examination of injuries on duty. As a result, there were no injuries on duty due to direct negligence by the Employer during the reporting period.

The Health and Safety Committee

Representatives of the Health and Safety Committee were elected by peers and they served the purpose of monitoring and providing assistance in relation to safety in their delegated sections of the Institution. Areas of responsibility were also allocated to highly trained fire fighters. Quarterly inspections were conducted and reports thereof submitted to the RMC. All Units within the GPL were trained on housekeeping and proper stacking. Annual fire evacuation exercises were conducted in collaboration with various disaster agencies in Gauteng (e.g. fire, traffic and medical services).

REPORT OF THE AUDIT COMMITTEE (ARC)

We are pleased to present our report for the financial year ending 31 March 2014.

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. Seven (7) meetings were held during the 2013/14 financial year, as detailed below:

#	Member Name	Membership Category	Number of meetings attended
1	John Davis (Chairperson)	Independent	7
2	Alwyn Martins	Independent	4
3	Roy Mnisi	Independent	6
4	Refilwe Letwaba	Non-Executive	2
5	Mike Madlala	Non-Executive	2
6	Peter Skosana	Executive	7

Committee responsibility

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

The Audit & Risk Committee also reports that it has adopted appropriate formal Terms of Reference as per 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 Provincial Legislature (GPL) over financial risk and risk management is generally effective, efficient and transparent. In line with the 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 processes, 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 that indicate 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 the GPL's compliance, risk and performance environment, as well as responsibilities that the 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 Officer of the 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 Officer;
- 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 outsourced 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.

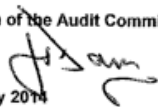
Conclusion

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

Chairperson of the Audit Committee

Mr J. Davis

Date: 25 July 2014



MAINSTREAMING GENDER AND TRANSVERSAL ISSUES IN THE GPL

The mainstreaming of gender and transversal issues is strategically positioned within the Office of the Secretary. A number of initiatives were implemented to address related matters such as gender, race, disability, youth and other matters of equity and equality.

Previously, a Gender, Youth and Persons with Disability (GEYODI) Committee was established in the GPL to mainstream gender and other transversal issues throughout the business of the Institution, as an oversight mechanism over the GPG departments. Mainstreaming transversal issues requires that diversity matters, particularly those relating to previously disadvantaged people, are made part of the normal operations of the Institution. Although GEYODI was dissolved during this reporting period, the GPL continued to make strides in addressing the mainstreaming of transversal issues in its operations, thereby normalising the inclusion of previously marginalised groups in the GPL decision-making processes through the institutionalisation of processes and OCPOL reporting mechanisms.

The GPL also developed and adopted the Gender Policy, which is operationalised through various initiatives, including implementing and reporting on the Employment Equity Policy amongst others. Accordingly, the interests of women, youth and PWD are promoted through this policy, particularly in the supply chain processes of the Institution.

Transversal mainstreaming is further implemented through public participation initiatives such as the implementation of various Sector Parliaments for the following previously disadvantaged groups: women, youth, persons with disabilities, senior citizens, workers and LGBTI. These Sector Parliaments serve to provide a platform where the concerns and views of the previously disadvantaged people are discussed and their inputs are incorporated in the decision-making processes of the Legislature, through resolutions of the Sector Parliaments and feedback sessions.

The GPL led the way for the Legislative Sector by hosting the Inaugural Interfaith Parliament and the Parliament for LGBTI, encouraging open debate on contentious societal issues, in an effort to promote inclusion and social cohesion. The GPL has thus been pro-active in ensuring that transversal issues become central to its day-to-day operations. This is signified by, amongst others, the various steps that were taken to render the Institution accessible and user-friendly, both physically and in relation to access to information. This includes the installation of wheelchair ramps in the main entrances to the building and on the first floor, and publishing the GPL Annual Report in Braille and in six other languages to ensure inclusive reach of the people of Gauteng. Even though the mainstreaming of transversal issues is a complex and gradual process, the various activities that have become part of the institutional calendar are an indication of the fact that it has started to successfully take root within the GPL. To fully implement gender and transversal elements in the GPL, a resource that specialises in this area of work needs to be appointed. The appointment process is in its final stages and the function will be located in the Office of the Secretary.

OCPOL RESOLUTIONS

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
1.	Programme One: Leadership and Governance	Please provide the Committee with reasons for non-inclusion on the report of targets relating to CPA participation and the development of the law-making framework.	<p>The GPL Administration embarked on a process of reviewing its APPs for the 2013/2014 financial year during the month of June 2013. During this process, APPs were revised and submitted for consolidation; however some of the targets in question were erroneously omitted from the consolidated APP. It can, however, be reported that the identified targets were being implemented and monitored, as if they were not omitted.</p> <p>(i) CPA Participation During the quarter under review the programme participated in the following CPA activities:</p> <p>The CPA 14th Commonwealth Africa Region Speakers and Presiding Officers Conference that was held in the Seychelles. The Conference creates a forum for Speakers to interact and share experiences through mutual and frank exchanges of their responsibilities back in their home countries. Topics for consideration included, inter alia, the role of the Presiding Officer in enforcing recommendations of Parliamentary Committees; whether the time has come for African Parliaments to require MPs to meet certain formal qualifications and the challenge of a Speaker in ensuring true democracy through balancing interests of majority and minority parties.</p> <p>In addition, the CPA Africa Region held a Coordinating Committee meeting to review progress of the implementation of its Strategic Plan, and is considering offers for hosting subsequent Meetings of the Executive Committee and Conferences, as well as the election of the CWP Chairperson and other Office Bearers of the CPA International.</p> <p>(ii) Development of the Law Making Framework The Role of the Programme was to monitor the development of the Law Making Framework. A draft has since been developed and enhanced by Core Business based on the Constitutional Court Ruling which declared unconstitutional rules and stated that MPs had to get permission from a majority of the House before tabling a bill. The draft Law Making Framework is awaiting approval from Presiding Officers.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
2.	2013/14 budget shortfall	Please provide the Committee with reasons for the 2013/14 budget shortfall	The budget of the Legislature was determined by the Provincial Treasury without any consultation with the Legislature. Secondly, in the 2012/2013 financial year, the political party funds were increased by about R30 million which was not provided for by Provincial Treasury. Despite repeated attempts and communication from the GPL, Provincial Treasury simply ignored the demands of the GPL. The GPL spent a total of R87 million on political party funds and constituency funds, but was only allocated R60 million that was ring-fenced for political party funds. As a result, the GPL had to find about R30 million from retained income and cut down in some areas to make resources available for constituency allowances. The GPL will continue to engage with Provincial Treasury to ensure that it is appropriately resourced to undertake its constitutional mandate.	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
3.	Implementation of the improved resolution tracking system	Please provide the Committee with a progress report relating to the implementation of the improved resolution tracking system	<p>The framework for the resolution tracking mechanism was developed 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.</p> <p>The tracking of resolutions has become a standard item on the agenda for all Committees where updates on the status of the tracking of resolutions and compliance are provided by Departments. In this regard, Committee 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 and as soon as it is adopted by the House; it becomes part of the business of the House. A template for resolutions reporting was also developed.</p> <p>Moreover, there are change management mechanisms in place to ensure widespread use and uptake of the system throughout the Institution. The change management focus was in the area of capturing Executive responses including supporting documents (reports). This will ensure the reliability and credibility of information that is captured on the system. In addition, it is important to state that the reports generated from the system are comprehensive and cover all essential components of resolutions. Change management furthermore included training workshops to enhance end-user knowledge and understanding of the resolutions tracking framework and electronic resolutions tracking system.</p> <p>IKM demonstrated the functionality of resolutions tracking to the CPOF and at the Presiding Officer's Meeting. The refresher training on the tool was also conducted with all Committee staff in March 2013. Usage of the tool also increased.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
4.	Plan put in place to mitigate the budget shortfall	Provide the Committee with a plan to mitigate the budget shortfall	The GPL embarked on a process of reprioritisation and identification of funds from lower priority and areas of inefficiency across all Programmes, to ensure alignment of the Institution's budget with the tabled budget. The budget cuts will not have adverse effects with regard to the implementation of the Institution's APP. Programme budgets were reprioritised from compensation of employees by deferring new vacant positions to the second quarter of the financial year, under goods and services items such as accommodation, international and domestic conferences, S&T, team-building, institutional study tours, and some of the new capital projects. The GPL will furthermore engage Treasury to place more emphasis on the realignment of the 2013/14 tabled budget with the GPL budget inputs in relation to compensation of employees and CAPEX. The aim is for the GPL to correct the misalignment during the Adjustments Budget process.	Yes
5.	Revisited the APP as a result of the budget shortfall	Has the GPL revisited the APP as a result of the budget shortfall?	Yes, the GPL revisited the APP to address the budget shortfall.	Yes
6.	Leadership and Governance	How will this programme respond to the budget shortfall taking into account a number of targets contained in the APP?	The APP was revised in line with the allocated budget.	Yes
7.	Leadership and Governance	Which projects within this programme are likely to be affected by this budget shortfall?	The International study tours and the GSF projects will have to be carried over to the MTEF.	Yes
8.	Sub-Programme Two: Office of the Deputy Speaker	Please provide the Committee with reasons for over-expenditure during the quarter under review	The over-expenditure was due to the Deputy Speaker, Hon. Moiloa attending the funeral of the late Deputy Governor of the Ekiti State, Her Excellency Mrs Funmilayo Adunni Olayinka, which was not budgeted for. The payment of the accommodation was effected in September 2013.	Yes
9.	Reasons for not achieving a target on tabling a report to the House	Please provide the Committee with reasons for not achieving a target on tabling a report to the House on the implementation of resolutions by the Executive	The report could not be tabled due to programming challenges. It will be tabled during this Term.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
10.	Reporting on capacity building for MPLs	Why is the Office of the Deputy Speaker reporting on capacity building for the MPLs whilst that is a function of the MA sub-programme?	The Deputy Speaker is the political champion of the Members' capacity building programme and has the overall responsibility of overseeing and ensuring that the programme is executed successfully.	Yes
11.	Public Participation and Petitions (PPP) Intervention Team Report	Please provide the Committee with details of a report that was received from the PPP intervention team	To facilitate the seamless implementation of the GPL PPP Strategy, the PPP Intervention project was completed in November 2012. Achievements of the interventions amongst others included a benchmark with other Legislatures to determine a model suitable for the GPL. An efficacy and impact framework for overseeing the continuous implementation of the PPP was also piloted. The PPP Intervention report provides extensive recommendations for taking public participation to a higher level in the Institution, as well as tools to facilitate this, including an action plan to guide systematic implementation of the PPP Strategy. The report was presented to Presiding Officers and was attached for ease of reference.	Yes
12.	Businesses that did business with the GPL	Please provide the Committee with a list of businesses that did business with the GPL during the period under review	The list of businesses that did business with the GPL during the period under review was provided to OCPOL.	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
13.	Progress report relating to the implementation of the COVAC	Please provide the Committee with a progress report relating to the implementation of the COVAC	<p>The COVAC was formally introduced to the GPL through:</p> <ul style="list-style-type: none"> • Presentation to and endorsement by ANC Caucus (Governance, Plenary and EXCO); • Numerous presentations to and endorsement by the GPL Committee Chairpersons; • Presentation to and endorsement by the GPL Presiding Officers incl. three presentations to the Secretariat; and • Numerous and ongoing presentations and a practical Workshop to the Committees Administration (Committee Support Unit {CSU}, Research and House Proceedings). <p>Pilot Phase</p> <ul style="list-style-type: none"> • The Framework was piloted to Portfolio Committees; • Some Committees adopted the format while others did not; • It was advised by Proceedings that the templates impact on the Standing Rules of the Legislature, to such a degree that it requires an amendment of the Standing Rules to effectively implement the COVAC Templates; • Proposed suggestions and amendments to the GPL Standing Rules were made and submitted to Proceedings; • A COVAC implementation team was set up through partnership between the Office of the Chairperson of Committees, the Office of ED: CB and included CSU, Research and Proceedings; and • Some amendments/suggestions were made by the team and these were effected. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
			<p>Status Quo</p> <ul style="list-style-type: none"> • Pilot is on-going; and • Awaiting adoption by the Rules Committee and subsequent inclusion into the Standing Rules. <p>Next Steps</p> <ul style="list-style-type: none"> • Recommendations were prepared for consideration by the Rules Committee with regard to the matters arising from the template; • The Report of the Committee was tabled in the Sitting of the 4th of June 2013; • Full rollout to all Portfolio Committees; • Development of specific frameworks for Standing Committees; • Consultation and collaboration with Standing Committees; and • Pilot to Standing Committees. 	
14.	Non-inclusion of targets	Please provide the Committee with the reason for the non-inclusion of the quarterly report on some targets	As alluded to in response 1 above, the targets were erroneously omitted in the consolidation of the revised APP. These targets included monitoring administrative services provided to MPLs; and monitoring of the implementation of the Members' Services Charter. It is important for the Committee to note that the above mentioned targets were consolidated under measurable objectives namely "Improved oversight over the administration services and Members Ethics and Privileges" and an annual target "Quarterly Oversight Assessments conducted on Administration Services and Ethics and Privileges". The Quarterly meetings of the LSB and its Sub-Committees serve as platforms and mechanisms to monitor the stated targets.	Yes
15.	CPA Functions	Please share with the Committee an emerging institutional priority that resulted in non-attendance of the CPA functions	This related to Branch Meetings which were impacted upon by the non-availability of Members due to Sittings of the House, Committee Business and other party work, including constituency work.	Yes

OCPOL RESOLUTIONS

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
1.	Programme One: Leadership and Governance	Please provide the Committee with reasons for non-inclusion on the report of targets relating to CPA participation and the development of the law-making framework.	<p>The GPL Administration embarked on a process of reviewing its APPs for the 2013/2014 financial year during the month of June 2013. During this process, APPs were revised and submitted for consolidation; however some of the targets in question were erroneously omitted from the consolidated APP. It can, however, be reported that the identified targets were being implemented and monitored, as if they were not omitted.</p> <p>(i) CPA Participation During the quarter under review the programme participated in the following CPA activities:</p> <p>The CPA 14th Commonwealth Africa Region Speakers and Presiding Officers Conference that was held in the Seychelles. The Conference creates a forum for Speakers to interact and share experiences through mutual and frank exchanges of their responsibilities back in their home countries. Topics for consideration included, inter alia, the role of the Presiding Officer in enforcing recommendations of Parliamentary Committees; whether the time has come for African Parliaments to require MPs to meet certain formal qualifications and the challenge of a Speaker in ensuring true democracy through balancing interests of majority and minority parties.</p> <p>In addition, the CPA Africa Region held a Coordinating Committee meeting to review progress of the implementation of its Strategic Plan, and is considering offers for hosting subsequent Meetings of the Executive Committee and Conferences, as well as the election of the CWP Chairperson and other Office Bearers of the CPA International.</p> <p>(ii) Development of the Law Making Framework The Role of the Programme was to monitor the development of the Law Making Framework. A draft has since been developed and enhanced by Core Business based on the Constitutional Court Ruling which declared unconstitutional rules and stated that MPs had to get permission from a majority of the House before tabling a bill. The draft Law Making Framework is awaiting approval from Presiding Officers.</p>	Yes
2.	2013/14 budget shortfall	Please provide the Committee with reasons for the 2013/14 budget shortfall	<p>The budget of the Legislature was determined by the Provincial Treasury without any consultation with the Legislature. Secondly, in the 2012/2013 financial year, the political party funds were increased by about R30 million which was not provided for by Provincial Treasury. Despite repeated attempts and communication from the GPL, Provincial Treasury simply ignored the demands of the GPL. The GPL spent a total of R87 million on political party funds and constituency funds, but was only allocated R60 million that was ring-fenced for political party funds. As a result, the GPL had to find about R30 million from retained income and cut down in some areas to make resources available for constituency allowances. The GPL will continue to engage with Provincial Treasury to ensure that it is appropriately resourced to undertake its constitutional mandate.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
3.	Implementation of the improved resolution tracking system	Please provide the Committee with a progress report relating to the implementation of the improved resolution tracking system	<p>The framework for the resolution tracking mechanism was developed 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.</p> <p>The tracking of resolutions has become a standard item on the agenda for all Committees where updates on the status of the tracking of resolutions and compliance are provided by Departments. In this regard, Committee 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 and as soon as it is adopted by the House; it becomes part of the business of the House. A template for resolutions reporting was also developed.</p> <p>Moreover, there are change management mechanisms in place to ensure widespread use and uptake of the system throughout the Institution. The change management focus was in the area of capturing Executive responses including supporting documents (reports). This will ensure the reliability and credibility of information that is captured on the system. In addition, it is important to state that the reports generated from the system are comprehensive and cover all essential components of resolutions. Change management furthermore included training workshops to enhance end-user knowledge and understanding of the resolutions tracking framework and electronic resolutions tracking system.</p> <p>IKM demonstrated the functionality of resolutions tracking to the CPOF and at the Presiding Officer's Meeting. The refresher training on the tool was also conducted with all Committee staff in March 2013. Usage of the tool also increased.</p>	Yes
4.	Plan put in place to mitigate the budget shortfall	Provide the Committee with a plan to mitigate the budget shortfall	The GPL embarked on a process of reprioritisation and identification of funds from lower priority and areas of inefficiency across all Programmes, to ensure alignment of the Institution's budget with the tabled budget. The budget cuts will not have adverse effects with regard to the implementation of the Institution's APP. Programme budgets were reprioritised from compensation of employees by deferring new vacant positions to the second quarter of the financial year, under goods and services items such as accommodation, international and domestic conferences, S&T, team-building, institutional study tours, and some of the new capital projects. The GPL will furthermore engage Treasury to place more emphasis on the realignment of the 2013/14 tabled budget with the GPL budget inputs in relation to compensation of employees and CAPEX. The aim is for the GPL to correct the misalignment during the Adjustments Budget process.	Yes
5.	Revisited the APP as a result of the budget shortfall	Has the GPL revisited the APP as a result of the budget shortfall?	Yes, the GPL revisited the APP to address the budget shortfall.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
6.	Leadership and Governance	How will this programme respond to the budget shortfall taking into account a number of targets contained in the APP?	The APP was revised in line with the allocated budget.	Yes
7.	Leadership and Governance	Which projects within this programme are likely to be affected by this budget shortfall?	The International study tours and the GSF projects will have to be carried over to the MTEF.	Yes
8.	Sub-Programme Two: Office of the Deputy Speaker	Please provide the Committee with reasons for over-expenditure during the quarter under review	The over-expenditure was due to the Deputy Speaker, Hon. Moiloa attending the funeral of the late Deputy Governor of the Ekiti State, Her Excellency Mrs Funmilayo Adunni Olayinka, which was not budgeted for. The payment of the accommodation was effected in September 2014.	Yes
9.	Reasons for not achieving a target on tabling a report to the House	Please provide the Committee with reasons for not achieving a target on tabling a report to the House on the implementation of resolutions by the Executive	The report could not be tabled due to programming challenges. It will be tabled during this Term.	Yes
10.	Reporting on capacity building for MPLs	Why is the Office of the Deputy Speaker reporting on capacity building for the MPLs whilst that is a function of the MA sub-programme?	The Deputy Speaker is the political champion of the Members' capacity building programme and has the overall responsibility of overseeing and ensuring that the programme is executed successfully.	Yes
11.	Public Participation and Petitions (PPP) Intervention Team Report	Please provide the Committee with details of a report that was received from the PPP intervention team	To facilitate the seamless implementation of the GPL PPP Strategy, the PPP Intervention project was completed in November 2012. Achievements of the interventions amongst others included a benchmark with other Legislatures to determine a model suitable for the GPL. An efficacy and impact framework for overseeing the continuous implementation of the PPP was also piloted. The PPP Intervention report provides extensive recommendations for taking public participation to a higher level in the Institution, as well as tools to facilitate this, including an action plan to guide systematic implementation of the PPP Strategy. The report was presented to Presiding Officers and was attached for ease of reference.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
12.	Businesses that did business with the GPL	Please provide the Committee with a list of businesses that did business with the GPL during the period under review	The list of businesses that did business with the GPL during the period under review was provided to OCPOL.	Yes
13.	Progress report relating to the implementation of the COVAC	Please provide the Committee with a progress report relating to the implementation of the COVAC	<p>The COVAC was formally introduced to the GPL through:</p> <ul style="list-style-type: none"> • Presentation to and endorsement by ANC Caucus (Governance, Plenary and EXCO); • Numerous presentations to and endorsement by the GPL Committee Chairpersons; • Presentation to and endorsement by the GPL Presiding Officers incl. three presentations to the Secretariat; and • Numerous and ongoing presentations and a practical Workshop to the Committees Administration (Committee Support Unit {CSU}, Research and House Proceedings). <p>Pilot Phase</p> <ul style="list-style-type: none"> • The Framework was piloted to Portfolio Committees; • Some Committees adopted the format while others did not; • It was advised by Proceedings that the templates impact on the Standing Rules of the Legislature, to such a degree that it requires an amendment of the Standing Rules to effectively implement the COVAC Templates; • Proposed suggestions and amendments to the GPL Standing Rules were made and submitted to Proceedings; • A COVAC implementation team was set up through partnership between the Office of the Chairperson of Committees, the Office of ED: CB and included CSU, Research and Proceedings; and • Some amendments/suggestions were made by the team and these were effected. <p>Status Quo</p> <ul style="list-style-type: none"> • Pilot is on-going; and • Awaiting adoption by the Rules Committee and subsequent inclusion into the Standing Rules. <p>Next Steps</p> <ul style="list-style-type: none"> • Recommendations were prepared for consideration by the Rules Committee with regard to the matters arising from the template; • The Report of the Committee was tabled in the Sitting of the 4th of June 2013; • Full rollout to all Portfolio Committees; • Development of specific frameworks for Standing Committees; • Consultation and collaboration with Standing Committees; and • Pilot to Standing Committees. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
14.	Non-inclusion of targets	Please provide the Committee with the reason for the non-inclusion of the quarterly report on some targets	As alluded to in response 1 above, the targets were erroneously omitted in the consolidation of the revised APP. These targets included monitoring administrative services provided to MPLs; and monitoring of the implementation of the Members' Services Charter. It is important for the Committee to note that the above mentioned targets were consolidated under measurable objectives namely "Improved oversight over the administration services and Members Ethics and Privileges" and an annual target "Quarterly Oversight Assessments conducted on Administration Services and Ethics and Privileges". The Quarterly meetings of the LSB and its Sub-Committees serve as platforms and mechanisms to monitor the stated targets.	Yes
15.	CPA Functions	Please share with the Committee an emerging institutional priority that resulted in non-attendance of the CPA functions	This related to Branch Meetings which were impacted upon by the non-availability of Members due to Sittings of the House, Committee Business and other party work, including constituency work.	Yes
16.	Sub Programme Three: Office of the Chair of Chairs Committee Enquiries System	Please provide the Committee with reasons for non-inclusion of the targets on the quarterly report	<p>The issue of exclusion of targets was covered in response to 1 above. The Office of the Chairperson of Committees is responsible for overseeing the strategic plans of all Committees, including the Committees Inquiry System. The Chairpersons Committee considered a report based on the pilot of the Committee Inquiry which took place in the last financial year, and based on the lessons learnt, processes and mechanisms to improve future Committee inquiries were developed.</p> <p>Arranging and hosting national conference on oversight and accountability</p> <p>As part of contributing to the body of knowledge within the Legislative Sector, and based on the successful International Public Participation Conference, the GPL planned to host a Conference on oversight and accountability. The project was however deferred due to budget constraints.</p> <p>Monitoring participation of CSO and implementing and monitoring of Sectoral Parliaments</p> <p>Both these activities are covered under the PPP targets of the APP and Quarterly Reports. These include the Youth Parliament (June 2013), Parliament for People with Disabilities (October 2013), Women's Parliament (August 2013), Interfaith dialogue and LGBTI dialogue.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
17.	Sub Programme Four: Legislature Services Board	Please provide the Committee with reasons for the non-utilisation of allocated resources during the quarter under review	<p>The non-utilisation of allocated resources in the Quarter is related to delays in the finalisation of the FAMLA by National Assembly. The delays have a bearing on the finalisation of the amendments to the Legislature Services Act. In addition, the non-availability of Members of the LSB for training was, in all cases, due to clashes with the GPL Programme.</p> <p>Monitor the implementation of the FAMLA and APP Although the Constitutional Court declared the FAMLA unconstitutional, the invalidity was suspended until the amendments to the FAMLA were done by Parliament. The GPL thus continues to use FAMLA until such time and the LSB continues to monitor the implementation of the FAMLA.</p> <p>Capacity building for Members of the Board and its Sub-Committee; The Members of the Board had challenges in attending the identified capacity building programme as a group because of their conflicting diaries and commitments. The training session on Performance and Remuneration was scheduled to take place on 4 and 5 March 2014 for the Members of the Sub-Committee.</p> <p>Identifying learning and sharing opportunities for the Board Learning and sharing opportunities were identified for the Board with Milpark College. The training however did not take place due to unavailability and diverse commitments of the Board Members.</p> <p>Communication decisions of the Board The decisions of the Board are communicated by the Secretary to the Legislature to all Members and staff immediately after the meetings of the LSB.</p> <p>Implementing Board decisions The Administration led by the Secretary to the Legislatures is responsible for implementation of the Board decisions. The LSB and its Sub-Committees continue to monitor the implementation of decisions on a continuous basis.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
18.	Programme Two: Office of the Secretary	Taking into account the budget decrease within this programme, what possible plan has this Programme put in place to mitigate the budget decline?	The Programme reprioritised the APP in line with allocated funds. In addition, cost efficiency measures were put in place such as avoiding utilisation of commercial facilities for meetings, reduction of consultants' fees, reducing the number of participants in quarterly review sessions/meetings, or where necessary, utilising the GPL space or Government facilities for meetings and reducing the benchmarking exercises of the Administration.	Yes
19.	Programme Two: Office of the Secretary Non-inclusion of the following targets in the quarterly report	Please provide the Committee with reasons for non-inclusion of the targets in the quarterly report	Implementing the resource and change management plan as emanating from the Organisational Development (OD) As alluded to in response 1 above, the targets were erroneously omitted during the consolidation phase of the APP. However, it can be reported that the identified targets were addressed on a continuous basis through the Secretariat's monitoring of the APP. Subsequent to the OD in 2008; a Change Management Framework was introduced. Amongst others, a Project Governance Office (PGO) was established and the GPL adopted Managing by Project processes and methodology. The PGO and Managing by Project processes have already played an important role in the management of its strategic and capital projects in a collaborated and efficient manner. It also assists in managing/aligning resources for these projects. The GPL furthermore enforces the quarterly performance assessments and reporting through the M&E Committee whereby Programme performance is continuously monitored and evaluated.	yes
20.	Programme Two: Office of the Secretary	Which projects within the programme are likely to be affected by this budget shortfall?	The launch of the leadership programme and exchange/ attachment programmes with other Legislatures.	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
21.	Programme Two: Office of the Secretary	<p>Drive SCM policy and financial management processes to achieve a clean audit and accomplish the target of the Secretariat to monitor SCM policy implementation and compliance to set standards and norms for SCM</p> <p>The GPL to implement the ICT strategy and policy</p> <p>Level of implementation of the Speakers' Forum within the Legislative Sector</p>	<p>The Office of the Secretary through the Secretariat continues to monitor the SCM policy implementation. To this end, the 2nd and 3rd Quarter financial reports were presented at the Secretariat to assist in tracking and evaluating the institutional spending in line with the targets that were set in the APP. The SCM procedure manual was furthermore developed and discussed at the Secretariat in the 2nd quarter and is still in the process of finalisation and adoption. The procedure manual also contains SCM norms and standards to monitor compliance.</p> <p>A Comprehensive ICT Strategy, which establishes a framework that covers the range of the routine operation of IT systems was approved and adopted. The adoption of the strategy came after another successful infrastructure intervention of CISCO ECM network design architecture that was fully deployed from 2009 to 2012. The short term intervention focuses on getting the Chief Information Officers (CIO) on board who will then be entrusted with:</p> <ul style="list-style-type: none"> • The implementation of the ICT Strategy; • Establishment of the IT Organisational structure, as recommended in the Strategy; and • Identification of alignment opportunities and interdependencies between the GPL business units and its stakeholders. <p>The ICT implementation roadmap was developed for the implementation of the strategy.</p> <p>The Speaker's Forum decisions are implemented at National and Provincial levels through the SALSA. Legislatures are expected to implement decisions of the Speakers' Forum as was demonstrated by the launch of the SOM. Each Legislature is held accountable by the Speakers' Forum on progress regarding its decisions.</p> <p>At a Provincial level, the GSF as well as a project team led by the Political Advisor to the Speaker was established to drive the implementation.</p> <p>The GSF also works with the municipalities in implementing these decisions. The GPL administration will in future table the SALSA and GSF reports at the OCPOL meetings.</p>	Yes
22.	Programme Three: Corporate Support Services Implementation of the Remuneration and Retention Strategy	Please provide the Committee with a progress report on the implementation of the Remuneration and Retention Strategy	The Remuneration and Retention Strategy was adopted by the LSB on 28 May 2013. An implementation plan was developed and approved by the Secretariat. The Remuneration and Benefits Policies are in development and will be presented to the Policy Committee in Quarter 4 of the 2013/2014 financial year. A workshop by Secretariat to finalise issues related to "red index" or scarce and critical skills was conducted in March 2014.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
	Progress report on the implementation of the Remuneration and Retention Strategy	Implementation of the Remuneration and Retention Strategy	The draft Remuneration and Retention Strategy was tabled at the Secretariat on the 27th of November 2013, and the Secretariat referred the Strategy back to HR for reworking. Further inputs were received at the GPL Mid-Year review which has since been incorporated into the Strategy. The Remuneration and Retention Strategy presentation is on the Agenda of Secretariat for re-tabling in the 4th Quarter of the 2013/14 financial year.	Yes
23.	Programme 3: Corporate Support Services	How will this budget decrease affect targets as contained in the APP of this programme?	As indicated above, the APP of the Programme was revised in line with available and allocated resources.	Yes
24.	Programme 3: Corporate Support Services	Was a target on competency based assessment for the GPL staff agreed on as part of collective bargaining?	In the 2009 salary negotiations, an agreement was reached to replace the broad banding with progressive and predictable pay progression. The competency based assessment is an integral part of the draft Remuneration and Retention Strategy on which the union was requested to submit comments.	Yes
25.	Programme 3: Corporate Support Services	Was the APP of the programme revised as a result of the budget shortfall? If not, how does the GPL seek to achieve the targets without revising them?	The APP of the Programme was revised.	Yes
26.	Reasons for not implementing some of the planned targets and not filling vacant posts within the relevant programmes	Please provide the Committee with reasons for not implementing some of the planned targets and not filling vacant posts within the relevant programmes	Some of the reasons for not implementing some of the planned targets include poor collaboration in some areas (vetting, training on EPIC, late notification and requests for services); dependency on participation by other Legislatures (Video-conferencing); delays in the public entrance conversion due to SAHRA approvals and poor contract management. A list of the vacant posts is attached.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
27.	<p>Non-inclusion and progress of the increasing contribution of the HR value chain</p> <p>Recruitment of new employees in line with EE targets</p>	<p>Please provide the committee with reasons for non-inclusion of progress of the following targets:</p> <p>Facilitation of the EE forum</p> <p>Facilitating of the EE forum meeting</p> <p>Ensuring that 40% of managerial positions are occupied by women</p> <p>Ensuring that 3% of positions are occupied by PWD</p>	<p>Progress on the non-inclusion of the targets is already alluded to in response 1 above. The GPL filled 20 positions in Quarter 2; 13 of which were filled by external candidates.</p> <p>The GPL staff complement is made up of 89.3% Africans, 3% Coloureds, 2.2% Indians and 5.5% Whites. Across all National Groups, Women constitute the majority and 57% of our senior management consists of women. The GPL did not attain its target of 3% of PWD which stands.</p> <p>The Employment Equity Forum (EEF) met during the 1st quarter; however the meeting held was declared not constituted due to the lack of a quorum. The Quarter 2 meeting was held to address the GPL Employment Equity Report for the period 1 Oct to 30 Sep 2013. The EE report was adopted by the EEF in Quarter 2.</p> <p>The GPL target for women in senior management is 50% and for middle management the target is also 50%. The GPL currently has a 57% female representation at senior management level and a 37% female representation at middle management level. In total, women constitute 41.8% of the total senior and middle management population at the GPL.</p> <p>The GPL target for the employment of PWD is 2% of the total staff establishment. This institutional adopted target is aligned to the current acceptable target of 2%. By end of the second quarter, 1.6% of the GPL population was represented by PWD. The Secretariat is monitoring the performance of senior managers against EE targets.</p>	Yes
28.	Under spending, especially in the Office of the Chair of Chairs and the LSB	<p>Please provide the Committee with reasons for under spending, especially in the Office of the Chair of Chairs and the LSB sub-programmes</p>	<p>The reason for under spending by leadership and governance is due to the delay in undertaking the following activities by the sub-programmes:</p> <p>Office of the Chair of Chairs:</p> <ul style="list-style-type: none"> • Meetings on request to Parliament; • Strategic oversight with recommendation and corrective measures on Committee business sessions; and • Institutionalisation of the COVAC framework in the GPL session. <p>LSB</p> <ul style="list-style-type: none"> • Induction of LSB members; • Learning and sharing opportunities for the Board; and • Development of the governance framework/handbook. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
29.	<p>Programme Five: Office of the Chief Financial Officer</p> <p>Sub-Programme Three: Risk and Governance Management</p>	<p>Please provide the Committee with reasons for the non-attainment of a BBBEE target</p>	<p>With regard to HDIs, the main reason can be attributed to the hire of outside venues and accommodation (a high value commodity for this quarter), and the fact that the majority of the hotels/venues are not HDI owned. Another major value factor was the creation of the blanket purchase order for the Digital Telephone system for the remainder of the financial year.</p> <p>With regard to PWDs, the GPL database currently has a very limited number of service providers who have PWDs as shareholders, and the type of services they do offer are not those that the Legislature utilises on a regular basis. To obtain this specific kind of information is also extremely difficult; as it is not reflected on company documents or BBBEE certificates. The GPL will continue to engage with organisations representing PWDs in the endeavour to ensure that this transformation imperative is achieved.</p>	Yes



Resolution No.	Subject	Details	Response by the GPL				Resolved Yes/No
			NATURE	OUTCOME	SANCTION	PROGRAMME/DIRECTORATE	
30.	Four cases reported to the Committee by the National Anti-Corruption Hotline (NACH)	The Committee recommends that the GPL submits a report on the status of the four cases reported to the NACH by end of June 2013	Alleged corruption or improper conduct where a bribery was offered in return for a position	Not guilty	N/A	Administration	Yes
			Forensic investigation into allegations of extortion by procurement official	The forensic investigator recommended that officials in the procurement environment declare their financial and business interests	Procurement officials are now declaring their financial and business interests on an ongoing basis	Office of the CFO	
			Alleged corruption or improper conduct where a bribery was offered in return for a position	Not guilty	N/A	Administration	
			Forensic investigation on inflation of prices by the service provider	The forensic investigator recommended that disciplinary action should be taken against the procurement official in question and that the procurement officials should be trained	A report on the matter is being compiled by the Accounting Officer	Office of the CFO	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
31.	Poor utilisation of SAP	By the 30 th of May 2013, the Committee should be provided with reasons for the poor utilisation of SAP by the Risk and Governance sub-programme that manifests in adverse audit reports	<p>The GPL strives to maximise the utilisation of the SAP system. To enhance this process, the GPL embarked on an ESS/MSS project. Configuration for the 1st phase of the project was completed and was launched in quarter 1 of the 2013/2014 financial year.</p> <p>The second phase of the project will include resuscitation of the Training and Events Module which will interface with ESS/MSS.</p> <p>In the 2012/2013 financial year, the Corporate Support Stream also embarked on a Business Intelligence (BI) project. The project is aimed at providing management with a dashboard to produce reports on human capital, finance and SCM. Configuration on the human capital component for BI was finalised.</p>	Yes
32.	Clean audit	The GPL should ensure that all measures are in place to ensure a clean audit. I.e. controls should be developed to avoid deviation from SCM processes and to prevent ongoing fruitless and wasteful expenditure. This should be reported to the Committee	Measures like the Annual Audit Strategy document, signed and committed to by Management are in place to sustain a clean audit. The RMC provides oversight and monitors that Management adheres to internal controls and that risk management and governance processes are upheld. SCM presents a report on unauthorised/irregular/fruitless and wasteful expenditure to the RMC and the ARC.	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
33.	Measures to achieve a clean audit	Please provide the Committee with plans put in place to ensure that the GPL achieves a clean audit	<p>Immediately after the outcome of the 2012/13 audit, in September 2012, a revised Audit Strategy was developed to address all potential audit risks. The strategy was reviewed on a regular basis to monitor compliance. Implementation is monitored continuously and progress is reported on the Audit Tracking report which is tabled at all RMC and ARC meetings.</p> <p>The Office of the CFO is supported by the Audit, Risk and Governance (ARG) Directorate and continuously embarked on a number of interventions to achieve an unqualified audit, as listed below:</p> <ul style="list-style-type: none"> • SCM, finance, asset management and HR were identified as functions primarily focused on by the AGSA and that have a major impact on audit outcomes. All four of these internal audit reports were presented to the RMC and ARC and were approved; and • The Audit tracking report is used as a key monitoring tool to track the progress on implementation of the findings raised by both internal audit and the AGSA. The 2011/12 and 2012/13 unresolved findings remain in the tracking report until resolved. Once resolved, the ARG Directorate verify the resolved status to ensure that the action plan was implemented fully. This will minimise repeat findings, as long as the issues are resolved on time. 	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
34.	What mechanism has the GPL put in place to address issues that were raised by the AGSA?	What mechanism has the GPL put in place to address issues that were raised by the AGSA?	<p>All findings of the AGSA are registered on an Audit Tracking register and updated with corrective action plans allocated to direct responsible lines.</p> <p>Progress on the Audit Tracking report resolution rate is presented to the RMC and ARC for monitoring.</p> <p>Weaknesses and shortcomings on the Annual Financial Statements (AFS) and Performance Information (PI) were major audit issues during 2012/13. In this regard, internal audit was requested to review the draft AFS and PI, to raise areas to be addressed and allow management time to implement the areas for improvement, prior to the next Audit Committee Meeting.</p> <p>Following this, the Audit Committee then approved the AFS and PI and the final version was submitted to the AG by 31 May 2013 for their year- end audit. The AGSA also advised the GPL to submit the draft AFS to them so that they can provide input on what could be improved on, prior to the formal and final submission. The AGSA assured the GPL that this would not be an audit but a value-add to streamline the process for the Institution.</p> <p>A weekly Audit Steering Committee is held with the Secretary, CFO, AGSA, SCM, HR, Finance, Audit, Risk and Governance to discuss issues relating to the 2012/2013 audit. This enables all parties to discuss and agree on potential findings, resolutions, escalation processes and support to the AGSA.</p> <p>Internal and external audit reports have now been integrated in the performance management system of the Institution through the IPMS policy and Moderating Committee Terms of Reference.</p>	Yes
35.	Leadership and governance	This programme failed to produce an annual impact study report on Resolutions by the House since 2009. Please provide the reasons for this deviation and the implications thereof	The target for the study of resolutions of the House is part of the end of term report of the office. The target was revised for the period under review as result of ongoing work to improve the functionality of the resolutions tracking mechanism. The mechanism has since been improved. The Speaker will table the report as part of the mid-year review.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
36.	Expenditure for the Speakers Forum	Please provide the Committee with the expenditure on the Speakers Forum? How much was spent and why?	<p>The GSF adopted its 5 year Strategic Plan and Plan of Action in 2012. The plan of action outlined key activities to be achieved by the Forum. In implementing its strategic plan, the GSF spent an amount of R 3 258 248, 88. The expenditure was as a result of the following activities as outlined on the GSF Plan of action:</p> <ul style="list-style-type: none"> • Sector Assessment to establish a baseline for performance; • Development and implementation of a GSF Website; • GSF Conference on “Local Government and Accountability”; • Launch of the GSF; • Training of staff in the Office of the Speaker to perform tasks of the GSF; • Setting up of GSF Task Teams and Sub-forums; • GSF quarterly meetings; and • GSF quarterly Task Team meetings. 	Yes
37.	Composition of the LSB	The GPL should submit a report on the review of the composition of the LSB and submit this to the Committee	The LSB is composed in terms of the LSA. The review of its composition is thus dependent on the review of the LSA that governs the LSB. The process of reviewing the LSA has since been put in abeyance pending the finalisation of the recommendations of the Constitutional Court on the FAMLA. At this stage, the GPL is still waiting for the National Assembly to recommend what powers Legislatures have to create and which laws have to be implemented to govern their own processes.	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
38.	Leadership and governance	Please provide the Committee with a report on the participation of this programme in regional and international fora.	<p>How is the participation determined? Programme 1 consists of the Offices of each of the Presiding Officers (POs) as well as the LSB. Participation at forums is as follows:</p> <ul style="list-style-type: none"> • Proactive initiatives based on the strategic plan of the GPL; • Mostly by invite e.g. when the POs are invited to address or present papers at certain sessions both regionally as well as internationally; • When deciding to attend, the POs may or may not choose to be accompanied by relevant support staff. This depends on the nature of the invite; • Before acceptance of any invites, the programme checks relevance and importance of the invite in accordance with the strategic objectives of the programme as well as of the Institution as a whole; • In addition, availability of budget as well as compliance to the relevant legislation and GPL policies are checked and adhered to; • The Speaker participates in activities of the CPA by virtue of her appointment as Chairperson of the CPA Africa Region and is also a resource person for the CPA International; and • In the event where the CPA, GPL Branch participates in conferences or seminars, then the Branch Executive determines the delegation. 	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
			<p>Quality and Impact of Participation</p> <p>The quality and impact of participation is to a large extent determined by the nature of the invite and the capacity in which the invitee was invited. The feedback received was very positive, leading to more requests from local, continental and international forums for presentation of papers, partnership or cooperation between Legislatures/Parliaments and the GPL and benchmarking exercises with the GPL – even in areas where the GPL does not have constitutional competency.</p> <p>The Speaker actively participated in several activities as panellist, advisor, resource person, and also in her capacity as a Chairperson of the Executive Committee of the CPA Africa Region. She also represented the then President of the CPA, Honourable Mahlangu at the CPA International EXCO.</p> <p>To ensure high quality presentations that have impact, the Programme leads a collaborative effort that involves other units such as Research to prepare the relevant documentation/ speeches, as necessary, and finalises it against high quality best practices in terms of content and presentation.</p> <p>How is impact measured?</p> <p>The impact is measured through feedback from participants; engagements which at times lead to positive, sustainable and ongoing agreements and MoUs between the GPL and other regions as well as international bodies.</p> <p>In addition, the Programme assesses the impact against set goals, measurable objectives and quarterly and annual targets.</p>	
39.	Study of PCOs	By the 30 th of May 2013, the Committee should be provided with a progress report on the study of Parliamentary Constituency Offices (PCOs)	<p>Evaluating the effectiveness of the PCOs in Gauteng</p> <p>Purpose of the study:</p> <ul style="list-style-type: none"> • To establish the effectiveness of PCOs in serving local communities; • To establish the role of PCOs in Gauteng promoting greater public participation in governance; • To determine how PCOs can be strengthened in Gauteng; and • To determine whether PCOs serve their intended purpose and public perception. <p>Status progress:</p> <ul style="list-style-type: none"> • A draft report was compiled and presented at the Secretariat meeting; • The Secretariat accepted the report with amendments; and • The report will be presented to Presiding Officers and thereafter to the MA Committee in preparation of the Board presentation. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
40.	Progress report on the reconsideration of the 5% PWD target to 2%	By the 30 th of May 2013, the Committee should be provided with a progress report on the reconsideration of 5% PWDs target to 2% as previously reported	In Quarter 2 and 3 of the 2012/13 financial year, HR reported a total of five PWD staff members that are employed by the GPL. This equates to a 1.4% representation of the overall GPL head count against a target of 3%.	Yes
41.	Role of the PPF	Please provide the Committee with a report on the role of the PPF	<p>The Role of the PPF</p> <p>The Office of the Chair of Committees and the Deputy Chairperson in particular, is entrusted with the responsibility to champion the interests of public participation. During the mid-term review of the Fourth Legislature for the political term 2009-2014, the Presiding Officers resolved that the public participation processes of the GPL should become more meaningful for the people of the province.</p> <p>In this context, the Deputy Chair of Chairs was tasked to oversee the mobilisation of civil society to participate in the GPL and especially in public participation programmes to ensure implementation of the Stakeholder Management Strategy for Presiding Officers. In so doing; all public participation processes are driven politically from the Office of the Deputy Chair of Chairs through the PPF.</p> <p>The PPF was established with Terms of Reference for directing public participation programmes of the GPL. The terms of reference of the PPF are in line with the notion of the GPL which is to define itself as an activist and a transformative Legislature and are aligned with characteristics that are normally associated with such Legislatures.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
42.	Terms of reference for the PPF	What are the terms of reference for the PPF?	<p>The PPF Terms of Reference contain guidelines for the following:</p> <ul style="list-style-type: none"> • The PPF of the GPL as the mechanism to implement its delegated role of leading and directing public participation processes; • The PPF shall be a sub-forum of the Presiding Officers' Forum of the GPL and will thus table regular reports on its work to Presiding Officers; • The objective is to increase provision of political leadership on public participation processes of the GPL; and • Creating a platform for synchronising and integrating public participation efforts towards the shared vision of the GPL. <p>The PPF aims to achieve the following milestones:</p> <ul style="list-style-type: none"> • Coordination of the GPL's Stakeholder Relations Management Plan for 2012-2014; • Re-orientation of public education approaches in the GPL with a view of empowering residents of Gauteng to use democracy to resolve their own problems; • Monitoring of the implementation of the GPL's Public Participation Processes by the House and its Committees; • Monitoring of the quality of institutional support services towards public participation; • Improving of feedback mechanisms for public participation; • Ensuring increased, sustained and empowered participation of CSOs in GPL processes; and • Formalising of Sector Parliaments. 	Yes
			<p>The PPF is composed as follows:</p> <ul style="list-style-type: none"> • The Deputy Chairperson of Committees , who is the Chairperson of the Forum; • The Chairperson of Committees (ex officio member); • The Secretary to the Legislature will ensure that regular reports on the institutional support services to public participation are tabled at the PPF; • The Political Advisor will provide content advice on matters being considered by the PPF; • The Executive Director for Core Business will provide support to the Secretary of the Legislature with tabling of regular reports to the PPF; and • The Stakeholder Relations Manager is the Convener of the PPF and ensures provision of Secretariat service reports. <p>The Deputy Chair of Chairs may invite Chairpersons of Committees and Officials to attend the PPF.</p>	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
43.	Strengthening public participation	Please provide the Committee with measures put in place to ensure that there is capacity in terms of strengthening public participation	<ul style="list-style-type: none"> • The PPP Strategy was developed and is currently being implemented. As part of implementing the strategy, there is increased Committee activity to involve the people of Gauteng and civil society, through Taking Committees to the People, stakeholder engagements, summits and seminars; • A Budget per Committee was introduced and public participation was mainstreamed in Committee work; • More resources were made available over time- the current budget of the Committees stands at R29 million; • The PPF was established under the leadership and guidance of the Deputy Chairperson of Committees to coordinate the mobilisation of the people and CSOs; and • Based on the outcome of the PPP Strategy, an intervention study was furthermore conducted, to identify weaknesses and determine the practices, attitudes, skills and knowledge that are needed. The Administration is developing a short, medium and long term plan to address the issues identified in the PPP Strategy. 	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
44.	Building an entirely new Legislature	By the 30 th of May 2013, the Committee should be provided with a progress report on the development of options to acquire funds to build an entirely new Legislature	<p>A new building for the GPL will require extensive leg-work and preparation. The GPL as a client in this instance will have to employ project managers and a wide-ranging consultancy team, who will have to embrace various roles and responsibilities to get the job done and get it done right. Understanding these roles begins with understanding of every stage that is involved in the development process, from conception to completion. Below is an outline of a proposal developed for approval on the development of options for the acquiring of funds. The proposal has to be approved first before it can be rolled out.</p> <p>The steps of property development Even when the processes may vary from the concept document, any development will have to go through the following processes:</p> <ol style="list-style-type: none"> 1. Pre-purchase; 2. Concept stage; 3. Purchase; 4. Town planning; 5. Working documentation and drawings; 6. Pre-construction; 7. Construction; and 8. Completion. <p>The importance of appointing a team of consultants to organise and advise the GPL on the project's viability cannot be over-emphasized. The GPL can even appoint a development manager as the principal agent in this regard, either a Property Developer or an Architect. The principal agent will be responsible for coordinating the entire process and team of industry professionals or individuals which will include a solicitor, architect, surveyor, town planner and estate agent. It will be expected of the project team to give an honest assessment of end values and marketability of the completed product.</p> <p>There is a need for architects to put together some sketches for the proposed site allowing for the following requirements:</p> <ul style="list-style-type: none"> • Feasibility study; • Township ordinance (Town Planning Scheme); • Transport plan (Department of Roads and Transport); • Energy Plan (Eskom); • Environmental Management Plan (EMP); <ul style="list-style-type: none"> o Dolomite assessment o Storm water management plan o Environmental Impact Assessment (EIA) • Projected growth of MPL's; • Projected growth of political support staff; • Projected growth of administration; • Buildings design theme – exterior and interior; • Envisaged lifespan of the new building; • Number of political parties to cater for and the number of offices for the same; 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
			<ul style="list-style-type: none"> • Open plan consideration for staff up to, say, occupational level P9; • Cellular offices for staff from, say, P8; • Expansion of members in the Debating Chamber – facility of the chamber to expand up; • Size and positions of the galleries of the House; • Number of specialist rooms; • Enquiries room; • Conference rooms and sizes – 20 seater/40 seater/60 seater; • Boardrooms – sizes, number, people to use; • Meeting rooms – 20 seater/40 seater; • Meeting rooms -15 seater/20 seater; • Meeting rooms - 5 seater; • MPL’s executive dining room; • Staff canteen; • Design of building to cater for building expansion as necessary, into the future; • Design of specific facilities to cater for the final projected MPL/staff volume, e.g. Ceremonial Entrance, Public Entrance and Forum, function hall and size, etc.; • Mother’s room; Crèche; • Parking for MPL’s and staff: Covered, Basement, Open; • Bus and events parking; • Visitors parking separate; • Bore hole; • Security wall and entrance; • Green building with energy saving considerations; • Incorporation of international standards and facilities in Legislatures; • Public transport; and • Ease of access and directions. <p>The following subjects still have to be researched and assessed with the help of an Architect and a Professional Quantity Surveyor:</p> <ul style="list-style-type: none"> • Preliminary design; • Cost of the building; • A statement of facility objectives; • Risk analysis of options; • Sustainability analysis; • Sources and uses of funds; • Operating expense analysis; • Return On Investment and payback period analysis; • Life cycle cost analysis/whole life cost analysis; • Cost/benefit rating of alternatives; and • Recommendation with clearly stated assumptions. 	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
			<p>The estimated cost will depend on the design and the GPL can base calculations on a floor space of 60 000 sqm at a cost of at least R600 Million, excluding the land costs.</p> <p>Details of the steps above are outlined in a proposal that was developed for this purpose. The Committee will be provided with a progress report in this regard once the proposal has been approved at Secretariat level, also indicating the options for the acquiring of funds.</p>	
45.	Unauthorised, unfruitful and wasteful expenditure	Were there incidents of unauthorised, unfruitful and wasteful expenditure during the period under review?	As reflected in the Annual Report and the Financial Statements, the GPL did not incur any unauthorised, fruitless and wasteful expenditure during the 2012/13 period.	Yes
46.	Non-compliance to the Gauteng Political Party Funding Act	Was there an incident of non-compliance to the Gauteng Political Party Funding Act by any political party during the period under review?	<p>Yes - Based on the independent audits performed for the 2012/13 period, the following was noted:</p> <ul style="list-style-type: none"> • Two parties did not comply with the Act by not submitting audited financial statements within three months after financial year-end, i.e. 30 June 2013 (COPE: 20 Aug 2013, DA: 8 Jul 2013). • Two political parties received a qualified audit opinion: <ul style="list-style-type: none"> • DA qualified on fixed assets; and • COPE qualified on accounts receivable. • Freedom Front Plus did not submit audited financial statements during the previous period and therefore no funds were transferred to the party for 2012/2013. Steps were taken to ensure that the affected parties comply with the Act. 	Yes
47.	Achievements of the GSF	The Committee recommends that the GPL provides a report highlighting the targets and achievements of the GSF	<p>Target for Quarter 1 Convene GSF meeting to receive progress reports on the implementation of the 5 year plan.</p> <p>One GSF meeting was convened during quarter 1 for adoption of the Phase 1 report of the 5 year plan.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL			Resolved Yes/No
48.	Details of contracts that were entered into during the period under review	Please provide the Committee with details of contracts that were entered into during the period under review	Name of Service Provider	Purpose of Contract	Contract Price	Yes
			Tracker Execufleet	Tracking of the GPL Vehicles	R 109 000. 00	
			Freshly Grounded	Cleaning of the GPL Precinct	R 19 000. 00	
			INS Lesedi Landscaping CC	Garden Services for the GPL Precinct	R 11 878. 00	
			Extra Space	Storage for the GPL Goods	R 3 2230. 00	
			Europ Car	Renting of Vehicles during CPA	R 418 000. 00	
			First National Bank	Banking Services for the GPL	Bank charges which may depend on usage	
			Mustafa Cachalia Consulting	Upgrading of electronic security systems for the GPL	R 1 323 029. 00	
			Old Mutual Parking	Parking Services at 1066	R 36 662. 40	
			Nexia SAB&T	Internal audit services	R1 653 549. 00	
			4Chakras	PPP Intervention	R1 742 056. 00	
			Siyendza Holdings	Supply, install and maintenance of CCTV's	R 9 334 481. 58	
			Feedem Canteen	Canteen and Coffee Bar System	R 110 000. 00	
			Tati-Chain	Asset management system	R 314 403. 82	
			49.	Implementation of the Law Making Framework	Please provide the Committee with a progress report on the implementation of the Law Making Framework	
Docqnet International	Support to LIMS	R 83024. 00				
4Chakras	Service Charter	R 499 548. 00				
			Office of the Premier	Leasing of parking bays by the GPL	R 635 per day	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
50.	M&E quarterly assessment report	The Committee recommends that the GPL submits the M&E quarterly assessment report targeted under the Chair of Chairs sub-programme by the 30th of May 2013	<p>Rationale The Office of the Chair of Chairs noted that Committees have been developing APPs and budgets, but that their APPs have not been formally measured and assessed. Due to the fact that successful and complete Executive Oversight emanates from Committees, committee planning and reporting was standardised.</p> <p>Procedure/Approach</p> <ul style="list-style-type: none"> The format was presented to the AGSA who was extremely impressed and confirmed that through such an initiative, the GPL could be well on its way, not only to an operational clean audit, but to being a leader in this regard in the Country; The format was developed through the same COVAC implementation team that was established as part of the COVAC rollout process; and The format was thoroughly workshopped with the Committee Chairpersons and Administration. Pilot The assessment was piloted to all Portfolio Committees during Quarter 4 of 2012/13; The findings were presented at the Q4 Chairpersons review; and The findings are contained in the attached presentation. <p>Next Steps Continue with Quarter on Quarter assessments of Committee Performance and Recommendations to the Committee Chairpersons.</p>	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
51.	Implementation of the EE plan	The Committee recommends that the GPL submits a report on the implementation of the EE plan by the 30th of May 2013	<p>a) At the end of the Financial Year 2012/2013, the Legislature had a total staff complement of 353 employees.</p> <p>b) The GPL target for women in senior management is 50% and for middle management the target is also 50%. The GPL currently has a 52.38% female representation at senior management level and 37.50% female representation at middle management level.</p> <p>c) At both senior and middle management level, women constitute 41.56% of the total senior and middle management population at the GPL.</p> <p>d) The GPL achieved the target of 50% for the Financial Year 2012/2013 at senior management level, however, positions at middle management needs to be identified for female appointments.</p> <p>e) African employees in the GPL accounted for 89.5%; followed by Whites at 5.1%; Coloureds at 3.1%; and Indians/Asians at 2.3% of the total workforce at the end of the financial year.</p> <p>f) With regard to female representation at the GPL, females accounted for 58.4% of the total GPL workforce with African females accounting for 56.7% of the total African population in the GPL. Females make up 43.93% of the African population provincially.</p> <p>g) 1.4% of the GPL population represents PWD. The GPL aims to employ people with disability at a rate of 3% of the total establishment. This target is above the current acceptable target of 2%.</p>	Yes
52.	Over-expenditure of the Chairs of Chairs and ISS sub-programme	The Committee recommends that the GPL puts measures in place to ensure that the over-expenditure of the Chairs of Chairs and ISS sub-programme does not have a negative impact on the quarter. Feedback should be provided to the Committee by the 30th of May 2013	<p>The GPL enhanced budget expenditure monitoring with the introduction of the following strategies:</p> <ul style="list-style-type: none"> The Office of the CFO continues to present the monthly expenditure reports to the Executive Authority, Secretariat and Programme Managers to serve as an in year monitoring system and early warning on trends in the implementation of the budget; The Planning and Budget Office continues to engage all programmes on a monthly basis to review projections on activities for the remaining period and remedial action for the potential under/over-spend where identified. Plans are revisited on a continuous basis to ensure alignment to the respective APPs and activities. This limits the risk of under/over spending and non-performance; and In the event of under- and over-spending within programmes or sub-programmes, virements are processed between programmes to ensure no over-spending occurs in any programme, thus averting unauthorised expenditure. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
53.	Measures put in place to decrease the vacancy rate	The Committee recommends that the GPL puts measures in place to decrease the vacancy rate. Feedback should be provided to the Committee by the 30th of May 2013	Currently, based on the existing capacity, the GPL has been able to fill about 10 vacancies per quarter. This means a turnaround time of about 67 days, excluding the period of notice to be served by a successful external candidate. The GPL recruited through the Automated Recruitment System in the 2012/2013 financial year. The system helped to decrease the use of agencies drastically. An HR plan was developed and tabled in the Secretariat on the 29 th of May 2013, and was finalised on the 12 th of June 2013. The HR plan will be submitted to the Committee upon finalisation and approval.	Yes
54.	Reasons contributing to delays in filling vacant funded posts	Please provide the Committee with reasons contributing to delays in filling vacant funded posts	<p>The GPL recruited through the Automated Recruitment System in the 2012/2013 financial year. The System helped to decrease the use of Agencies drastically. 29 vacancies were filled in this financial year of which 20 (70%) of them were filled with candidates who applied through the system, seven were internal candidates and only two were from agencies. This resulted in significant savings for the Institution.</p> <p>2012/2013 Vacancies As per the HR APP, the GPL aims to close 10 vacancies per quarter. A total of 33 vacancies will be carried over into the new financial year.</p> <p>2013/2014 Vacancies As per the Budget process, all new vacant positions will be subject to funding and approval. New approved and funded positions will be recruited for as per the HR APP and the GPL Recruitment and Selection processes.</p> <p>The GPL recruited through the Automated Recruitment System in 2012/2013 financial year, which helped to decrease the use of Agencies drastically. The contract ended in Quarter 4 of the previous reporting period and was only renewed at the end of Quarter 1 of the 2013/2014 financial year. In Quarter 1, the GPL used agencies to identify suitable candidates.</p> <p>A total of 13 appointments were confirmed in the quarter. Eight of the positions were filled with external candidates and five positions were filled with internal appointments.</p>	Yes
55..	Measures put in place to expedite filling of vacant posts	Please provide the Committee with measures put in place to expedite filling of vacant posts within the GPL as this contributed to under-expenditure for the quarter under review	The Secretary gave a directive to HR in the period under review to develop and present an HR Plan. A comprehensive plan was developed and presented to the Secretariat. It highlights all HR value chain activities as well as a proposal to meet the GPL scorecard imperatives on the Human Capital quadrant. The plan also focuses on the vacancies within the GPL, disaggregated into various programmes and sub-programmes and it addresses the performance plans of programme managers and sub-programme managers.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
56.	Submission of the implementation report of the PPP strategy	The Committee recommends that the GPL submits an implementation plan for the PPP Strategy by the 30th of May 2013	<p>The objective of the report was to develop an operational model and plan to implement the PPP Strategy. The scope of the project included the following elements:</p> <ul style="list-style-type: none"> • Conducting a detailed analysis of how public participation is practised at the GPL (at institutional level and unit level) in support of law making, oversight and corporate governance; • Benchmarking with other Legislatures to determine a model suitable for the GPL; • Identifying and qualifying implementation gaps and developing of a detailed plan to transform the public participation function; • Developing an operational model for public participation; • Developing an efficacy and impact framework for overseeing the continuous implementation of the PPP Strategy; and • Identifying pilot projects to test implementation of some of the key aspects of the PPP Strategy. <p>The key outputs of the project are:</p> <ul style="list-style-type: none"> • A visibly transformed public participation function in the GPL; and • A long term implementation plan for sustainable change. <p>A detailed report was submitted to OCPOL.</p>	Yes
57.	The GPL not reporting on targets such as the analysis of Committee business, the implementation of the study tour strategy, implementation of the Committee enquiries system, monitoring the study on efficacy of laws and monitoring the implementation of the PPP strategy	Please provide the Committee with an explanation for the GPL not reporting on its targets such as the analysis of Committee business, the implementation of the study tour strategy, implementation of the Committee enquiries system, monitoring the study on efficacy of laws and monitoring the implementation of the PPP strategy	<ul style="list-style-type: none"> • The Committee business is reviewed on a quarterly basis through the Chair of Chairs quarterly review sessions; • Implementation of the study tours strategy: The study tour policy was adopted by the Board and is being implemented; • Implementation of the Committee inquiries system: The Committee inquiries pilot study in Tshwane was undertaken in the previous year and a report of the study will be presented to the House; and • Monitoring the study on efficacy of laws and monitoring the implementation of the PPP strategy: The Presiding Officers Forum is used to monitor the project on the study of efficacy of laws passed as well as the implementation of the PPP strategy. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
58.	Submission of the final report on the Review of the Efficacy of Laws passed since 1994	By the end of June 2013, the Committee should be provided with the final report on the Review of the Efficacy of Laws passed since 1994	<p>EFFICACY OF LAWS PASSED SINCE 1994 PROJECT STATUS</p> <p>The study was completed in October 2013. 013. Progress on the project was reported monthly at the Capital Project Oversight Forum (CPOF), which is chaired by the Deputy Speaker of the GPL. 13 Sets of Legislation are investigated in this study, namely:</p> <ol style="list-style-type: none"> 1. Gauteng Liquor Amendment Act; 2. Gauteng Enterprise Propeller Act; 3. Gauteng City Improvement Districts; 4. Gauteng Ambulance Services Act; 5. The Gauteng Tourism Act; 6. Gauteng Street Children Shelters Act; 7. Gauteng Provincial Road Traffic Act; 8. Gauteng Public Passenger Road Transport Act; 9. Gauteng Arts and Culture Act; 10. School Education Act; 11. Education Policy Act; 12. Housing Act; and 13. Gauteng District Health Act. <p>MILESTONES ACHIEVED BY JULY 2013</p> <ul style="list-style-type: none"> ➤ Research reports of the following were submitted by Batseta Consulting CC by the 10 of July 2012: <ul style="list-style-type: none"> • Public Perception Survey on the studied legislation; • Gauteng Liquor Amendment Act; • Gauteng Enterprise Propeller Act ; • Gauteng City Improvement Districts; and • Gauteng Ambulance Services Act. ➤ Achievements between February and March 2013 were: <ul style="list-style-type: none"> • The research report of the Gauteng Tourism Act was received from the Service Provider on the 14th of February 2013; • The service provider signed an addendum on the extension of time on the 18th of March 2013, committing to timelines as set out on the approved extension of the contract by the Secretary to the Legislature; and • A Reference Group was established on the 22nd of February 2013, to review the reports as submitted by the service provider. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
59.			<p>PLANNED MILESTONES LEADING TO PROJECT CLOSURE</p> <ul style="list-style-type: none"> • The next batch of research reports is expected from the Service Provider on 31 March 2013, comprising the following legislation: <ul style="list-style-type: none"> ✓ Gauteng Street Children Shelters Act; ✓ Gauteng Provincial Road Traffic Act; and ✓ Gauteng Public Passenger Road Transport Act. • This is followed by the next batch that is due for receipt from the Service Provider on 30 April 2013, comprising the following legislation: <ul style="list-style-type: none"> ✓ Gauteng Arts and Culture Act; ✓ School Education Act; ✓ Education Policy Act; and ✓ Housing Act. • The Gauteng District Health Act is expected from the Service Provider in May 2013. • Research results will be dissemination to the Office Bearers, Presiding Officers, the Chair of Chairs and the relevant Portfolio Committees. A draft dissemination schedule was developed. • The results will also be disseminated to the GPL community using the Flat Screens. • A booklet comprising research findings and recommendations of all the legislation investigated will be published following the completion of the project on 30 June 2013. 	



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
60.	Measures put in place to ensure that all programmes will spend accordingly as there was a R5 Million under-expenditure during the quarter under review	Please provide the Committee with measures put in place to ensure that all programmes will spend accordingly as there was a R5 Million under-expenditure during quarter under review	<p>The GPL enhanced budget monitoring with the introduction of the following strategies:</p> <ul style="list-style-type: none"> • During the current budget adjustment process, each programme was requested to revise their initial projections and develop credible and realistic projections of the unexpired period of the current financial year. The revised projections were informed by activities as outlined in the Programmes' approved operational plans. These projections will be utilised to develop a comprehensive demand management plan for the Institution, therefore ensuring pro-active and efficient acquisition of goods and services; • The projections will be reviewed on a quarterly basis for all programmes and Committees; • Timeous capturing of requisitions on the SAP system linked to the outcome of the revised projections and activities was determined; • The GPL continues to present monthly expenditure reports to the Executive Authority; Secretariat and Programme Managers to serve as an in year monitoring system and early warning on trends in the implementation of the budget; • The Planning and Budget Office continues to engage all Programmes on a monthly basis to review projections on activities for the remaining period and remedial action for the potential under/over-spend where identified. Plans are revisited on a continuous basis to ensure alignment to the respective APPs and activities. This limits the risk of under/over-spending and non-performance; • Programme Managers that incurred an overall variance of more or under five percent will be held accountable through a written report to the Accounting Officer detailing corrective actions; • There is emphasis on value for money whilst ensuring continuous commitment to efficiency measures in the way the GPL works and conducts its business; and • In the event of under- and overspending within programmes, virements are effected between programmes to ensure no over-spending occurs in any programme, thus averting unauthorised expenditure. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
61.	Rollout of the Digital Attendance Register for Members	The Committee should be provided with a progress report on the rollout of the Digital Attendance Register for Members	The Digital Attendance Register for Members was installed and is ready for use. The rollout was delayed however, due to limitations on the reporting functionality as it cannot segment reports according to different House and/or Committee sittings. This is presently being resolved with the service provider and should be resolved by the end of the current quarter.	Yes
62.	Delays in capturing some of the activities on SAP	Please provide the Committee with an explanation on what were the causes of delays in capturing some of the activities on SAP that took place during the quarter under review, that led to under-spending	One of the delays experienced in SAP that caused under-spending was due to suppliers delivering goods after purchase orders were raised in SAP. More delays occur when goods are delivered, and when Goods Received Notes (GRN) are generated and signed for directly by the delegated authority, as there is no central receiving area. In such instances, SAP will still reflect commitments rather than actual expenditure.	Yes
63.	LIMS investigation report	Please provide the Committee with a progress report on the LIMS investigation report	<p>The executive summary of the investigations was provided to OCPOL. The GPL took steps to correct all the weaknesses identified in the report and a new SCM Policy and strategy were developed. Disciplinary actions were taken against affected incumbents and training on SCM and financial management takes place annually. SCM structures such as the LAC, Technical Evaluation and the Specification Committees were established. Adverts are no longer placed in the newspapers in December and project management templates were developed to ensure proper approvals, budgets, governance and accountability.</p> <p>Whilst pursuing all the other avenues to correct the anomalies that took place, the GPL continued to search for solutions to ensure that the objectives of the LIMS are realised. In this regard, a presentation was provided to OCPOL to demonstrate some of the achievements on LIMS.</p> <p>Based on the report from PWC, the GPL laid criminal charges with the South African Police Services (SAPS) (805/07/2012). The GPL however received a letter from the investigating officer that stated that Advocate Nonyana of the National Prosecuting Authority (NPA) declined to prosecute due to insufficient evidence.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
64.	Under-spending, especially at the Office of the Chair of Chairs and the LSB sub-programmes	Please provide the Committee with reasons for under-spending, especially at the Office of the Chair of Chairs and the LSB sub-programmes	<p>The reasons for under-spending of leadership and governance are due to the delay in undertaking the following activities by the sub-programmes:</p> <p>Office of the Chair of Chairs:</p> <ul style="list-style-type: none"> • Meetings on request to Parliament; • Strategic oversight with recommendation and corrective measures on Committee business sessions; and • Institutionalisation of the COVAC framework in the GPL session. <p>LSB</p> <ul style="list-style-type: none"> • Induction of LSB members; • Learning and sharing opportunities for the Board; and • Development of the governance framework/handbook. 	Yes
65.	ICT Strategy	Please provide the Committee with a progress report on the implementation of the ICT Strategy	<p>The implementation plan which reflects progress was provided to OCPOL. It should be noted that the main recommendation relating to the appointment of the Chief Information Officer is currently underway.</p> <p>In addition, the terms of reference and composition of the ICT Committee were approved and provided to OCPOL.</p>	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
66.	Utilisation of R2.1 million overtime payments	The Committee should be provided with a report highlighting the reasons that led to the utilisation of R2.1 million overtime payments that were not anticipated	<p>The vision of the GPL is “Fostering public pride and confidence in democracy and enhancing Government’s ability to deliver services to the people of Gauteng.” The GPL is committed to delivering service excellence in the delivery of the services entrusted to it in terms of the Constitution. In execution of its mandate, the GPL performs duties that fall outside the normal working hours i.e. 8:00 till 16:30. During the 1st and 2nd quarters of the 2012/2013 financial year, the GPL staff supported the following GPL initiatives in the planning, preparation and execution phases:</p> <ul style="list-style-type: none"> • Preparations for the Opening of the GPL- February 2012; • Sittings of the House after normal working hours; • NCOP provincial week support after normal working hours; • Rand Easter Show- Functions performed daily after working hours, • weekends and on Public Holidays; • Maintenance work on the building and 1066 that cannot be executed • during working hours; • Cleaning of the building and precinct on weekends; • Transport for operational requirements i.e. for the NCOP Provincial Week, • CPA Youth Parliament and Committee Oversight visits; • CPA Youth parliament preparation support; • Public Education and Outreach workshops; • CPA Africa Region Conference; and • Women’s Sector Parliament. <p>The budget for overtime is incorporated in the GPL compensation of employees’ budget. The high amount of overtime spend in quarter (1 and 2 was set off against the budget provision for quarter 3 and 4. Responsibility for overtime does not entirely belong to HR but is more a line driven process. The only internal control mechanism that HR introduced to regulate management of overtime was to develop an Overtime Policy which was adopted in May 2013. The purpose of the policy is to:</p> <ul style="list-style-type: none"> • Ensure compliance to the Labour Relation Act and Basic Conditions of • Employment Act; • Provide clear guidelines or a framework to enable the GPL management to compensate employees fairly for overtime worked; • Ensure that the overtime worked is regulated and monitored; • Stipulate conditions under which overtime shall be worked; • Determine which categories of employees will benefit from this policy; and • Promote a culture of work life balance and enhanced working relationships. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
67.	Spending within the Programmes	Please provide the Committee with measures put in place to increase spending within the Programmes for the remainder of the financial year	<p>The GPL enhanced budget expenditure monitoring with the introduction of the following strategies:</p> <ul style="list-style-type: none"> • During the current 2013/14 adjustment budget process each Programme was requested to revise their initial projections and develop credible and realistic projections of the unexpired period of the current financial year. The revised projections were informed by activities as outlined in the Programmes' approved operational plans. These projections were utilised to develop a comprehensive demand management plan for the Institution, therefore ensuring pro-active and efficient acquisition of goods and services; • The projections for all Programmes and Committees are reviewed on a monthly basis; • Timeous capturing of requisitions on the SAP system linked to the outcome of revised projections and activities was determined; • The CFO's Office continues to present monthly expenditure reports to the Executive Authority, Secretariat and Programme Managers to serve as an in year monitoring system and early warning on trends in the implementation of the budget; • The Planning Committee continues to meet to present reports on the implementation of the APPs and associated budgets; • The Planning and Budget Office continues to engage all Programmes on a monthly basis to review projections on activities for the remaining period and remedial action for the potential under/over-spend where identified. Plans are revisited on a continuous basis to ensure alignment to the respective APPS and activities. This limits the risk of under/over-spending and non-performance; • Programme Managers that incurred an overall variance of five percent will be held accountable through a written report to the Accounting Officer detailing corrective actions; • Emphasis is placed on value for money whilst ensuring continuous commitment to efficiency measures in the way the GPL works and conducts its business; • In the event of under- and over-spending within Programmes, virements are effected between Programmes to ensure no overspending occurs in any Programme, thus averting unauthorised expenditure. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
68.	Finalisation of the feasibility study on Constituency offices and the financial implications thereof	The Committee should be provided with the progress report on the finalisation of the feasibility study on Constituency offices and the financial implications by the 31 st of October 2012	The feasibility study on Constituency Offices was concluded and presented to the Members Affairs Committee for consideration. The Committee referred the report to all Political Parties for consideration and inputs.	Yes
69.	Progress report on the functionality of the E-petitions and the financial implications thereof	The Committee should be provided with a progress report on the functionality of the E-petitions and the financial implications thereof by the 31 st of October 2012	The electronic petitions component of the LIMS is functional and the system has been used since last year. A few changes were effected on the system to improve functionality. A Change Management Plan for the Utilisation of Electronic Solutions by all the relevant GPL stakeholders is currently being implemented to ensure that utilisation is increased and that the Institution is able to derive value from using all electronic solutions.	Yes
70.	Cost implications of acquiring Surrey House and 1066 building parking bays	The Committee should be provided with cost implications of acquiring Surrey House and 1066 building parking bays by the 31 st of October 2012	The Surrey House contract which is costing the GPL R32,500 per month, was commissioned because the GPL parking bays were contracted out to the Office of the Premier, Urban Ocean, Department of Social Services and the ANC. The GPL had to request extra parking elsewhere due to the growth of the GPL staff complement as well as Political Support Staff in the Institution. To address this issue, the GPL reduced the parking contracts of both Urban Ocean and the Department of Social Services in September 2013. The contract with Interpark at Surrey House has since been terminated and expired on the 30 th of November 2013. 1066 The Interpark contract is meant for all the GPL staff members whose offices are located at 1066.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
71.	Achieved milestones of the Study of Impact on Laws Passed	By 31 July 2012, the Committee should be provided with measures put in place to achieve all the milestones of the Study of Impact on Laws Passed	<p>The study on the impact of laws passed from 1994 until 2008 was conceptualised in 2009. The service provider was outsourced and Terms of Reference were developed. The contract was signed in January 2011. There were 91 sets of legislation captured and submitted by the proceedings, although some of the laws were money bills. 13 Sets of legislation that guide various departments were selected for the purpose of the study.</p> <p>The service provider completed an investigation on two of the laws, the Ambulance Service Act and the City Improvement District Act. Draft reports of these were presented to the Secretariat in March 2012. At the time of the presentation, the public survey was not yet completed, but that information has since been included in the final reports.</p> <p>In the month of June, Batseta consultants completed qualitative and quantitative data collection on six laws and were busy collating and analysing data. The first draft report was submitted by the end of July 2012.</p> <p>In the meeting which was held on the 16th of June 2013, the CEO of Batseta indicated that they completed quantitative data collection on the remaining five sets of legislations. The qualitative data collection which might provide a swift completion of the project was still outstanding.</p> <p>Measures in place to ensure compliance and achievement of milestones</p> <ul style="list-style-type: none"> • Monthly meetings were held and the service provider provided monthly progress reports; and • Ad-hoc email communication took place as and when there were challenges, for example, delays in payments that affected their service delivery. 	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
72.	Valid reasons for the delays reported on the receiving of the invoices for the opening of the GPL	The Committee should be provided with valid reasons for the delays reported on the receiving of the invoices for the opening of the GPL by 31 July 2012	<ul style="list-style-type: none"> The Invoice from Growth Media T/A Zazise Communications for the Opening of Parliament Morning Session and the Additions to the House Sitting Session (R1 770 929.17 VAT exclusive) was submitted on 21 February 2012 and was paid on 19 March 2012. There were no delays in the submission of an invoice and payment was effected within 30 days as per policy; The GPL however withheld the VAT portion amounting to R202 839.25 on the basis that the service provider failed to submit the VAT certificate as proof that it was VAT registered. The amount was paid on 15 May 2012 after the service provider submitted the VAT certificate; The invoice from the same company (Growth Media) for the Opening Gala Dinner (R421 664.11) was submitted on 21 February 2012, and was paid on 24 May 2012. The invoice was submitted timeously; however there was a delay in effecting the payment. This delay was due to internal processes that needed to be satisfied before the payment could be effected; and The invoice (R2 130 580.20) from Pure Event Gear was received on 20 February 2012 and was paid on 07 March 2012. There were no delays in receipt and payment of the invoice. 	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
73.	Measures put in place to remedy the lack of planning and the conflicting priorities that resulted in the non-completion of some of the capital projects by 31 July 2012	The Committee should be provided with measures put in place to remedy the lack of planning and the conflicting priorities that resulted in the non-completion of some of the capital projects by 31 July 2012	<ul style="list-style-type: none"> • At the beginning of the new financial year, each Programme develops credible and realistic projections that are informed by activities as outlined in the Programmes' approved APPs. These projections are utilised to develop a comprehensive demand management plan for the Institution thereby ensuring pro-active and efficient acquisition of goods and services; • Projections are reviewed on a quarterly basis for all Programmes and Committees; • Early raising of requisitions on the SAP system are linked to the outcome of projections and activities are determined; • Monthly expenditure reports are presented to the Executive Authority, Secretariat and Programme Managers and serve as an in year monitoring system and early warning on trends in the implementation of the budget; • The Planning Committee meets on a quarterly basis to consider reports on the implementation of the APPs and associated budgets, and develops corrective measures where necessary; • All responsible officials were required to develop and submit Terms of Reference and associated business plans for each capital project by no later than the 30th of June 2012. This will facilitate early tender processes and early implementation of capital projects; • Programme managers who incurred an overall variance of more than 5% will be held accountable through a written report to the Accounting Officer detailing corrective actions; • A study and analysis on Capital Project management within the Institution will be conducted to determine root causes of the recurring under-expenditure in this category and an implementation plan for its improvement will be developed; • Emphasis is placed on value for money whilst ensuring continuous commitment to efficiency measures in the way the GPL works and conducts its business; and • In addition, the Secretary to the Legislature meets on a monthly basis with ED: Corporate Support Services to assess progress and address challenges where they may exist. These reports are also presented to the Secretariat and the CPOF which is chaired by the Deputy Speaker and is attended by all senior managers. 	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
74.	Improve the GPL's internal processes relating to development of Terms of Reference and approval of tendering for capital projects	The Committee recommends that the GPL improves its internal processes relating to development of Terms of Reference and approval of tendering for capital projects	<p>The GPL established a PGO office in the Secretary's Office. The GPL also adopted EPIC as a project management tool and methodology. The PGO is also equipped with an expert who is assisting the GPL with implementation of the methodology, templates and training of all management staff that is driving projects. This includes elements such as the project management cycle, i.e. development of the business case, terms of reference, tender processes, appointment of a service provider, project charter, appointment of a steering committee, appointment of a project management team, development of blue-prints, etc.</p> <p>A decision was also made at the Presiding Officers meeting to establish the CPOF, which is headed by the Deputy Speaker to oversee progress on all the GPL projects. Through this forum, the GPL further developed an audit coverage plan to incorporate an audit of the project management practices within the GPL and make recommendations in terms of the weaknesses that are identified.</p>	Yes
75.	Clarify the functions of the Deputy Speaker's office in terms of the operational matters in the Institution for the next quarter	The Committee recommends that the GPL clarifies the functions of the Deputy Speaker's office in terms of the operational matters in the Institution for the next quarter	The Office of the Deputy Speaker exercises oversight of the GPL Administration with respect to two aspects: HR Development and quality of services provided to Members of the Legislature. As a tool of oversight, the Deputy Speaker presides over two sub-committees of the LSB: HR Development and MA through which quarterly reports are considered and recommendations are tabled for adoption by the LSB. The third and latest intervention is the CPOF which considers progress reports relating to capital projects and implementation of related systems and policies. Through this intervention, a report with recommendations is generated for tabling and adoption at the Presiding Officers Meeting.	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
76.	M&E assessment report and a report on the performance of Committees	The Committee recommends that the M&E assessment report and a report on the performance of Committees is submitted to the Committee by the end of May 2012	<p>As at the end of May 2012, the report was not available as the main focus of M&E was being piloted in the Administration, and there was no formal evaluation of Committee performance. However, since then, GPL has introduced the COVAC and significant improvements have been made in this area.</p> <p>This framework is based on a set of “Focus Areas” which are the areas of political and strategic importance that are to be focused on by all executive departments. This allows better analysis of executive performance, linkage of performance with Government priorities and also allows the GPL to identify problem areas for immediate intervention – to ensure enhanced service delivery to the citizens of Gauteng.</p> <p>The framework acts as a mechanism for the performance of the M&E Committee. Through enhanced Committee performance, the framework will allow for an improved strategic overview of the performance of the Provincial Executive with respect to service delivery by focusing on strategic policy priorities. In this way, there is a strong link created between the Institution’s activities and the outcomes or impact achieved.</p> <p>The COVAC rollout was initiated with House Committees as piloted from Q4 2012/13.</p> <p>With respect to Committees Performance, from the start of the pilot to date, there has been immense improvement across all Committees with respect to the achievement of their predetermined objectives as planned for in their APPs. Committee performance recorded a steady increase of an average of between 15 – 20 % Quarter on Quarter across the board.</p> <p>The performance analysis of Committees is presented to the Chairpersons Quarter Review where the Hon. Chairpersons have an opportunity to interrogate the Oversight Report and provide input. The Hon. Chairpersons constantly provide valuable input and constructive suggestions on the analyses going forward.</p> <p>The Committee Support Unit is also part of the analyses process in so far as technical matters are concerned, to ensure that the process is all inclusive and comprehensive.</p> <p>The next phase is to roll it out to the Executives to guide their reporting to their oversight, accountability and reporting to the GPL.</p>	Yes
77.	The GPL should provide a progress report on the FAMLA related pending court case	The Committee recommends that the GPL provides a progress report on the FAMLA related pending court case in the next quarter	The Constitutional Court declared the FAMLA as unconstitutional and suspended the invalidity for 18 months to enable Parliament to amend its Act which will incorporate all Provincial Legislatures. Parliament subsequently requested an extension from the Constitutional Court, and the process to amend the FAMLA is underway.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
78.	Clarity report to be provided on Phase 2 of the ECM project	The Committee recommends that a clarity report is provided on Phase 2 of the ECM project that the GPL previously reported on by the end of May 2012	Phase 2 of the ECM Project was completed in May 2013. At the time there were delays due to non-availability of users to be migrated to the new network. This issue was resolved and the project was successfully completed.	Yes
79.	Commissioning of the study on parliamentary constituency offices	The Committee recommends that the GPL reports back on commissioning of the study on parliamentary constituency offices by the end of April 2011	The Constituency Offices project was finalised in the third quarter of the 2012/13 financial year. The report was developed and presented to the Secretariat and the Presiding Officers in that financial year. It was only presented to the MA Committee in the first quarter of this financial year upon which political questions were raised about the findings in the report and a resolution was taken to let the Chief Whip convene a meeting with other Party Leaders to deliberate on the report findings and recommendations going forward. The study cost the GPL R232 000.	Yes
80.	Progress report on the implementation of the FAMLA	The Committee recommends that the GPL provides a progress report on the implementation of the FAMLA by end of April 2011	The Legislature is currently implementing the Act and where the Act falls short the PFMA and its regulations are used as a guide.	Yes
81.	Coordination of benchmarking exercises	The Committee recommends that the GPL puts measures in place for the coordination of benchmarking exercises. This needs to be reported to the Committee by end of April 2011	The GPL established a Parliamentary Exchange Programme to coordinate the benchmarking exercises. In addition, a process to document and record all international and local benchmarking exercises is currently underway.	Yes

Resolution No.	Subject	Details	Response by the GPL				Resolved Yes/No
			Nature	Outcome	Sanction	Programme/ Directorate	
82.	Report on the nature of disciplinary cases against employees	Please provide the Committee with a report on the nature of disciplinary cases against employees during the period under review	Alleged un-authorized use of employer's property petrol card	Guilty finding	Final written warning coupled with suspension without pay for two weeks	Office of the Speaker	Yes
			Alleged corruption or improper conduct through a bribery offered in return for a position	Not guilty	N/A	Administration	
			Alleged assault of a colleague	Case withdrawn	Research		
			Alleged insubordination and violation of the GPL policy	Case withdrawn due to the LSB having approved the allocation of play books to Members	Parties committed to rebuild the relationship and ensure that there is improved communication	Institutional Support Services	
			Alleged negligence – Cell phones	Case pending, investigation	N/A	Administration	
				escalated to the Gauteng Provincial Commissioner			

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
83.	Increased capacity to support the implementation of the PEBA and the relevant indicator	The programme states that in the year under review there was "increased level of capacity to support the implementation of the PEBA." Please provide a clear explanation of what this means, outline the outcomes and offer supportive evidence of it	This objective and indicator refers to the increase of capacity to support the implementation of the PEBA through strengthening of the skills of Members and staff to implement it. To this end, the PEBA Booklet was printed and distributed and two training workshops on PEBA were conducted for Members and staff.	Yes
84.	Provide details of strategic projects such as the Core Business Procedures Manual, Draft Money Bill and Related Matters Amendment Procedures Act	Kindly provide the Committee with details of the strategic projects of the GPL such as the Core Business Procedures Manual, Draft Money Bill and Related Matters Amendment Procedures Act and the study on the reviewing of laws passed in 1994. In doing so, please take the following into consideration: a) Projects which were outsourced to consultants; b) Names of the Consultants; and c) Expenditure to date on these projects.	Core Business Procedure Manual A service provider was commissioned to assist staff members to compile the process maps and procedures manual for the Core Business Programme: The name of the service provider is 4Chakras Consulting and the project funds paid to the provider was R499 894. 56. Money Bills Amendment Procedure and Related Matters Bill The project was not outsourced to a consultant as the concept document and the Draft Bill were drafted internally. No expenditure in relation to consultants was therefore incurred. Study on the Review of the Impact of Laws Passed since 1994 Batseta Consulting was appointed to conduct the study on behalf of the GPL. The total amount paid so far is R 2 192 229. 23 and the project balance is R 1 704 860. 00.	Yes
85.	Revising the BBEEE targets	Please provide the Committee with reasons for revising the BBBEE targets	The motivation for the reduction of the target on PWD was presented and approved by the LSB, following a recommendation by Secretariat. The rationale for the reduction was that based on the census, Gauteng only has a 3, 8 % population of PWD compared to the national average percentage of 5%. Based on such and other statistics mentioned in the motivation report, it was therefore not possible to achieve a 5% target and an alternative target of 2% was approved by the LSB as a result.	Yes

Resolution No.	Subject	Details	Response by the GPL		Resolved Yes/No	
86.	Risks that the GPL faced during the period under review	Please provide the Committee with risks that the GPL faced during the period under review	Risk Description	Residual Risk Rating	Yes	
			1. Poor ICT governance processes and systems	18.1		
			2. Absence of a fully integrated security environment	17.2		
			3. Inability to attract and retain talent	16.4		
			4. Lack of an integrated approach to the design and implementation of the GPL's annual plan (institutional calendar)	15.6		
			5. Ineffective contract management	15.2		
			6. Over/under resourcing of functions resulting in inappropriate productivity	15.2		
			7. Ineffective implementation of the APP and budget	14.0		
			8. Lack of formalised and uniform leadership practices	13.7		
			9. Inadequate policies and procedures	13.7		
			10. Lack of accountability and consequence management	13.6		
			11. Lack of adherence to SCM policies and procedures	13.3		
			12. Non-achievement of a clean audit	13.0		
			13. Culture of non-discipline and disregard of the GPL values	12.6		
			14. Inadequate policies and procedures	12.6		
			15. Insufficient integrated M&E system	12.2		

SCOPA RESOLUTIONS

Responses emanating from the Public Accounts Standing Committee's Report on the Annual Report including the AGSA's Report on the Financial Statements and Performance Information of Vote 2: Gauteng Provincial Legislature for the Year ending 31 March 2014:

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
1.	That, in terms of Rule 187 (4), the Secretary (Accounting officer) report to OCPOl on a quarterly basis on the effectiveness of measures put in place to address matters related to under-spending	That the Accounting Officer report to OCPOl on a quarterly basis	<p>Financial Reports are presented to OCPOl on a quarterly basis together with the Performance report for the quarter. The report provides an analysis of spending trends and implementation of the budget with specific reference to under- an over-spending.</p> <p>The GPL enhanced budget expenditure and monitoring thereof by the introduction of the following strategies:</p> <ul style="list-style-type: none"> • At the beginning of the new financial year, each programme is responsible for developing credible and realistic projections that are informed by activities as outlined in the programme's approved annual operational plans. These projections are then used to develop a comprehensive demand management plan for the Institution thereby ensuring pro-active and efficient acquisition of goods and services; • Projections are reviewed on a quarterly basis for all programmes and Committees; • Early raising of requisitions on the SAP system take place and are linked to the outcome of projections and activities determined; • Monthly expenditure reports are presented to the Executive Authority, Secretariat and Programme Managers to serve as an in year monitoring system and early warning on trends in the implementation of the budget; • The Planning Committee meets on a quarterly basis to present reports on the implementation of the APPs and associated budgets; • The Planning and Budget Office engages with all programmes to determine projections on activities for the remaining period and remedial action for the potential under-spend where identified. Plans are revisited to ensure alignment to the respective APPs and activities. This limits the risk of under-spending and non-performance; and • In the event of under- and over-spending within programmes, virements are effected between programmes to ensure no over-spending occurs in any programme, thus averting unauthorised expenditure. 	Yes

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
2.	That the Secretary provides the Committee with a plan of action to remedy the under-performance within 30 days of adoption hereof	Plan of action to remedy the under-performance	The GPL APP for the 2013/2014 financial year was reviewed in line with the findings of the AGSA. In addition, monthly financial reports were presented to the Executive Authority, Quarterly Performance and Remuneration Committee and ultimately to the LSB. Periodic performance assessments of all the GPL staff, especially senior management were conducted.	Yes
3.	That the Accounting Officer provides the Committee with a progress report to address non-compliance with applicable laws and regulations in line with the requirements of the FAMLA within 30 days of adoption hereof	Progress report to address non-compliance with applicable laws and regulations in line with the requirements of the FAMLA	<p>Compliance with applicable laws and regulations in line with the requirements of the FAMLA is monitored by the Corporate Legal Advisor and reported at quarterly Risk Management meetings.</p> <p>The FAMLA implementation plan also forms part of the Audit Strategy as adopted by GPL and monitored through the strategy.</p> <p>No instances of non-compliance occurred in the period under review. The Internal Auditors conducted an audit on compliance with laws and regulations and were satisfied with the compliance levels of the GPL.</p>	Yes
4.	That the Accounting Officer provides the Committee with a progress report to address non-compliance with SCM within 30 days of adoption hereof	Progress report to address non-compliance with SCM	<p>A SCM compliance register was developed and monitored on a monthly basis. The register incorporates provisions of the FAMLA, SCM Policy, Treasury Regulations and Circulars and relevant provisions of all applicable Acts and regulations. This register serves as a point of reference for all SCM personnel.</p> <p>In the event of any instances of non-compliance/deviations, these are reported on in the monthly SCM reports.</p> <p>The Audit, Risk and Governance Directorate (internal) provides internal assurance on non-compliance. This is followed up with external assurance as provided by the internal auditors.</p>	Yes
5.	That the Secretary submits to the Committee, within 30 days of adoption hereof and subsequently monthly, a report on all SCM, procurement and contract deviations and/or instances of non-adherence to policies, processes and/or laws and regulations for the 2012/13 financial year to date and for the duration of the 2013/14 financial year	Submit a monthly report on all SCM, procurement and contract deviations and/or instances of non-adherence to policies, processes and/or laws and regulations for the 2012/13 financial year and for the duration of the 2013/2014 financial year	<p>A deviation register is maintained in SCM and deviations are reported on a monthly basis. The SCM report is now included in the financial report as presented to the Executive Authority on a monthly basis.</p> <p>In the 2012/13 financial year, two quotations to the total value of R205 780 were procured from suppliers who did not have tax clearance certificates from SARS to confirm that their tax matters were in order. One contract to the total value of R58 379 was awarded without inviting at least three written quotations from prospective suppliers.</p> <p>The above deviations were noted by the AGSA but not deemed material. With regards to the 2013/14 financial year to date, no instances of deviation can be reported on.</p>	Yes

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
6	That the Committee conducts a hearing on the report on the forensic audit into the LIMS system within six months hereof	Hearing on the report on the forensic audit	The LIMS investigation was completed during the 2012/13 period. The final reports were duly submitted to the Committee.	Yes
7.	That the CFO submits to the Committee a monthly report on the deviation of the 2013/14 financial year COP, including all deviations from this practice with explanations for each of the non-payments	Monthly report for the deviation of the 2013/14 financial year COP on all deviations from this practice including explanations for each of the non-payments	<p>Deviation from SCM processes are monitored and reported on an ongoing basis.</p> <p>A summary of deviations from 1 April 2013 to 30 September 2013 if any will be included in the mid-year report. The following measures are in place to avert deviations:</p> <p>FINANCE AND SCM The GPL Finance Unit took a stance of not paying for services that requires a contract if there is no contract in place. All contracts entered into are recorded at Finance and SCM, for verification of payment amounts.</p> <p>OFFICE OF THE SECRETARY The Office of the Secretary established a Project Office that is dealing with projects. All the projects are loaded on the system; meetings are held with Project Managers for updates and advice; and the services and progress are monitored on EPIC. The Secretary receives reports on a monthly basis in relation to contracts. Where contracts are extended; valid reasons are requested from Line, supported by respective Executive Directors and SCM. Extensions without the support of SCM as experts on procurement processes are returned back to Line.</p> <p>The Corporate Legal Advisor in the Office sends reminders to Line and SCM in relation to expiry dates of contracts; requesting commitments of tender processes timeously and obtaining verifications of the contracts in the contract register. Reports are also tabled on a quarterly basis to the RMC; where all the streams are represented. These reports are furthermore sent to the respective Programme Managers so that they are aware of it and can advise Executive Directors on the status of contracts in their Streams.</p> <p>COLLABORATION AND IMPROVEMENT The Audit; Risk and Governance unit in conjunction with the Corporate Legal Advisor and relevant line managers have monthly meetings wherein the relevant contracts for those line managers are discussed and plans are requested from Line Management. The commitments made by Line in these meetings are recorded and used as reminders to the respective units.</p> <p>Contracts are also discussed as an item in the quarterly meetings of the GPL streams, using the contract register prepared by the Office of the Secretary.</p>	Yes

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
8.	That the Speaker table the mid-year report to the House on progress made in relation to the effectiveness of measures put in place to address audit findings and progress made towards achieving a clean audit by 2014	Tabling of the mid-year report to the House on progress made in relation to the effectiveness of measures put in place to address audit findings and progress made towards achieving a clean audit by 2014	The Speaker will table the mid-year report to the House.	Yes
9.	Please provide the Committee with a copy of the Management report along with all applicable appendices	Management report	The report was submitted.	Yes
10.	Based on the understanding that a "clean audit" refers to an unqualified audit opinion with no reservations on matters of compliance with laws and regulations, or predetermined objectives, please describe the GPL's current readiness to attain such an audit opinion by 2014	Describe the GPL's current readiness to attain a clean audit by 2014	<p>Based on previous experience and the outcome of the 2012/2013 audit, the GPL reviewed its APP to address weaknesses that were raised by the AGSA in the 2011/2012 audit opinion for 2012/2013, 2013/2014 and 2014/2015.</p> <p>The M&E function is being strengthened through the establishment of the M&E Committee (MECom) and recruitment of additional staff in the Office of the Secretary. Capacity building and training is also provided for all Programmes on an ongoing basis.</p> <p>Unit, Directorate, Programme and Secretariat meetings are held on a regular basis to assess performance of the Institution and correct weaknesses. In addition, performance assessments are conducted on a regular basis to assess individual performance and how it contributes to the GPL's performance.</p> <p>Monthly financial reports are presented to the Executive Authority, Provincial Treasury and Secretariat for consideration to enhance accountability and financial performance; and quarterly performance and financial reports are considered by the Extended Secretariat. These reports are also tabled for consideration to OCPOL, LSB and its Sub-Committee.</p> <p>An enhanced Audit Strategy for 2013/2014 was developed to ensure that the GPL does not regress from achievement of a clean audit. With the continued updating, monitoring and implementation of the annual audit strategy, the GPL will be in a position to attain a clean audit for the 2013/14 financial period.</p> <p>In addition, audit and risk related issues are standing items in all management meetings.</p>	Yes

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
11.	How will the GPL sustain the clean audit?	Clean audit	<p>As indicated in the response to Question 2, The GPL has already updated its audit strategy to achieve a clean audit for 2013/14. The strategy was transposed onto a commitment register stipulating responsibility at various levels. This is to ensure that proper monitoring and tracking of all potential audit risks and prior year audit findings is conducted.</p> <p>Through the continued monitoring and implementation of this strategy, the GPL will be able to sustain a clean audit opinion for the 2013/14 financial period. The audit strategy will regularly be workshoped with all relevant lines. Adherence to audit matters was also introduced on the institutional balance scorecard which forms the basis of performance plans for individual managers.</p> <p>The GPL has a dedicated internal audit function. The internal audit coverage plan for 2013/14 will cover all critical areas and identify audit risks, if any, and will provide management an early warning to apply corrective action. The ARC will conduct oversight of this process as well as the audit tracking register.</p> <p>The GPL will also partner with the GPG and Legislative Sector initiatives to further enhance the realisation of this objective.</p>	Yes



Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
12.	<p>To the Accounting Officer: Please analyse the GPL's compliance with each House resolution emanating from the SCOPA reports for the last three financial years i.e. for the years ending 2010, 2011 and 2012. Such analysis must include:</p> <ul style="list-style-type: none"> a. The SCOPA resolution; b. The issue to which this resolution pertained; c. The action taken by the GPL; and d. Whether this matter recurred subsequent to the action taken and whether further action is required to ultimately resolve the matter 		<p>Resolution Subject Action Recurrence</p> <p>2010</p> <p>The GPL submitted a progress report on the effectiveness of measures put in place to improve the management of the timeous payment of invoices by 31 January 2011 Payment of the service providers within 30 days from receiving invoices Date stamping of payment batches was introduced to maintain an audit trail on the timing of actual receipt of documents and payment for goods and services</p> <p>The GRN (payables) is also monitored to ensure that payments are not outstanding for more than 30 days A report regarding the control measures was submitted to SCOPA as per the timeframe</p> <p>No material findings were raised</p> <p>Resolution Subject Action Recurrence</p> <p>The Speaker ensured that the Accounting Officer complied with the requirements of all applicable legislation and that creditors were paid within the stipulated timeframes and a progress report was provided to SCOPA on 31 March 2011 Payment of service providers within 30 days of receipt of invoices Date stamping of payment batches was introduced to maintain an audit trail on the timing of actual receipt of documents and payment for goods and services</p> <p>The GI/IR (payables) is also monitored to ensure that payments are not outstanding for more than 30 days</p> <p>A report containing measures to address the weaknesses was submitted to SCOPA No material findings were subsequently raised</p> <p>The Speaker to submit the LIMS investigation report within seven days of finalisation thereof</p> <p>Processes following during the awarding of tenders The evaluation audit report on the LIMS was submitted to the Committee within the stipulated timeframe</p>	Yes

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
			<p>2012</p> <p>That, in terms of Rule 187 (4), the Secretary (Accounting officer) report to OCPOL on a quarterly basis on the effectiveness of measures put in place to address matters related to under-spending</p> <p>Budget management Financial Reports are presented to OCPOL on a quarterly basis together with the Performance report for the quarter</p> <p>The report provides an analysis of spending trends and implementation of the budget with specific reference to under- an over-spending</p> <p>The GPL enhanced budget expenditure and monitoring</p> <p>Monthly expenditure reports are presented to the Executive Authority, Secretariat and Programme Managers to serve as an in year monitoring system and an early warning on trends in the implementation of the budget</p> <p>The Planning Committee meets on a quarterly basis to present reports on the implementation of the APP and associated budget No material findings were subsequently raised</p>	



Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
			<p>Resolution Subject Action Recurrence</p> <p>That the Secretary provides the Committee with a plan of action to remedy the under-performance within 30 days of adoption hereof</p> <p>Performance management and effective implementation of the APP The Planning Committee meets on a quarterly basis to present reports on the implementation of the APP and associated budget</p> <p>The Planning and Budget office engages with all Programmes to determine projections on activities for the remaining period and remedial action for the potential under-spend where identified</p> <p>Plans are revisited to ensure alignment to the respective APPs and activities. This limits the risk of under-spending and non-performance No material findings were subsequently raised</p> <p>That the Accounting Officer provides the Committee with a progress report to address non-compliance with applicable laws and regulations in line with the requirements of the FAMLA within 30 days of adoption hereof Compliance to applicable laws and regulations</p> <p>Compliance with applicable laws and regulations in line with the requirements of the FAMLA is monitored by the Corporate Legal Advisor and reported on at quarterly Risk Management meetings</p> <p>The FAMLA implementation plan also forms part of the Audit Strategy as adopted by the GPL and is monitored through the strategy</p> <p>The Internal Auditors conducted an audit on compliance with laws and regulations during the 2012/13 period and were satisfied with the compliance levels of the GPL No material findings were subsequently raised</p> <p>That the Accounting Officer provides the Committee with a progress report to address non-compliance with SCM within 30 days of adoption hereof Non-compliance with SCM policies and processes A SCM compliance register was developed and is monitored on a monthly basis</p>	

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
			<p>The register incorporates provisions of the FAMLA, SCM Policy, Treasury Regulations and Circulars and relevant provisions of all applicable Acts and Regulations</p> <p>his register serves as a point of reference for all SCM personnel.</p> <p>In the event of any instances of non-compliance/deviations, these are reported on in the monthly SCM reports</p> <p>No material findings were subsequently raised</p> <p>That the Secretary submits to the Committee, within 30 days of adoption hereof and subsequently monthly, a report on all SCM, procurement and contract deviations and/or instances of non-adherence to policies, processes and/or laws and regulations for the 2012/13 financial year to date and for the duration of the 2013/14 financial year</p> <p>Deviation from normal SCM processes</p> <p>A deviation register is maintained in SCM and deviations are reported on a monthly basis. The SCM report is now included in the financial report as presented to the Executive Authority on a monthly basis</p> <p>In the 2012/13 financial year, two quotations to the total value of R205 780 were procured from suppliers who did not have tax clearance certificates from SARS to confirm that their tax matters were in order. One contract to the total value of R58 379 was awarded without inviting at least three written quotations from prospective suppliers</p> <p>No material findings were subsequently raised</p> <p>That the Committee conducts a hearing on the report on the forensic audit into the LIMS system within six months hereof</p> <p>Tender processes and awarding of business on the LIMS project</p> <p>The LIMS investigation was completed during the 2012/13 period. The final report was duly submitted to the Committee</p>	

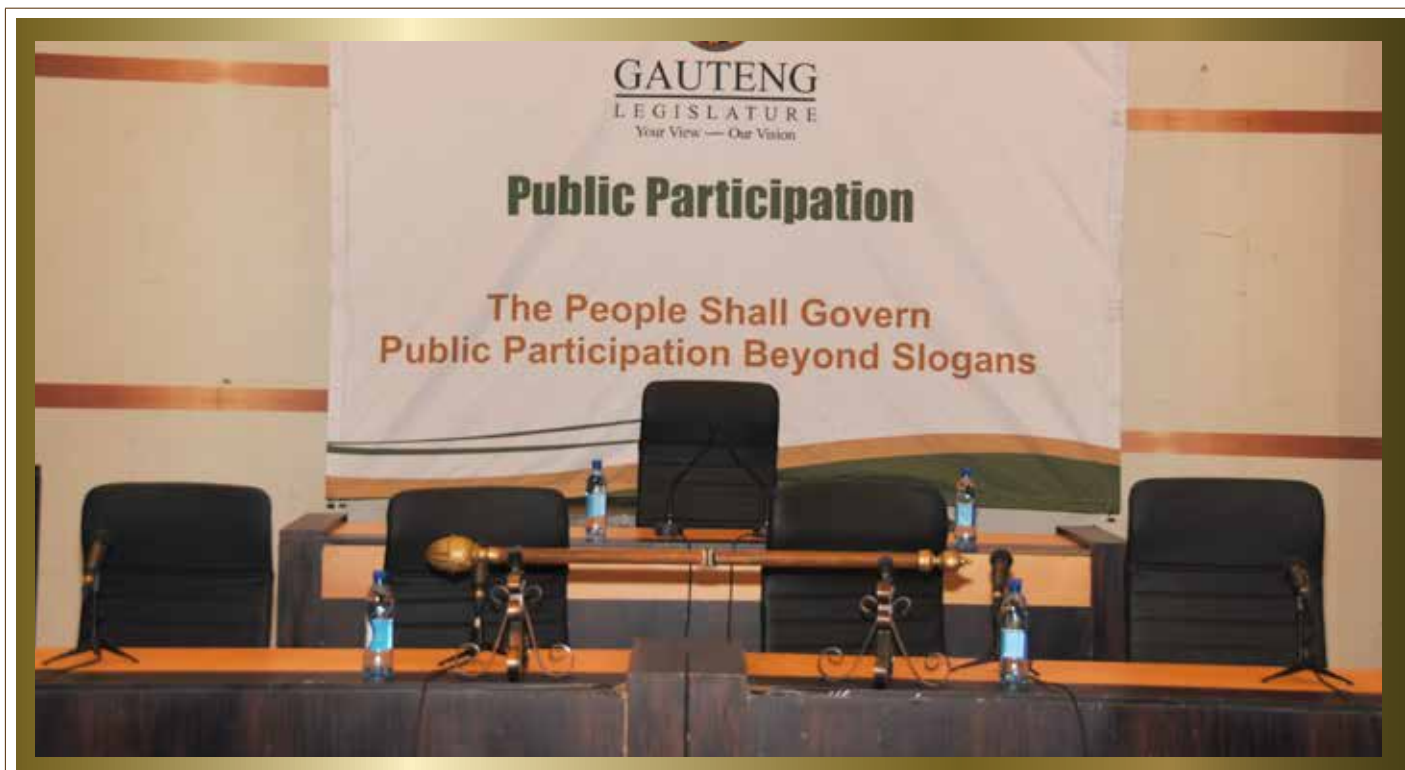
Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
			<p>That the CFO submits to the Committee a monthly report on the deviation of the 2013/14 financial year on COP including all deviations from this practice with explanations for each of the non-payments.</p> <p>That the Speaker tables the mid-year report to the House on progress made in relation to the effectiveness of measures put in place to address audit findings and progress made towards achieving a clean audit by 2014</p> <p>Deviation from normal SCM processes and monitoring thereof</p> <p>Deviation from SCM processes are monitored on an ongoing basis and reported and recorded in the SCM deviation register</p> <p>A summary of deviations from 1 April 2013 to 30 September 2013 if any will be included in the mid-year report</p> <p>No material findings were subsequently raised</p>	
13.	To the Accounting Officer: Why did the GPL not submit a report on SCOPA resolutions taken by the House on adoption of the SCOPA report on the 2011/12 financial year?	Non-submission of the report on SCOPA resolutions taken by the House on adoption of the SCOPA report on the 2011/12 financial year	There was a genuine human error of assuming that a report was submitted on the due date. It only came to light that the report was not submitted when colleagues pointed it out in recent proceedings. The official in question apologised profusely for compromising the reputation, integrity and standing of the GPL, Presiding Officers and colleagues, and for the inconvenience caused to the Committee. The GPL was guided by the response to the SCOPA questions in achieving a clean audit for 2012/2013. Steps were taken to ensure that such an error will not reoccur.	Yes
14.	To the Accounting Officer: Please submit an organogram for the senior management structure of the GPL, including the names of the officials as well as the applicable periods of employment of each official. In the event that an individual is not the incumbent, please include the details of anyone else who may have filled the position at any time during the year under review	Organogram for the senior management structure	The organogram was provided.	Yes

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No
15.	Have all members of the senior management structure signed a performance management agreement and declared any business interests outside the GPG?	Signed performance management agreements and any business interests outside the GPG declared	All senior management staff signed a performance agreement and declared their business interests outside the GPG	Yes
16.	Which members of the senior Management structure received performance bonuses and at what rate?	Performance bonuses received by senior management	<p>During the 2012/2013 financial year, performance bonuses of 10% were awarded to senior management for the 2011/2012 reporting period.</p> <p>The following senior managers qualified and received a performance bonus:</p> <ul style="list-style-type: none"> • Mr Peter Skosana (Secretary to the Legislature) • Mr Gideon Wessie (Executive Director: CSS) • Mr Ismail Rawat (CFO) • Ms Hlengiwe Bhengu (Executive Director: Core Business) • Mr Siphon Malefane (Director: ISS) • Mr Mmusi Moraka (Political Advisor to the Speaker) • Ms Colleen Mogane (Director: Members Affairs) • Mr Willie Sambo (Director: Finance) • Ms Jackie Nxasana (Director: Communications and PPP) • Ms Ursula Lottering (Manager: Office of ED: Corporate Support Services) • Mr Thamsanqa Makamba (Director: Information and Knowledge Management) • Ms Matie Losper (Manager: Office of the Speaker) • Ms Shambala Ntanjana (Board Secretary) • Mr Khaled Khota (Oversight and Strategic Liaison Manager) • Ms Andiswa Ngcingwana (Manager: Planning and Budgeting) • Ms Mosidinyana Moraka (Manager: Office of the Secretary) • Ms Jamela Robertson (Manager: Office of ED Core Business) 	Yes

Resolution No.	Subject	Details	Response by GPL					Resolved Yes/No
			Last name	First name	Position title	Entry	Expiry date	
17.	Please submit information on all members of the senior management structure	The following table represents information as at 16 September 2013. It should be noted that the LSB has recently resolved to extend several contracts of senior management which expired. The rationale was to ensure continuity beyond the end of the term of the Fourth Legislature and establishment of the next Legislature. Several of those contracts will expire at the end of June 2015	Skosana	Vusimuzi	Secretary to the Legislature	01.02.2008	31.06.2015	Yes
			Wessie	Nkong	Executive Director: Corporate Support	01.04.1998	31.06.2015	
			Rawat	Ismail	CFO	11.10.1999	31.06.2015	
			Bhengu	Hlengiwe	Executive Director: Core Business	01.02.2008	31.06.2015	
			Moraka	Mmusi Andrew	PA to the Speaker	01.06.2011	09.05.2014	
			Malefane	Sipho Jacob	Director: ISS	01.01.2005	31.06.2015	
			Mogane	Colleen Joyce	Director: Members Affairs	01.02.2005	31.06.2015	
			Sambo	Willie Grecian	Director: Finance	14.09.2009	31.07.2014	
			Mosidi-nyana	Yvonne Buziwe	Office Manager	09.04.2001	31.06.2015	
			Lottering	Ursula	Office Manager	01.06.2001	30.09.2015	
			Losper Dineka	Elizabeth Matie	Office Manager in Speaker's Office	01.10.2007	31.06.2015	
			Pillay	Oliver Oswald	HR Business Partner	01.04.2009	31.03.2014	
			Nxasana	Nonceba Jackie	Director: Communications and PPP	01.09.2008	31.06.2015	
			Ntanjana	Shambala Phelokazi	Board Secretariat	12.10.2009	30.09.2014	
			Hlungwani	Ernest	Director: SCM	01.09.2010	31.08.2015	
			Ngcingwana	Andiswa	Manager: Planning and Budgeting	11.10.2010	10.10.2015	
			Robertson	Jamela	Manager: Office of Executive Director	01.04.2011	30.03.2016	

Resolution No.	Subject	Details	Response by GPL					Resolved Yes/No
			Last name	First name	Position title	Entry	Expiry date	
			Khota	Khaled	Manager: Liaison	05.09.2011	15.05.2014	
			Masongwa	Matumelo	Director: Audit, Risk and Governance	15.11.2012	14.11.2017	
			Els	Wanda	Senior Manager: Human Capital	17.02.2013	16.02.2018	
			Tseane	Monica Tembisa	Director: Parliamentary Business	04.08.2013	03.08.2018	
18.	<p>To the Accounting Officer:</p> <p>At the end of the financial year, did the Department owe money to any municipalities?</p> <p>a. If yes, which municipalities and what is the total amount owed?</p> <p>b. Please state the nature of the debt/s;</p> <p>c. How long has this debt/s been outstanding for?</p> <p>d. What plans are in place to recover the debt owed to the Department by the other departments?</p>		The GPL did not owe any money to any Gauteng Department at year-end.					Yes

Resolution No.	Subject	Details	Response by GPL	Resolved Yes/No												
19.	At the end of the financial year, did any other Gauteng Department owe money to the Department/entity? a. If yes, which Department/entity and the total amount owed? b. Please state the nature of the debt/s; c. How long has this debt/s been outstanding? d. What plans are in place to recover the debt owed to the Department by the other departments?	Gauteng Departments owing money to the GPL	The Premier's Office settled the outstanding amount. <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> <th>Aga Analysis</th> <th>Way Forward</th> </tr> </thead> <tbody> <tr> <td>Provincial Treasury: R695,918</td> <td>Shortfall on direct charges</td> <td>30 days</td> <td>Provincial Treasury will refund the GPL during the 2013/14 adjustment budget process</td> </tr> <tr> <td>Office of the Premier: R152,400</td> <td>Outstanding monthly parking fees</td> <td>90 days</td> <td>The Premier's Office settled the outstanding amount</td> </tr> </tbody> </table>	Department	Description	Aga Analysis	Way Forward	Provincial Treasury: R695,918	Shortfall on direct charges	30 days	Provincial Treasury will refund the GPL during the 2013/14 adjustment budget process	Office of the Premier: R152,400	Outstanding monthly parking fees	90 days	The Premier's Office settled the outstanding amount	Yes
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Office of the Premier: R152,400	Outstanding monthly parking fees	90 days	The Premier's Office settled the outstanding amount													





GAUTENG

LEGISLATURE

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PART D:
SECTION V
HUMAN RESOURCES
MANAGEMENT

Economic
Development
through
Oversight
and Public
Participation

HUMAN RESOURCES

1. LEGISLATION THAT GOVERNS HUMAN RESOURCE MANAGEMENT

- Human Resource Management in the GPL is governed by the following legislation:
- The Constitution of the Republic of South Africa, 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; and
- The Financial Management of Gauteng Provincial Legislature Act, 2009.

2. INTRODUCTION

The purpose of the HR Unit is to provide HR solutions that inspire trust and confidence in internal stakeholders. The HR Unit is responsible for the selection and recruitment of the right calibre of employees; performance management processes; training and development of staff; remuneration and benefits management; OD; succession planning and career development. The objectives of the HR Unit for the period under review were:

- To provide technical, administrative and procedural support to Members of the Legislature 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 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 Management and organised labour;
- To 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 Legislative Sector through benchmarking and sharing of experiences;

- To enable the SALSAs to strengthen the Legislative Sector through benchmarking and sharing of experiences;
- To enable Parliament and other Legislatures to strengthen the Legislative Sector through benchmarking and sharing of experiences;
- To build relationships with institutions of higher learning;
- To form partnerships which enable the GPL and corporate citizens to contribute towards an improved quality of life for the people of Gauteng;
- To ensure that there is effective strategic planning for the Directorate;
- To ensure 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 that effective audit management practices are implemented;
- To create and sustain a culture of compliance and promote adherence to sound corporate practices, compliance processes and ensure that effective risk management practices are implemented;
- To ensure that there is an effective and economical SCM system that promotes compliance with BBBEE and the institutional scorecard;
- To ensure that there is an effective contract management system in place;
- To ensure that there is an effective system of reporting;
- To 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 Committees, LSB, sub-committees of the LSB, and the Secretariat as well as its sub-committees;
- To ensure that business requirements are catered for through 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, SALSAs and

- Speakers' Forum processes);
- To develop a system for effective stakeholder resourcing (Resource Model);
 - To build capacity on leadership and corporate governance;
 - To improve business processes, procedures and policies to ensure optimum operational efficiency;
 - To uphold the image and integrity of the Institution through application of the Codes of Conduct for staff;
 - To source 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 of employee wellness;
 - Leveraging diversity;
 - Management and administration of labour relations; and
 - Facilitation of employee satisfaction surveys and initiatives.

The HR Unit underpins and supports the GPL strategic objective to ensure a strengthened GPL's role in fostering cooperative governance and improved public confidence in the governance and leadership of the Legislature by:

- Increasing public participation through mainstreaming of all oversight imperatives of the Institution;
- Improving active involvement by women, youth, senior citizens and PWD and other vulnerable groups in Gauteng in the Legislature's processes of oversight and law making;
- Improving cooperation and collaboration within the Legislative Sector;
- Improving efficiency of the HR value chain;
- Improving the work environment as such that it is conducive to productivity;
- Increasing development and retention of a competent GPL workforce with an appropriate and responsive rewards system;
- Improving effectiveness in SCM processes by achieving the principles of fairness, transparency,

- equity and value for money;
- Achieving clean audits;
- Improving the management of risks;
- Integrating Results-Based Planning, Budgeting, M&E and Reporting System;
- Institutionalising the leadership practices;
- Increasing facilities and infrastructure support to Members and staff of the GPL;
- Improving stakeholder management practices; and
- Complying with all applicable laws, acts, regulations, policies and procedures.

Workforce Planning Framework

Principles:

To ensure alignment and compliance with 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 advancing and promoting 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 evaluation of qualifications by the 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 only. The duties shall remain as contracted and stipulated in the work permit.

Transparency:

The GPL believes in fairness and an 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 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 selection and recruitment process is based on equal dignity and respect of all job applicants.

Recruitment Plan

After new positions have been approved and the list of all approved positions is forwarded to HR, the Unit develops a Recruitment Strategy that includes a Resourcing Plan. When developing a Recruitment Strategy, the institutional, streams and business units' employment equity targets are 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. PWD, women, 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 adopted a performance planning and management approach centred on the 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 performance levels expected from employees are accurately defined, it becomes central to many other critical business and HR processes as defined below:

- **Selecting** people who are best able to achieve the results required by the GPL strategy, and who have the capabilities to move 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 resources and support they need to succeed.

- **Developing and coaching** employees to enhance their current levels of performance, as well as preparing employees to perform in positions they may hold in future. Ensuring that a culture of continuous learning and growth is encouraged and sustained.
- **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:

- The Executive Wellness Programme;
- The Employee Wellness Programme;
- A fully fledged gym facility; and
- A full-time Occupational Nurse and Sick Bay.

Policy development

During the annual reporting period, 10 Policy Committee meetings were held. The Policy Committee deliberated on a number of policies, some of which were processed for approval by the LSB and its sub-committees in the following manner:

The following policies were signed off by the Board for approval and implemented:

- The Overtime Policy; and
- The Acting Policy.

The following policies were signed off by the Secretariat for implementation:

- The Grievance Policy; and
- The Disciplinary Policy.

HR Policies processed by the Policy Committee, which are awaiting further approval:

- The Relocation Policy; and
- The Funeral Policy.

HR Policy processed by the Policy Committee, which is awaiting further deliberation:

- The Remuneration and Benefits Policy.

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

- The Retirement Policy;
- The Job Evaluation Policy; and
- The Amended Talent Attraction Policy.

3. HUMAN RESOURCES OVERSIGHT 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:

- Amounts spent on personnel; and
- Amounts 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	32 598	12 968	116	5 000	40%	648
Office of the Secretary to the Legislature	10 972	7 037	14	1 072	64%	704
Corporate Support Service	246 438	67 873	592	2 438	28%	634
Core Business	146 027	96 903	720	1 066	66%	482
Office of the CFO	31 879	23 848	174	4 593	75%	596
TOTAL	467 914	208 629	1616	14 169	44.59%	552



Table 3.1.2 Personnel costs by salary band- Information not available as financial records are kept per programme

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 Appointments	0	0	0	0
	0	0	0	0
Total	0	0	0	0



Table 3.1.3 Salaries, Overtime, Homeowners' Allowances and Medical Aid by programme

Programme	Salaries		Overtime		Homeowners' Allowances		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	10 703	82.5%	50	0.4%	0	0	687	5.3%
Office of the Secretary to the Legislature	4 570	64.9%	0	0%	0	0	410	5.8%
Corporate Support Service	33 871	49.9%	2 091	3.1%	0	0	3 410	5.0%
Core Business	59 479	61.4%	2 351	2.4%	0	0	6 153	6.3%
Office of the CFO	14 446	60.6%	367	1.5%	0	0	1 074	4.5%
TOTAL	123 112	59.0%	4 859	2.3%	0	0	11 734	5.6%

Table 3.1.4 Salaries, Overtime, Homeowners' Allowances and Medical Aid by salary band- Information not available as financial records are kept per programme

Salary Bands	Salaries		Overtime		Homeowners' Allowances		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 in 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 two key variables:

- Programme;
- Salary band.

Table 3.2.1 Employment and vacancies by Programme

Programme	Number of posts approved in establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Office of the Speaker	19	18	5.26%	2
Office of the Secretary	16	10	37.50%	0
Corporate Support Services	113	101	10.62%	6
Core Business	213	196	7.98%	5
Office of the CFO	41	37	9.76%	3
Total	402	362	9.95%	16



Table 3.2.2 Employment and vacancies by salary band

Salary band	Number of posts approved in establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Lower skilled (1-2) Contract	0	0	0.00%	11
Skilled (3-5) P11-P16	173	164	5.20%	3
Highly skilled production (6-8) P9-P10	123	104	15.45%	2
Highly skilled supervision (9-12) P7-P8	80	70	12.50%	0
Senior management (13-16) P3-P6	26	24	7.69%	0
Total	402	362	9.95%	16

Table 3.2.3 Employment and vacancies by critical occupations - Not applicable

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

3.3. Job Evaluation

Within a nationally determined framework, executive authorities may evaluate or re-evaluate any job in their 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 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 approved in 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) Contract	0	0	0	0	0	0	0
Skilled (Levels 3-5) P11-P16	173	3	1.73%	1	33.33%	0	0
Highly skilled production (Levels 6-8) P9-P10	123	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12) P7-P8	80	3	3.75%	1	33.33%	0	0
Senior Management Service Band A	0	0	0	0	0	0	0
Senior Management Service Band B (P5-P6)	22	0	0	0	0	0	0
Senior Management Service Band C (P4)	3	0	0	0	0	0	0
Senior Management Service Band D (P3)	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

Salary band	Number of posts approved in establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Total	0	0	0	0	0	0	0
	402	6	1.49%	2	33.33%	0	0

The following table provides a summary of the number of employees whose positions were upgraded due to their posts being upgraded. The number of employees might differ from the number of posts upgraded since not all employees are automatically absorbed into 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	0	0	0	0	0
Male	2	0	0	0	2
Total	2	0	0	0	2
Employees with a disability					0

Table 3.3.3 Employees with salary levels higher than those determined by job evaluation by occupation- None

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 - None

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

3.4. Employment Changes

This section provides information on changes in employment in the financial year. Turnover rates provide an indication of trends in the employment profile of the organisation. 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 2013	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	0	0	0	0.00%
Skilled (Levels 3-5) P11-P16	161	12	9	5.59%
Highly skilled production (Levels 6-8) P9-P10	103	10	7	6.80%
Highly skilled supervision (Levels 9-12) P7-P8	56	16	2	3.57%
Senior Management Service Bands A	0	0	0	0.00%
Senior Management Service Bands B (P5-P6)	17	2	0	0.00%
Senior Management Service Bands C (P4)	3	0	0	0.00%
Senior Management Service Bands D (P3)	1	0	0	0.00%
Contracts	12	10	4	33.33%
Total	353	50	22	6.23%

Table 3.4.2 Annual turnover rates by critical occupation – Not applicable

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	4.6%
Resignation	15	68.2%
Expiry of contract	4	18.2%
Dismissal – operational changes	0	0
Dismissal – misconduct	0	0
Dismissal – inefficiency	0	0
Discharged due to ill-health	0	0
Retirement	2	9%
Transfer to other Public Service Departments	0	0
Other	0	0
Total	22	100%
Total number of employees who left as a % of total employment	5.8%	

Table 3.4.4 Promotions by critical occupation- Not Applicable

Occupation	Employees 1 April 2013	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 2013	Promotions to another salary level	Salary band 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) Contract	12	0	0	0	0
Skilled (Levels 3-5) P11-P16	161	1	0.62%	0	0
Highly skilled production (Levels 6-8) P9-P10	103	6	5.83%	0	0
Highly skilled supervision (Levels 9-12) P7-P8)	56	7	12.50%	0	0
Senior Management (Level 13-16) P6-P3)	21	0	0.00%	0	0
Total	353	14	3.97%	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 2014

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (P3-P6)	7	1	2	1	10	1	1	1	24
Professionals (P7-P8)	39	1	1	2	22	2	1	2	70
Technicians and associate professionals (P9-P10)	39	0	0	1	54	3	2	5	104
Clerks	0	0	0	0	0	0	0	0	0
Service and sales workers (P11-P16)	64	1	0	2	102	2	2	7	180

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trade 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	149	3	3	6	188	8	6	15	378
Employees with disabilities	3	0	0	1	2	0	0	1	7

Table 3.5.2 Total number of employees (including employees with disabilities) in each of the following occupational bands at 31 March 2014

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (L15-L16) (P3)	1	0	0	0	0	0	0	0	1
Senior Management (L13-L14) (P4-P6)	6	1	2	1	10	1	1	1	23
Professionally qualified and experienced specialists and mid-management (P7-P8)	39	1	1	2	22	2	1	2	70
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (P9-P10)	39	0	0	1	54	3	2	5	104
Semi-skilled and discretionary decision making (P11-P16)	64	1	0	2	102	2	2	7	180
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Total	149	3	3	6	188	8	6	15	378

Table 3.5.3 Recruitment

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	0	0	0	0	1	0	1	0	2
Professionally qualified and experienced specialists and mid-management (P7-P8)	4	0	0	0	1	0	0	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (P9-P10)	9	0	0	0	9	1	0	0	19
Semi-skilled and discretionary decision making (P11-P16)	8	0	0	1	12	1	0	2	24
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Total	21	0	0	1	23	2	1	2	50
Employees with disabilities	2	0	0	0	0	0	0	0	2

Table 3.5.4 Promotions

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	0	0	0	0	0	0	0	0	0

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Professionally qualified and experienced specialists and mid-management (P7-P8)	4	0	0	0	3	0	0	0	7
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (P9-P10)	3	0	0	0	2	0	0	1	6
Semi-skilled and discretionary decision making (P11-P16)	1	0	0	0	0	0	0	0	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Total	8	0	0	0	5	0	0	1	14
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 (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management (P7-P8)	2	0	0	0	0	0	0	0	2

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (P9-P10)	2	0	0	0	4	0	0	1	7
Semi-skilled and discretionary decision making (P11-P16)	4	0	0	0	7	2	0	0	13
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Total	8	0	0	0	11	2	0	1	22
Employees with Disabilities	0	0	0	0	2	0	0	0	2

Table 3.5.6 Disciplinary actions – Not applicable

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

Table 3.5.7 Skills development

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (P3-P6)	7	1	2	1	10	1	1	1	24
Professionals (P7-P8)	39	1	1	2	22	2	1	2	70
Technicians and associate professionals (P9-P10)	39	0	0	1	54	3	2	5	104
Clerks	0	0	0	0	0	0	0	0	0

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Service and sales workers (P11-P16)	64	1	0	2	102	2	2	7	180
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trade 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	149	3	3	6	188	8	6	15	378
Employees with disabilities	3	0	0	1	2	0	0	1	7

3.6. Performance Rewards

To encourage good performance, the Institution 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 (R'000)
African Male	38	39	97%	3 490	92
Asian Male	2	2	100%	262	131
Coloured Male	2	2	100%	202	101
White Male	2	2	100%	164	82
African Female	23	25	92%	1 880	82
Asian Female	1	1	100%	86	86
Coloured Female	3	4	75%	316	105
White Female	3	3	100%	224	75
TOTAL	74	78	95%	6 624	89

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(R'000)	Total cost as a % of the total personnel expenditure
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) (P7-P8)	55	58	95%	4130	75	2%
Total	55	58	95%	4130	75	2%

Table 3.6.3 Performance Rewards by critical occupation - Not applicable

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 (R'000)	Total cost as a % of the total personnel expenditure
Band A	0	0	0	0	0	0
Band B (P5-P6)	15	16	94%	1 737	116	0.83%
Band C (P4)	3	3	100%	531	177	0.25%
Band D (P3)	1	1	100%	226	226	0.11%
Total	19	20	95%	2 494	131	1.1%

3.7. Foreign Workers

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

Table 3.7.1 Foreign workers by salary band

Salary Band	01 April 2013		31 March 2014		Change	
	Number	% of total	Number	% of total	Number	% Change
Lower skilled	0	0%	0	0%	0	0%
Highly skilled production (Levels 6-8) P7-P8	1	50%	1	50%	0	0%
Highly skilled supervision (Levels 9-12) (P9-P16)	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	100%	0	0%

Table 3.7.2 Foreign workers by major occupation

Major Occupation	01 April 2013		31 March 2014		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 PSC 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) Interns	10	50%	4	3.10%	2.5	17
Skilled (Levels 3-5) (P11-P16)	370	60%	37	29.10%	10	313
Highly skilled production (Levels 6-8) (P9-P10)	327	56.90%	47	37.00%	6.96	358
Highly skilled supervision (Levels 9 -12) (P7-P8)	133	57.90%	27	21.30%	4.93	604
Top and Senior management (Levels 13-16) (P3-P6)	76	61.80%	12	9.40%	6.3	439
Total	916	57.32%	127	33.60%	7.21	1731

Table 3.8.2 Disability leave (temporary and permanent)

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)	245	24	10
Skilled (Levels 3-5) (P11-P16)	665	24	28
Highly skilled production (Levels 6-8) (P9-P10)	1839	71	26
Highly skilled supervision (Levels 9-12) (P7-P8)	2791	117	24
Senior management (Levels 13-16) (P3-P6)	4387	168	26
Total	9925	404	114

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 summarises payments made to employees as a result of leave that was not taken.

Table 3.8.5 Leave pay outs

Reason	Total Amount (R'000)	Number of employees	Average per employee (R'000)
Leave pay out for 2012/13 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave pay outs on termination of service for 2013/14	0	0	0
Current leave pay out on termination of service for 2013/2014	336	16	21
Total	336	16	21

3.9. HIV/AIDS and 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 and 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 Institution designated a member of the Senior Management Services (SMS) to implement the provisions contained in Part (VI) E of Chapter 1 of the Public Service Regulations, 2001? If so, provide the name and position.		x	
2. Does the organisation have a dedicated unit or does it have designated staff members to promote the health and wellbeing of 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		This is an HR responsibility and the accountability reside with the HR Business Partner with an annual budget of R500 000
3. Has the organisation introduced an Employee Assistance or Health Promotion Programme for employees? If so, indicate the key elements/services of this Programme.	x		ICAS was appointed as the service provider. The following services are contracted: <ul style="list-style-type: none"> • Employee Assistance Program; • Lifestyle Solutions; and • Executive Care Solutions.
4. Has the organisation 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 members of the committee and stakeholder(s) they represent.		x	
5. Has the organisation 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"> • The Talent Attraction Policy; • The Leave Policy; • The Remuneration and Benefits Policy; • The Overtime Policy; • Gender Mainstreaming; • The Internship Policy; and • The Learnership Policy.
6. Has the Institution 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 organisation encourage its employees to undergo voluntary counselling and testing? If so, list the results that you have you achieved.	x		Voluntary Counselling and Testing initiatives were launched at the GPL Wellness Day during 2013/2014.
8. Has the organisation developed measures/indicators to monitor and 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
Substantive Agreement-Two year agreement for the financial year 2013/14 and 2014/15	June 2013

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

Table 3.10.2 Misconduct and disciplinary hearings finalised

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	0	0%
Verbal warning	0	0%
Written warning	0	0%
Final written warning	0	0%
Suspended without pay	0	0%
Fine	0	0%
Demotion	0	0%
Dismissal	0	0%
Not guilty	0	0%
Case withdrawn	1	100%
Total	1	100%

Table 3.10.3 Types of misconduct addressed at disciplinary hearings

Type of misconduct (based on annexure A)	Number	% of total
Alleged insubordination	1	100%
Total	1	100%

Table 3.10.4 Grievances logged

	Number	% of Total
Number of grievances resolved	1	50%
Number of grievances not resolved	1	50%
Total number of grievances lodged	2	100%

Table 3.10.5 Disputes logged

	Number	% of Total
Number of disputes upheld	0	0
Number of disputes dismissed	0	0
Total number of disputes lodged	0	0

Table 3.10.6 Strike actions – Not applicable

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

Table 3.10.7 Precautionary suspensions – Not applicable

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

3.11. Skills development

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

Table 3.11.1 Training needs identified

Occupational Category	Gender	Number of employees as at 1 April 2013	Training needs identified at start of the reporting period			
			Learnerships/ Internships	Skills Programmes and other short courses	Other forms of training/ Bursaries	Total
Legislators, senior officials and managers (P3-P6)	Female	11	0	11	10	21
	Male	10	0	9	3	12
Professionals (P7-P8)	Female	67	0	21	7	28
	Male	36	0	36	10	46
Technicians and associate professionals (P9-P10)	Female	107	0	58	10	68
	Male	66	0	32	4	36

Occupational Category	Gender	Number of employees as at 1 April 2013	Training needs identified at start of the reporting period			
			Learnerships/ Internships	Skills Programmes and other short courses	Other forms of training/ Bursaries	Total
Clerks	Female	0	0	0	0	0
	Male	0	0	0	0	0
Service and sales workers (P11-P16)	Female	107	10	82	20	112
	Male	66	10	48	13	71
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trade 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	206	10	172	47	229
	Male	147	10	125	30	165
Total		353	20	297	77	394

Table 3.11.2 Training provided for the period

Occupational Category	Gender	Number of employees as at 1 April 2013	Training provided within the reporting period			
			Learnerships/ Internships	Skills Programmes and other short courses	Other forms of training/ Bursaries	Total
Legislators, senior officials and managers (P3-P6)	Male	10	0	9	3	12
	Female	67	0	21	7	28
Professionals (P7-P8)	Male	36	0	36	10	46
	Female	107	0	58	10	68
Technicians and associate professionals (P9-P10)	Male	66	0	32	4	36
	Female	0	0	0	0	0
Clerks	Male	0	0	0	0	0
	Female	107	10	82	20	112
Service and sales workers (P11-P16)	Male	66	10	48	13	71
	Female	0	0	0	0	0
Skilled agriculture and fishery workers	Male	0	0	0	0	0
	Female	0	0	0	0	0
Craft and related trade workers	Male	0	0	0	0	0
	Female	0	0	0	0	0
Plant and machine operators and assemblers	Male	0	0	0	0	0
	Female	0	12	0	0	12
Elementary occupations/ Interns	Male	0	7	0	0	7
	Female	206	22	172	47	241
Sub Total	Male	147	17	125	30	172
	Female	353	39	297	77	413
Total						

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	9	82%
Temporary Total Disablement	0	0%
Permanent Disablement	2	18%
Fatal	0	0%
Total	11	100%

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 Rand
Functional air conditioning installed in the City Hall	1	2 523 757
Sandstone wall and chemical cleaning (Retention of Rebakone)	1	200 000
Institutional Annual Stakeholder Survey	1	140 000
De-establishment of the Fourth Legislature and the establishment of the Fifth Legislature	1	67 450.00
Legislative Oversight: 20 Years of Institutional Building and Democratic Consolidation	1	3 597 000.00
Voter Education and Identity Document Registrations Campaign Towards the 2014 Elections in Partnership with Strategic Partners	1	1 261 500.00
Maximising the utilisation of LIMS electronic resolutions within the GPL	1	360 000.00
Review and revise the GPL Policy to ensure relevance to Party Caucus Staff	1	450 000.00
Total number of projects	Total individual consultants	Total contract value in Rand
8	8	8 599 707

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
0	0	0	0
0	0	0	0

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 Rand
0	0	0	0
0	0	0	0
Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rand
0	0	0	0
0	0	0	0

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
0	0	0	0
0	0	0	0



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PART E:
SECTION VI
FINANCIALS

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

REPORT OF THE AUDITOR GENERAL

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the financial statements of the Gauteng Provincial Legislature (GPL), set out on pages 273 to 304, which comprise the statement of financial position as at 31 March 2014, the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, as well as 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 South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Financial Management of Gauteng Provincial Legislature Act, 2009 (Act No. 7 of 2009) (FAMLA), and for such internal control as the accounting officer determines 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 legislature'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 legislature'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 2014, and its financial performance and cash flows for the year then ended, in accordance with SA Standards of GRAP and the requirements of the FAMLA.

Additional matter

7. I draw attention to the matter below. My opinion is not modified in respect of this matter.

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

Unaudited supplementary schedules

8. The supplementary information set out on pages 305 to 312 does not form part of the financial statements and is presented as additional information. I have not audited these schedules and, accordingly, I do not express an opinion thereon.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

9. In accordance with the PAA and the general notice issued in terms thereof, I report the following findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation as well as internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

Predetermined objectives

10. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the legislature for the year ended 31 March 2014.

- Programme 1: Leadership and Governance
- Programme 3: Corporate Services
- Programme 4: Core Business

11. I evaluated the reported performance information against the overall criteria of usefulness and reliability.

12. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's Framework for managing programme performance information. 15. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete. 16. I did not raise any material findings on the usefulness and reliability of the reported performance information for the selected programmes.

Additional matter

13. Although I raised no material findings on the usefulness and reliability of the reported performance information for the selected programmes, I draw attention to the following matter:

Achievement of planned targets

14. Refer to the annual performance report on pages 40 to 149 for information on the achievement of the planned targets for the year.

Compliance with legislation

15. I performed procedures to obtain evidence that the Legislature had complied with applicable legislation regarding financial matters, financial management and other related matters. I did not identify any instances of material non-compliance with specific matters in key legislation, as set out in the general notice issued in terms of the PAA.

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Internal control

16. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with legislation. I did not identify any significant deficiencies in internal control.

Auditor-General

Johannesburg

31 July 2014



AUDITOR-GENERAL
SOUTH AFRICA

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014



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Your View ~ Our Vision

Annual

Financial Statements

for

GAUTENG PROVINCIAL LEGISLATURE

VOTE 2

for the year ended 31 MARCH 2014

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

GAUTENG PROVINCIAL LEGISLATURE VOTE 2

REPORT OF THE ACCOUNTING OFFICER FOR THE YEAR ENDING 31 MARCH 2014

TO THE EXECUTIVE AUTHORITY AND PROVINCIAL LEGISLATURE OF THE REPUBLIC OF SOUTH AFRICA

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).

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.

The 2013/14 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 constraints being experienced. Systems of good governance, effective administration and sound financial management continued to be effective during the financial year.

1.1 Budgeting process

The GPL held various strategic planning sessions in terms of the annual planner which formed a precursor to the budget process. The keynote address of the Speaker and resolutions of Presiding Officers formed the basis for the preparation of the 2013/14 annual performance. The Secretariat also identified non-negotiable areas to support and translate political priorities as outlined in the strategic session, into day-to-day business operations. The Programmes of the GPL then conducted respective planning sessions to develop Programme annual performance plans aligned to the strategic objectives, political imperatives and resolutions of Presiding Officers. The outcome of planning sessions of the GPL Programmes resulted in the culmination of an Annual Performance Plan (APP) for each Programme. These plans were then costed in line with activity based costing principles and informed the budget for 2013/14. The Budget Council further interrogated and evaluated plans and associated budgets for alignment to the Presiding Officers mandates and strategic objectives as adopted by the Legislature Services Board (LSB).

The GPL continued to improve and implement various initiatives that sought to focus greater attention on the relationship between budgets and performance. Throughout the budgeting process, emphasis was on allocative efficiency in terms of directing more resources towards the constitutional mandate and making the work of elected representatives more effective whilst taking due cognisance of the fiscal constraints and liquidity challenges facing the province.

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

1.2 Budget allocation

For the year under review, the GPL received a total budget allocation of R496.8 million to implement its annual performance plan. This represents an increase of 4.3% as compared to the budget allocation of the previous financial year. The final budget allocation included an amount of R219 million for compensation of employees, R187 million for goods and services, R80.4 million for transfers to political parties and R9.9 million for capital assets.

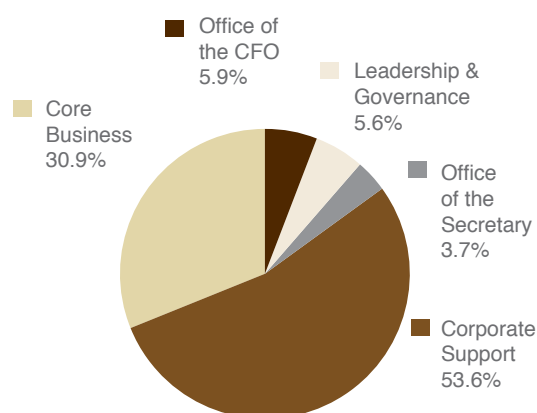
During the financial year, the identification of emerging priorities resulted in the movement of funds from areas of saving and movement of funds from strategically less important areas. Through the adjustments budget process, the budget allocation was increased by R15.8 million from R481 million to R496.8 million to fund emerging priorities. This was facilitated by surrendering own revenue to the Provincial Treasury as approved by the Legislature Services Board (LSB). Accordingly, the budget was adjusted to provide for the following priorities:

- Additional funding for the Voter Education and ID Campaign towards the 2014 elections - R9.6 million;
- City hall projects involving sandstone and chemical cleaning and installation of air-conditioning - R2.5 million;
- Unforeseeable funeral expenses for the late MEC for Economic Development who passed on during the financial year - R2 million;
- Reimbursement of remuneration attributable to political office bearers - R696 thousand; and
- Replacement of laptops - R988 thousand.

The final budget allocation for the 2013/14 financial year is depicted in the table and graphical analysis below:

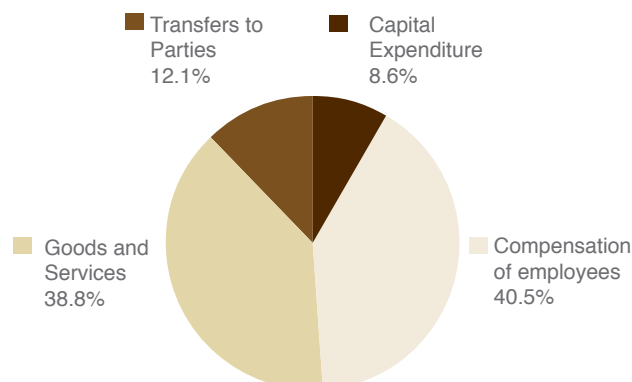
Budget by Programmes

Programme	% Of Budget	R'000
Leadership & Governance	7.5%	37 448
Office of the Secretary	2.6%	12 833
Corporate Support	51.6%	256 540
Core Business	31.6%	156 991
Office of the CFO	6.6%	33 020
TOTAL	100%	496 832



Budget by Economic Classification

Programme	% Of Budget	R'000
Compensation of employees	44.1%	219 259
Goods and Services	37.7%	187 133
Transfers to Parties	16.2%	80 455
Capital Expenditure	2.0%	9 985
TOTAL	100%	496 832



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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

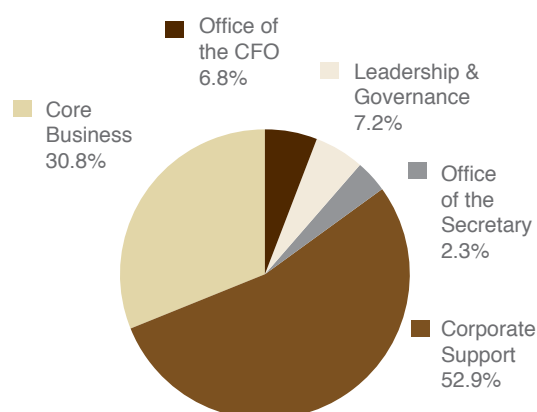
In addition to the GPL voted budget, an amount of R62.6 million was received as a statutory appropriation in respect of remuneration for Political Office Bearers. This amount is distinct from the GPL voted budget and falls within the ambit of the Direct Charges Act.

1.3 Expenditure Analysis

In exercising its constitutional obligations of law making, oversight and scrutiny, cooperative governance and public participation, the GPL spent a total of R473.9 million or 95.4% 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 R22.9 million equating to 4.6% of the total allocated budget. The results for the financial year ending 31 March 2014 therefore 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:

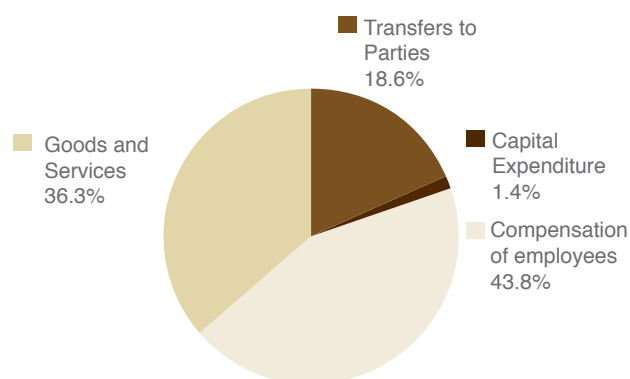
Expenditure by Programmes

Programme	% Of Budget	R'000
Leadership & Governance	7.2%	34 337
Office of the Secretary	2.3%	10 851
Corporate Support	52.9%	250 567
Core Business	30.8%	145 968
Office of the CFO	6.8%	32 196
TOTAL	100%	473 919



Expenditure by Economic Classification

Programme	% Of Budget	R'000
Compensation of employees	44.1%	219 259
Goods and Services	37.7%	187 133
Transfers to Parties	16.2%	80 455
Capital Expenditure	2.0%	9 985
TOTAL	100%	496 832



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

- House and Committee sittings and all associated costs;
- Support services to Committees as well as public outreach programmes as conducted by Committees;
- Mainstreaming of public participation through Bua Le Sechaba campaigns and outreach workshops;
- Provision of facilities and support services to Members of the GPL;
- Hosting of institutional events;
- Coordination and implementation of the Gauteng Speakers Forum (GSF) project;
- Voter education and identity document campaigns towards the 2014 election in partnership with strategic partners. The campaign raised awareness about the voter registration process and encouraged the people of Gauteng to vote in the 2014 elections whilst targeting first time voters;

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- Operational costs such as IT services, maintenance and repairs, rent and municipal services, security services, transport services, canteen and cleaning services;
- Learning and growth - training and development costs and staff bursaries; and
- Advertising, printing and publications.

Expenditure on capital assets amounted to R6.5 million and primarily comprised the following:

- Air-conditioning installed in the City Hall. This entailed the design and commissioning of the air-conditioning system; and
- Acquisition of computer equipment and furniture for both Members and staff.

1.4 Under/Overspending

A significant portion of the under-spend was attributable to a saving realised on the 20 years of the Gauteng Legislature project. The purpose of the project was to document the 20 years of democracy focusing on the evolution and achievements of the GPL between 1994 and 2014, in relation to its core mandates of Law Making, Oversight, Public Participation and Co-operative Governance. The initial phase of the project was to develop the GPL's 20 years of democracy report. The task was undertaken internally and the report exceptionally completed thus saving on consultancy fees. Further, all planned international and local trips were not undertaken by Offices of the Speaker and Secretary to the Legislature due to the prioritisation of other institutional priorities.

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

- Under-expenditure on key vacant posts not filled during the year;
- Decision to defer the processing of the Money Bills to the 2014/15 financial year and the finalisation of the Law Making Framework;
- Non implementation of the Competency Based Assessments project;
- Non-attendance of workshops, conferences and seminars due to in-house priorities; and
- Risk profiling and governance workshop for the LSB.

Capital expenditure reflects a net under-spending of R3.4 million as a result of the following:

- The installation of a passenger lift in the City Hall as originally planned was reprioritised to install a lift in the main building in the new financial year;
- The replacement of laptops and furniture for new Members and staff was deferred to after the elections; and
- The Speakers vehicle required replacement in line with the prescripts of the ministerial handbook. Although all criteria were met for the vehicle to be replaced, a conscious decision was taken to acquire the vehicle after the elections.

1.5 Comparison to the previous financial year

The total expenditure of the current financial year increased moderately by only 0.1% when compared to the previous financial year. An analysis of the financial allocation and spending linked to the institutional strategy revealed the following strategic reprioritisation areas through enhanced efficiency measures:

- Increase in allocation of funds to Committees, support to Committees and related activities and Public Participation Programmes;
- An 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; Significant increase in communications as a result of consolidating costs in land lines, mobile and 3G; and
- Transport and shuttle services increased as the budget was aligned to transport requirements.

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

1.6 Political Part Funding

South Africa is among the few African countries that provide public funding for political parties. The purpose of providing public funding to political parties is to support those parties who aim to represent the interests of all the people and the views of a significant national cross-section of the people.

The GPL holds onto the belief that an election is only fair if the electorate can make an informed choice. The electorate is therefore unable to form an opinion on the measure of influence brought to bear upon a political party by a private donor. The need for public funding of political parties is therefore an essential component of deepening our nascent democracy. Section 236 of the Constitution promotes multi-party democracy and in particular requires national legislation to provide for the funding of political parties participating in provincial legislatures on an equitable and proportional basis. The Gauteng Political Party Fund Act, 2007 was promulgated to provide funding for political parties participating in the Legislature and further to provide for accountability and disclosure by parties.

It is envisaged that enhanced party funding in the Provincial Legislature will help deepen democracy and promote active citizenry, which is crucial in a young democracy. This will also help counter any tendencies towards a distancing of political leaders from the electorate and entrench a people-centred democracy. Political parties are seen as vital public institutions to enhance citizens' participation in their own governance and in democracy.

To enable Members to fulfil their constitutional obligations, reduce dependency on private funding and enhance multi-party democracy, a total amount of R88 million was transferred to Political Parties. Details of transfers are reflected in the table below:

Political Party	Constituency Allowance	Political Party Funding
ANC	19 187 257	33 261 160
ACDP	420 000	2 286 383
COPE	2 520 000	5 663 945
DA	6 720 000	12 483 597
ID	420 000	2 221 717
IFP	420 000	2 439 813
VF PLUS	0	0
TOTAL	29 687 257	58 356 615

The expenditure of public funds by political parties is carefully regulated and closely monitored. The financial effect of this distribution is reflected in the Annual Financial Statements (AFS) of the fund. Parties accordingly used funds for purposes "compatible with its functioning as a political party in a modern democracy". 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 the 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 provided management with an 'early warning' of deviations from planned results and targets. These were also reported at the Audit and Risk Committee (ARC) on a quarterly basis.

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

The process of control over budgets and monthly reporting operated satisfactorily during the year. Programme and sub-programme managers updated their expenditure projections quarterly 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 was fully implemented and provided Programme managers with online information on outstanding purchase requisitions, purchase orders and payments made to date.

The planning and budget unit regularly met with Programme and sub-programme managers and provided guidance on business planning and budget implementation. Financial performance was monitored on a monthly basis and reported to the Speaker; as Executive Authority, on a monthly basis.

3. SUPPLY CHAIN MANAGEMENT (SCM) PRACTICES

The GPL is committed to the broader achievement of socio-economic goals. For this reason, the GPL established processes that are aligned to the aims and objectives of both the Broad-Based Black Economic Empowerment Act (BB-BEEA) 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 to ensure enhanced SCM standards.

Through the adoption of the preferential procurement strategy, a preference mechanism was introduced in the procurement of all goods and services to target especially Historically Disadvantaged Individuals (HDIs). Reasonable progress was made in its implementation but not to its full extent. Preferential procurement and the provision for the promotion of Broad Based Black Economic Empowerment (BBBEE) are 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 processes that will benefit existing and emerging businesses managed and owned by HDIs, women, youth and people with disabilities (PWD), 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 (CFO) regularly monitors progress in achieving the targets.

4. CONSTRAINTS

Capital funding for the improvement and maintenance of the City Hall remains a constraint. This is consequential to available budget allocations that were prioritised towards core business functions, thus forcing deferment of planned capital expenditure for the City hall. Office space requirements also reached acute proportions. The City Hall is fully occupied and not adequate to meet current demands. Some additional office space was secured in the Old Mutual 1066 Building in Pritchard Street, Johannesburg.

The configuration of the SAP system is still required, specifically in the finance and SCM areas to ensure accurate and complete information and that reporting is fully automated. SAP enhancements will be undertaken in the new financial year.

5. GOOD GOVERNANCE

GPL is committed to entrenching the highest levels of good governance and continues to make significant progress in implementing structures, policies and procedures aimed at strengthening 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 more effective executive decision-making and allocation of internal resources for the GPL. This

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

not only requires that the GPL adheres to the prescriptive framework found in legislation and regulations, but also that the GPL's governance structures are aligned with the relevant provisions of the King III 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 III code of conduct.

The Legislature Services Board (LSB) is committed to the concept and principles of effective governance. The Board's philosophy of ethical leadership provides the foundation for values which are central to the way business is conducted. The GPL's financial and non-financial performance objectives are overseen by the LSB and its Committees. 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 and 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 the GPL's compliance with legal and regulatory provisions and the activities of the internal audit function, including its annual coverage plan and coordination with the Auditor-General.

The Committee is independent and accountable to the Board. The Committee does not assume the functions of management, which remain the responsibility of the Secretary, Executive Directors and other members of Senior Management. 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 ARC, 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.

5.2 Enterprise Risk Management

The Accounting Officer maintained effective, efficient and transparent systems of risk management and internal control. Risk management is an integral part of the Institution's 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 the GPL's strategic and business planning processes. Risks are explicitly articulated as part of all the GPL's business 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 which provides 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 efforts and priorities and to determine the skills required of managers and staff to improve controls and to manage these risks. The significant risks are communicated to the Board, who carry ultimate responsibility. The identified risks, their likelihood of occurrence, severity if these risks materialise, mitigating control and the risk management outcomes are reported on a regular basis.

Risk management was consolidated and amplified throughout the various Programmes and levels of business. All risks identified in operations by initiatives of the newly capacitated Directorate were captured on the BarnOwl risk management software. The risk register was updated in line with the outcome of the high level risks based on the strategic priorities of the Institution and informed the development of the annual internal audit plan.

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5.3 Risk Management Committee

The mandate of the Risk Management Committee (RMC) is to oversee and coordinate the risk management processes. 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. The primary responsibilities of the RMC include the following:

- Oversee the development and annual review of the risk policy and risk management plan and recommend such for approval to the Board;
- Monitor the implementation of the policy and plan;
- Approve systems and risk management processes;
- Ensure that the risk management plan is widely disseminated throughout the GPL and integrated as part of the day-to-day activities of the GPL;
- Ensure that risk management assessments are performed on a continuous basis;
- Ensure that frameworks and methodologies are implemented to anticipate risks; and
- Ensure that Management considers and implements appropriate risk responses and that Management continuously monitors risk.

5.4 Internal Audit

The outsourced internal audit function of the GPL continued to operate in line with the approved terms of reference and associated service level agreement (SLA) 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 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, the RMC and the ARC.

The internal audit function provided objective and independent assurance to management and the ARC on the adequacy and effectiveness of internal controls, risk management and governance processes of the GPL. This was mainly accomplished through regularity, performance, information technology and compliance audits. In pursuing this activity, internal audit is guided by the ARC at all times.

5.5 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. A fraud prevention plan (FPP) was adopted which is aligned to the risk management strategy. Both documents were communicated to staff and also loaded on the GPL intranet for awareness and reference purposes. The GPL subscribes to the National Anti-Corruption Hotline, where matters of fraud and corruption against the GPL can be reported confidentially by any member of staff or the public.

The Fraud Prevention Plan (FPP) Operational Committee took responsibility for the implementation of the fraud prevention plan within the GPL. Substantial progress was made on the implementation strategy of the fraud prevention plan. A number of fraud prevention activities were carried out during the year including the placements of posters in the Main Building and 1066 Building. Matters related to fraud prevention were considered a standing item on the agenda, as part of Risk Management discussions at Management meetings.

The coordination of financial disclosure has gained momentum each year and key management personnel are actively responding to their legal and ethical obligation of disclosing interests. All the senior managers of the GPL complied with submitting their completed financial disclosure forms. The GPL officials are also required to table their interest in any contract as part of procurement bidding processes.

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6. ASSET MANAGEMENT

A concerted effort was made to strengthen the overall control of assets and monitor compliance on an ongoing basis through enhanced individual accountability for assets and regular physical counts of assets. 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 was also revised to re-emphasise the role that responsible managers need to play in ensuring the safe keep of state assets under their custody. The challenge for the GPL is to cultivate a culture of asset management awareness to ensure that all asset movements, additions, disposals and replacements are tracked and recorded in an updated asset register, which requires daily attention and interventions.

7. PERFORMANCE INFORMATION

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 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. The GPL entrenched performance reporting as an integral part of an effective accountability framework.

Performance information also facilitates effective accountability, enabling oversight bodies such as the Oversight Committee on the Premier's Office and the Legislature (OCPOL), the LSB and other interested parties, to track progress, identify the scope for improvement and better understand the issues involved. The Secretary, after the end of each quarter, reported accordingly to the Executive Authority and OCPOL on the GPL's performance in implementing the annual performance plan in that quarter. These 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 were put in place to ensure that the GPL's broad objectives are achieved.

8. IMPORTANT POLICY DECISIONS AND STRATEGIC ISSUES

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

- Placing emphasis on the oversight model and role of Committees whilst continuing to put in place appropriate systems for Executive accountability;
- Enhancing activity around 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 and placing public participation at the centre of the legislative processes;
- Building an effective and transformative GPL by focusing on the development of procedures, skills and resources for effective continuous oversight;
- Improving the effectiveness of the LSB and Secretariat through the application of principles of good governance; and
- Allocating resources efficiently by directing more resources towards the constitutional mandate and making the work of elected representatives more effective.

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9. APPLICATION OF GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP)

In compliance with the FAMLA requirements, the annual financial statements were 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 were therefore prepared on an accrual basis which necessitated adoption of accounting policies consistent with GRAP. Introduction of new standards where applicable were stated in the notes to the Annual Financial Statements.

10. EVENTS AFTER THE REPORTING DATE

To our knowledge, there are no post-reporting date events that have a significant impact on the annual financial statements as reported.

11. OTHER

The Constitutional Court of South Africa declared the financial management laws of five Legislatures of the country including Gauteng unconstitutional. The Court found that Schedules 4 and 5 of the Constitution did not give the Legislature the power to legislate on matters relating to its own financial management. This ruling impacted on the Financial Management of Gauteng Provincial Legislature Act (FAMLA) passed by the GPL. To ensure legislatures are regulated, Parliament has now introduced the Financial Management of Parliament Amended Bill to provide for the financial management of provincial Legislatures. The passing of the amended Act is envisaged during the 2014/15 financial year.

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

12. APPROVAL

The annual financial statements set out on pages 261 to 312 were approved by the Accounting Officer.



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 Peter Skosana
 Secretary to the Provincial Legislature (Accounting Officer)
 31st May 2014

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

Statement of Financial Position as at 31 March 2014

Figures in Rands	Note(s)	2014	2013
Assets			
Current Assets			
Inventories	10	2 393 407	2 426 260
Receivables from exchange transactions	11	588 969	950 018
Prepayments	9	730 048	508 949
Cash and cash equivalents	12	41 413 128	38 851 166
		45 125 552	42 736 393
Non-Current Assets			
Heritage assets	3	1 938 154	1 938 154
Property, plant and equipment	4	90 991 332	85 627 985
Intangible assets	5	12 589 254	14 808 285
		105 518 740	102 374 424
Total Assets		150 644 292	145 110 817
Liabilities			
Current Liabilities			
Finance lease obligation	13	4 191 730	386 095
Operating lease liability	7	113 829	57 978
Payables from exchange transactions	16	12 566 681	12 419 664
Provisions	14	14 726 767	23 293 050
Staff payable	15	681 929	635 190
		32 280 936	36 791 977
Non-Current Liabilities			
Finance lease obligation	13	4 476 499	80 271
Total Liabilities		36 757 435	36 872 248
Net Assets		113 886 857	108 238 569
Net Assets			
Accumulated surplus		113 886 857	108 238 567

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Statement of Financial Performance

Figures in Rands	Note(s)	2014	2013
Revenue from non-exchange transaction	18	558 818 930	536 420 918
Revenue from exchange transactions	19	2 457 433	2 473 317
Operating expenses	20	(527 925 884)	(512 448 534)
Operating surplus		33 350 479	26 445 701
Investment revenue	22	2 847 319	3 164 014
Finance costs	24	(361 954)	(64 872)
Surplus for the year		35 835 844	29 544 843
Attributable to:			
Gauteng Provincial Legislature		35 835 844	29 544 843



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Statement of Changes in Net Assets

Figures in Rands	Accumulated surplus	Total net assets
Balance at 01 April 2012	99 998 724	99 998 724
Changes in net assets		
Surplus for the year	29 544 843	29 544 843
Transfer to Provincial Treasury	(21 305 000)	(21 305 000)
Total changes	8 239 843	8 239 843
Balance at 01 April 2013	108 238 567	108 238 567
Changes in net assets		
Transfer to Provincial Treasury	(27 869 000)	(27 869 000)
Gauteng Provincial Legislature PPF fund	(2 318 554)	(2 318 554)
Net income (losses) recognised directly in net assets	(30 187 554)	(30 187 554)
Surplus for the year	35 835 844	35 835 844
Total recognised income and expenses for the year	5 648 290	5 648 290
Total changes	5 648 290	5 648 290
Balance at 31 March 2014	113 886 857	113 886 857



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Cash Flow Statement

Figures in Rands	Note(s)	2014	2013
Cash flows from operating activities			
Receipts			
Revenue		559 222 003	535 894 899
Interest income		2 847 319	3 164 014
Other receipts		2 355 412	2 652 562
		564 424 734	541 711 475
Payments			
Employee costs		(262 087 273)	(242 640 881)
Suppliers		(263 814 649)	(264 926 306)
		(525 901 922)	(507 567 187)
Net cash flows from operating activities	26	38 522 812	34 144 288
Cash flows from investing activities			
Purchase of property, plant and equipment	4	(16 449 761)	(32 840 292)
Disposal of equipment	4	2 853 479	482 442
Purchase of computer software and development costs	5	(63 612)	-
Net cash flows from investing activities		(13 659 894)	(32 357 850)
Cash flows from financing activities			
Funds surrendered		(30 187 554)	(21 305 000)
Staff payables		46 739	(12 856)
Finance lease payments		7 839 859	(89 385)
Net cash flows from financing activities		(22 300 956)	(21 407 241)
Net increase/(decrease) in cash and cash equivalents			
Cash and cash equivalents at the beginning of the year		38 851 166	58 471 969
Cash and cash equivalents at the end of the year	12	41 413 128	38 851 166

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

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.

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.

Impairment testing

The recoverable amounts of cash-generating units and individual assets have been determined based on the higher of value-in-use calculations and fair values less costs to sell. These calculations require the use of estimates and assumptions. It is reasonably possible that assumptions may change which may then impact our estimations and may then require a material adjustment to the carrying value of goodwill and tangible assets.

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 14 - 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.

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:

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- 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 GPL 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. Where the GPL replaces parts of an asset, it derecognises 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

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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 the 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.

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 the 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 entity; and
- The cost or fair value of the asset can be measured reliably.

Intangible assets are initially recognised at cost.

When an intangible asset is 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; and
- The expenditure attributable to the asset during its development can be measured reliably.

Intangible assets 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.

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.

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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, other	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 is 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 fair value.

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 fair value less any accumulated impairment losses.

Impairment

The GPL assesses 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.

Derecognition

The GPL derecognises heritage assets 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

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- 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:

Assets	Category
Cash and cash equivalents	Financial asset measured at amortised cost

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

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

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

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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, the 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.

Cash and Cash equivalents

Cash and cash equivalents 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 assesses 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.

Derecognition

Financial assets

The GPL derecognises financial assets using trade date accounting.

The GPL derecognises a financial asset only when:

- The contractual rights to cash flows from the financial asset expire, are settled or waived;
- The GPL transfers to another party substantially all of risks and rewards ownership of the financial asset; or
- The GPL, despite having retained some significant risks and rewards of ownership 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 :

- Derecognises the asset; and
- Recognises separately any rights and obligations created or retained in the transfer.

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.

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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, expired 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 Legislature 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.

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.

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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.

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

The cost of inventories comprises 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 entity.

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, is 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.

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

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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 tests 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 is 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 assets)

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.

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 assesses 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.

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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 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.

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 expenses.

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 entity; or
- (b) The number of production or similar units expected to be obtained from the asset by the entity.

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 tests 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

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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.

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 overdesigned or overcapacity asset. Overdesigned 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 assesses 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 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 recognises 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 recognises 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

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- 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 measures 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 recognises 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 recognises 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, the GPL recognises 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.

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.

1.11 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.

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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 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 entity.

Contingent assets and contingent liabilities are not recognised. Contingencies are disclosed in note 28.

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 entity 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 entity 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 entity considers that an outflow of economic resources is probable, an entity recognises the obligation at the higher of:

- The amount determined using the Standard of GRAP on Provisions, Contingent Liabilities and Assets;
- The amount of fee initially recognised less, where appropriate, cumulative amortisation in accordance with the Standard of GRAP on Revenue from Exchange Transactions.

1.12 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;

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- 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.

1.13 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.

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.

1.14 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.

1.15 Unauthorised expenditure

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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.

1.16 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 by 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 by 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.

1.17 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.

1.18 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)

1.19 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.

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Key management is defined as being individuals within the authority that are 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. The 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.



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NOTES TO THE FINANCIAL STATEMENTS

Figures in Rands	2014	2013
2. New standards and interpretations		
2.1 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	Total net Expected impact:
GRAP 25: Employee benefits	01 April 2013	Increased disclosure
GRAP 20: Related parties	01 April 2013	Increased disclosure
GRAP 1 (as revised 2012): Presentation of Financial Statements	01 April 2013	Increased disclosure
GRAP 3 (as revised 2012): Accounting Policies, Change in Accounting Estimates and Errors	01 April 2013	Increased disclosure
GRAP 9 (as revised 2012): Revenue from Exchange Transactions	01 April 2013	Increased disclosure
GRAP 12 (as revised 2012): Inventories	01 April 2013	Increased disclosure
GRAP 13 (as revised 2012): Leases	01 April 2013	Increased disclosure
GRAP 16 (as revised 2012): Investment Property	01 April 2013	Increased disclosure
GRAP 17 (as revised 2012): Property, Plant and Equipment	01 April 2013	Increased disclosure
GRAP 31 (as revised 2012): Intangible Assets (Replaces GRAP 102)	01 April 2013	Increased disclosure

2.2 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 2014 or later periods:

Standard/ Interpretation:	Effective date: Years beginning on or after	Expected impact:
GRAP 105: Transfers of functions between entities under common control	01 April 2014	
GRAP 106: Transfers of functions between entities not under common control	01 April 2014	
GRAP 6 (as revised 2010): Consolidated and Separate Financial Statements	01 April 2014	
GRAP 8 (as revised 2010): Interests in Joint Ventures	01 April 2014	

The aggregate impact of the initial application of the statements and interpretations on the entity's financial statements is expected to be as follows:

Figures in Rands	2014			2013		
3. Heritage assets						
	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Heritage assets	1 938 154	-	1 938 154	1 938 154	-	1 938 154

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NOTES TO THE FINANCIAL STATEMENTS

Reconciliation of heritage assets - 2014

	Opening balance	Total
Heritage assets	1 938 154	1 938 154

Reconciliation of heritage assets - 2013

	Opening balance	Total
Heritage assets	1 938 154	1 938 154

Details of Heritage Assets

Heritage Assets is in respect of paintings inherited from the previous government. Heritage assets are measured at fair value.

	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	54 560 586	(4 366 368)	50 194 218	50 876 956	(3 175 028)	47 701 928
Leasehold property	10 003 216	(2 221 762)	7 781 454	3 444 140	(2 589 671)	854 469
Plant and machinery	9 136 877	(5 042 807)	4 094 070	9 910 882	(5 164 422)	4 746 460
Furniture and fixtures	12 216 829	(4 699 269)	7 517 560	12 352 847	(4 194 556)	8 158 291
Motor vehicles	4 330 898	(2 166 976)	2 163 922	4 330 89	(1 671 986)	2 658 912
Office equipment	472 360	(189 915)	282 445	586 391	(210 474)	375 918
IT equipment	15 186 850	(6 731 937)	8 454 913	18 466 711	(7 653 095)	10 813 616
Library books	2 717 060	(1 325 338)	1 391 722	2 463 698	(1 256 336)	1 207 363
Total	117 735 704	(26 744 372)	90 991 332	111 543 551	(25 915 568)	85 627 985

	Opening balance	Additions	Disposals	Depreciation	Total
Land	9 111 028	-	-	-	9 111 028
Buildings	47 701 928	3 683 630	-	(1 191 340)	50 194 218
Leasehold property	854 470	10 003 216	(555 967)	(2 520 264)	7 781 454
Plant and machinery	4 746 460	657 141	(342 701)	(966 830)	4 094 071
Furniture and fixtures	8 158 291	1 058 876	(428 948)	(1 270 660)	7 517 559
Motor vehicles	2 658 912	-	-	(494 990)	2 163 922
Office equipment	375 918	-	(35 004)	(58 516)	282 445
IT equipment	10 813 616	793 537	(1 490 859)	(1 661 381)	8 454 913
Library books	1 207 363	253 361	-	(69 001)	1 391 723
	85 627 985	16 449 761	(2 853 479)	(8 232 982)	90 991 332

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

Figures in Rands	2014		2013			
Reconciliation of property, plant and equipment - 2013						
	Opening balance	Additions	Disposals	Depreciation	Impairment loss	Total
Land	9 111 028	-	-	-	-	9 111 028
Buildings	24 581 764	23 720 121	-	(599 958)	-	47 701 928
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)	-	1 207 362
	59 401 903	32 840 292	(482 442)	(5 487 825)	(643 944)	85 627 985

Impairment of assets

The GPL conduct impairment testing of all non-cash generating assets. No assets were found to be impaired.

Assets subject to finance lease (Net carrying amount)

Cell phones	4 944 990	854 469
Photocopy Machines	2 836 464	-
	7 781 454	854 469

The finance lease is in respect of a 2 year cell phone and 3 year photocopy machine lease liabilities which came into effect from the signing of a new contract during the financial year. A register containing the information required by FAMLA is available for inspection at the registered office of the GPL.

	2014			2013		
	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value
Computer software	23 375 225	(10 785 971)	12 589 254	23 311 613	(8 503 328)	14 808 285

	Opening balance	Additions	Amortisation	Total
Computer software	14 808 285	63 612	(2 282 643)	12 589 254

Reconciliation of intangible assets - 2013

	Opening balance	Additions	Impairment loss	Total
Computer software	17 390 771	(2 354 009)	(228 477)	14 808 285

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

Figures in Rands	2014	2013
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6. Financial assets by category

The accounting policies for financial instruments have been applied to the line items below:

2014	At amortised cost	Total
Trade and other receivables	588 969	588 969
Cash and cash equivalent	41 413 128	41 413 128
	42 002 097	42 002 097

2013	At amortised cost	Total
Trade and other receivables	950 018	950 018
Cash and cash equivalent	38 851 166	38 851 166
	39 801 184	39 801 184

7. Operating lease liability

Current liabilities	113 829	57 978
	-	-
	113 829	57 978

Operating lease rentals represent payable by the GPL to Old Mutual and The Public Corporation Soc Ltd for office premises leased. The lease is for two and five years respectively and escalates by 10% annually. The lease expires in April 2014 and March 2018 respectively.

8. 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 total economic entity contribution to such schemes	8 480 532	8 062 952
The amount recognised as an expense for defined contribution plans is	8 480 532	8 062 952

9. Prepayments

The prepayment for the period ended 31 March 2014 relates to insurance paid in advance for nine months amounting to R 730, 048

10. Inventories

Other inventories for sale (Memrobilia)	345 393	581 326
Consumables	1 478 420	1 237 493
Maintenance materials	569 594	607 441
	2 393 407	2 426 260

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

11. Receivables from exchange transactions

Trade debtors	588 969	950 018
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The receivables is in respect of Direct Charges due from Provincial Treasury and parking income outstanding at year end. The receivables are non interest bearing and are generally on 30days 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	588 969	-	-	588 969

12. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	909	5 900
Bank balances	41 412 219	38 845 266
	41 413 128	38 851 166

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.

Figures in Rands	2014	2013
13. Finance lease obligation		
Minimum lease payments due		
- within one year	4 849 394	325 647
- in second to fifth year inclusive	4 579 000	81 412
- later than five years	133 722	-
	9 562 116	407 059
	(893 888)	(22 170)
Present value of minimum lease payments	8 668 228	384 889
Present value of minimum lease payments due		
- within one year	4 191 730	386 095
- in second to fifth year inclusive	4 343 992	80 272
- later than five years	132 507	-
	8 668 229	466 367
Non-current liabilities	4 476 499	80 272
Current liabilities	4 191 730	304 617
	8 668 229	384 889

It is GPL's policy to lease cellphone and copier machines 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 obligations under finance leases are secured by the lessor's charge over the leased assets.

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

14. 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	9 125 656	(8 124 966)	9 125 655
13th Cheque Payable	-	6 973 150	-	6 973 150
Broad banding	-	441 044	-	441 044
	21 825 372	23 293 051	(21 825 372)	23 293 050

The 13th Cheque provision represents the liability in respect of additional one month staff salary for levels P9 to P16.

Broad banding is in respect of staff increases due.

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 dependant on the finalization of the 4th quarter performance reviews.

15. Staff payables

Staff payables is in respect of optional monthly savings payable in December by the GPL.

R 681 929

R635 190

16. Payables from exchange transactions

Trade payables

12 566 681

12 419 664

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.

17. Financial liabilities by category

The accounting policies for financial instruments have been applied to the line items below:

2014

	Financial liabilities at amortised cost	Total
Other financial liabilities - staff payables	681 929	681 929
Trade and other payables	12 566 681	12 566 681
Finance lease payables	8 668 229	8 668 229
	21 916 839	21 916 839

18. Revenue from non-exchange transactions

2013

Trade and other payables

7 082 134

7 082 134

Finance lease payables

386 095

386 095

7 468 229

7 468 229

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

Figures in Rands	2014	2013
18. Revenue from non-exchange transactions		
	Financial liabilities at amortised cost	Total
Voted funds	496 135 081	476 305 000
Direct charges	62 683 849	60 115 918
	558 818 930	536 420 918
19. Revenue from exchange transactions		
Aid assistance	-	500 000
Parking income	1 937 722	1 846 362
Sundry income	148 331	82 405
City hall booking revenue	371 380	44 550
	2 457 433	2 473 317
20. Operating Expenditure		
Total expenditure ref to page 43	527 848 963	512 448 534
21. Employee related costs		
Basic	204 255 115	191 150 177
IPMS	7 548 182	5 381 269
Medical aid - company contributions	12 183 557	10 561 204
UIF	733 965	647 918
Leave pay provision charge	(6 748)	1 044 485
Overtime payments	5 381 603	5 879 583
Political allowances	7 431 257	7 442 806
Car allowance	23 286 641	21 438 500
Employee costs included in other expenses	252 205	308 986
	261 065 777	243 854 928
Remuneration of provincial secretary		
Annual Remuneration	1 031 071	1 033 626
Car Allowance	226 189	290 416
Performance Bonuses	315 660	139 623
Contributions to UIF, Medical and Pension Funds	162 771	121 048
Contribution to medical aid	69 309	62 840
	1 805 000	1 647 553
Remuneration of chief finance officer		
Annual Remuneration	845 458	823 307
Car Allowance	352 754	324 544
Performance Bonuses	202 216	134 810
Contributions to pension funds	145 708	132 414
Contribution to medical aid	67 096	57 854
	1 613 232	1 472 929

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

Figures in Rands	2014	2013
	Financial liabilities at amortised cost	Total
Remuneration of executive director - Corporate services		
Annual Remuneration	933 085	902 147
Car Allowance	516 057	474 787
Performance Bonuses	140 871	140 876
Contribution to medical aid	25 306	21 334
	1 615 319	1 539 144
Remuneration of executive director - Core business		
Annual Remuneration	950 738	910 218
Car Allowance	203 017	186 782
Performance Bonuses	187 830	125 220
Contributions to Pension Funds	135 469	122 994
Contributions to medical aid	21 407	22 926
	1 498 461	1 368 140
Speaker		
Annual Remuneration	1 257 408	1 234 985
Political Allowance	120 000	120 000
Contribution to Pension Fund	224 909	223 044
Contribution to Medical Aid	63 675	56 232
	1 665 992	1 634 261
Deputy Speaker		
Annual Remuneration	948 588	926 024
Political Allowance	120 000	120 000
Contributions Pension Funds	176 711	135 921
Contribution to medical aid	63 675	63 674
	1 308 974	1 245 619
Chief Whip		
Annual Remuneration	630 597	596 727
Car Allowance	190 402	178 980
Political allowance	120 000	120 000
Contributions to Pension Funds	160 653	151 008
Contributions to Medical Aid	88 363	78 048
	1 190 015	1 124 763
Remuneration of Members		
Political Office Bearers	18 448 348	16 085 605
Members	11 999 339	11 718 741
Members Pension and Medical aid Contributions	11 999 339	136 031 724
Members Allowances	16 049 293	15 275 205
	(58 494 319)	179 111 275

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

Figures in Rands	2014	2013
	Financial liabilities at amortised cost	Total
22. Investment revenue		
Interest revenue		
Bank interest	2 847 319	3 164 014

The amount included in Investment revenue arising from non-exchange transactions amounted to R 2 847 319

23. Impairment of assets

Impairments

Property, plant and equipment

The GPL tested its assets for impairment during the year and found no assets to be impaired.

Intangible assets

Property, plant and equipment	-	479 328
Intangible assets	-	228 477
	-	707 805

24. Finance costs

Finance leases

Finance leases	361 954	64 872
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25. Auditors' remuneration

External Audit Fees

External Audit Fees	2 959 555	1 628 953
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26. Cash generated from operations

Surplus

Adjustments for:

Depreciation

Amortization of Software

Finance costs - Finance leases

Impairment deficit

Movements in operating lease assets and accruals

Movements in provisions

Changes in working capital:

Inventories

Receivables from exchange transactions

Prepayments

Payables from exchange transactions

Surplus	35 835 844	29 544 843
Depreciation	8 232 983	7 841 834
Amortization of Software	2 282 643	-
Finance costs - Finance leases	361 954	64 872
Impairment deficit	-	872 422
Movements in operating lease assets and accruals	55 851	(34 000)
Movements in provisions	(8 566 283)	1 467 678
Inventories	32 853	366 128
Receivables from exchange transactions	361 049	(566 018)
Prepayments	(221 099)	(508 949)
Payables from exchange transactions	147 017	(4 925 442)
	38 522 812	34 144 288

27. Commitments

Authorised expenditure

Already contracted for but not provided for

•• Goods and services

Goods and services	9 716 180	4 858 730
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GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

Figures in Rands	2014	2013
Operating leases - as lessee (expense)		
Minimum lease payments due		
- within one year	945 036	3 916 287
- in second to fifth year inclusive	1 694 640	326 357
	2 639 676	4 242 644

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 9% annually. No contingent rent is payable.

28. 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 GPL raised an exception as the plaintive failed to comply with legal proceedings against certain organs of state, Act 40 of 2002 and other terms of the alleged agreements. The amount claimed is R 208,511.08.

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 R 500,000.

Applicant failed to take further steps, the GPL has applied to court for the matter to be finalised.

Contingent assets

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 R 107,114 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 R 20,000.

29. Related parties

Relationships

Controlled entities

Refer to Note 21 for remuneration of key management and members.

Provincial Treasury

Related party balances

Amounts included in Trade receivable (Trade Payable) regarding related parties

Provincial Treasury	292 848	695 918
Office of the Premier	-	152 400

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

Revenue received from Provincial treasury		
Voted funds	496 831 000	476 305 130
Direct charges	61 987 930	60 115 917
Amounts paid to Political parties		
Political party funding	88 043 872	84 169 239

The legislature receives a grant from Provincial Treasury based on the approved budget for all their operating expenditure.

30. 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 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.

Cash flow forecasts are prepared and adequate funding is requested from Provincial Treasury on monthly basis

At 31 March 2014	Less than 1 month	Between 1 and 2 months	Between 2 and 5 months	Over 5 months
Trade and other payables	12 566 681	-	-	-

At 31 March 2014	Less than 1 month	Between 1 and 2 months	Between 2 and 5 months	Over 5 months
Trade and other payables	12 419 664	-	-	-

The table above analyses the GPL's derivative financial instruments which will be settled on a gross basis into relevant maturity

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

groupings based on the remaining period at the statement of financial position to the contractual maturity date. The amount disclosed in the table is 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:

Financial instrument	2014	2013
Trade Debtors	725 837	950 018
Cash and cash equivalents	41 356 388	38 851 166

There were no changes from previous year in respect of objectives, policies and processes for managing risks and in methods to measure the risks.

31. Irregular expenditure

Opening balance	-	3 927 014
Add: Irregular Expenditure - current year	286 570	264 159
Less: Amounts condoned	(282 570)	(4 191 173)
	4 000	-

Analysis of expenditure awaiting condonation per age classification

Current year	4 000	-
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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.

Refer to appendix A

32. Actual operating expenditure versus budgeted operating expenditure

Refer to Appendix B for the comparison of actual operating expenditure versus budgeted expenditure.

33. Actual capital expenditure versus budgeted capital expenditure

Refer to Appendix B for the comparison of actual capital expenditure versus budgeted expenditure.

34. Deviation from supply chain management regulations

Paragraph 12(1)(d)(i) of Government gazette No. 27636 issued on 30 May 2005 states that a supply chain management policy must provide for the procurement of goods and services by way of a competitive bidding process.

Paragraph 36 of the same gazette states that the accounting officer may dispense of the official procurement process in certain circumstances, provided that he records the reasons for any deviations and reports them to the next meeting of the accounting authority and includes a note to the financial statements.

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

DETAILED STATEMENT OF FINANCIAL PERFORMANCE

Figures in Rands	Notes	2014	2013
Revenue			
Grants		558 818 930	536 420 918
Other income			
Aid Assistance		-	500 000
Parking income		1 937 722	1 846 362
Sundry income		148 331	82 405
City Hall bookings revenue		371 380	44 550
Interest received	22	2 847 319	3 164 014
		5 304 752	5 637 331
Expenses (Refer to page 42)		(527 925 884)	(512 448 534)
Operating surplus		36 197 798	29 609 715
Finance costs	24	(361 954)	(64 872)
Surplus for the year		35 835 844	29 544 843



GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

DETAILED STATEMENT OF FINANCIAL PERFORMANCE

Figures in Rands	Notes	2014	2013
Operating expenses			
Internal Audit fees		(1 068 051)	-
Accommodation - local		(7 239 574)	(15 346 637)
Subscriptions		(1 409 456)	(1 492 770)
Advertising		(4 951 528)	(4 757 340)
Cleaning material		(230 122)	(365 351)
Print room rentals		(375 046)	(1 924 616)
Assets expensed		(41 565)	221 607
Auditors remuneration	25	(2 959 555)	(1 628 953)
Printing general		(1 907 665)	(6 240 456)
Bank charges		(71 949)	(81 951)
Public venue hearing - voter education		(8 794 704)	(160)
EAP expenses		(444 535)	(332 900)
Cleaning		(470 348)	(365 351)
Staff training		(2 900 533)	(4 777 837)
Computer expenses		-	393 688
Postage		(15 828)	(100 829)
Subsistence and Travel		(88 542)	-
Printing official		(12 952)	-
Technical services		-	(473 766)
Depreciation, amortisation and impairments		(10 515 625)	(8 714 256)
Catering contract		(1 667 614)	(1 485 785)
Employee costs		(261 065 777)	(243 854 929)
Licensing fees		(4 814 317)	(3 464 459)
Maintenance and repairs		(2 511 564)	(969 377)
Uniforms		(192 134)	(440 773)
General stationery		(24 071)	(200 264)
Interior decor		-	(337 525)
Gifts		(335 471)	(2 672 899)
Political party fund		(88 043 872)	(84 169 239)
Technical outsourcing		(1 469 663)	-
Plant services		(197 229)	(114 137)
IT expenses		(1 934 071)	(1 955 230)
Loss on disposal of assets		(2 833 772)	-
Insurance		(1 348 128)	(1 045 729)
Rent		(5 096 270)	(5 226 916)
Air travel domestic		(4 892 884)	(8 932 938)
Consultance		(11 738 227)	(11 162 170)
Subsistence and travel local		(3 629 343)	(1 146 722)
Subsistence and travel International		(1 479 113)	(1 133 963)
Refreshments		(780 093)	(1 043 068)
Recruitment cost		(1 662 775)	(574 724)
Staff bursaries		(1 529 571)	(1 418 640)

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

Figures in Rands	Notes	2014	2013
Parking management		(260 000)	(438 021)
Repairs of IT equipment		(256 992)	(271 501)
Photographs - official		(93 901)	(191 463)
Access control consumables		(15 594)	(19 402)
Municipal services		(5 525 619)	(4 423 577)
Workshop & functions		(22 136 432)	(18 511 052)
Consumables		-	(2 244 847)
General		-	(25 055)
Security maintenance		(10 966 784)	(5 548 582)
Hansard outsourcing		(2 614 031)	(2 825 243)
Strategic planning		-	(1 101 526)
IT outsourcing		(7 917 335)	(6 593 034)
Telephone and fax		(8 210 194)	(12 910 081)
Special Events Opening		(2 508 554)	-
Entertainment		(80)	(29 158)
Conferences		(4 251 081)	(8 016 223)
Shuttle services		(15 661 729)	(15 248 118)
Photocopier services		(1 132 534)	(42 750)
Air travel - international		(3 327 912)	(15 009 114)
Print room purchases		-	(152 783)
Accommodation International		(1 260 006)	-
Storage Consumables		(30 128)	(318 036)
Computer consumables		(1 013 441)	(1 556 954)
Note 20		(527 925 884)	(512 448 534)



GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

APPENDIX A

2013/14 Irregular expenditure

Order	Supplier	Value	Date	Nature of Service	Reason	Condoned
4500030643	Speed Services	R 27 780,77	22.07.2013	Courier Service	No existing contract	Yes
4500030868	Jopothro	R 87 780,00	16.08.2013	T-Shirts	1 quote instead of three was sourced.	Yes
4500030972	Metrofile	R 48 951,25	29.08.2013	Data Storage	No existing contract	Yes
4500031002	Execuflora	R 41 894,36	05.09.2013	Office Plant hire	No existing contract	Yes
4500032096	Peloz	R 4 000,00	12.02.2014	Catering		No
4500032450	Usizo	R 50 478,55	10.03.2014	Placement agency	Service provider did not have a valid Tax Clearance Certificate.	Yes
4500032537	Metrofile	R 25 684,99	18.03.2014	Data Storage	No existing contract	Yes
Total		R 286 569,92				



GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

Programmes	2013/4									
	Adjusted Appropriation R'000	Shifting of funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Accruals R'000	Total Expenditure and Accruals R'000	Variance R'000	Expenditure as % of final appropriation R'000	
1. Leadership and Governance	37 448			37 448	32 597	1 740	34 337	3 111	92%	
Current payment	37 448			37 448	32 597	1 740	34 337	3 111	92%	
Expenditure for capital assets										
2. Office of the Secretary	12 833			12 833	10 847	4	10 851	1 982	85%	
Current payment	12 833			12 833	10 847	4	10 851	1 982	85%	
3. Corporate Services	256 539			256 539	245 321	5 246	250 567	5 972	98%	
Current payment	167 738	(383)	(7 953)	159 402	151 945	5 246	157 191	2 211	99%	
Transfers and Subsidies to	80 455		7 589	88 044	88 044		88 044	-	100%	
Expenditure for capital assets	8 346	383	364	9 093	5 332		5 332	3 761	59%	
4. Core Business	156 991			156 991	143 989	1 979	145 968	11 023	93%	
Current payment	156 991			156 991	143 989	1 979	145 968	11 023	93%	
Expenditure for capital assets									0%	
5. Office of the CFO	33 020			33 020	31 823	373	32 196	824	98%	
Current payment	31 381			31 381	30 602	373	30 975	406	99%	
Expenditure for capital assets	1 639			1 639	1 221		1 221	418	0%	
Sub - Total Corporate Services	496 831	-	-	496 831	464 577	9 342	473 919	22 912	95%	

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

APPENDIX B

Programmes	2013/4									
	Adjusted Appropriation R'000	Shifting of funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Accruals R'000	Total Expenditure and Accruals R'000	Variance R'000	Expenditure as % of final appropriation R'000	
Direct Charges - MPL Remuneration	-	-	-	-	-	-	-	-	#DIV/0!	
Political Party Funding	60 831	-	-	-	-	-	-	-	0%	
Sub - Total	60 831	-	-	-	-	-	-	-	#DIV/0!	
TOTAL	557 662	-	-	496 831	760 511	9 342	473 919	22 912	95%	

Reconciliation with Statement of Financial Performance

Add : Other receipts

Less : Outstanding receipt for direct charges - MPL remuneration

Less : Political Party Funding not expensed

Add : Local and Foreign aid assistance received and expensed

Actual amounts per Statement of Financial Performance

-	-	-	-	-	-	-	-	-	-
496 831	464 577	9 342	473 919	22 912	95%				

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

Economic Classification	2013/4									
	Adjusted Appropriation R'000	Shifting of funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Accruals R'000	Total Expenditure and Accruals R'000	Variance R'000	Expenditure as % of final appropriation R'000	
Current payment	406 391	(383)	(7 953)	398 055	369 980	9 342	379 322	18 733	95%	
Compensation of employees	219 259	(30)	(4 984)	214 245	207 124	273	207 397	6 848	97%	
Goods and services	187 132	(353)	(2 969)	183 810	162 856	9 069	171 925	11 885	94%	
Interest and rent on land										
Transfers & subsidies	80 455		7 589	88 044	88 044		88 044	-	100%	
Provinces & municipalities										
Departmental agencies & accounts										
Universities & technikons										
Foreign governments & international organisations										
Public corporations & private enterprises										
Non-profit institutions	80 455		7 589	88 044	88 044		88 044	-	100%	
Households										
Gifts and donations										
Payment for capital assets	9 985	383	364	10 732	6 553		6 553	4 179	61%	
Buildings & other fixed structures	3 986			3 986	2 724		2 724	1 262	68%	
Machinery & equipment	5 999	383	364	6 746	3 829		3 829	2 917	57%	

GAUTENG PROVINCIAL LEGISLATURE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

APPENDIX B

Economic Classification	2013/4									
	Adjusted Appropriation R'000	Shifting of funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Accruals R'000	Total Expenditure and Accruals R'000	Variance R'000	Expenditure as % of final appropriation R'000	
Heritage as-sets										
Specialised military assets										
Biological as-sets										
Land & subsoil assets										
Software & other intangible assets										
	496 831	-	-	496 831	464 577	9 342	473 919	22 912		95%

Reconciliation with Statement of Financial Performance

Add : Other receipts

Less : Outstanding receipt for direct charges - MPL remuneration

Less : Political Party Funding not expensed

Add : Local and Foreign aid assistance received and expensed

Actual amounts per Statement of Financial Performance

	-									
	-									
	-									
	496 831			464 577	9 342	473 919	22 912			95%



PART F:
SECTION VII
OUTLOOK

"Social-Economic
Development
through
Oversight
and Public
Participation"

"Social-Economic
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OUTLOOK 2014/2015

A new era is about to dawn with the passing of the first 20 years of democracy. This period marks the end of the Fourth Term of the GPL and the beginning of the Fifth Term. This period will also usher in a new team of elected public representatives as well as Presiding Officers and will therefore necessitate adaptability and nimble-footedness in the approach to the planned APP, as the APP will naturally be affected by the new mandate.

In broad terms, the GPL will continue to enhance existing mechanisms to strengthen oversight of the Executive, making laws that are relevant and are aimed at improving the quality of life of the people of Gauteng and work together with other Legislatures in the Republic of South Africa, on the continent and in the rest of the world.

As standard practice, the GPL consolidates its progress through reflecting on its achievements and various initiatives, as well as lessons learnt from former years and the Directives of Presiding Officers. These are utilised to inform planning and to enhance performance going forward. In the same manner, plans were developed to effectively address the following elements in 2014/ 2015:

STRENGTHENING OVERSIGHT AND SCRUTINY

- Disestablishment of the 4th Term of the Legislature and establishment of the 5th Term of Legislature (including swearing in, orientation and induction of Members at the State of the Province Address (SOPA));
- Establishment of all relevant Committees and training of Chairpersons and Members on their roles and responsibilities;
- Enhancement of oversight through, inter-alia, continued implementation of the SOM, COVAC, Ministerial accountability and the Committee Inquiry;
- Strengthening of independent verification and credibility of information through partnership with ISDs, Research Institutions, institutions of higher learning and CSOs;
- Further improvement of the skills, knowledge and capability of Members and staff (including training of Chairpersons and new Members on House Rules, SOM, Committee Inquiry, Ministerial Accountability, etc; and
- Strengthening of the role of the GPL in budget processes by considering adoption of the Money Bills Amendment and Related Matters Bill.

ENHANCING PUBLIC PARTICIPATION

- Full implementation of the PPP Intervention study, improving functioning of Constituency offices by implementation of the study on effectiveness of Constituency offices;
- To conduct a Public Perception Survey to assess public knowledge of the past five years and their understanding of the GPL with the view to further inform the responsiveness of public participation initiatives conducted by the Institution;
- 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;
- To improve feedback to the people of Gauteng, civil society and CBOs through participation and attendance in the work of Committees and the House;
- Enhance the role of Sector Parliaments by ensuring that their reports are considered by relevant Committees and tabled in the House for consideration and adoption, and that ongoing feedback sessions are held with participants of Sector Parliaments; and
- Deepen the CRC and ongoing voter registration and voter education in partnership with IEC, the Department of Home Affairs, local municipalities and other relevant stakeholders.

STRENGTHENING LAW MAKING

- Implementation of the recommendations of the Study of Laws Passed since 1994;
- Adopting the Law making Framework (including training and resourcing of Members and staff capacity to implement the Framework);
- Strengthening capacity to draft legislation; and consideration of report and lessons emanating from the Study of Laws passed since 1994;
- Consideration of the draft Private Members Bills; and
- Utilisation of National Assembly and the NCOP to pass laws that the Province does not have constitutional competency for.

IMPROVING INSTITUTIONAL PERFORMANCE

- Finalisation and submission of the Annual Report 2013/2014 (financial and performance information);
- Finalisation of the both the 5 years and 20 years review reports;
- Review of the 2014/2015 APPs in line with the strategic plan aligned to the new mandate of the Presiding Officers;
- Finalisation of the governance review on the effectiveness of the Secretariat and its sub-committees;
- Improvement of productivity through the Productivity Audit of the GPL;
- Enhancement of the implementation of results based planning, implementation, reporting and M&E;
- Improvement of financial, supply chain and risk management;
- Filling of all funded vacant posts, with more focus on filling all senior management posts;
- Implementation of the Remuneration and Retention Strategy;
- Conduct of ongoing awareness of policies to improve governance and compliance; and
- Facilitation of thought leadership on oversight, public participation, law making and cooperative governance as part of the 20 year review report.

STRENGTHENING COOPERATIVE GOVERNANCE

- Strengthening of the CPA Gauteng Branch to continue active participation in CPA activities;
- Establishment of the SALSA Forum to improve coordination and support to participants, and integration of the SALSA work at the GPL;
- Participation in and leading of conversations on oversight, public participation and law making with experts and practitioners in the sector; and
- Learning and sharing of experiences with other organisations within the Legislative Sector in South Africa, continentally and across the world.





GAUTENG LEGISLATURE

Your View ~ Our Vision

GAUTENG PROVINCIAL LEGISLATURE

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