

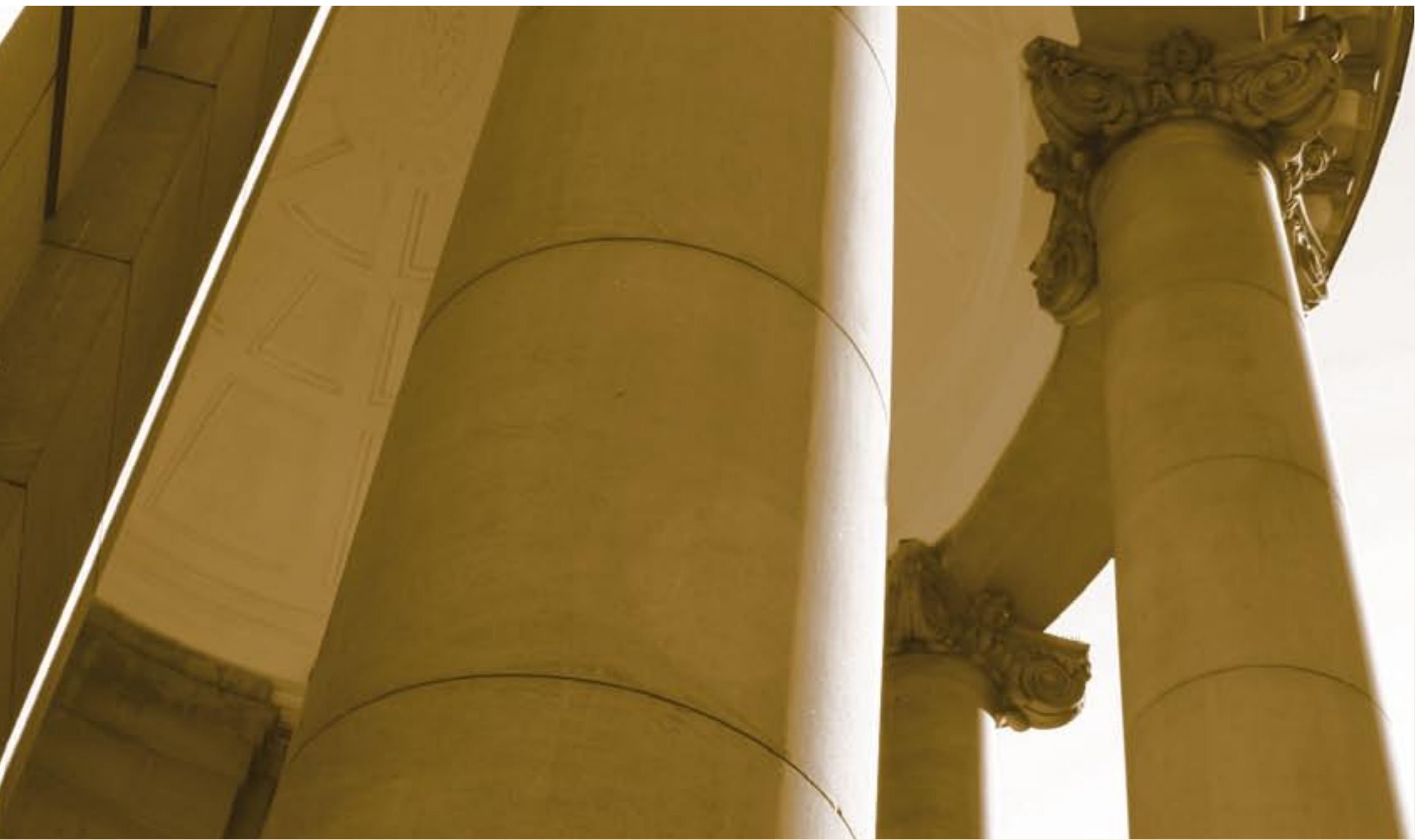


**GAUTENG**  
LEGISLATURE  
Your View — Our Vision

# ANNUAL REPORT 2004/05



PEOPLE ARE OUR PILLARS



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## PREAMBLE TO CONSTITUTION

We, the people of South Africa, recognise the injustices of our past; honour 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 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 make its rightful place as a sovereign state in the family of nations. May God protect our people. Nkosi Sikelel' iAfrika. Morena Boloka setjaba se heso. God seën Suid-Afrika. God bless South Africa. Mudzimu fhatutshedza Afurika. Hosi katekisa Africa.



### VISION STATEMENT

We, the Gauteng Legislative community, in observing our Constitutional obligations, which include law-making, the exercise of oversight, ensuring cooperative governance and public participation, will –

- strive for and maintain a modern, dynamic legislature in the 21st century, which reflects the values, aspirations and cultures of the South African people;
- strive for and maintain the most competent, accessible, transparent and accountable legislature;
- foster public confidence and pride in the Legislature;
- enhance Government's ability to deliver;
- foster ethical governance; and
- aim to attract and retain skilled and professional staff, recognise their roles, reward their efforts and provide a stimulating and exciting environment where people are respected and developed.

PEOPLE ARE OUR PILLARS.



### SPEAKER'S FOREWORD

This is the second annual report since I became the Speaker of the Gauteng Legislature in May 2004, and the first report of the 3rd legislature. The last annual report was based on the work of my predecessor, the Honourable Firoz Cachalia, as it coincided with the general elections of April 2004 and the subsequent change in political leadership of the Legislature. This report that I present to you as Speaker and Chairperson of the Legislature Services Board covers the period April 2004 to May 2005.

We present this report in the first year of the second decade of freedom and in the year in which our country celebrates 50 years of the adoption of the Freedom Charter. These two key milestones pose challenges for the Legislature in that we have to ask the questions "How have we, as the Legislature, contributed to the consolidation of democracy in the province of Gauteng in the last ten years"; and "What principles of the Freedom Charter have we implemented?"

There is no doubt in our minds that the Gauteng Legislature has made tremendous and incremental progress over the years in implementing its core functions: law-making, oversight and ensuring public participation. This progress would include the institutional capacity to support the work of members of the Provincial Legislature in their work as public representatives. The details of the report will bear testimony to this claim.

The functioning of the Board continues to improve in a satisfactory manner, in particular as far as strengthening corporate governance in the Legislature is concerned. The achievements in this regard include:

#### **The appointment of independent persons to serve on the Board**

During this year, the Board appointed additional independent members to serve in the subCommittees of Human Resource Development and Remuneration. The new members will strengthen the corporate governance aspects and their skills will add value to the work of the Legislature in general.



#### **Strengthening the policy environment of the Legislature**

The adoption of the risk management and procurement framework policies will further strengthen the policy environment and bring the Legislature closer to total compliance with the recommendations of the second report of the King Commission (the King II report) on good corporate governance by the Legislature.

#### **Areas of improvement**

The Board has noted the improvements required in the secretariat service, including the management of information and documentation. In this regard, the Secretariat of the Board will improve on delivering documentation on time to the members and will also improve on the packaging of the documentation. This will contribute immensely to enhancing decision-making in the Board.

#### **Annual assessment of the Board's effectiveness**

At the time of writing this report, the Secretariat was making arrangements for the annual Board effectiveness assessment. This scientific review will further help us to continue improving our work in the Board.

The Board is, however, clear in its endeavours that the Legislature has to do a lot more in the 2004 – 2009 term to ensure the consolidation of gains made over the last ten years and to move forward in addressing the challenges faced. In particular, the Board has dedicated the 2004 – 2009 term to strengthening democracy in the Province through the promotion of public participation in decision-making. In this regard, the Board is pleased that the legislative Committees have heeded this call for ensuring public participation by, amongst other things, holding formal Committee meetings in the communities. The Programme Evaluation and Budget Analysis (PEBA) model for oversight work has been rolled out to all Committees. In the year 2005/2006, a critical evaluation of its impact will be undertaken. In this regard, issues of ensuring public participation will be scrutinised closely.

A handwritten signature in dark ink, appearing to read 'Richard Mdakane'.

Richard Mdakane  
**The Speaker and The Chairperson,  
The Legislature Services Board**

## SECRETARY'S MESSAGE

This annual report comes after the third democratic elections held in 2004. Naturally, we had the responsibility to receive our public representatives, who have a fresh mandate, in their institution.

In this regard the administration managed the transition from the 2nd legislature into the third year term. This process went well considering that we had some experience in 1999.

The administration, working under the guidance of our political leadership, had the opportunity to review the experiences of the past decade and determine the institution's strategic vision for the next five to ten years. This exercise was important in that, for the first time, we were in a position to clearly articulate the institutional goals and outcomes for this five-year term. Correspondingly, work was done to link the institution's vision with the outputs and outcomes of our portfolio Committee. Administratively we are working towards ensuring that the institution has the capacity to deliver. In this regard more focus is given to training and development initiatives; and leveraging on partnerships with experts, other institutions and non-governmental organisations.

We still remain firmly Committed to the ideals and projects launched in the 2nd legislature, such as the PEBA model, the Legislature Information Management System (LIMS) project, Gauteng Provincial Legislature profiling and the communication strategy, as well as ensuring effective public participation. Administratively we are continuing to implement Show me the Future in our quest to deal with shortcomings identified in the institution. Of course, the project is intended to be fully completed in the 2006/2007 financial year. We remain Committed to addressing the challenges of building an administration that will support the Gauteng Provincial Legislature in its quest to address the challenges that face the people of Gauteng.

We wish to thank our staff members for their dedication and commitment; and we must indicate that we will continue to strive for higher standards of professionalism and service delivery that will always make us proud to be part of this institution.



A handwritten signature in dark ink, appearing to read 'G. Mgidlana', written over a light blue horizontal line.

Gengezi Mgidlana  
**The Provincial Secretary**









# Section 1

Executive summary

### SECTION 1: EXECUTIVE SUMMARY

#### THE LEGISLATURE SERVICES BOARD

The policy-directing body of the Legislature is the Legislature Services Board (the Board). In the 2003/2004 financial year, the Board oversaw the continued implementation of the Public Finance Management Act (PFMA) in the Legislature. It also focused on improving corporate governance and on consolidating its own operations. The Board is informed by the work of its subCommittees:

- The Human Resource Development Committee
- The Finance and Audit Committee
- The Members' Affairs Committee
- The Remuneration Committee

#### GOOD CORPORATE GOVERNANCE

The Legislature continually evaluates its operations, procedures and facilities to ensure maximum compliance with, inter alia:

- The Constitution of the Republic of South Africa, 1996
- The Public Finance Management Act, No 1 of 1999
- The Promotion of Access to Information Act, No 2 of 2000
- The 2002 Second King Commission Report on Corporate Governance in South Africa
- The Basic Conditions of Employment Act, 1997
- The Compensation for Occupational Injuries and Diseases Act, 1993
- The Commission for Gender Equality Act, 1996
- The Employment Equity Act, 1998
- The Hazardous Substances Act, 1973
- The Human Rights Commission Act, 1994
- The Income Tax Act, 1962
- The Labour Relations Act, 1995
- The Legal Deposit Act, 1997
- The National Archives of South Africa Act, 1996
- The National Council for Library and Information Services Act, 2001
- The National Youth Commission Act, 1996
- The National Library of South Africa Act, 1998
- The Occupational Health and Safety Act, 1993
- The Pan South African Language Board Act, 1995

- The Promotion of Access to Information Act, 2000
- The Promotion of Administration of Justice Act, 2000
- The Public Protector Act, 1994
- The Skills Development Levies Act, 1999
- The Skills Development Act, 1998
- The Tobacco Products Control Act
- The Unemployment Insurance Act, 2001
- The Value Added Tax Act, 1991.

The principles contained in these documents ensure transparent and accountable corporate governance, as well as efficient decision-making and the optimal allocation of resources within the Legislature. Moreover, the elected members of the Legislature are all signatories to a Members' Code of Ethics. An independent Integrity Commissioner enforces adherence to this code.

#### OFFICES AND DIRECTORATES

**The Office of the Speaker** comprises the Speaker and the Deputy Speaker, together with their respective support staff. The Office is responsible for ensuring that the Legislature discharges its Constitutional responsibilities of law-making, oversight over the Executive, and public participation. The Speaker is the presiding officer in the House. He is also the Constitutional head of the institution, and is responsible for ensuring that all members function effectively. The Speaker carries out this latter function as Chairman of the Legislature Services Board.

**The Office of the Provincial Secretary** comprises the Secretary and the Deputy Secretary, together with their respective support staff. The Provincial Secretary serves as the Accounting Officer and Chief Executive Officer of the Legislature. He directs the implementation of the Legislature's vision and strategy; ensures the Legislature's adherence to the accepted principles of good corporate governance; and ensures the effective delivery of services by staff to the members of the Legislature.

**The Directorate of Parliamentary Operations** comprises the following five units: House Proceedings, Committee Support, the National Council of Provinces (NCOP), Programming and Legal Services, Hansard and Language Services, and Public Participation and Petitions. The directorate's primary function is to facilitate the passage of legislation and the implementation and overseeing thereof. The directorate also facilitates oversight over the provincial executive organs of state. It is responsible for ensuring effective public participation in the legislative processes.



**The Directorate of Institutional Support Services** comprises the following four units: Human Resources, Procurement, Administration, and Finance. The directorate is the custodian of the Legislature's organisational systems and resources.

**The Directorate of Operational Support** comprises the following three units: Security and Building Maintenance, Technology, and Documents and Services. The directorate services the technical systems and physical infrastructure of the Legislature.

**The Directorate of Information and Liaison** comprises the following three units: Public Relations and Media Services, Information Centre, and Research. The directorate is primarily concerned with supplying information to the members of the Legislature and increasing the profile of the Legislature amongst the public of Gauteng.

A fifth directorate, **Members Affairs**, was established in the year under review.

### KEY DATA FOR 2004/05 STRATEGIC PROJECTS

The Gauteng Provincial Legislature conducted the following key projects during the year under review:

#### LIMS

The automation of legislative business processes was conducted through the Legislature Information Management System (LIMS) project. It serves to create a fully integrated system to link key workflows that will result in an automated mode of work. Phase 1 has been completed. Desktop research has been conducted and the institution will continue with the project in 2005/2006.

#### PEBA

The Programme Evaluation and Budget Analysis (PEBA) programme is a method of work adopted by the Legislature to conduct its oversight function. Its main focus is aimed at a continuous evaluation of programmes and projects of Government departments to ensure their efficacy. A critical element of this process includes an analysis of budget tables by units and monitoring expenditure to ensure that it is linked to agreed objectives and targets. This method of work has been rolled out to all Committees of the Legislature.

#### Communications strategy

The 2004/2005 communications strategy has been implemented with a full focus on launching the Legislature's marketing campaign.

#### Public participation

Public participation in the legislative and governance processes has been mandated through access to information and knowledge about the legislative processes. This has been supported by an effective petitions process during the year.

#### PPMS

The performance management system has been used as a primary tool to manage the direction and quality of individual performance.

#### Sittings of the house

Twenty-eight sittings of the House were held in 2004/2005. This is less than the number of sittings in previous years and is attributed to a slow start in the activities of the Legislature following the elections.

#### Bills considered

Three bills were considered and passed into law by the House in 2004/2005:

- The Provincial Appropriation Bill
- The Unauthorised Expenditure Bill
- The Adjustments Appropriation Bill

This is in keeping with the number of bills passed in the previous year. It may be observed again that the levelling off of the legislative activity with regard to provincial legislation indicates that the House is consolidating its oversight role as Government implements rather than introduces new legislation.

#### Motions and questions

4 Motions and 326 questions were considered by the House during 2004/2005. This represents a decline of activity in this area compared to previous years, which can be attributed to the slow start in legislative activity following the general elections.

#### National legislation

49 National bills were processed in 2004/2005.

#### Committee meetings

242 Committee meetings took place in 2004/2005. This is an increase from the previous years and can be regarded as confirmation of the greater emphasis on the oversight role of the Legislature.

### **Oversight visits**

20 Effective oversight visits took place in 2004/2005. This is a decrease from previous years.

### **Public hearings**

In 2004/2005 there was a further decline in the number of public hearings that were held from 26 in the previous year to 10 in this year.

### **Public education workshops**

There was a further increase in the number of public education workshops held in 2004/2005 (148 compared to 123 in the previous year). These workshops furnish participants with information on the activities and processes of the Legislature.

### **Petitions**

240 Petition-related enquiries were received during this period. Of these, forty actual petitions were registered.

### **Transcription**

The Hansard and Language Services Unit produced 452 transcriptions in 2004/2005, all within 24 hours of their being recorded. In 2003/2004, 28 volumes of the Hansard parliamentary debates were produced, all within seven days of the sittings being held.















# Section 2

Overview

## SECTION 2: OVERVIEW

### 2.1 CONSTITUTIONAL PRINCIPLES

The Gauteng Provincial Legislature, like all other organs of state, is required to function in accordance with the basic principles of government set out in the Constitution. These principles are themselves underpinned by the rights entrenched in the Bill of Rights in the Constitution, and which are the very cornerstone of our democracy.

The basic principles of government are set out in Chapter 1 of the Constitution. Section 1 provides the following:

*The Republic of South Africa is one sovereign, democratic state founded on the following values:*

- (a) Human dignity, the achievement of equality and the advancement of human rights and freedom.*
- (b) Non-racialism and non-sexism.*
- (c) Supremacy of the Constitution and the rule of law.*
- (d) Universal adult suffrage, a national common voter's roll, regular elections and a multi-party system of democratic government, to ensure accountability, responsiveness and openness.*

Furthermore, the Gauteng Provincial Legislature's Constitutional obligations have to be understood in the context of the framework and principles of cooperative government set out in Chapter 3 of the Constitution.

Within this framework, the National Council of Provinces (NCOP) occupies a central position. As the second chamber of South Africa's national parliament, it is a co-legislator, designed to promote legislative cooperation between the national parliament and provincial legislatures. Provincial legislatures participate in the national process of law-making by appointing special delegates from amongst their own members to participate in the Committees and plenary sessions of the NCOP.

The impact of this structure of cooperative governance on the Gauteng Provincial Legislature has been considerable. Not only do the Legislature's members regularly participate in decision-making processes at national level, the Gauteng Provincial Legislature is also required, through its own rules, procedures and structures, to consider legislation drafted by national departments.

### 2.2 POWERS, FUNCTIONS AND RESPONSIBILITIES OF THE LEGISLATURE

The powers, functions and responsibilities of provincial legislatures are specifically set out in Chapter 6 of the Constitution.

The legislative power of provincial legislatures is defined by Section 114 of the Constitution. In exercising its legislative power, the Gauteng Provincial Legislature may consider, pass, amend or reject any bill before it. It may also initiate or prepare legislation, except money bills.

The Constitution also provides for a specific relationship between the Provincial Legislature and the Provincial Executive. Section 142 mandates the Provincial Legislature to exercise oversight over the Provincial Executive by putting in place mechanisms to ensure that all provincial organs of state in the Province are accountable to it.

Provincial legislatures are obliged by the Constitution to conduct their business in an open manner and to facilitate public involvement in these processes. The Gauteng Provincial Legislature has set up an office dedicated to fulfil this Constitutional mandate. This office is also responsible for the maintenance of a unique petitions mechanism to facilitate public participation and promote accountability. The petitions mechanism allows individuals, or groups of individuals, to raise complaints (with respect to maladministration, for instance) and to make proposals to influence the political process directly. In addition, the Gauteng Provincial Legislature has, in conjunction with the Department of Education, developed a civic education programme-styled Learning for Democratic Participation.

Apart from these specific functions, provincial legislatures have a broader role in our democratic system of government. They strengthen the system of representative government by increasing the overall opportunities for representation. As part of the structures of deliberation, they ensure that many disputed issues in our society are considered from several points of view.

### 2.3 THE PROVINCIAL LEGISLATIVE FRAMEWORK

Subordinate to the Constitutional mandate, the Legislature's operations and functions are governed, inter alia, by the following provincial acts:

- The Powers, Privileges and Immunities Act, No.2 of 1995
- The Gauteng Provincial Legislature Services Act, No.5 of 1996



- The Gauteng Petitions Act, No.5 of 2002.

The order and conduct of the Legislature's elected members, both in plenary and in Committee, are governed by the Legislature's standing rules – currently Version 3, Revision 14 of 11 September 2001. In addition, a number of national items of legislation govern the conditions and functions of the elected members:

- Independent Commission for the Remuneration of Public Office Bearers, 1998
- Remuneration of Public Office Bearers Act, 2000
- National Council of Provinces (Permanent Delegates Vacancies) Act, 1997
- Determination of Delegates Act, 1998.

## 2.4 INSTITUTIONAL GOVERNANCE

### **The Legislature Services Board**

During 2004/2005, the Legislature Services Board held four meetings, as well as five special meetings, and approved the following:

#### *Policies*

- IT Policy
- Study/tour Policy
- Furniture Policy for members
- Risk management strategy

#### *Strategies and financial statements*

- Annual Report 2004/2005
- Financial statements 2004/2005
- Budget for 2005/2006

#### *Other matters*

- Separation of programmes 1 and 4
- Creation of Members Affairs Directorate
- Salary restructuring
- Appointment of an additional MPL to the Audit and Finance Committee
- Appointment of the directors for Information and Liaison and Institutional Support Services
- Renewal of the internal audit contract
- Adoption of the Remuneration Committee Charter
- Adoption of the Human Resources Development Committee Charter
- Adoption of the Finance and Audit Committee Charter

- Adoption of the Members' Affairs Committee Charter

The Finance and Audit Committee is chaired by John Davis, an independent non-executive member. Four meetings were held in the last financial year. The following were approved:

- The internal audit coverage plan for the financial year 2005/2006
- The annual financial statements for 2004/2005
- A risk management strategy
- The adoption of the annual report reflecting the financial statements for 2004/2005
- The appointment of an additional Finance and Audit Committee MPL

The Human Resource Committee was chaired by the Deputy Speaker, Mary Metcalfe (current Deputy Speaker: Sophia Williams De Bruyn). Four meetings were held in the last financial year.

The Members Affairs Committee was also chaired by the Deputy Speaker, Mary Metcalfe (current Deputy Speaker - Sophia Williams De Bruyn). The Committee had seven meetings and considered matters relating to enabling facilities for members and all matters related to political parties and their staff, such as:

- Travel allowance for members
- Furniture policy
- IT policy

The Remuneration Committee was chaired by the Speaker, Richard Mdakane. The Committee considered matters pertaining to the remuneration of senior management and the general body of staff, as well as policies related thereto. It approved the following:

- The appointment of an additional independent member
- The adoption of the Remuneration Committee Charter

### Members of the Legislature Services Board (2004-2005)

Richard Mdakane	<i>(Chairperson-Speaker)</i>
Mary Metcalfe	<i>(Deputy Speaker)</i>
Sophia Williams De Bruyn	<i>(Current-Deputy Speaker)</i>
Lindiwe Maseko	<i>(Chair of Chairs)</i>
Sibongile Nkomo	<i>(MPL IFP)</i>
Jack Bloom	<i>(Senior Whip DA)</i>
Gengezi Mgidlana	<i>(Secretary)</i>



Firoz Cachalia  
*(Leader of Government Business)*



Richard Mdakane  
*(Chairperson – Speaker)*



Mary Metcalfe  
*(Deputy Speaker)*



Sophia Williams De Bruyn  
*(Current Deputy Speaker)*



Lindiwe Maseko  
*(Chair of Chairs)*



Sibongile Nkomo  
*(MPL)*



Jack Bloom  
*(Senior Whip DA)*



Gengezi Mgidlana  
*(Secretary)*

### Finance and Audit Committee

John Davis	<i>(Chairperson-Independent non-executive)</i>
Alwyn Martin	<i>(Independent non-executive)</i>
Faith Mazibuko	<i>(MPL ANC)</i>
Sibongile Nkomo	<i>(MPL IFP)</i>
Brian Goodall	<i>(MPL DA)</i>
Gengezi Mgidlana	<i>(Secretary)</i>

### Human Resources Committee

Mary Metcalfe	<i>(Chairperson-Deputy Speaker)</i>
Sophia Williams De Bruyn	<i>(Current-Deputy Speaker)</i>
Lindiwe Maseko	<i>(Chair of Chairs)</i>
Jacqui Mofokeng	<i>(MPL ANC)</i>
Mike Seloane	<i>(MPL ANC)</i>
Gengezi Mgidlana	<i>(Secretary)</i>

### Members Affairs Committee

Mary Metcalfe	<i>(Deputy Speaker)</i>
Sophia Williams De Bruyn	<i>(Deputy Speaker – current)</i>
A C Msane	<i>(MPL ANC)</i>
A Moeng	<i>(Party Whip ANC)</i>
R N Ndzuta	<i>(Deputy Chairperson)</i>
M G Nkomfe	<i>(Chief Whip ANC)</i>
J H Boers	<i>(Programming Party Whip ANC)</i>
J B Bloom	<i>(Senior Whip DA)</i>
G J Steyn	<i>(MPL DA)</i>
G M Mzizi	<i>(Whip IFP)</i>
T J Sono	<i>(Leader ID)</i>
L L Meshoe	<i>(Leader ACDP)</i>
F M Ledwaba	<i>(Leader PAC)</i>
F G Mulder	<i>(Leader FF+)</i>
P N Mncedane	<i>(Leader UDM)</i>
Gengezi Mgidlana	<i>(Secretary)</i>

### Good governance and ethics

In the year under review, as in previous years, the Legislature strove to maintain the principles of good governance, accountability, accessibility, exacting standards and ethics in all its undertakings. This not only requires that the Legislature adheres to the prescriptive framework found in legislation, regulations, and in the Legislature's own internal rules and code of conduct, but also that Legislature's corporate governance structures comply with the best practice examples.

The Legislature continually evaluates its operations, procedures and facilities to ensure maximum compliance with, inter alia:

- The Constitution of the Republic of South Africa, 1996
- The Public Finance Management Act, No 1 of 1999
- The Promotion of Access to Information Act, No 2 of 2000
- The 2002 Second King Commission Report on Corporate Governance in South Africa
- The Basic Conditions of Employment Act, 1997
- The Compensation for Occupational Injuries and Diseases Act, 1993
- The Commission for Gender Equality Act, 1996
- The Employment Equity Act, 1998
- The Hazardous Substances Act, 1973
- The Human Rights Commission Act, 1994
- The Income Tax Act, 1962
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- The Pan South African Language Board Act, 1995

- The Promotion of Access to Information Act, 2000
- The Promotion of Administration of Justice Act, 2000
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- The Skills Development Levies Act, 1999
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- The Unemployment Insurance Act, 2001
- The Value Added Tax Act, 1991.

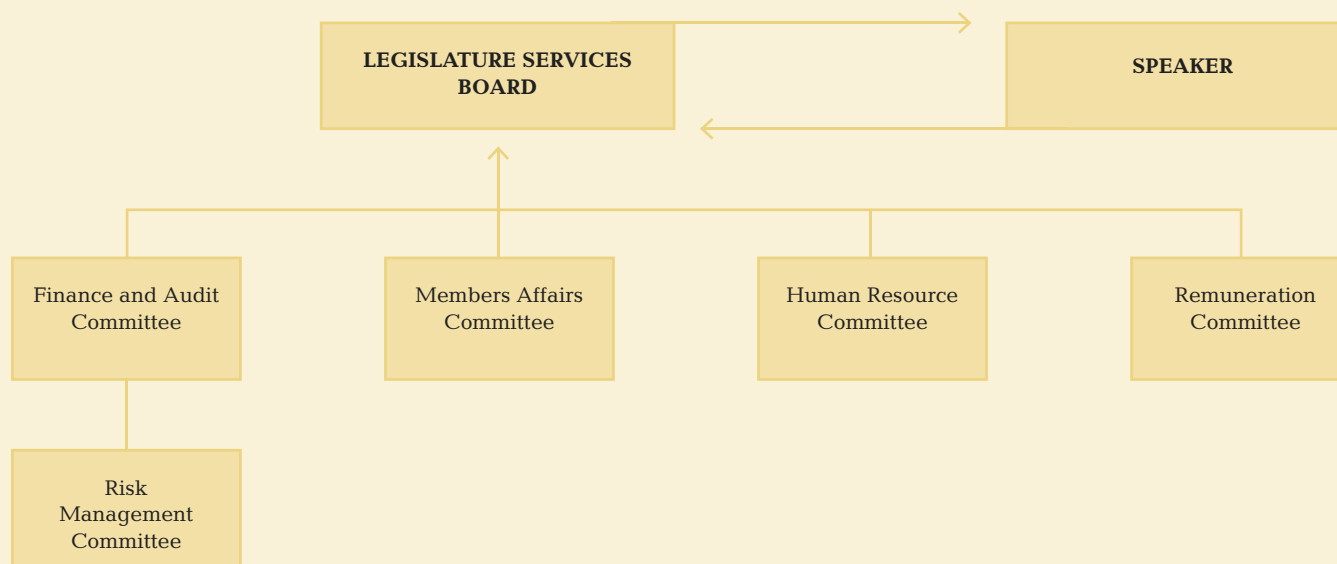
During 2004/2005, all members of the Legislature Services Board underwent Board training to ensure that members are conversant with all of their duties. This is in line with the King II report on good corporate governance.

### Implementation of the PFMA

The Legislature ensures that its operations are conducted within the provisions of the Public Finance Management Act (PFMA). In this regard the Legislature ensured:

- the adoption of strategic plans and strategic management as a method of work;
- the production of monthly, quarterly and annual audited financial statements, and the conducting of an internal audit;
- the functioning of a Finance and Audit Committee to deal with financial statements, audits, fraud and risk matters; and
- the continuous review of all the Legislature's policies on finance, asset management, administration, procurement and human resources.

### GAUTENG PROVINCIAL LEGISLATURE POLICY-MAKING ORGANOGRAMME









# Section 3

Offices, directorates and outputs

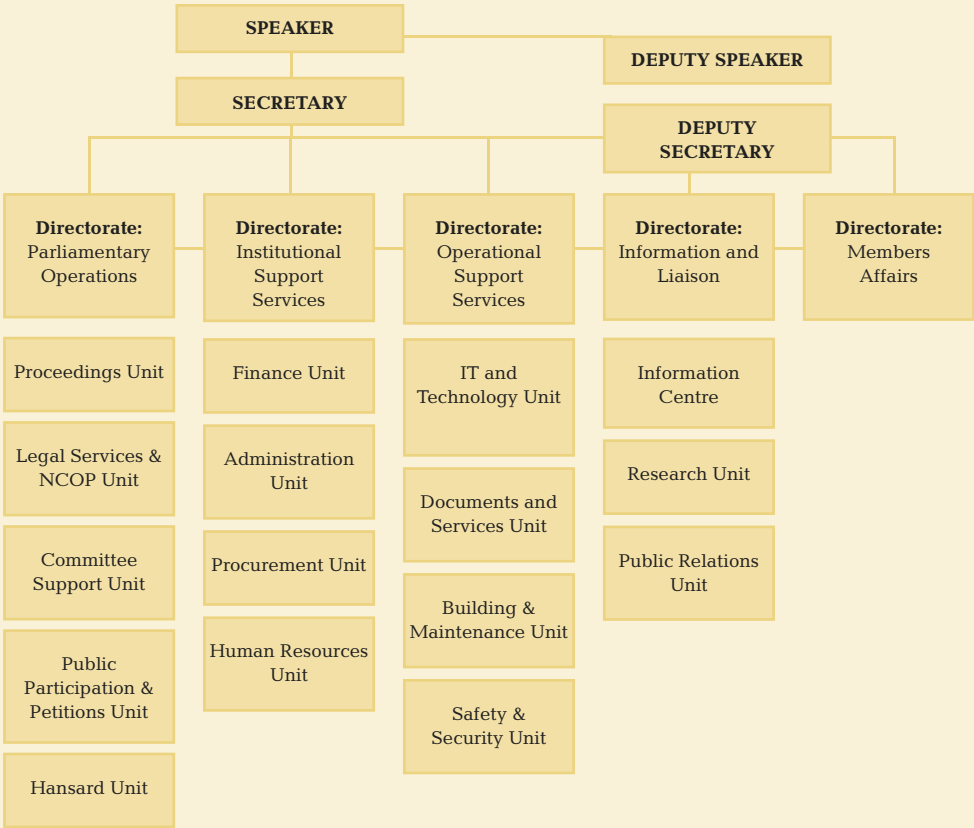
SECTION 3: OFFICES, DIRECTORATES AND OUTPUTS

This report reflects the Legislature’s internal structure, the various offices, directorates and units, and their respective outputs during the past financial year.

The report will show that the majority of the activities, programmes and projects that were undertaken in the past year were geared towards providing the elected members of the Legislature the support required to fulfill their Constitutional mandate. These outputs are provided by the Office

of the Speaker, the Office of the Provincial Secretary and four directorates (Parliamentary Operations, Institutional Support Services, Operational Support and Information and Liaison). Members Affairs is a new directorate that was established in the year under review. It was conceptualised to begin with a staff complement of four and it is expected that capacity will be increased as the directorate evolves and grows with clearer responsibilities and functions.

GAUTENG PROVINCIAL LEGISLATURE ADMINISTRATION





### 3.1 THE OFFICE OF THE SECRETARY

The Office of the Secretary consists of the Provincial Secretary, the Deputy Provincial Secretary, the Secretary's executive assistant, two senior secretaries, and a Secretariat Officer. The Provincial Secretary is the administrative head of the Legislature. He is therefore responsible for operations within the Legislature.

As the designated Accounting Officer, he is responsible for driving the strategy and the overall vision of the Legislature. He submits financial statements to the Speaker and Provincial Treasury on a monthly and quarterly basis; leads and directs the implementation of the Legislature's vision and strategy and ensures the Legislature's adherence to the accepted principles of good corporate governance. He also ensures that the institution maintains policies that ensure the effective delivery of services, the delivery of quality services to the members, and the accessibility of the Legislature to its stakeholders. Furthermore, he is responsible for the development and maintenance of good relations with other legislatures, nationally and internationally.

#### **Effective financial management**

The Provincial Secretary ensures that the Legislature complies with the requirements of the PFMA and the treasury regulations. This is done by ensuring that directorates go on strategic sessions that are held every quarter. Two such meetings were held in the year under review. It is at these sessions that strategic plans are reviewed and progress monitored. Meetings of the extended Secretariat – a structure composed of directors and managers – are held every last week of the month to consider, amongst others, the implementation of strategic projects and the evaluation of projects. Four meetings were held in 2004/2005. After the strategic planning sessions, directorates are tasked to prepare business plans and budgets for the next financial year. The Provincial Secretary, through the Budget Committee, ensures that the budget for the next financial year is aligned to the business plans.

#### **Effective corporate governance**

During the past financial year, the Legislature Services Board (LSB) and its subCommittees continued to operate efficiently; to comply with its enabling legislation; and to adhere to the principles of good corporate governance. It adopted a risk management strategy, which sets down the parameters for effective risk management by the Gauteng Provincial Legislature. The Risk Strategy is driven by the Risk Committee, a subCommittee of the Finance and Audit Committee, responsible for ensuring adherence to the risk strategy. The subCommittee meets on a quarterly basis. In the last financial year, plans were put forward, with the assistance of Internal Audit, to ensure that all managers adhere to the requirements of the risk policy and to make risk management part and parcel of management's daily operations.

#### **Effective leadership and management**

The Secretariat is chaired by the Secretary. It is made up of all the directors and the Deputy Sec-

retary. Its meetings are held on a fortnightly basis. This structure ensures that policies requiring Board approval are tabled and adopted prior to them being tabled before the requisite subCommittee of the Board. This body is also empowered to adopt policies that are of an administrative nature. In the past financial year, this structure has seen a move from being too operational, to focus instead on more strategic issues for the organisation. The Secretariat has a number of subCommittees, such as the Policy Committee, the Human Resource Development Committee, the Legislature Acquisition Council, the IT Committee, and the Culture and Heritage Committee. These Committees are chaired by the Deputy Secretary. The Legislature is Committed to developing leadership skills among the senior management.

#### **Institutional relations**

The Provincial Secretary represents the Legislature at forums such as the South African Legislature Secretary's Association (SALSA), Legal Advisors' Forum, and the Commonwealth Parliamentary Association (CPA). This is done to ensure that relationships with other institutions are strengthened. Not only does the Provincial Secretary participate in these structures, he also forms relations with civic society bodies and non-profit organisations and obtains donor funding from embassies and corporations to fund, amongst others, institutional projects and events such as the opening of the Legislature.

#### **Effective human capital development and management**

A new performance management system (PPMS) was put in place for senior management and middle management, based on the balanced scorecard. New workplans were concluded. During 2004/2005, the performance management system for managers was successfully implemented. After a period of time the system will be applicable to all the Legislature's staff. The performance management system policy was also reviewed. This will become effective in the next financial year. The Project Governance Office was also established, which is now in operation. Its sole purpose is to monitor and evaluate the Legislature's strategic projects. The functioning of the Human Resource Development Committee is strengthened by a subCommittee known as the Human Resource Development SubCommittee. It oversees the operational efficiency of the human resource functions.

The Gauteng Provincial Legislature continues to enforce human capital management and development in various forms, such as Show me the Future, an organisation design exercise. Human capital development is being aligned with the vision statement and values.

#### **Policy development and management**

All policies are now first considered by the Policy Committee, which is chaired by the Deputy Secretary. The Committee recently completed a working document that detailed the policy development process for the Legislature. It is expected that this Committee will ensure that the adopted process is followed to ensure that all proposed policies are finalised.

### 3.2 DIRECTORATE: PARLIAMENTARY OPERATIONS



#### Overview

The primary function of the Directorate of Parliamentary Operations is to support the core business of the Legislature – the House and the Committees. It facilitates the passage of legislation and the implementation and overseeing thereof, as well as oversight over the provincial executive organs of state. It is responsible for ensuring effective public participation in the legislative processes and contributes to furthering cooperative governance between provincial, national and local legislative institutions. It also provides recording, transcribing and language services for the legislative business.

During the period under review, the directorate has been able to carry the transition through and still deliver on its standard outputs. This period of transition has meant that some of the projects could not be completed within the stipulated period. However, most of the strategic projects are multi-year in character and continue to be implemented in the current year.

#### Among its achievements for the year under review include:

- **Effective transition to a new Legislature:** Through the participation of team members from all units of the Legislature, the directorate was able to steer the process of establishing a new legislature in a very effective manner and was able to ensure a high level of Constitutional and procedural precision and certainty, while ensuring that members settle into their roles and that the legislative business commences without much delay.

- **Enhancement of legislative business and accountability mechanisms:** The finalisation and eventual adoption by the House of the revised Standing Rules and the Report on Ministerial Accountability has meant that during this period, the Legislature was placed in a better position to enhance its processes of conducting legislative business, as well as increase its ability to exact accountability from the Executive. Some of the new initiatives are already being implemented through the operation of the new rules. The roll out of Programme Evaluation and Budget Analysis (PEBA) as an oversight model for all Committees of the Legislature has also created a base to make the work of the Legislature more systematic. Eventually it should impact positively on the Government's ability to deliver services to the citizens. This roll out should not be seen as an event, but rather as a process aimed at continuous improvement of the ability of the Legislature to conduct its oversight role.

- **Extending the frontiers of public participation:** Through the Public Participation and Petitions Unit, the Legislature was able to successfully coordinate and participate in the inaugural People's Assembly. This initiative required a high-level logistical and procedural coordination between the Legislature and other legislatures across the country. The objective of making legislatures people-centred was achieved in this regard, enabling members of the public to engage directly with their elected representatives in a dialogue on pertinent socio-economic issues. The success of this initiative has resulted in it becoming an annual event, thereby extending the frontiers of public participation.

- **Effective participation in the national legislative process:** Through the National Council of Provinces (NCOP), Programming and Legal Services Unit, the Legislature has continued with improvements in the manner in which it engages with NCOP processes. The participation of Gauteng in the business of the NCOP continues to be of the highest standard and impacts positively on the process of law-making at national level.

- **Effective Committee planning:** During this period, strategic planning of Committee business was for the first time done in a comprehensive way over a five-year period. There has also been a conscious effort to link the planning of Committees with the identified provincial government priorities and the overall institutional legislative priorities. This should eventually result in a focused and meaningful oversight that impacts positively on the process of governance and service delivery in the Province.

#### Challenges and weaknesses identified for the year under review include:

- **Lack of capacity in executing projects:** The challenges for the successful completion of projects planned over the Medium-term Expenditure Framework (MTEF) period still exist, but are



## Section 3: Offices, directorates and outputs

being dealt with. During this period, some of the projects in the directorate could not be fully completed within the time frame. In particular, the Local Government Oversight Project, the Establishment of External Partnerships to Enhance Capacity and Business Processes Project, the Development of Women's Programme Project, the Development of Youth Programmes Project, and some aspects of the Committee Inquiries Project. The challenges relate to lack of internal expertise in the specific subject area, and are compounded by a corresponding absence of expertise in the immediate environment outside the Legislature. There has been a tremendous improvement in the area of project management philosophy due to increased training and re-orientation.

- **Subject area expertise:** The increasing demands of implementing the imperatives of the Legislature's oversight model require a well-established network of internal and external expertise. There is still a gap operating at two levels: At one level the available technical expertise in the Legislature is not sufficient or adequate enough to meet the challenges and requirements of tracking and evaluating the input-output-outcome chain of an ever-changing governance environment. At another level the available internal expertise, together with the expertise brought in from outside, will not on its own translate into effective oversight if this expertise is not translated by members into effective tools to achieve positive political and governance outcomes for the Province.

These two related challenges require a conscious and concerted effort for investment in building institutional capacity through the training of members and staff, as well as strengthening and consolidating the Legislature's network of partners in the various areas of expertise.

### EXTRA-ORDINARY PROJECTS

PROJECT	ORIGIN	OUTPUTS ACHIEVED
<b>Coordinating the establishment of 3rd legislature</b>	Secretariat	Coordinated successfully with all internal and external stakeholders to ensure that Constitutional, legislative and other procedural measures are taken to swear elected members, elect and appoint office bearers, and establish Committees of the 3rd Legislature.
		Coordinated across all directorates and units all arrangements for the enrolment and physical settling of all members of the 3rd legislature.
		Produced and distributed material for the induction and orientation of new members of the 3rd legislature, and coordinated all induction and orientation of members and office bearers for their roles.

PUBLIC PARTICIPATION AND PETITIONS		
<b>Peoples' Assembly</b>	Speakers Forum – all provinces requested to partake in this national initiative	This initiative, coordinated across the country's 10 legislatures, provided an opportunity for the Public Participation team to be directly involved in the design of the national programme, as well as reaching out to identify and prepare the provincial participants. The initiative required a high-level procedural coordination and satellite link-up with the national parliament and other legislatures. This was achieved with almost no disruption. Through this initiative, the Legislature was able to provide a platform to ordinary members of the public to participate directly in a national debate on topical issues affecting the public. More than 120 people participated directly in the event, representing a number of organisations, ranging from civic, labour, people with disabilities, youth, women and land claimants. The issues and resolutions reached through the Peoples' Assembly were followed through by linking them with the oversight work of relevant Committees. The Peoples' Assembly has now become an annual event.

HANSARD AND LANGUAGE SERVICES UNIT		
<b>Leading the establishment of mechanisms for the recording and transcription of verbatim records of the inaugural and first sittings of the Pan African Parliament in September/October 2004</b>	Speaker - Request made by the Pan African Parliament to assist	Provided the technical expertise through the Legislature's Hansard Manager in assembling a team to assist in setting the necessary mechanisms to be in place. The English language team was able to meet the very tight turnaround time of the Pan African Parliament in producing the Hansard and transcripts of Committee proceedings.

### HOUSE PROCEEDINGS UNIT

The House Proceedings Unit provides the House with professional management and administrative services. These include the facilitation of systems development, monitoring and implementation, as well as ensuring the effective exercise of the House's legislative authority and its Constitutional power to ensure accountability of the Members of the Executive Council.

The House Proceedings Unit ensures the following:

- The effective organisation of plenaries to facilitate debate and decision-making by the House.

- The review and development of formal rules of procedure and conventions and practices aimed at guiding the conduct of business.
- The effective and efficient processing of parliamentary questions.
- The efficient, effective, but regulated processing of provincial legislation.
- The effective processing of reports submitted by various organs of state.

Apart from managing the legislative business of the House, the House Proceedings Unit coordinates, facilitates and processes motions, questions, interpellations and reports before they are considered during plenaries of the House. These are the main ways by which the Legislature performs its oversight function on the executive organs of the Gauteng Provincial Government.

The structure of the House Proceedings Unit has been consistent over the past three financial years and comprises the following positions:

House Proceedings Unit	2002/3	2003/4	2004/5
Unit Manager	1	1	1
Principal Table Assistants	3	3	3
Table Assistants	2	2	2
Senior Secretary	1	1	1
Administrative Assistant	1	1	1
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>

## STRATEGIC GOALS

HOUSE PROCEEDINGS UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>To ensure formal establishment of 3rd legislature</b>	Ensure all Constitutional, legislative and procedural formalities for the establishment of 3rd legislature.	This project was successfully completed according to schedule, with procedural precision and certainty. All elected members were sworn in; all office bearers were elected and appointed; all Committees were established and their membership confirmed.
<b>To implement mechanisms to ensure ministerial accountability</b>	Develop booklet on rulings by the presiding officers in the House and distribute to stakeholders.	The implementation of recommendations from this report was dependent on the formal adoption of the report inherited from the 2nd legislature. In this regard, processes were put in place that eventually led to the formal adoption of this report by the 3rd legislature in November 2004. This was followed by a thorough analysis of the report, highlighting critical areas requiring action by the Legislature, while pointing out what has already been implemented. The actual implementation of the rest of the recommendations has fallen in the 2005/2006 financial year, which was envisaged in the planning for the current year.



## Section 3: Offices, directorates and outputs

### STANDARD OUTPUTS

HOUSE PROCEEDINGS UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Management of House Business (and related Committee house papers)</b>	House documents processed timeously and accurately 75% of the time. Each House document expected to be produced 40 times.	Effective logistical and procedural arrangements are crucial for the smooth operation of House sittings. Four hundred and ninety House papers were published. Many times, the required papers were in the House at the beginning of each sitting. For this period, 28 sittings of the House were held, compared with 27 held in the previous year. Despite the slow start to legislative business due to the transition to a new legislature, normal legislative activity picked up late towards the end of the year, hence the decline in the number of sittings.
<b>Legislation processing</b>	Publication and facilitation of the adoption of bills by the Legislature.  Anticipated number of bills: 15	Of the 15 bills anticipated, only 3 bills were considered by the House and passed into law during this period. All bills were processed in accordance with the Standing Rules and within the timeframes required for Committee deliberation and final adoption by the House. All three bills were money bills: the Provincial Appropriation, Adjustment Appropriation and Unauthorised Expenditure Bills. The technical team overseeing the processing of legislation ensured that all technical and procedural advice was provided to the relevant Committees to facilitate and ensure qualitative input and output.
<b>Rules Committee</b>	Provide procedural and technical support.	Two Rules Committee meetings were held. A two-day workshop was also held. Support was provided to the Committee all the time in the form of substantive discussion papers and briefings. The Committee was able to finalise discussion on the Review of Standing Rules Discussion Document, which had been inherited from the 2nd legislature. The new rules were finally recommended to the House for adoption.
<b>Programming Committee</b>	Administrative and procedural support for meetings of the Committee at 80% efficiency level.  Anticipated number of meetings: 30	Nine meetings were held. With administrative and procedural support provided, the Committee was able to steer the programming of the business of the House without difficulty.
<b>Privileges and Ethics Committee</b>	Provision of administrative and procedural support at 80% efficiency level  Anticipated number of meetings: 4	Eleven meetings of this Committee were held during this period. Technical expertise and procedural advice was provided to the chairperson and the Committee in deliberating and overseeing the following processes: <ul style="list-style-type: none"> <li>• An investigation by the Integrity Commissioner into alleged impropriety by a Member of the House. The Committee deliberated on the report of the Integrity Commissioner and made a final determination and recommendation to the House on the matter. The House adopted the recommendations of the Committee.</li> <li>• Overseeing and assisting the commissioner in establishing a Register of Members' Interests</li> <li>• Arranging for the induction of all members on issues of integrity and their obligations in regard to the Code of Conduct.</li> </ul>
<b>Office bearers' meetings</b>	Administrative support	Twenty-five meetings were held during this period. Through the administrative support provided, office bearers have been able to convene as regularly as necessary to ensure closer and smooth management of the legislative business. Some of the key transformational issues that were tabled for discussion during this period included: <ul style="list-style-type: none"> <li>• Streamlining the petitions process to ensure quick political decision-making and unlock administrative hurdles impeding resolutions of petitions that had been received.</li> <li>• Introducing the practice of considering quarterly reports on the processing of questions.</li> <li>• Introducing the practice of annual oversight reports by the Gender Committee in response to departmental annual reports.</li> <li>• Introducing and promoting the idea of Committees gleaning policy-related issues from petitions received and pursuing such with a view to addressing the identified policy gap.</li> </ul>

HOUSE PROCEEDINGS UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Motions and questions</b>	Motions and questions processed in accordance with the rules, 80% efficiency levels in terms of timeliness and accuracy.	<p>4 substantive motions and 326 questions were processed during this period, enabling members to table matters for discussion by the House and through questions ensure that the Executive accounts to the Legislature. All motions and questions were processed in accordance with the Standing Rules and Guidelines. Some of the key motions that were tabled and debated during this period were to mark and celebrate key events in our calendar, including:</p> <ul style="list-style-type: none"> <li>• Women's Month</li> <li>• Heritage Month</li> <li>• 16 Days of Activism (against women and children abuse)</li> <li>• Human Rights Month</li> </ul>
<b>Procedural advice</b>	Provision of procedural advice and briefs, at 75% efficiency levels in terms of timeliness and accuracy.	<p>All of the 14 sittings held during this period were preceded by advisory sessions and briefs to guide presiding officers in managing the sittings. All procedural advice was provided in accordance with the Standing Rules and Precedents. The Unit ensured that all new changes brought about by the operation of new rules of procedure were highlighted and brought to the attention of presiding officers before and during sittings. The process of implementing the new rules will be ongoing and monitored continuously to ensure procedural certainty and clarity. Some of the key areas of procedure and advice that received attention include:</p> <ul style="list-style-type: none"> <li>• Guidelines to utilising Rule 3.19(2) – member wanting to speak in a debate when no other provision (e.g. speaking list) is available.</li> <li>• Practice with regard to when questions can be posed at the commencement of the new legislature.</li> <li>• Guidelines on how new rules will affect the debates in the House.</li> <li>• Guidelines on how question period will be dealt with in the House in terms of the new Standing Rules.</li> <li>• Questions posed by a member regarding a matter that is before the courts.</li> </ul>
<b>Processing of reports</b>	Provision of procedural advice in the consideration of submitted reports	51 reports and other instruments submitted to the Legislature pursuant to a variety of legislative requirements were received and accordingly processed by the Unit. The Unit was able to analyse the purpose of each report submitted and advise the Speaker accordingly on how the report should be processed. The reports were primarily from Government institutions and other state organs and included annual reports, Auditor-General reports, reports from the Public Service Commission, quarterly performance reports, etc. All the reports were tabled and in most cases referred for further consideration and reporting by relevant Committees.

## NCOP, PROGRAMMING AND LEGAL SERVICES UNIT

The National Council of Provinces (NCOP), Programming and Legal Services Unit ensures synergy between the various role-players dealing with NCOP matters in the Legislature and provides informed/expert legal advice to all the stakeholders in the institution. The Unit ensures the fulfilment of the Constitutional mandate of the Legislature by providing optimal delivery in the following areas:

- To improve the management of the NCOP in the Legislature.
- To improve the quality of the Legislature's participation in the national legislative processes.
- To facilitate effective involvement of local government in the Legislature when considering national legislation.
- To facilitate the effective participation of the Executive in NCOP business.
- To ensure alignment of the provincial programme with that of the national programme.
- To provide legal services to the office bearers, and for the effective functioning of the legislative business as well as the legislative administration.

## Section 3: Offices, directorates and outputs

During the period under review, the NCOP, Programming and Legal Services Unit was structured as follows and comprised the following positions:

NCOP, Programming and Legal Service Unit	2002/3	2003/4	2004/5
Unit Manager	1	1	1
Legal and Procedural Assistant		1	1
Professional Assistant			1
NCOP Coordinator		1	1
NCOP Liaison Officer	1	1	1
Administrative Assistant (Cape Town office)			1
<b>Total</b>	<b>2</b>	<b>4</b>	<b>6</b>

### STRATEGIC GOALS

NCOP, PROGRAMMING AND LEGAL SERVICES UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>To implement efficacy study on NCOP processes</b>	Development of operational systems Appointment of additional staff in Cape Town	Implementation of recommendations from the efficacy study continued to receive attention during this period. These included: <ul style="list-style-type: none"> <li>• close co-ordination of the provincial programme with the national programme;</li> <li>• continued input of provincial perspectives on the national programme through attendance of Joint Programming Committee meeting;</li> <li>• existing systems for tracking of bills, processing of mandates and analysis of Section 75 bills to determine provincial interest strengthened;</li> <li>• participation in NCOP processes to shape the future direction of NCOP, e.g. direct involvement in the conceptualisation and drafting of the Mandates Draft Bill;</li> <li>• appointment of administrative staff in Cape Town office.</li> </ul>



## STANDARD OUTPUTS

NCOP, PROGRAMMING AND LEGAL SERVICES UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Local Government oversight</b>	To establish a legally sound framework for oversight of the local sphere of government as well as the policing function in the Province	The research on the policing function was completed. The other research on local government oversight could not take off due to difficulty in finding experts in the field to undertake the research. The result is that finalisation of the project in its entirety was affected and will be continued in the current financial year.
<b>Support to permanent delegates and special delegates</b>	To enable permanent and special delegates to participate in provincial Committees during provincial week, or represent provincial views in the NCOP	All logistical arrangements effectively co-ordinated to enable permanent delegates to participate effectively when attending provincial meetings, as well as co-ordinating processes in the Legislature and the Executive to ensure that special delegates are provided with necessary input to represent the Province in the NCOP.
<b>Effective Legal Services</b>	To ensure effective and efficient legal services <ul style="list-style-type: none"> <li>• contract negotiation</li> <li>• contract drafting</li> <li>• legal opinions</li> </ul>	<p>During this period, systems were put in place to ensure improvement in the quality and turnaround time for the provision of legal services.</p> <p>Most of the requests for legal services were responded to relying on internal expertise and resources as opposed to outsourcing.</p> <p>Legal services continue to be directly involved in securing the corporate interests of the Legislature in all major contractual arrangements. During this period, these included:</p> <ul style="list-style-type: none"> <li>• negotiations for the acquisition of the Rissik Street Post Office;</li> <li>• tenders for IT services;</li> <li>• tenders for the Ten Year Celebrations and Logo Branding Campaign</li> </ul> <p>Twenty-one contracts were processed internally. Only one contract was drafted externally. Seven legal opinions were sourced internally and externally.</p>

## COMMITTEE SUPPORT UNIT

The Committee Support Unit provides support to the Legislature's Committees. In this regard it also relies on the cooperation of other units within Parliamentary Operations, as well as from other directorates that are also tasked with the provision of information or support to Committees, such as the Research Unit and the Information Centre. The Unit ensures the effective and efficient management and administration of Committees; the co-ordination of Committee activities (scheduling, public hearings, meetings, workshops and oversight visits); and the provision of high-level professional service in relation to the above.

The Unit renders the following services:

**Programming and scheduling:**

- Committee schedules (meetings, oversight visits, public hearings, workshops)
- Committee administration and management – allocation of human resources and provision of general administrative and secretariat support (notices, agendas, minutes and report writing)
- Scheduling plans for the budget process, annual report process, quarterly report process, etc.

## Section 3: Offices, directorates and outputs

### Law-making:

Provision of procedural and subject area expertise in the law-making function, including provincial legislation (ordinary bills); national legislation; and money bills (budget process).

### Oversight function:

- Identification of priority areas for oversight visits and/or focused intervention studies
- Scheduling oversight visits and guidelines provision
- Subject area expertise and support during budget process, annual report process, quarterly report process and focused intervention studies.

### Public Participation:

- petitions
- processing public input into Committee deliberations
- logistical and administrative support for public hearings

During the period under review, the Committee Support Unit was structured as follows and comprised the following positions:

Committee Support Unit	2002/3	2003/4	2004/5
Committee Support Manager	1	1	1
Group Committee Coordinator	4	4	4
PEBA Project Coordinator (contract position)		1	
Senior Committee Coordinator			
Committee Coordinator	11	13	13
PA to Chair of Chairs	1	1	1
Administrative Assistants to Chairpersons	10	10	10
Administrative Secretary	1	1	1
<b>Total</b>	<b>24</b>	<b>30</b>	<b>31</b>

## STRATEGIC GOALS

COMMITTEE SUPPORT UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>To exercise effective oversight over the Executive</b>	Rolling out the oversight model across all Committees of the Legislature	<p>The commencement of this reporting period coincided with the onset of the new 3rd legislature, which saw a major political decision to roll out the oversight model to all Committees, as opposed to the gradual annual rollout initially envisaged. This marked a critical phase in the implementation of this oversight model.</p> <p>Despite the challenges that were inherent in this major strategic shift, the following achievements were noted during the year under review:</p> <ul style="list-style-type: none"> <li>• All members of the 3rd legislature were inducted on the oversight model and all its imperatives, requirements and functional benefits</li> <li>• At a quantitative level, all the new Committees were able to undertake almost all imperatives (critical features) of the budget cycle model, i.e. budget consideration, quarterly report consideration, focused intervention studies, annual report consideration.</li> <li>• All administrative systems and guidelines developed in the previous year were put to full use, especially the operations guides on focused intervention studies.</li> </ul> <p>Critical to the success of the model is a shared understanding of the workings and maximum use of the benefits of the model between members and staff. At present there is still a divide between members and staff in terms of full utilisation and appreciation of how the model can enhance the oversight function. There is also still a lot of training and development of technical skills for policy and budget analysis that needs to be pursued. For this gap to be closed, consistent and concerted training and other measures of capacity building need to be pursued for both members and staff.</p> <p>An evaluation report was completed in February/March, highlighting areas that require the political and administrative leadership of the Legislature in ensuring continued and concerted attention to address challenges remaining.</p>

COMMITTEE SUPPORT UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>To conduct Committee inquiries</b>	Establishment of mechanisms and required capacity for conducting Committee inquiries.	<p>This area has continued to present a challenge. This relates mainly to the difficulty in securing the expertise of academic institutions and other professionals in establishing the requisite capacity for conducting Committee inquiries.</p> <p>All the internal efforts aimed at developing a framework and regulatory systems for inquiries have continued into the current financial year, with an advanced framework document to be finalised by the end of June 2005. This framework will need to be tested through a pilot inquiry later in 2005.</p>

## STANDARD OUTPUTS

COMMITTEE SUPPORT UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Committee meetings</b>	Effective meeting scheduling and organising at 75% efficiency level in terms of timeliness and accuracy	<p>242 meetings were scheduled and organised. Of the 242, most meetings were properly convened in accordance with the required 7-day notification period, unless an urgent meeting was requested to deal with urgent business like NCOP legislation. The Unit provided all logistical and administrative support to ensure that the meetings achieve stated objectives. The outcome of these meetings has been the deliberation and adoption of Committee reports on the following:</p> <ul style="list-style-type: none"> <li>• the budget votes for 2004/2005;</li> <li>• the annual reports of respective departments for 2003/2004,</li> <li>• three provincial money bills;</li> <li>• 49 pieces of NCOP legislation; and</li> <li>• consideration of various other matters referred to the various Committees.</li> </ul> <p>During some of these meetings, Committees were also able to engage respective Departments on their five-year plans</p>
<b>Committee Management</b>	Provision of administrative support to individual Committees at 75% efficiency level	Administrative support to all 16 Committees of the Legislature was provided with the required high level of efficiency. Where vacancies occurred, extra efforts were pooled to ensure that service was not disrupted. This happened as well in the midst of the Pan African Parliament (PAP) when 6 key support staff members from Committees were seconded to assist in setting up services at the PAP. The support included administration of Committee business, providing procedural advice, and sourcing expert/professional advice where necessary.
<b>Committee Resolutions</b>	To ensure drafting of qualitative and accurate Committee resolutions	<p>During this period, 47 Committee reports were processed containing many Committee resolutions and recommendations addressed to the respective departments for implementation and further consideration.</p> <p>The resolutions-tracking document is updated on a continuous basis and responses from departments on Committee resolutions are captured and tabled for deliberation.</p>
<b>Public Hearings</b>	To ensure participation by the public in processes of the Legislature through Committees	<p>Ten public hearings were organised on the following issues:</p> <ul style="list-style-type: none"> <li>• FFC submission on the 2005/2006 division of Revenue</li> <li>• Proposals on the Review of the Intergovernmental Fiscal Relations Systems (IGFRS)</li> <li>• Principle of the Provincial Appropriation Bill 2005</li> <li>• SMME development in Gauteng</li> </ul>



## Section 3: Offices, directorates and outputs

COMMITTEE SUPPORT UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Oversight visits</b>	To ensure that the oversight function is complemented through site visits aimed at providing members with first-hand knowledge of the Department's areas of delivery and operation	<p>20 oversight visits were arranged and conducted by various Committees to monitor the effectiveness of various government programmes on the ground. Oversight visits were conducted to investigate or assess the viability and implementation progress of the following programmes:</p> <ul style="list-style-type: none"> <li>• Implementation of Expanded Public Works Programmes by various municipalities;</li> <li>• Food Security projects in the West Rand;</li> <li>• Local community participation and benefit in the Suikerbosrand Nature Reserve;</li> <li>• Housing Support Centre to assess the operation and efficiency levels of the centre in the chain of housing provision;</li> <li>• Development centres to investigate whether appropriate systems are in place that will ensure their long-term viability. This visit was then elevated to a Focused Intervention Study;</li> <li>• Visits to schools to evaluate their readiness to commence the school year without delay. A focused intervention study report was tabled by the Committee following these visits with recommendations on areas requiring the specific focus and intervention of the Department in assisting schools to operate smoothly;</li> <li>• Visits to various municipalities by the Sports Committee to check on the development of facilities for recreation;</li> <li>• Visits to Ikhaya le Themba to evaluate the one-stop centre for victims of domestic violence, and visits to the Pretoria C-Max prisons as well as traffic colleges;</li> <li>• Visits to Helen Joseph and Coronation health institutions to investigate issues relating to: <ul style="list-style-type: none"> <li>- costing and billing systems in "Folateng" wards;</li> <li>- waiting times and lists, appointment times;</li> <li>- status of computerisation;</li> <li>- complaints statistics;</li> <li>- accessibility for the physical challenged, aged, frail;</li> <li>- security challenges;</li> <li>- current statistics and challenges on the administration of ARVs; and</li> <li>- drug shortages.</li> </ul> </li> </ul> <p>• An important intervention was made by the Health Committee by undertaking a visit to the Natalspruit Hospital at a time when patient care was compromised by the deteriorating governance and administrative situation at the hospital.</p>
<b>Strategic planning</b>	To ensure the development of strategic plans for Committees to assist them in pursuing their law-making and oversight functions more effectively	<p>During this period, all Committees were able to conduct strategic planning sessions and develop five-year plans that are closely aligned with the policy and legislative priorities of Government as well as the institutional priorities of the Legislature. Seventeen strategic plans are now in place, including a plan developed based on a clustering of two groups of Committees focusing on social transformation issues and growth and economic development issues.</p> <p>These plans are now guiding Committees in pursuing their oversight and law-making functions, with clear objectives, performance indicators and targets to pursue.</p>
<b>Procedural Advice</b>	To provide advice to members and chairpersons	<p>During this period, procedural advice was provided to all newly established Committees of the 3rd legislature to enable them to function within the established rules and practices of the Legislature.</p> <p>The need for expert advice was identified, and the services provided internally; where necessary outside experts were called in to advise the Committee in relation to specific areas of focus. In particular, advice was provided during the process of considering the annual report for 2003/2004, as well as developing five-year Committee strategic plans.</p>

## PUBLIC PARTICIPATION AND PETITIONS UNIT

The mandate of the Public Participation and Petitions Unit is to facilitate public participation in the legislative and governance processes within Gauteng. In order to fulfil this mandate the Unit ensures:

- access to information and knowledge about the legislative processes by members of the public;
- the efficient and effective processing of petitions;
- the facilitation of input in the legislative and policy processes by members of the public;
- effective and meaningful public participation in the processes of the Legislature.

During the period under review, the Public Participation and Petitions Unit was structured as follows and comprised the following positions:

Public Participation and Petitions Unit	2002/3	2003/4	2004/5
PPP Manager	1	1	1
Public Education Coordinator	1	1	1
Petitions Officer	1	1	1
Public Outreach Officers	2	2	2
Admin Secretary	1	1	1
Petitions Administrator	1	1	1
Interns		3	3
<b>Total</b>	<b>7</b>	<b>10</b>	<b>10</b>

## STRATEGIC GOALS

PUBLIC PARTICIPATION AND PETITIONS UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>Public Participation in Decision-making</b>	To review current processes and programmes with a view to enhancing public participation	<p>The research project was undertaken by the Human Sciences Research Council and was completed during this period. Parallel to this study, another study initiated by the Research Unit was completed with a specific focus on how to integrate public participation with the oversight processes of Committees. The research outcomes from both studies were deliberated at a workshop to identify and highlight pertinent issues requiring the focus of the Legislature moving forward. Implementation of the recommendations will follow a holistic process that ensures an integrated approach.</p> <p>A reference group has been established to coordinate the development of an action plan to implement the outcome of the research projects. Implementation will be taking place from the current year moving forward.</p>
<b>Development of youth programmes</b>	To develop programmes aimed at youth participation in Legislature processes	During the period under review, discussion documents were produced aimed at identifying pertinent issues relating to appropriate programmes for youth participation in legislative and governance processes. These were deliberated but not finalised. It is anticipated that provincial legislation may be introduced during the 2005 session, which will provide a framework and guide the finalisation of Legislature-specific focus areas and mechanisms.
<b>Development of women's programmes</b>	To develop programmes aimed at women participation in Legislature processes	During this period, progress was made in developing discussion documents aimed at informing the nature and focus of public participation programmes specifically targeted at women. The target to complete this process in 2004/2005 could not be met due to consultations that are still continuing on the proposal as contained in the discussion document.

## Section 3: Offices, directorates and outputs

### STANDARD OUTPUTS

PUBLIC PARTICIPATION AND PETITIONS UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Informed public on legislative processes</b>	To organise and facilitate public education workshops at the Legislature and in communities. Target – 133 workshops	148 workshops with 5 920 participants were reached, outstripping the target by 15 workshops. Feedback by workshop participants remains positive.
<b>Stakeholders have made submission on bills</b>	To inform members of the public about proposed bills and how they can provide input or make submissions. Target – 40 workshops	This output is demand-driven, based on requests from Committees. Only seven workshops out of an expected 40 were conducted. These were with traditional healer groupings, who needed to be guided on how to make submissions on the Traditional Health Practitioners Bill.
<b>Stakeholders are informed and participate in the budget process</b>	To inform and educate the public on the budget process. Target – 24 workshops	During this period, 26 budget process workshops were conducted, with 1 040 participants. Participants have been able to gain an understanding of the process of budgeting and how public input can influence the choices Government makes in determining the allocation of budgetary resources.
<b>Profile of the Legislature is increased</b>	To inform members of the public about the Legislature. Target – 12 road shows	12 road shows were held during this period, reaching an estimated 24 000 people, engendering and establishing the identity of the Legislature through brand promotion contained in the brochures and other information material of the Legislature.
<b>Women participate in the legislative processes</b>	To inform, educate and engage women regarding participation in decision-making processes. Target – 10 workshops	8 workshops were conducted during this period, with a total reach of 890 participants. The workshops are targeted at women advocacy groups as well as community groups with the objective of celebrating and advancing women's issues through the legislative processes.
<b>Petitions are resolved</b>	Process petitions – to enable the public to raise concerns and to seek the intervention of the Legislature. Target – 480 petitions	<p>During this period, 240 petition-related enquiries were received and 40 petitions were registered and processed.</p> <p>One of the challenges facing the Legislature during this year was to deal with outstanding petitions inherited from the 2nd legislature. A concerted effort was made by the Unit and Committee to deal with these petitions. As a result, 17 out of the 33 outstanding petitions were closed.</p> <p>The Committee was also able to transcend its traditional way of dealing with petitions by ensuring that a proper follow through is made with regard to the inherent policy-related matters raised in 2 petitions in particular:</p> <ul style="list-style-type: none"> <li>• The one type of petition related to patients who had gone missing in one of the Gauteng hospitals. The Petitions and Health Committees are jointly looking at the existing systems or lack thereof of patient admission, safety and discharge procedures in Gauteng hospitals.</li> <li>• The second petition relates to the regulation of the funeral industry. Currently research is being conducted on the operation of the industry with a view to informing decisions about the possible ways of regulating the funeral industry.</li> </ul> <p>During this period, a number of initiatives were also taken to make the petitions system more efficient and user-friendly.</p> <ul style="list-style-type: none"> <li>• Since most of the petitions relate to issues of local government and noting that the turnaround time for official responses on these petitions is very slow, a system of fast-tracking the consideration of and response to such petitions has been introduced. This essentially prescribes time frames for escalation of the issues within the various ranks of the municipality up to the MEC for local government. This system is receiving the attention of the legal advisors as part of finalising the regulations to be promulgated in 2005.</li> </ul>
<b>Petitions are resolved</b>	Process petitions – to enable the public to raise concerns and to seek the intervention of the Legislature. Target – 480 petitions	<ul style="list-style-type: none"> <li>• The second initiative was that of conducting what is called 'Petitions Clinics' This essentially means that the petitions staff go to various communities around the Province to set up a desk in a community hall to assist residents to understand how the petitions system works, as well as assisting them in putting together a petition on real complaints/requests that they wish to address to the Legislature.</li> </ul>



## HANSARD AND LANGUAGE SERVICES UNIT

The Hansard and Language Services Unit is responsible for recording, transcribing and providing language services to the Legislature. The Legislature's interpretation and translation services are outsourced. Recording and interpretation services are provided for all sittings of the House. All Committee meetings, senior management meetings and other meetings for which transcriptions are necessary are recorded and transcribed by the Hansard Unit.

During the period under review, the Hansard and Language Services Unit was structured as follows and comprised the following positions:

Hansard and Language Services Unit	2002/3	2003/4	2004/5
Unit Manager	1	1	1
Deputy Editor	1	1	1
Transcribers	3+1 contract	3+1 contract	4
Recorders	3+1 contract	3+1 contract	3+1 contract
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>

## STRATEGIC GOALS

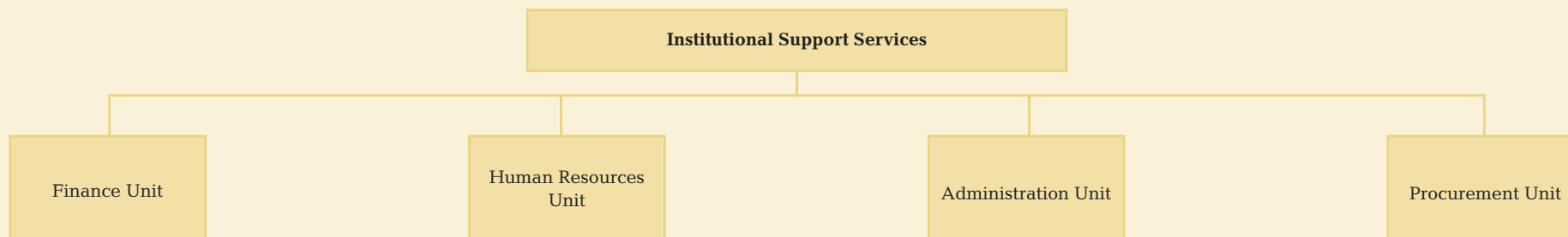
HANSARD AND LANGUAGE SERVICES UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
Preparation for compliance with new language legislation	To ensure readiness of the Legislature to implement the new language legislation once adopted.	This project was put on hold pending the passage into law of the proposed language legislation. It is envisaged that once the legislation has been passed, the financial resources will be made available for the establishment of the necessary institutional capacity to respond to the imperatives prescribed by the legislation.

## Section 3: Offices, directorates and outputs

### STANDARD OUTPUTS

HANSARD AND LANGUAGE SERVICES UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Recording of proceedings of all House sittings and Committee meetings</b>	To ensure a high level of quality and accuracy in recordings, at 100% efficiency levels in terms of accuracy and timeliness.	The target was attained 100% and the requirements were exceeded. 242 Committee meetings (including public hearings), and 28 sittings of the House were recorded during this period. In addition, in excess of 5 meetings of the Legislature Services Board (LSB), Secretariat and Extended Secretariat were recorded. The recording remains of highest quality.
<b>Transcription</b>	To provide an accurate transcription of proceedings at 100% efficiency levels in terms of timeliness and accuracy	28 transcripts were produced during this period. Transcripts of House sittings were always produced 24 hours after the sitting. Committee meeting transcripts were usually produced within the timeframe required, enabling the Committees to deliberate properly and develop their reports timeously.
<b>Archiving of such recordings</b>	To ensure long-term safekeeping of all recordings	During this period a large volume of recorded material from the first legislature was archived, reducing the backlog drastically. It is, however, important to note that the envisaged digitalisation of the recording system will allow for the backlog to be completed during the 2005/2006 period.
<b>Printing/publishing Hansard</b>	To publish an edited version of the Hansard – within seven days of sitting.	28 volumes of Hansard were published during this period. Hansards were published within seven days of the sitting.
<b>Interpretation of House proceedings</b>	To provide an accurate interpretation of all House proceedings and designated Committee meetings	All 14 the House sittings were provided with interpretation, as well as the 10 public hearings conducted during this period.
<b>Translation</b>	To provide an accurate and timely translation of documents on request	In accordance with existing policy, documents are only translated into the other official languages upon request. This service was not extensively utilised during this reporting period. Translated documents include oaths and affirmations used during the process of swearing in members of the 3rd legislature.

### 3.3 DIRECTORATE: INSTITUTIONAL SUPPORT SERVICES



#### Overview

Institutional Support Services is mainly responsible for the corporate services and functions of the Legislature. As custodian of Finance and Human Resources policies, as well as procurement functions within the institution, it shoulders a serious responsibility around matters pertaining to corporate governance, internal and external audit, risk management processes, legislative requirements, black economic empowerment imperatives and the training and development of Legislature staff. The directorate renders support to members and staff of the Legislature by providing quality services to internal stakeholders via its respective units.

In the latter part of the year, the directorate experienced changes at upper management level. The Director, Mr Gideon Wessie, left the directorate in December to establish a new directorate, Members Affairs. He was replaced by Mr Sipho Malefane, who joined the directorate in January 2005. The directorate experienced further changes with the departure of the HR Manager, Mr Rendani Makato, who left the directorate in February 2005 to join Members Affairs as well. He was replaced by Mr Cleo Makola, who joined the Legislature in March 2005.

#### FINANCE UNIT

The Legislature obtained an unqualified audit report from the audit processes of the Auditor-General. There was a deepening of good corporate governance through structures such as the Internal Audit, Audit Committee and the Risk Management Committee. All matters raised by both the external and internal audit functions were attended to. There were instances where queries or findings that would initially have been made by auditors, would subsequently be dropped upon further probing by management. These instances have been reduced as the institution matures and adheres to the audit functions and requirements of the governance structures.

The internal audit function also performed a controls testing audit. The results are expected to highlight areas of weakness and will serve to add value to the institution with regard to how these should be addressed. The internal audit contract expired at the end of March in terms of the three-year cycle as prescribed by National Treasury regulations. The Deloitte and SAB&T consortium has been appointed for the next three years. During this phase, the internal audit function is expected to move to a stage where, with better relations and understanding being forged with the external auditors, as well as the growing maturity of the processes, there can be some level of reliance on the controls testing conducted by the internal auditors. Management is committed to the process. Payroll was executed in time for both the members and staff members. Although the electronic payment system (EFT) development phases were successfully completed, EFT was not implemented within the financial year. EFT testing, however, should be executed early in the next financial year, with implementation in the second quarter of the new financial year.

Budget management and monitoring remains an area of concern due to improper projections. There is a risk that the Legislature may be under-spending on the overall budget as a result of this weakness. This had the undesirable effect of putting unnecessary pressure on the Finance Unit, but should improve as subprogramme managers get used to what is required of them in terms of linking outputs to the budget spend. The timing of monthly reports is important since it provides management with an 'early warning' of deviations from planned results and targets.

The objectives of the Finance Unit are to:

- support the function of the Legislature through a professional, effective and efficient financial management system;
- execute financial management and administration according to the PFMA, policies, regulations, treasury regulations and all applicable legislation;



## Section 3: Offices, directorates and outputs

- apply effective budgetary control to strengthen the accountability of managers for expenditure, overlooking the economic, efficient and effective use of resources;
- provide informative and timeous financial reports to all stakeholders in line with the PFMA and Treasury regulation time frames;
- continuously achieve an unqualified audit report; and
- implement all requirements in terms of the PFMA.

During the period under review, the Finance Unit was structured as follows and comprised the following positions:

Finance Unit	2002/3	2003/4	2004/5
Chief Financial Officer	1	1	1
Accountant	1	1	1
Accounting Controller	1	1	1
Senior Bookkeeper	1	1	1
Creditors Clerk	1	1	1
Secretary	1	1	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

### STRATEGIC GOALS

FINANCE UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>Unqualified audit</b>	To receive an unqualified audit	An unqualified audit was achieved once again.
<b>Electronic payment system (EFT)</b>	To develop an EFT system	This was achieved. The concept was developed and Phase 1 and 2 of the project are complete. The suppliers' loading phase was not completed – the delays emanated from suppliers who needed to provide banking details that had to be independently corroborated by the banks to be correct – the process will be completed in the first quarter of the new financial year. The test phase will take place in the next financial year.
<b>Implementation of King II / corporate governance requirements</b>	To have all governance structures up and running and to hold regular meetings are.	The Legislature strove to adhere rigorously to the principles of good governance, accountability and ethics in all its undertakings. This not only requires the Legislature to adhere to the prescriptive framework found in legislation and regulations, but also that the Legislature's corporate governance structures are aligned with the King II report. The Legislature has adopted and applied, as far as it is possible for a public sector institution, the principles contained in the King II report. The policy-directing body of the Legislature is the Legislature Services Board (LSB). The subCommittees comprise the Members Affairs Committee, the Finance and Audit Committee and the Human Resource Development Committee.
<b>GRAP implementation</b>	To implement GRAP.	Progress is in line with the target. 3 GRAP statements were released by the Accounting Services Board (ASB) as at 31 March 2005. Only two are relevant to the Legislature and have been implemented accordingly.

## STANDARD OUTPUTS

FINANCE UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Payroll execution for members and staff</b>	To execute salary payments by the 15th and 25th of the month respectively.	Payroll was duly executed on or before 15th and 25th of each month in terms of the Remuneration Policy and Remuneration for Political Office Bearers Act, except in December when the payment of bonuses was delayed by one day.
<b>Management of creditors and maintaining payment accuracy</b>	To pay creditors within 21 days of receipt of invoice, with 100 % accuracy	Creditors were generally paid within 21 days or less from receipt of invoice. Payments are effected within 21 days from receipt of the invoice/payment batch from Procurement. Cheques issued between April 2004 and March 2005 total 2 898.
<b>Monthly financial reporting to Treasury</b>	To submit financial reports within 15 days after month-end	Financial reports in terms of the PFMA and Treasury regulations were duly submitted by the 15th day of each month. There were instances when the non-financials were submitted late. However, this has improved substantially.
<b>Quarterly financial reporting to Treasury</b>	To submit quarterly financial reports within 15 days after each quarter	Financial reports in terms of the PFMA and Treasury regulations were duly submitted by the 15th day after the start of each quarter. Non-financial data reports were not always submitted timeously as per expectations due to late submissions by directorates.
<b>Submission of annual financial statements to the Office of the Auditor-General and Treasury</b>	To submit annual financial statements 60 days after year-end	Annual financial statements were prepared and submitted within 60 days after year-end in terms of Section 40 (c) of the PFMA.
<b>Implementation of and adherence to external audit recommendations</b>	To achieve 100% implementation of recommendations	There were no repetitions of prior years' audit findings in terms of the regulatory audit as the recommendations of prior years were duly implemented. In the Audit Management letter for 2003/2004, nine recommendations were made by the Auditor-General. All recommendations of the Auditor-General have been implemented.
<b>Implementation of and adherence to internal audit recommendations</b>	To achieve 100% implementation of recommendations	No repetition of previous years' internal audit findings relating to the Finance Unit was reported by the internal auditors and no material weaknesses were identified. In the Internal Audit Management letter for 2003/2004, two recommendations were made by Internal Audit. Finding 1 was implemented. Finding 2 on electronic payment for amounts above R2 000 is covered in the EFT implementation project.
<b>Budget compilation and submission to Treasury</b>	To submit the budget by 31 <sup>st</sup> July or as determined by Treasury	A draft budget was submitted on 3 September 2004. The final budget was submitted on 2 December 2004 in line with Treasury time frames and format. The final budget statement was printed and published by Provincial Treasury in February 2005.
<b>Maintenance of accurate accounting records</b>	To achieve 100 % accuracy	Real-time accounting records are maintained on the SAP system. As a standard monthly practice, control accounts were reconciled on a monthly basis. No suspense accounts were maintained or incorporated in the annual financial statements.
<b>Implementation of GRAP</b>	To achieve 100% implementation in terms of ASB and the National Treasury Implementation Plan	Progress was in line with Target. 3 GRAP statements were released by the ASB as at 31 March 2005. Only 2 are relevant to the Legislature and have been implemented accordingly.
<b>Financial management and administration in line with the PFMA and Treasury regulations</b>	To achieve 100% compliance	Most of the elements of the Act relating to the Legislature have been fully established. The Legislature continues to interact and report to the provincial and national Treasury on progress towards implementation and other aspects of the Act that require guidance. Delays have been experienced in the timeous submission of non-financial reports. This is an area that will be closely monitored by the Director: Institutional Support Services to ensure that subprogramme managers adhere to the stipulated reporting time-frames.

## Section 3: Offices, directorates and outputs

### ADMINISTRATION UNIT

In the 2004/2005 financial year the Administration Unit continued with the provision of essential services to both members and staff. With the successful acquisition of the City Hall Complex, there has been added pressure on staff to ensure that the standards of service are maintained. The Venue Coordinator and Art Curator positions remain contract positions. The asset management strategic objective remains a huge priority, with particular emphasis on the recording of assets in the asset register. The high movement of staff due to last year's elections, as well as the movement of the Institutional Support Services and Information and Liaison directorates to Building 1066 have proven a serious challenge to the Unit given the limited capacity in terms of number of staff. Capacity issues need to be addressed with urgency to ensure that process standards and delivery by the Unit are not compromised. A number of renovations were embarked on in the Committee rooms.

The Administration Unit is responsible for the general office administration of the Legislature. This includes the design, introduction and maintenance of procedures and policies for the canteen, fleet management, registry, document services, artworks, switchboard, cleaning services, insur-

ance, interior décor, contract management and City Hall management. The Unit is also responsible for all the assets within the City Hall Complex.

During the period under review, the Administration Unit was structured as follows and comprised the following positions:

Administration Unit	2002/3	2003/4	2004/5
Unit Manager	1	1	1
Auxiliary Services Coordinator	1	1	1
Switchboard Operators	2	2	2
Drivers	2	2	2
Document Clerks	3	3	3
Venue Coordinator (contract position)	0	1	1
Art Curator (contract position)	0	1	1
<b>Total</b>	<b>9</b>	<b>11</b>	<b>11</b>

### STRATEGIC GOALS

ADMINISTRATION UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>Asset management in line with GRAP</b>	To record all the assets in the Legislature recorded.	A system is in place to ensure that all the assets of the organisation are bar-coded and recorded in the assets register. An asset count has been conducted and there has been compliance with all GRAP recommendations. Problems were experienced with the movement of staff, which made the tracking of assets difficult.



## STANDARD OUTPUTS

ADMINISTRATION UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Management of contracts and renewals</b>	To have contract in place for catering.	The catering contract with Kagiso Khulani is in place for the supply of meals and beverages to members and staff of the Provincial Legislature. The contractor is also responsible for supplying beverages and light meals in the coffee bar.
	To have contract in place for a telephone cost-saving device (least cost routing).	The contract with Orion is in place for least cost routing.
	To have contract in place for hygiene services for the east and west wing.	The hygiene contract with Steiner Services is in place.
	To have contract in place for pest control for the east and west wing	The pest control contract with Tshwane Pest Control is in place.
	To have contract in place for cleaning services for the east and west wing of the City Hall Complex.	The contract with Morena Cleaning Services is in place.
	To have contract in place for the insurance of office content, business all risk, public liability, motor and personal accident for members and staff.	The insurance contract for the City Hall with Glenrand was in place and expired at the end of the financial year. Procurement processes were put in place to ensure that the buildings and assets of the Legislature are covered.
	To have contract in place for the insurance of the City Hall Complex.	Same as (6) above
<b>Fleet transport</b>	To make internal/In-house transport bookings for members and staff plus external transport bookings. External transport bookings are dealt with by suppliers who provide chauffer-driven transport. The Legislature further hires kombis and buses for the public to attend the Legislature's public hearings.	The Administration Unit only has two drivers and three vehicles at its disposal. Seven hundred and thirty five transport requests were attended to for the 2004/2005 period. Five hundred and fifty-two requests were forwarded to external service providers for the hiring of buses, kombis and chauffer-driven transport for the same financial year. Customer satisfaction levels are unknown.
<b>Asset management</b>	In the planning stage of the assets, to determine the definition of assets in the Legislature. In the acquisition phase, to deal with the recognition of assets, receipt and acceptance thereof and the establishment of the ownership. In the operation phase, to deal with monitoring the condition and usage of such assets, and the tracking and safeguarding of such assets. Lastly, to deal with the disposal of the Gauteng Legislature's assets.	When an asset is acquired via various units, the asset is identified and defined according to various categories devised by the Administration Unit. A number of assets had to be procured to accommodate the rapid revamping of the Committee rooms in order to uplift the image of the building. The total number of assets is 8 300. The Unit has conducted an asset count in line with GRAP recommendations. There were a number of movements that occurred in the year due to the elections and the move of certain units, e.g. Institutional Support Services and Information and Liaison to Building 1066. These have made the exercise a difficult one. The external auditors have conducted their own count in terms of the audit.
<b>Financial Management for Administration</b>	To compile the budget as per Finance plans. To provide expenditure projections To submit quarterly reporting on non-financial data.	Business plans were submitted before 30 July. Expenditure projections are regularly submitted to Finance Non-financial data reports were submitted on a quarterly basis.
<b>Management of staff</b>	To comply with Labour Relations and Basic Conditions of Employment. To conducting PPMS within the stipulated time frames	Statutory requirements were complied with at all times. Regular appraisals have been conducted for unit staff in line with the policy.
<b>Communication systems</b>	To distribute telephone account reports to all units.	Telephone account reports were distributed to units. There is a need to adhere to policy with regards to accounts exceeding the stipulated threshold.
<b>Distribution of information ATC, order paper, reports etc</b>	To distribute documents to members and staff.	The Administration Unit maintains a system to ensure documentation flows to members and staff in a systematic manner through the various distribution networks established by the Unit.

## Section 3: Offices, directorates and outputs

### EXTRA-ORDINARY PROJECTS

PROJECT	ORIGIN	OUTPUTS ACHIEVED
<b>Upgrading of furniture for members</b>	Furniture policy for members.	A furniture policy was developed and approved by the Members Affairs Committee. Specifications were drawn up and the tendering process was followed. Chairs were delivered and allocated to the members of the Legislature.
<b>Venue management</b>	Gauteng Provincial Legislature purchasing the City Hall	Maintaining the City Hall venues for the hiring of the halls to various stakeholders. The contract for the venue coordinator was extended because of the continuation of the project. Revenue received for the City Hall was R321 000 for the 2004/2005 financial year.
<b>Revamping of Committee rooms A,B,C</b>	Maintaining the image of the Gauteng Provincial Legislature and the end of the 10-year cycle	The Committee rooms were given a facelift with the furniture being replaced. The room areas have been upgraded to meet the standards of the institution.

### PROCUREMENT UNIT

The Procurement Unit supports the functioning of the Legislature through the provision of quality service to end-users, and by procuring goods and services in the most effective, efficient and economic manner. The Unit strives for optimal delivery and performance in the procurement of all goods and services (management of air travel; administration of tender processes); and compliance with statutory requirements (PFMA; Preferential Procurement Policy Framework Act; BBBEE Act);

The Legislature has a very strong governance structure in the form of the Legislature Acquisition Council (LAC). The LAC ensures that all procurement is done in terms of the Procurement Policy Framework and that the BEE requirements are complied with. Even though there is a scorecard for tender procurement processes, there is no scorecard for day-to-day procurement where tender processes are not required. This is a gap that requires speedy intervention by the Unit.

The biggest challenge facing the Procurement Unit has been the implementation of the procurement reforms. The Procurement Policy Framework and the Code of Conduct documentation have been approved by the Secretariat. The documents were referred back to the Unit for minor refinements in line with the approved delegations of authority. The documents will be serving before the Legislature Services Board (LSB) early in the next financial year.

One of the strategies for ongoing improvement in the Unit processes is through the E-procurement system that will afford the loading of catalogues onto the system, which will be able to interface with SAP. The concept development phases were executed successfully. The system could, however, not

be procured in the current financial year as the cost of the fully quoted system was high, but will be procured in the next financial year.

During the period under review, the Procurement Unit was structured as follows and comprised the following positions:

Procurement Unit	2002/3	2003/4	2004/5
Unit Manager	1	1	1
Provisioning Administrative Coordinator	1	1	1
Technical Buyer		1	1
Provisioning Officer	1	1	1
Travel Officer	1	1	1
Provisioning Admin Clerk	2	2	2
Technical Buyer (one-year contract)		1	1
<b>Total</b>	<b>6</b>	<b>8</b>	<b>8</b>

## STRATEGIC GOALS

PROCUREMENT UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>E-procurement development</b>	To develop and procure an E- procurement system	Investigations on e-procurement platforms were done. SAP configuration implications have been investigated. The system was not procured due to under-budgeting evidenced by quotations. The system will be procured in the new financial year once migration to My SAP_ERP is completed.
<b>Procurement policy finalisation and implementation</b>	To submit policy documents to LSB for approval and implementation of the approved policy.	The draft documents were presented to the Secretariat, which proposed revision. The revision was completed in the last quarter of the financial year. The documents will be sent to the LSB in the first quarter of the new financial year.

## STANDARD OUTPUTS

PROCUREMENT UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Procurement of goods and services</b>	To process at least 95% of all requisitions by end users within the financial year.	Achievements included the creation of 2 465 purchase requisitions by user departments; and the processing of 2 319 purchase orders to procure the goods and services required on the requisitions (94% of requisitions were processed). However, 146 requisitions were not processed due to time constraints in March, the financial year-end and incomplete requisitions by end-users.
<b>Air travel bookings</b>	To have at least 97% of all travel requisitions booked effectively and efficiently within time frames.	There were no deviations. All travel was booked as soon as requisitions were received. <b>Domestic Travel</b> – 105 requisitions for domestic travel were received and 105 tickets were booked accordingly – 100% bookings were done. <b>International Travel</b> – 10 requisitions for international travel were received and 10 tickets were booked accordingly – 100% bookings done. <b>Benefit Tickets</b> – 93 requisitions for members benefit tickets were received and 93 were booked accordingly – 100 % bookings done. Of the 296 benefit tickets, each member is allocated four benefit tickets per year. Only 93 were used, which constitutes 31% of the benefit tickets utilised. The travel requisitions booked within the time frame required amounted to 99%.
<b>Monthly procurement reporting to senior management</b>	To present reports to senior management within 10 days after month-end.	The target was achieved. Reports were submitted by the 10th of the month. Reports need to be improved to assist decision-making by the Secretariat.
<b>Management of vendors and monitoring performances on deliveries</b>	To receive goods within one week from the order date.	The target was achieved 95% of the time. The 5% cases where delivery dates exceeded the accepted standards are attributed to non-availability of stock from suppliers.
<b>Administration of contracts and maintaining of contracts on SAP</b>	To maintain and administer contracts via SAP	The target was achieved. All contract payments were loaded on SAP by the 20th for payment by the 25th. A few contracts were extended: <ul style="list-style-type: none"> <li>• Interpretation and Translation Services</li> <li>• Security Services</li> <li>• Technical Services</li> <li>• Insurance</li> <li>• Catering for Legislature canteen</li> </ul>
<b>SAP training for staff</b>	Staff to use SAP optimally due to training	Procurement staff use SAP optimally to effect their daily tasks. However, there are gaps/inefficiencies that arise due to the lack of workflow. Workflow will be implemented in the new financial year.

## Section 3: Offices, directorates and outputs

### EXTRA-ORDINARY PROJECTS

PROJECT	ORIGIN	OUTPUTS ACHIEVED
<b>E-procurement</b>	<p>The need for compliance with Government reporting requirements according to set standards.</p> <p>The need to enhance SAP usability and user-friendliness.</p>	Investigations on e-procurement platforms were done. SAP configuration implications have been investigated. The project was grossly under-budgeted and could not proceed in the 2004/2005 financial year. Decision from Secretariat was to procure the system in the 2005/2006 financial year.

### HUMAN RESOURCES UNIT

The Human Resources Unit is responsible for the interests of all staff and members of the Legislature in areas of development and training, remuneration and employee benefits, administration of the personnel records, industrial relations matters and the employee assistance programme, as well as compliance with legislation regulating the relationship between the employer and employees. The Unit further supports the functioning of the Legislature through a professional, effective and efficient human resource management system, by developing HR frameworks that are aimed at assisting line functions with their own HR management responsibilities. The Unit strives for optimal performance in:

- Recruitment and selection of staff
- Placement and induction of staff
- Training and development of staff and members of the Legislature
- Policy formulation, implementation and overall guidance
- Budget formulation and implementation
- Formulation, implementation and maintenance of the performance management system
- Benefits management and general administration
- Labour relations
- Human resources organisational development
- Leave administration and maintenance
- Employee assistance programme (Workplace Wellness)

A salary restructuring exercise took place, which afforded employees the opportunity to have input and flexibility into the structuring of their salary packages. This was in keeping with the latest trends in the market and also key in the retention strategy of the Legislature. There was also a transfer from

the Bonitas Medical Aid Scheme to the Munimed Medical Aid Scheme. This transition was aimed at ensuring that employees get better value for the contributions that they make whilst also ensuring that there is flexibility in terms of the number of choices afforded by the scheme.

A transition period was allowed for members of the Government Pension Fund who wished to migrate from the Government Pension Fund to the Provincial Legislature Provident Fund Scheme. This opportunity was welcomed by most of the Legislature's staff members. There has been a steady improvement in the recruitment process. However, there was an under-spending on the personnel budget. The reasons for the under-expenditure varied from cases where candidates refused to take up positions at the entry level notches or in the long turnaround times emanating from the writing of job descriptions and the grading of positions where new positions are involved. There is certainly a need to review performance in this area with a view to streamlining the processes so that turnaround times can be improved.

Another area of concern in the Human Resources Unit is the failure to deliver sufficiently on the strategic projects that were aimed at introducing interventions directly aimed at addressing a myriad of problems as highlighted in the Show me the Future project.

Projects that have been carried over to the new financial year include:

- Development of a Retention Strategy. The strategy remains in draft form and has not been approved by the Secretariat.
- Career Development and Succession Planning. The plan is in draft form.
- Development of a Recruitment Strategy. The strategy is in place but training is required.
- Development of an HR Strategy. The strategy still needs to be conceptualised.



The Human Resources Unit has devised a project plan to ensure delivery on all these projects within the first three months of the new financial year.

During the period under review, the Human Resources Unit was structured as follows and comprised the following positions:

Human Resources Unit	2002/3	2003/4	2004/5
Unit Manager	1	1	1
HR Officer	1	1	1
HR Administrator	1	1	1
Senior Admin Secretary	1	1	1
Training and Development Officer	1	1	1
Organisational Development Officer			1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>7</b>

### STRATEGIC GOALS

HUMAN RESOURCE UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>Recruitment and selection</b>	To address high staff turnover and develop a recruitment drive based on the following strategies: <ul style="list-style-type: none"> <li>• Strategic Human Resources Planning</li> <li>• Acquiring Human Resources Strategy</li> <li>• Developing Human Resources Strategy</li> </ul>	The Back to Basics Recruitment Strategy was developed. The recruitment approaches were changed significantly and had a positive impact in arresting the high labour turnover. The total number of vacancies, including both newly created and vacated positions, was 40. By the end of the financial year only seven positions were still unfilled.
<b>Implementation of employee benefits</b>	To implement employee benefits so that it can be seen as a continuation of delivering programmes that would ensure that the Gauteng Provincial Legislature is seen as an employer of choice within the industry	The salary structuring project was conceptualised, consulted on and implemented. The medical aid concerns were addressed and the medical aid scheme changed from Bonitas to Munimed. A new medical aid scheme was introduced to afford employees flexibility and value for money. During the financial year, the window period for the transfer from the Government Pension Fund to the Provincial Legislature Provident Fund was opened. The exercise was completed and implemented in October 2004 with 60 employees transferred. The broad-banding exercise for the groups eligible in April 2004 and September 2004 was completed, albeit only in February 2005.
<b>Development of Retention Strategy</b>	To develop retention strategies in line with 'show me the future' programmes that would prevent the organisation from losing more staff.	Some of the projects related to the retention strategy were completed and a policy amendment developed. The remuneration strategy, as part of the broader retention strategy was developed. The salary restructuring process was finalised and staff members eligible for broad-banding were taken through the exercise and payments made.

## Section 3: Offices, directorates and outputs

<b>Career development and succession planning</b>	In recognizing that, for the efficient smooth running of the Legislature, employees would have to be developed in areas that would enhance their skills while developing their own careers within the Legislature. It became important for the Legislature to adopt a strategy that would enhance career development and plan for succession in certain key positions.	A draft policy document is in place, and terms of reference have been drafted to appoint and finalise the broader strategy in career development and succession planning. The policy will be finalised in the new financial year. The bursary scheme utilisation by employees has increased over the year.
<b>Develop staff recruitment strategy</b>	A well-defined recruitment strategy remains the cornerstone of good recruitment and retention of employees. The goal for 2004/2005 was to develop such a strategy. The strategy should be a barometer of how the Legislature's employment equity is measured.	Broader systems and process improvements were developed and implemented. A thorough recruitment policy and related procedures were developed and implemented. The challenges facing the Gauteng Provincial Legislature would be addressed through the identification of good recruitment channels such as agencies and electronic media advertising. As a result of both the recruitment and retention strategies, the turnover report for the financial year is as follows: 19 new posts were created via the budget, taking the full budgeted complement to 173 positions. 21 resignations were registered in the year, amounting to 12.13% of the total staff complement.
<b>Enhancement of PPMS Policy</b>	The enhancement of the current performance management system remains a critical area of delivery of the strategic objectives.	The second enhancement aspect is about the introduction of an enhanced and integrated performance management system for all staff, including managers. The balance scorecard system, which is still in the introductory phase, is yet to be fully implemented. Integration will follow in the next financial year.
<b>Implementation of employee benefits</b>	The implementation of employee benefits is seen as a continuation of delivering programmes that would ensure that the Gauteng Provincial Legislature is seen as an employer of choice within the industry	The salary structuring project was conceptualised, consulted upon and implemented. The medical aid concerns were addressed and medical aid scheme changed. During the financial year 2004/2005 the window period for the transfer from the Government Pension Fund to the Provincial Legislature Provident fund was opened. The exercise was completed and implemented in October 2004 with 60 employees transferred. The broad-banding was conducted for people falling in the April and September cycles and payments were effected in February 2005.
<b>Induction of new members of the Provincial Legislature</b>	To induct all new members	All new members were inducted as planned. The responsibility moved over to Members Affairs when it was established at the end of November 2004.
<b>Enhancement of the Leadership Development Programme</b>	<ul style="list-style-type: none"> <li>• To build capacity within management and prepare lower management and supervisors for senior management</li> <li>• To promote the organisational culture so as to ensure common leadership style</li> </ul>	<p>Policy development is in place. The organisation has partnered with the University of South Africa to deliver the following programmes:</p> <ul style="list-style-type: none"> <li>• Management Development Programme</li> <li>• Executive Development Programme</li> </ul> <p>Two senior managers were enrolled for the Executive Management Programme and two middle managers were enrolled for the Management Development Programme.</p>
<b>Development of an HR Strategy</b>	The delivery of a cohesive HR Strategy remains the cornerstone of delivery of quality HR services to the Gauteng Provincial Legislature. This strategic objective should not be seen in isolation within the institution but should be delivered with other broader organisational objectives.	The development of an HR strategy was not achieved and remains a carry-over project. The HR strategy development process will be completed in the new financial year. Terms of reference have been completed.

## STANDARD OUTPUTS

HUMAN RESOURCE UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Payroll administration for members and staff</b>	To execute the payroll on the 10th and 20th of each month respectively	Every month, administration of the payroll was completed by the 10th for members, and by the 15th for staff. After these dates, payroll was released to Finance for execution.
<b>Management and maintenance of a data base</b>	To achieve 100% maintenance of the HR data base	The HR database is maintained at all times utilising SAP. The employee personnel files remain a problem due to incomplete filing. The HR Unit has embarked on a project of file audits, which will be conducted on a quarterly basis. The process will be closely monitored by the HR Manager.
<b>Monthly HR reporting to Treasury</b>	To submit reports within 10 days after each month	Reports are submitted every month as per Treasury regulations and time frames.
<b>Quarterly HR reporting to HR Development Committee</b>	To submit reports within 15 days after each quarter	HR reports were submitted to the HR Development Committee within 15 days after the start of each quarter.  4 quarterly meetings took place and all anticipated reports and policies were submitted for deliberation.
<b>Submission of the annual HR Skills Development Plan to P- Seta</b>	To submit the Skills Development Plan annually	Neither the EE report to the Department of Labour nor the Skills Development Plan was submitted to P-Seta. Both the report and the plan were tabled with the Secretariat for consideration and approval. Both reports were referred back to the HR Unit for revision to ensure that they not only fulfilled the requirements for statutory compliance, but also reflected the strategic objectives and the vision of the Legislature.
<b>Implementation of Employment Equity reports and adherence to the Department of Labour</b>	To submit Employment Equity reports to the HRD Committee for deliberations on a quarterly basis and to make the final submission to the Department of Labour in September of every year.	
<b>Implementation of internal audit recommendations</b>	To achieve 100% compliance with internal audit recommendations	All recommendations by internal audit have been implemented according to the plan
<b>Budget compilation and submission to Finance Unit</b>	To submit the budget before 25 <sup>th</sup> July of every year	The budget was submitted before the stipulated deadline.
<b>Management of employee relations and adherence of to legislative requirements (LRA, BCEA, EEA, SDA and PFMA)</b>	To hold monthly Union management meetings to promote sound relationships between management and employees.	<ul style="list-style-type: none"> <li>• No industrial relations incident was reported and union/management meetings are held every month to discuss matters of mutual interests, disciplinary cases and grievances</li> <li>• No CCMA cases were reported</li> <li>• Wage negotiations were successfully concluded</li> <li>• No adversarial relationship was experienced</li> <li>• A recognition agreement was negotiated with union leadership and was agreed to in principle. The document is awaiting ratification by the union membership before being signed by management.</li> <li>• All employment contracts were complied with and signed by the Secretary</li> </ul>
<b>Coordination of Personnel Performance Management System</b>	To complete Personnel Performance Management System quarterly and annual appraisal reviews within the specified time frame.	For the current financial year, an audit on the annual performance reviews was done. This audit resulted in the reviews being sent back to the programme managers for re-evaluation. Rewards were therefore held back until the re-evaluation by programme managers was completed.

## Section 3: Offices, directorates and outputs

<b>Management of training plan and maintaining training records</b>	To update and maintain training needs and training records monthly following the Training Policy and Skill Development Act.	Some 69 courses were implemented with success with 231 people attending the various courses. Three people attended the Management Development Programme and one attended the Executive Development Programme.
<b>Management of recruitment process</b>	To submit recruitment reports and staff movement reports on a bi-weekly and quarterly basis to the Secretariat (Executive Management)	The recruitment budget was under-spent due to non-appointment of personnel in budgeted positions. Some reasons were due to failure to accept offers at the entry level by certain candidates. Other delays in appointments were due to the job description and job evaluation process for new positions taking longer than expected as services of external service providers had to be procured for the process. By the end of the financial year all but seven positions remained vacant.
<b>Budget compilation and submission to Finance Unit</b>	To maintain budget projections on a monthly basis to determine spending patterns.	The recruitment budget was under-spent due to a failure by candidates to accept entry level salary offers. It has proven difficult to attract the best candidates at entry level. There have also been disruptions to the recruitment drive due to changes in the directorate. Both the HR Manager and the ISS Director have been replaced due to their movement to Members Affairs.
<b>Effective and efficient personnel administration</b>	To have a sound, well-managed HR administration respect of: <ul style="list-style-type: none"> <li>• Leave</li> <li>• Personnel files</li> <li>• Payroll</li> <li>• Staff benefits administration</li> <li>• Members' and staff queries</li> <li>• Administration of bursaries</li> <li>• Training records</li> <li>• IPMS and PPMS records</li> <li>• EAP records</li> </ul>	SAP is not optimally utilised due to insufficient configuration of the system resulting in inefficient personnel administration. The situation will be rectified through the SAP HR audit aimed at the identification of configuration and the taking of corrective action. The process will be completed in the second quarter of the new year at the latest.

### EMPLOYMENT EQUITY STATUS

Ethnic origin	Gender		Percentage
	Female	Male	
African	38.4%	34.6%	73%
Coloured	7.6%	0.5%	8.1%
Indian	3.8%	1.6%	5.4%
White	10.1%	3.3%	13.4%
<b>Total</b>	<b>59.9%</b>	<b>40%</b>	<b>100%</b>

The employment equity status of the Legislature is reflected by the broad category of ethnic groups and gender groups as reflected above. The institution is faced by the challenge of meeting the provisions of the Employment Equity Act, where there is a weakness within the equity status of the institution of not catering for the employment of people with disabilities. There is a new commitment from the institution to reform recruitment practices in order to attract persons with disabilities into employment.



### 3.4 DIRECTORATE: OPERATIONAL SUPPORT SERVICES



#### Overview

The Operational Support Services Directorate services the internal and technical needs of the Legislature. It ensures that the infrastructure, systems and security of the institution operate at all times. In addition, it ensures the operation of the Legislature's information technology, printing and archiving services, the maintenance of the building, and the management of all aspects of security, including all events at which security considerations for the elected members arise.

The year under review was spent largely on consolidating the positive results of the previous year and seeking to address the challenges identified. Both the strengths and weaknesses of the directorate were subjected to strategising and constant reviews during the year, with a view to concentrating on the delivery of services to the Legislature. Detailed analysis of the Gauteng Provincial Legislature's building and precinct were updated in preparation for the strategic projects planned, and the launch or completion of a number of them.

Multi-unit involvement within the directorate, and including other directorates, entailed the planning, execution and completion of the accommodation and relocation of some 45 staff members to the adjacent Building 1066. Further renovations and relocations took place within the Legislature to accommodate the cramped staff, as well as the recruitment of additional staff as the extra space became available.

The completion of the elections operation, which primarily involved the collection, safe storage and distribution of all the members' office effects, was successfully concluded. The completion of the legal and fire compliance of the Harry Hofmeyr Parkade was also completed.

### IT AND TECHNOLOGY UNIT

The Technology Unit incorporates information technology (IT) and technical support. IT refers to the management of computer hardware, business solutions, software and network and communication support. The technical side covers audio, video, audio-visual systems, telephones, switchboards and, security equipment. IT services remained outsourced to HR Computek and technical support to Signal Engineering.

The Technology Unit was unable to maintain its goal of 99.75% uptime due to a major lightning strike. The whole building took a direct hit from lightning, which resulted in the entire bank of network switches (the devices that control the flow of network traffic between the PC and the server room) being struck. There are two of these devices per floor and others in the server room. This damage had a tremendous effect on services like network access, SAP, e-mail, Internet and printing services, which were temporarily unavailable. The telephone system, audio controllers and session light controllers were also damaged. The server uptime agreement of 99.75% was, therefore, not sustained for this period, due to the aftermath of the lightning strike. The systems took three days to return to normal and proved an ideal testing ground for the Disaster Recovery Plan. The disruption on the overall operation was minimal, but uptime was reduced to 78.32%.

In 2004/2005 the Technology Unit experienced hardware failures, most of which were attributed to ageing hardware. This can be reflected in the over-expenditure on repairs in the IT and technology budget. In some cases, the hardware is more than 15 years old (particularly the audio in Selbourne Hall and the Committee rooms). The audio system has become hugely problematic due to age and usage. Replacement plans are afoot for the 2005/2006 fiscal year.

A highlight for the year under review was the launch of the Legislature Information Management System (LIMS) project, which will bring exciting challenges to the Unit. The initial phase, dealing with the selection of the consultants, has been completed. The gap analysis will commence in 2005/2006.

During the latter part of the year an amount of R600 000 was provided via an adjustment appropriation for the purchase of the 61 laptop computers for members. These were distributed to the members and exciting developments for wireless technology will be addressed in the next fiscal year.

The introduction of the Project Governance Office (PGO) in the latter part of the year has seen the positive participation of staff. The system will open a whole plethora of project planning and tracking facilities that will aid the detailed assessment of strategic and unit plans in the future.

## Section 3: Offices, directorates and outputs

The web site has now reached finality and is live on the Intranet and Extranet. The relocation to Building 1066 saw the establishment of the dish microwave LAN and voice communications between the former building and the Legislature. This proved to be an exacting and trying operation prior to completion.

During the period under review, the Technology Unit was structured as follows:

IT and Technology Unit	2002/3	2003/4	2004/5
Manager	1	1	1
Technology Assistant	1	1	1
SAP Basis Support Officer	0	1	1
<b>Total</b>	<b>2</b>	<b>3</b>	<b>3</b>

### STRATEGIC GOALS

IT AND TECHNOLOGY UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>Keep abreast and utilise technology in GPL business processes</b>	To implement the LIMS within the institution, commencing in 2004/2005	The project analysis has been completed up to Phase 1. Milestones have been met on time for tendering, the selection of consultants, and gap analysis, (a report was submitted in April 2005)
<b>Information Systems Development</b>	To develop information systems	Ongoing investigation and development – LIMS – X-pert system (PGO) – SAP – LAN – backbone upgrade
<b>Knowledge Management</b>	Knowledge Management	The system has been subordinated to LIMS and is to commence in 2005/2006

## STANDARD OUTPUTS

IT AND TECHNOLOGY UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Primary source of information on the GPL (Gauteng Provincial Legislature) and its work, all of which is to be easily accessible and user friendly.</b>	To achieve 100% success rate in moving towards centralised web/portal access	100% achievement <ul style="list-style-type: none"> <li>• The share point portal frame has been installed, tested and is ready.</li> <li>• The remainder is ongoing and will be rolled out during the implementation of LIMS, as there will be a virtual total tie-back to this system.</li> </ul> The realisation of this project will be fully utilised after the launch of LIMS
<b>Provide a platform and infrastructure for business systems to the GPL</b>	To provide a platform and infrastructure for business systems to the GPL	Objective achieved. Easy access, user friendly, network security, backbone upgrades.
<b>Maximum system availability</b>	To achieve 99.75% uptime of servers	78.32% of objective achieved. The targeted projections for this output were not achieved as planned because of the direct lightning strike that took out the entire band of network switches and part of the network cable infrastructure. As the result a temporary solution was deployed using a few switches borrowed from Praxis and the IT Manager at Parliament. The full recovery process took three days and was planned so that there would be little interruption to the institution.
<b>To contribute towards sustaining Gauteng as a smart province</b>	To arrange and ensure that the Legislature and its users keep up to date with the cutting edge of technology	Objective achieved. Technology upgrades, laptops issued, Intranet and Extranet, dish communications between GPL and Building 1066.
<b>Audio and video facilities</b>	To provide audio and video facilities to the GPL	Fully achieved despite serviceability problems (age), with the audio equipment
<b>Network security</b>	To achieve no incidents of successful hacking.	<ul style="list-style-type: none"> <li>• The network access control has been audited and cleared by Deloitte and Touché.</li> <li>• Documentation on network entry and exit control have been signed off by management and are in operation.</li> <li>• SAP change control and authorisation procedures have been signed off and are in operation.</li> <li>• The segregation of duties has been redefined, signed off and implemented (SAP)</li> <li>• Active user audits are carried out to verify authorised users (SAP and general network).</li> <li>• All network users' accounts are constantly monitored and updated.</li> <li>• Access control to the server room and technical control room are electronically controlled.</li> <li>• All known security vulnerabilities are constantly addressed</li> <li>• A software licence audit has been activated.</li> <li>• No incidents of virus hits have been recorded in the institution.</li> <li>• No incidents of successful hacking were identified.</li> </ul>

## Section 3: Offices, directorates and outputs

<b>Upgrade Local Area Network Backbone</b>	<p>To upgrade Local Area Network backbone to achieve fast and robust network access:</p> <ul style="list-style-type: none"> <li>• Seamless access at a reasonable network accessing speed</li> <li>• Well secured and properly structured access rights</li> <li>• Monitoring network traffic analysis</li> <li>• Proper network monitoring</li> <li>• Capacity planning and chargeback</li> <li>• Near real-time utilisation statistics, broken down by utilisation.</li> </ul>	<p>LAN backbone has been fully upgraded:</p> <ul style="list-style-type: none"> <li>• Seamless access</li> <li>• Reasonable speed</li> <li>• Well secured</li> <li>• Access rights</li> <li>• Traffic monitoring</li> <li>• Capacity planning</li> </ul> <p>The disaster recovery process of the network services after the lightning strike has assisted in fast tracking this project. The network backbone has now been fully upgraded</p> <p>Value-added end result of the process:</p> <ul style="list-style-type: none"> <li>• Seamless access at a reasonable network accessing speed – completed and ongoing.</li> <li>• Well secured and properly structured access rights – completed and ongoing.</li> <li>• Monitoring network traffic analysis – completed and ongoing.</li> <li>• Proper network monitoring.</li> <li>• Capacity planning and chargeback – completed and ongoing.</li> <li>• Provide near real-time utilisation statistics, broken down by utilisation – completed and ongoing.</li> </ul> <p>There may be further need for capacity building to accommodate the LIMS project, which will be determined after the gap analysis and site preparedness studies have been conducted.</p>
<b>Centralised Data Base system</b>	<p>To achieve 90% success rate in converting Institutional databases into SQL database</p> <ul style="list-style-type: none"> <li>• To create a standard platform for any future development</li> <li>• To accomplish easy and seamless integration</li> <li>• To move towards single point of DB entry</li> <li>• To achieve operational intelligence and proper monitoring of database</li> <li>• To achieve better planning in server clustering.</li> </ul>	<p>90% success rate achieved.</p> <p>Institutional database is now in place</p> <ul style="list-style-type: none"> <li>• Intranet/Internet project has been designed on this platform</li> <li>• X-Pert (MBP) is running on this platform.</li> <li>• SAP R/3 is running on SQL backend</li> <li>• MPL Register was designed on this platform</li> <li>• The unit is investigating how to convert In-Magic (Library Solution) database into SQL</li> <li>• Move towards single point of DB entry (SQL server is in place and operational).</li> </ul> <p>Operational intelligence and proper monitoring of database will be realised as soon as LIMS has been completed, but achievements towards this area will be largely seen in X-Pert Project System, which is operational.</p>



## EXTRA-ORDINARY PROJECTS

PROJECT	DESCRIPTION	STATUS
<b>IT core network project</b>	Creation of Intranet and web site infrastructure	Redesigning of the both Intranet and Extranet project 98% completed
	Unified messaging (integration of voice mail to Exchange and Outlook)	Completed
	Remote access (set up a VRAS infrastructure for remote access)	Completed
	Network systems management (structured, processes, policies and security)	Completed
	Upgrade to Windows 2000 Network OS (from Windows NT to Windows 2000 - project funded by EU)	Completed
	Desktop control management (structured, processes, policies and security on desktops)	Completed
	Upgrade to Office XP (from MS Office 97 to Windows Office XP- project funded by EU)	Completed
	Copier/printer integration	On hold
	Establish SAP OSS link (set up a secured access link to SAP AG in Germany)	Completed
	Upgrade LAN backbone (infrastructure and capacity management, switches, performance speed, bandwidth, traffic monitoring processes)	Completed
<b>Business solution project</b>	Library management (undertake the installation of InMagic as per Library request)	Completed
	X-Pert system (see "Back to Basics)	Completed
	Asset management (undertake version upgrade and review system)	Completed
	MPL register (performance and monitoring)	Upgrade eminent, process in place
	ACL auditing software (report writing software designed to work with SAP – performance and monitoring)	Completed
	Legislative Information System	Phase 1 completed
	MS Project (part of site preparation for X-Pert System)	Completed
	EPM web access (part of site preparation for X-Pert System)	Completed
<b>Technical systems project</b>	Upgrade meeting rooms (Committee rooms A, B and C, as well as speaker's Boardroom)	Completed
	Upgrade Selbourne Hall <ul style="list-style-type: none"> <li>• Acoustics</li> <li>• Electronic voting</li> <li>• Digital conferencing</li> </ul>	Study completed – project on hold Funding not available during this financial year Funding not available during this financial year
<b>Audio-visual systems</b>	Audio/video archiving <ul style="list-style-type: none"> <li>• Comprehensive digital audio recording</li> <li>• Digital audio playback</li> <li>• Digital video recording</li> <li>• Digital video playback</li> </ul>	Funding not available during this financial year Funding not available during this financial year Funding not available during this financial year Funding not available during this financial year

## Section 3: Offices, directorates and outputs

### INFRASTRUCTURE STATUS

TECHNOLOGY UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
Services		
Number of PCs (in use) = users	-	192
Number of printers (in use)	-	41
Number of laptops (in use)	-	85
Number of servers (in use)	-	24
Number of handheld PC devices	-	9
System downtime (hours) unscheduled	4:00	14:20
IT help desk calls	-	78.32
Number hits on website	-	GPL website is being revamped

### AD-HOC PROJECTS: BACK TO BASICS – SHOW ME THE FUTURE

TECHNOLOGY UNIT		
PROJECT	ORIGIN	OUTPUTS ACHIEVED
<b>MBP (with X-Pert Group partnership – to design and implement the Management by Project, also known as the Project Governance Office. This project will empower the institution with skills, processes, procedures, people, technology and competencies needed to implement proper project management).</b> Sub-Project 1: PGO physical environment/Infrastructure set-up Sub-Project 2: Assessment of the current project management practices and environment Sub-Project 3: PGO MIS and reporting Sub-Project 4: PGO PM process/iramework Sub-Project 5: Technology platform Sub-Project 6: People Major Task 1 - Training Major Task 2 - Change and transition management Major Task 3 - Marketing	During the strategic review process called Show me the Future in 2003, the full rollout of the X-Pert system methodology MBP was identified as an item of strategic and priority importance.	The project's current status is at 99% with 1% variance due to difficulties in outsourcing the project's support office manager. The appointment has been made and the handover is in progress  Sub-Project 1 – completed Sub-Project 2 – completed  Sub-Project 3 – completed Sub-Project 4 – completed Sub-Project 5 – completed Sub-Project 6 – ongoing

TECHNOLOGY UNIT		
PROJECT	ORIGIN	OUTPUTS ACHIEVED
<b>Website refurbishment (both Intranet and Internet)</b>	During the strategic review process called Show me the Future in 2003, the upgrading of the website was identified as an item of strategic and priority importance	<p>Current project status is 97% with 3% variance due to:</p> <ul style="list-style-type: none"> <li>• The project being continuously extended.</li> <li>• Lack of participation in providing content in time.</li> <li>• Unplanned scope change.</li> <li>• GPL branding project incorporated.</li> </ul> <p>8 The project slipped out.</p> <p>Major tasks, milestones and deliverables planned for the final phase:</p> <ul style="list-style-type: none"> <li>• Complete the requirements as presented in draft presentation.</li> <li>• Implement changes and modifications.</li> <li>• Close out and sign off of project.</li> <li>• Website launch.</li> <li>• Go live.</li> </ul>

## DOCUMENTS AND SERVICES UNIT

The Document and Services Unit comprises the Registry Office, Print Room, Refreshment Services and Service Officers. It provides document management, document retrieval and storage, via the Registry Office. Photocopying, printing, binding and the production of Gauteng Provincial Legislature booklets is provided by Print Room Services. The supply of refreshments to all standing Committees, the sittings of the House and other internal official meetings is provided by Refreshment Services. The messenger services to all the standing Committee meetings, the sittings of the House, as well as the ad hoc administration services is provided by service officers on request. The Unit maintained its service level in its prime responsibilities.

The LIMS project, which is being driven under the chairmanship of the Unit Manager, was launched this year, with the tendering and selection of a consultant. This was followed by a process engineering and gap analysis phase, for which a report was produced. The new fiscal year will herald positive developments for this project. Because there was no funding allocated in the budget, an amount of R403 000 was provided via an adjustment appropriation.

The proposed solution architecture of LIMS, with its envisaged systems components, is in place, which makes its installation and implementation possible from the 2005/2006 financial year onwards. Also included is a description of the proposed implementation strategy, as well as the detail project plan that lists the required activity steps to make the LIMS project a reality.

During the period under review, the Document and Services Unit was structured as follows and comprised the following positions:

Document and Services Unit	2002/3	2003/4	2004/5
Unit Manager	1	1	1
Registry Supervision	1	1	1
Registry Clerk	1	1	1
Photocopy Operator	2	2	2
Service Officer	6	6	6
Catering Assistant	2	3	3
<b>Total</b>	<b>13</b>	<b>14</b>	<b>14</b>

## Section 3: Offices, directorates and outputs

### STRATEGIC GOALS

DOCUMENT AND SERVICES UNIT	KEY OUTPUTS AND SERVICE DELIVERY TRENDS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
Legislature Information Management System (LIMS)	Process engineering and gap analysis	Output realised, process engineering and gap analysis

### STANDARD OUTPUTS

DOCUMENT AND SERVICES UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
Refreshment Services	To provide refreshments to every Legislature meeting.	Output realised <ul style="list-style-type: none"> <li>• LSB meetings</li> <li>• Office bearers</li> <li>• Sittings of the House</li> <li>• Committee meetings</li> </ul>
Service officers supported meetings	To provide service officers to every Standing Committee meeting and sittings of the House as per the order papers.	Output realised
Print room services	To provide printing and binding services of: <ul style="list-style-type: none"> <li>• Legislative documents</li> <li>• Hansard debates</li> <li>• Provincial bills</li> <li>• Provincial acts</li> <li>• Internal booklets</li> </ul>	Outputs realised: printing and binding of: <ul style="list-style-type: none"> <li>• Legislative documents</li> <li>• Hansard debates</li> <li>• Provincial bills</li> <li>• Provincial acts – members and Committees of the Legislature</li> <li>• Induction programme</li> <li>• Employees' handbooks</li> <li>• Code of Conduct and Ethics for members</li> <li>• The Office of the Integrity Commissioner (brochures)</li> <li>• Members manual</li> <li>• Archive file for the Standing Rules</li> </ul>
Registry and archive services	To update files (hard copies) To update T:drive	Output realised. A successful compliance audit was achieved in regard to the Promotion of Access to Information Act.
Adherence to National Archive Act	To adhere to National Archive Act To adhere to Legal Deposit Act	<ul style="list-style-type: none"> <li>• Updated indexes completed</li> <li>• Updated archive files completed</li> <li>• Updated list of deposited GPL publications</li> <li>• All of the above have been audited and found to be in compliance with the relevant acts</li> </ul>



## BUILDING AND MAINTENANCE UNIT

The objectives of the Building and Maintenance Unit are to provide the Legislature, its members and staff with the physical infrastructure required to perform their operations; to maintain the infrastructure effectively; and to provide a well maintained and welcoming atmosphere in the building for members, staff and visitors.

Key areas of leverage include:

- the management of building ownership;
- the management of building services;
- the provision of physical infrastructure;
- the maintenance of building fabric and surfaces;
- the maintenance of fixtures and fittings – efficiently and with quality workmanship;
- the upgraded refurbishment of offices and venues; and
- the management of the Gauteng Provincial Legislature precinct.

The maintenance programme has been the main source of activity of the Unit and a lot of good work has been put into this vital aspect, given the age of the complex and conformity to the requirements of the South African Heritage Regulatory Association. There has been limited progress with paraplegic access into and around the building, due to funding restrictions. This is being done within the maintenance resources, including an amount of R100 000 via an adjustment appropriation allocation. The entrance has been completed.

Project highlights include the following:

- Rehabilitation of the west wing of the City Hall Complex: The Unit continued with the repairs and maintenance work required in the 95-year old City Hall Complex, but the entire west wing still needs to be upgraded to comply with the requirements of this strategic project. A project management company (Tau Pride) has been contracted and plans have been drawn up. The actual work was dependent on finances being made available by Treasury or from the interaction with the Government Precinct Project team. This was not granted by the end of the fiscal year.
- Fire and safety compliance: The Harry Hofmeyer Parkade was upgraded to meet fire safety compliance standards and a certificate of compliance was issued in terms of the law. The electrical compliance is 50% completed. Maintenance is being done in the public areas with the application of fire and safety standards, evidenced by permission being granted by Johannes-

burg Fire Safety and Disaster Management for the holding of functions and ceremonial events in the City Hall during the year

- Upgrading of Selbourne Hall: Plans and costs are in place for the upgrading of Selbourne Hall, but no formal funding has been made available to commence with the construction of the refurbishment.
- Overhauling the President Street lift: A start was made with the overhaul of the President Street lift. The intension is to upgrade the lifts to modern safety standards, including voice and Braille facilities. An adjustment appropriation of R250 000 was allocated.

The year also saw the completion of the election storage of the members' office effects during the transition period, and the relocation of some 45 staff to the fifth floor of Building 1066. Due to successful negotiations and the careful allocation of monies budgeted for the relocation and floor refurbishment, an amount of R1 0610 000 was saved.

This amount was reallocated by adjustment appropriation, to other needy projects, including:

- LIMS (R403 000)
- Security of the Speaker's residence (R180 000 – 30% completed)
- The President Street elevator project (R300 000 – 70% complete)
- The paraplegic entrance off Market Street (R100 000)
- Office dry walling (R78 000 – completed)

During the period under review, the Building and Maintenance Unit was structured as follows and comprised the following positions:

Building and Maintenance Unit	2002/3	2003/4	2004/5
Unit Manager	0	1	1
Property Coordinator	1	1	1
Maintenance Assistant	1	1	1
Contract Workers	4	4	4
Electrician Contractor	0	1	1
<b>Total</b>	<b>6</b>	<b>8</b>	<b>8</b>

## Section 3: Offices, directorates and outputs

### STANDARD OUTPUTS

BUILDING AND MAINTENANCE UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
West wing of CHC meets legal and safety codes	Limited to the Harry Hofmeyr Parkade	The Harry Hofmeyr Parkade has been completed to meet fire and safety standards. A compliance certificate has been issued. The remainder of the west wing has not progressed due to lack of finance. Maintenance standards are being maintained in the public areas.
Building runs smoothly	Conformance to response and service standards	Standards have been achieved. Budget was overspent on municipal services due to late invoice advice and submission from the Council. Relocation of 45 staff members to Building 1066 was completed
East wing meets legal and safety codes	Conformance to building safety standards.	Limited progress was made in the main building due to lack of finance. The east wing was assessed to be 90% safety compliant. Compliance survey was updated and costed. Additional fire safety equipment (extinguishers, signage, etc) was installed within financial constraints. Upgrading of lifts commenced. Harry Hofmeyr Parkade was completed.
Selbourne Hall refurbishment	Upgrade of video and audio systems	None due to lack of finance

### SAFETY AND SECURITY UNIT

The objective of the Safety and Security Unit is to conduct a total security function by minimising the security risks facing the Legislature in terms of physical, document, personnel and information security, as well as to ensure that the Legislature is free of safety and health hazards. The Unit is responsible for providing protection to the building, precinct, assets, members, staff and visitors to the Gauteng Provincial Legislature

The year continued to prove a trying one for the Safety and Security Unit. The standard responsibility for security coverage at the ceremonial functions of the Legislature both internally and on the precinct was successfully carried out. Marches and demonstrations on Legislature property (Beyers Naude Park) and on the adjoining roads continued throughout the year. First class liaison between the various security services and offices also continued to the satisfaction and comfort of the institution.

Due to the recall of budgeted monies intended for the upgrading of the Legislature's security system, the project has had to be held back for an indeterminate period.

During the period under review, the Safety and Security Unit was structured as follows and comprised the following positions:

Safety and Security Unit	2002/3	2003/4	2004/5
Security Manager	1	1	1
Property Coordinator	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

## STRATEGIC GOALS

SAFETY AND SECURITY	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
Upgrade and implement security systems	To provide a functional electronic security system	The existing electronic systems have proved to be problematic due to age (some are 15 years old).The system has been maintained albeit with difficulties in obtaining spares. The SAPS took over the physical security of the Legislature in June 2004. There have been difficulties, but these are being systematically addressed.
Implementation of the Security Policy	To implement the policy	The Security Policy has been implemented and is ongoing.
Reinforcing security access control locks for strategic areas	To reinforce security access and control locks for strategic areas	All strategic areas have been identified and secured.
Security awareness campaign for members and staff	To introduce and maintain a security awareness campaign for all members and staff	Initial briefings were held by the Health and Safety Officer. Electronic communications were continued on an ad hoc basis
Secure access	To secure access to the institution	Physical access has been demarcated and controlled both electronically and physically by SAPS on a 24-hour basis

## STANDARD OUTPUTS

SAFETY AND SECURITY	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
Effective service delivery	To provide the effective delivery of services	This has proved problematic due to the age and reliability of the electronic systems. The performance of the SAPS has not been optimal
Adherence to the OHASA regulations	To adhere to the OHASA regulations	The framework of the Occupational Health And Safety Act is in force (Safety Committee, teams, equipment, first aid facilities, emergency procedures, etc). Their management has become problematic due to the absence of the Health and Safety Officer. With the recruitment of a new Security Manager in July 2005, these deficits are being addressed. There were no reported injuries in the Legislature during the year.
Implementation of precinct security	To implement precinct security	CJP Security Services has been retained to provide security to both the precinct and to the Harry Hofmeyr Parkade. This is because the SAPS does not have the required manpower available to do so.
Security operational planning	To provide adequate and coordinated security at the GPL's functions	The security coverage for the ceremonial opening and the People's Biggest Party was conducted most successfully, and involved coordination and planning at the highest security levels

## Section 3: Offices, directorates and outputs

### THEFT REPORT

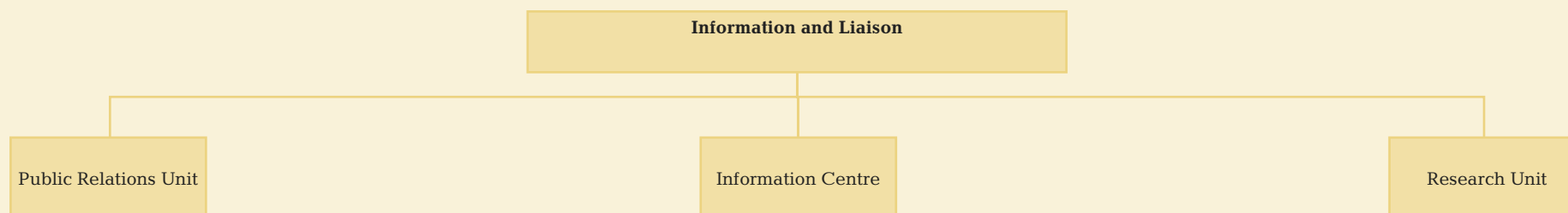
Ten thefts were reported within the Legislature during the period under review. In each case there was no forced entry. As a result there has been a systematic tightening up of security measures with regard to office access, key control, the securing of laptop equipment to desks with anti-theft cables, the searching of waste leaving the building and the re-appraisal of measures for general access and exit

Date incident reported	Missing item	Make and serial number	Case number
3 September 2004	Laptop	HP - Compaq NX9010 (Pentium 4) CNF 4070 PFQ/G010757	256/9/2004
10 January 2005	(DA) Office – fax machine		720/01/2005
10 January 2005	(IFP) Office – fax machine		721/01/2005
19 January 2005	Laptop – Parliamentary Operations	CNF 4070LWP/G010755	1800/01/2005
22 March 2005	Laptop – Speaker's Office	CNF 4070PQM/G010754	1670/03/2005
22 March 2005	Laptop – Speaker's Office	CNF 4070PJM/G010771	1670/03/2005
29 March 2005	Carpet for the Office of the Deputy Speaker	Carpet was on approval	Awaiting case number
8 April 2005	Laptop - DA	CNF 50402CP/G011404	218/05/2004
8 April 2005	Laptop - DA	CNF 504026P/G011385	217/05/2004
3 May 2005	Laptop - ANC	CNF 50402D3/G011438	Awaiting case number

### EXTRA-ORDINARY PROJECTS

PROJECT	ORIGIN	OUTPUTS ACHIEVED
Gatherings, demonstrations, picketing	The use of Beyers Naude Square for gatherings demonstrations and picketing	As a result of these activities, there is improved liaison and communication between the GPL and the JMPD, SAPS and ACCU with regard to operational and JOC planning.

### 3.6 DIRECTORATE: INFORMATION AND LIAISON



#### Overview

The Directorate of Information and Liaison is primarily concerned with the supply of information to the members of the Legislature, and with promoting the profile of the Legislature amongst the public of Gauteng.

The directorate is comprised of three units. The Information Centre is responsible for the supply of basic primary and secondary information. The Research Unit is responsible for the processing and analysis of information from which public policy choices may be made. It also undertakes the supply of information to the elected members. The Public Relations Unit is responsible for raising the profile of the Legislature by hosting all the public events of the institution, undertaking media liaison, and producing the promotional material that is distributed to promote awareness of the Legislature.

The Information and Liaison Directorate continued with its reconsolidation process, which was initiated in the 2003/2004 financial year. For the period of September 2004 to February 2005, the Information Centre Manager was appointed as Acting Director. This was followed by the appointment of a new director in February 2005. New staff members were appointed in all the units, not only to fill vacancies that arose during the year, but also to fill newly created positions in the units.

The roll-out of the Programme Evaluation and Budget Analysis (PEBA) model to all oversight Committees commenced in 2004 with the involvement of both the Information Centre and the Research Unit. Special areas of concern included the oversight over gender policy, youth development, poverty alleviation and job creation, amongst others. Since the PEBA model requires both staff of the Research Unit and the Information Centre to have specialised skills, skills development and training initiatives were initiated by both units to enhance their capabilities in the areas of financial and performance data analysis for researchers, and data acquisition and maintenance for staff of the Information Centre. Training in these areas will be a process that takes place as new staff members join these units.

In 2004 the Public Relations Unit continued to focus on projects that commemorated the 10th anniversary celebrations of the democracy of South Africa. Towards this end, the Unit developed a project plan for the internal and external aspects of the celebrations. The highlight of the ten-year celebrations was the People's Party, an event hosted in the library gardens for the people of Gauteng. During the course of 2004, the Unit also implemented the long-awaited launch of the Legislature brand through a year-long, internally and externally targeted marketing campaign. The launch of the marketing campaign is the basis from which annual marketing drives by the Unit will follow through.

The Public Relations team hosted two opening events in this financial year. It was able to make a positive impression on the office bearers and the Speaker during 2004/2005 with its creative approaches to high-profile public events and the distribution of unique promotional material. In line with the drive for greater focus on media liaison, a consolidated communications and media strategy was implemented. As projected, the 2004/2005 financial year had a high-level focus on media liaison. This is evident in the significant increase in the amount of airtime and column-inch space accorded to Legislature activities in the media.

Structural development has taken place within the directorate to ensure that all the units meet the quantity, depth and diversity of demands that are made by the elected members as the Legislature matures. The increasingly specialised nature of the work of all units has seen an increase of senior or supervisory posts relative to ordinary posts.

The time lapses in the appointment of new posts and the nature of certain outputs continue to contribute to under-spending in some areas of the directorate. This, however, has improved compared to previous years.



## Section 3: Offices, directorates and outputs

### INFORMATION CENTRE

The Information Centre service supports Legislature programmes by providing timely, relevant information and information products that address the information needs and requirements of members and staff so that they can fulfil their constitutional obligations.

During the period under review, the Information Centre was structured as follows and comprised the following positions:

Information Centre	2002/3	2003/4	2004/5
Unit Manager	1	1	1
Senior information Officers	3	4	4
Information Officers	1	1	1
Information Assistant	1	1	1
<b>Total</b>	<b>6</b>	<b>7</b>	<b>7</b>

### STRATEGIC GOALS

INFORMATION CENTRE	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>Information support to enhance PEBA project</b>	To participate in appropriate information forums, and disseminate PEBA-related information.	The Information Centre was able to alert research and Committee staff to the latest acquisitions via various internal meetings. These acquisitions were focused on the PEBA pilot areas and on the identified transversal priorities. The Centre was also able to complete information matrices and to circulate primary information required for the budget process. The centre played an important role in the effective implementation of the PEBA model in 2003/2004.
<b>User guidance training for information retrieval</b>	To develop user manual, self-help literature and user training programme	The Information Centre was able to implement one user education workshop and to develop two user manuals, which were circulated to staff and members. In all, only 25 members were trained to enhance their information retrieval skills. The centre had difficulty extending this programme to more members. Members are generally busy with their Committee, House, caucus and constituency commitments and find it difficult to set time aside for user training programmes in the Information Centre.

INFORMATION CENTRE	PROJECTIONS AND OUTPUTS	
	2004/2005	
KEY OUTPUT	GOAL	RESULT
<b>Expansion of information resources</b>	To acquire new books and journals, and databases with a focus on the requirements of PEBA	<p>The Information Centre met this strategic goal in 2004/2005. There was a significant growth in books and journal articles on poverty alleviation, economic development, gender mainstreaming and youth. 60% of the material acquired related to the oversight function of Committees. Books to support research, Committee work and management were also acquired. In all, 365 new books were acquired.</p> <p>The business map database was acquired. The database provides development finance information and an alert service on black empowerment.</p> <p>The IR/Network and Constitutional Library databases were acquired to ensure the supply of information to the corporate support functions in the Legislature.</p> <p>As a result of these acquisitions, the oversight work of Committees and the work of researchers was supported during 2004/2005.</p>
<b>Improvement of response rate to clients</b>	To simplify information access and retrieval systems, to obtain the latest software available in this regard, and to integrate this with the GPL's network environment.	<p>The existing access and retrieval system of the Information Centre was reviewed and upgraded to ensure easy and convenient access to information material. The Web Publisher Pro software was acquired and installed into the network environment to facilitate online access to the centre's catalogue and to information services. Staff acquired additional skills to develop the centre's web page and to maintain the Web Publisher Pro facility.</p> <p>The online availability of the public catalogue (OPAC) on the GPL Intranet resulted in decreased turn-around time for information requests to an average of three days in most cases. Decreased information turn-around time ensured that the members, Committees and researchers are able to meet their workloads much more efficiently.</p>
<b>Capacity building through broad skilling</b>	To conduct a skills audit in the Unit and prepare a training needs register.	During the year under review the Information Centre was able to conduct a skills audit for its staff. As a result of this audit, a number of training needs were identified, and various staff attended six different training courses throughout the year. The Centre was also able to augment this formal training with visits to information centres in other institutions to expose staff to comparative practices and methods. The Information Centre staff was able to undertake eight visits to research institutes, tertiary institutions, corporate libraries and NGOs, and was able to gain insight into advanced information management and retrieval systems and to network for resource sharing.

## Section 3: Offices, directorates and outputs

### STANDARD OUTPUTS

INFORMATION CENTRE	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Provision of Information on request and on demand</b>	To satisfy user information needs through timely and accurate information.	The provision of information to members and staff is the most important function of the Information Centre. During the course of 2004/2005, staff responded to 2 316 enquiries and requests for Government publications; 407 new journal articles were circulated to members and staff for current awareness purposes; and 782 books were loaned out to members and staff. All these requests were met within the three-day turn-around period that had been set as a strategic target by the centre. Only where information was difficult to obtain or of an unusual nature was this target not met. This utilisation data represents an increase on previous years and indicates that the Information Centre is seeing a continuous increase in utilisation by members and staff.
<b>Inter-library loans and electronic document delivery service</b>	To provide effective and timely access to information materials	During 2004/2005, 533 inter-library loans were made by the Information Centre on behalf of members and staff. The centre endeavoured to minimise turn-around times associated with these requests, although time varied according to material availability and proximity. Where electronic copies of articles were obtained, these were sent to members and staff electronically. The data for inter-library loans indicates a massive increase in this area over previous years. As with the increased exploitation of the centre's own holdings, this is indicative of the increasing utilisation of the centre and the depth and specialisation of information required by the Legislature.
<b>Expansion of current holdings in the Information Centre</b>	To increase materials that support the core business of the Legislature	The Information Centre encouraged input from members and staff to indicate which materials should be acquired. These inputs were added to the proactive acquisitions that the centre undertook. During 2004/2005, 355 items were requisitioned to support the Committee, research and strategic management functions in the Legislature. In addition, one new journal on budgeting was acquired to support PEBA and Committee work. The interaction between the centre and its stakeholders ensures the ongoing alignment between the centre and the increasingly specialised needs of these stakeholders.
<b>Collection management and maintenance</b>	To preserve the Information Centre's existing information material stock.	Although a great deal of the Information Centre's attention is focused on the acquisition and supply of new information material, consideration must also be given to the preservation of the existing material stock. In 2004/2005, an Information Officer was dedicated to the cataloguing function to ensure that all existing and new material is properly recorded. In addition 26 journals and 84 gazettes were bound, a stock-take was completed and a list of the value of missing books was circulated. These initiatives ensured that tight controls on centre material are exercised at all times and that incidents of lost or missing material are minimised.

## RESEARCH UNIT

The Research Unit undertakes, either in response to a request, proactively or according to commissions, research for the Committees, senior office bearers and the institution of the Legislature into all aspects of provincial public, financial and economic policy; the institutional concerns of provincial government as a whole; or any other matters as may be required by its stakeholders.

During the period under review, the Research Unit was structured as follows and comprised the following positions:

Research Unit	2002/3	2003/4	2004/5
Research Manager	1	1	1
Senior Researcher	1	2	2
Researcher	5	5	6
Junior Researcher	-	-	-
Intern	-	-	-
<b>Total</b>	<b>7</b>	<b>8</b>	<b>9</b>

## STRATEGIC GOALS

RESEARCH UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>Implement a legislative analysis capacity</b>	<ul style="list-style-type: none"> <li>To prepare a project proposal</li> <li>To identify and secure a project sponsor</li> <li>To place researchers to undertake the project</li> </ul>	The legislative analysis project proposal was prepared and revised. It was then submitted to the Secretariat for approval. The project proposal was sent to the donor to seek external funding, but there was no positive response. A decision was taken to fund this project internally in the 2005/2006 financial year.
<b>PEBA implementation</b>	<ul style="list-style-type: none"> <li>To produce analytical reports for Committees</li> <li>To maintain the databases of all departments</li> <li>To synchronise standard operating procedures of the Research Unit with the budget cycle model</li> </ul>	<ul style="list-style-type: none"> <li>Researchers presented their budget analysis to all the Committees.</li> <li>The oversight model was presented to all the Committees.</li> <li>Focus intervention studies were presented to all Committees.</li> <li>Researchers presented annual report analysis work for 2004/2005.</li> <li>Focus intervention studies based on annual reports were implemented in the fourth quarter.</li> <li>All researchers are maintaining their databases.</li> </ul> <p>The challenges have been the development of the budget information matrices and the application of the toolkit by researchers in their analysis.</p>
<b>Implement oversight mechanisms of transversal priorities</b>	To produce analytical reports on GPG progress towards policy goals in these areas	The following recommendation was submitted to the Legislative Processes Transformation Group (LPTG): Each Committee should be sensitised to those areas of each transversal issue related to the department it oversees. All members can receive analyses produced on each transversal issue from the Research Unit for use during Committee deliberations. LPTG gave the go ahead to also include HIV/Aids as one of the institutional priorities. Disability mainstreaming is now in its final draft. A gender mainstreaming analysis of the annual report was presented to the Gender Committee. Researchers participated in the micro-prioritisation stage. The challenge has been that there has not been critical engagement of other transversal priorities except gender because the Committee members and staff have not been sensitised enough.
<b>Organisational Development</b>	<ul style="list-style-type: none"> <li>To review staff organogram in the Research Unit</li> <li>To fill the vacancies</li> </ul>	A structural review was undertaken in June/July 2004. Three researchers have been budgeted for next financial year (for two senior researchers and one researcher) An organisational development study will be conducted in the same financial year.
<b>Design unit induction programmes</b>	<ul style="list-style-type: none"> <li>To produce an induction programme and identify a documentation pack for new staff</li> <li>To induct new staff</li> </ul>	The research manager has interacted with HR on the matter. A manual with PEBA process documents, and an 'understudy' programme has been prepared for new unit staff. A mentorship arrangement is in place and is backed up by manuals
<b>Increase the profile of the Research Unit amongst clients and peers</b>	<ul style="list-style-type: none"> <li>To produce proactive work by researchers</li> <li>To publish research papers</li> <li>To attending conferences and workshops</li> </ul>	Researcher work plans have been amended to increase the weight of their proactive work and five proactive papers have been written. Gender mainstreaming paper has been submitted to the agenda journal. Researchers attended five workshops and conferences.

## Section 3: Offices, directorates and outputs

### STANDARD OUTPUTS

RESEARCH UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Committee Research</b>	To complete 100 Committee research projects	120 Committee research projects were completed in the 2004/2005 financial year. The highlight of the Research Unit's Committee research was the enhanced support to Committees because of the Legislature's decision to roll-out PEBA to all Committees. The PEBA methodology throughout the budget cycle model structured the research support that is normally provided to Committees.
<b>Proactive Research</b>	To complete 9 proactive research projects	Five proactive research projects were completed in 2004/2005: <ul style="list-style-type: none"> <li>• Assessing and optimising the Legislature's petition and public participation processes</li> <li>• Prioritising the expanded Public Works Programme</li> <li>• SCOPA "PLUS 10": taking stock and preparing for the future</li> <li>• Poverty and gender development</li> <li>• Promotion of public transport as part of economic development</li> </ul>
<b>Research for office bearers</b>	To produce 8 research projects for office bearers	Seven papers/projects were completed for office bearers and the institution: <ul style="list-style-type: none"> <li>• The role of Parliament in the promotion of peace.</li> <li>• The role of Parliament in the prevention and combating of international terrorism.</li> <li>• The role of elections in promoting democracy in Africa.</li> <li>• The role of Parliament in promotion of the accountability of the Executive on international relations.</li> <li>• Taking points on the launch of the Gauteng branch of the CPA.</li> <li>• Speaker's speech on the People's Assembly.</li> <li>• Speaker's speech to the Chinese delegation.</li> </ul>
<b>Research commissioned out</b>	To produce 5 commissioned research papers	<ul style="list-style-type: none"> <li>• The Further Education and Training commissioned research was completed for the Education Committee.</li> <li>• An HIV/AIDS mainstreaming paper was commissioned in the last quarter of the 2004/2005 financial year.</li> <li>• Research on the Blue IQ for the Economic Affairs Committee has also been commissioned.</li> </ul>
<b>Hosting a seminar/ lecture series</b>	To host 3 lectures	The Research Unit hosted three lectures in the 2004/2005 financial year: <ul style="list-style-type: none"> <li>• Youth Development and Legislature Oversight Seminar</li> <li>• Further education and training seminar</li> <li>• Public participation in the US congress</li> </ul>
<b>Research Unit publications</b>	To publish 5 Unit publications	Three Unit publications were published: <ul style="list-style-type: none"> <li>• Strengthening of Provincial Governance (library)</li> <li>• Poverty Conference papers</li> <li>• Gender mainstreaming paper has been submitted to agenda</li> </ul>
<b>Workshops and conferences</b>	To attend 6 workshops and conferences	The Research Unit attended seven conferences and workshops during 2004/2005 financial year <ul style="list-style-type: none"> <li>• The Public Sector Financial Management Conference in April</li> <li>• An HIV/AIDS conference in May</li> <li>• The CPS Oversight seminar in June</li> <li>• The FFC conference in August</li> <li>• The HSRC seminar on Pan African Parliament in September</li> <li>• The TIPS conference in October</li> <li>• Gauteng Growth and Development Summit in November</li> </ul>
<b>Maintenance of portfolio databases</b>	To maintain 14 databases	All researchers are maintaining their databases but there are challenges in completing Budget Information Matrices.



## PUBLIC RELATIONS UNIT

The objective of the Public Relations Unit is to provide communication, media liaison and protocol functions to the Legislature and external stakeholders using professional, effective, and efficient means. The Unit continues to promote the core business of the Legislature. It upholds the Legislature's image in a creative and efficient way, in line with the strategies and goals adopted by the Directorate of Information and Liaison and the Gauteng Legislature.

The Unit is characterised by constant activity due to the various communication elements it drives and is responsible for. As these areas increase, staffing implications and staff retention strategies will need to be considered. The past year serves as a particular example of feverish activity due to ad hoc projects like the event programme for the induction of members of the 3rd legislature and the coordination of two openings in one year. The year was a rewarding one as it saw a significant increase in media coverage and the launch of the first phase of an ongoing marketing drive.

During the period under review, the Public Relations Unit was structured as follows and comprised the following positions:

Public Relations Unit	2002/3	2003/4	2004/5
Unit Manager	1	1	1
Secretary	1	1	1
Media Liaison Officer	1	1	1
Media Liaison Coordinator	-	1	1
Public Relations Officer	1	1	1
Public Relations Coordinator	1	1	1
Internet Officer	1	1	1
Protocol Officer	-	-	-
Interns	2	2	2
<b>Total</b>	<b>9</b>	<b>9</b>	<b>10</b>

## STRATEGIC GOALS

PUBLIC RELATIONS UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STRATEGIC OBJECTIVE	GOAL	RESULT
<b>Communication Strategy</b>	To update and implement the strategy that guides all communication-related activities	The Communication Strategy guided all activities of the Unit, which ensured greater synergy between the various communication elements. The strategy included both internal and external communication-related activities and included strategies related to media, public relations, brand building events and information dissemination. Highlights of the year for information dissemination included the production of a coffee table book detailing the history of the City Hall and the production of the People's Guide, which provides a user-friendly overview of the Legislature and its processes. The implementation of a regional marketing campaign designed to create awareness of the Legislature was also completed.
<b>Marketing Strategy</b>	To implement a marketing strategy to establish the Legislature as a brand.	A comprehensive marketing strategy was developed and implemented successfully. The campaign included both an internal and an external component. The internal strategy included restyling of the internal vision statement, providing standardised e-mail templates to staff and members and the development of a corporate identity manual to govern the use of the Legislature's logo. External marketing elements included an extensive regional radio campaign, media inserts in regional newspapers, billboards in key areas and the production and distribution of corporate CD's. The marketing campaign culminated in a massive outdoor event called the People's Party, which also served as the external component of the 10 Years of Democracy celebratory programme.

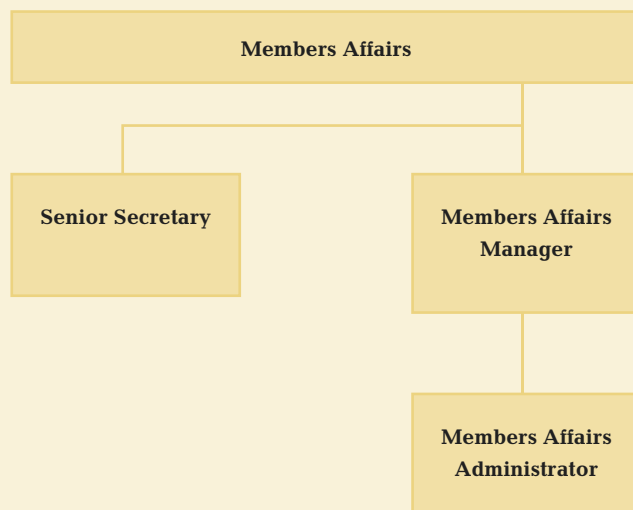
## Section 3: Offices, directorates and outputs

<b>Tenth anniversary celebrations</b>	To implement an internal and external celebratory programme	The 10th anniversary celebratory programme began with an internal campaign, which comprised the production and unveiling of a historical plaque recording the names of members of the Legislature over the past decade. The unveiling was part of a gala event held for members. A special edition of a Members' Historical Booklet was also produced to mark the historic occasion. The external campaign included the "People's Party" where the Legislature hosted the citizens of Gauteng to a free outdoor concert to celebrate 10 years of democracy.
<b>Rehabilitation of the Unit</b>	To conduct an organisational development exercise.	An external service provider was procured to conduct an organisational development exercise. The exercise included detailed interviews with various stakeholders and staff and a number of workshops with Public Relations staff. The final report included recommendations on the Unit's structure, staffing methodology and general recommendations on how to optimise the efficiency of the unit.

### STANDARD OUTPUTS

PUBLIC RELATIONS UNIT	PROJECTIONS AND OUTPUTS	
	2004/2005	
STANDARD OUTPUT	GOAL	RESULT
<b>Successful management of all Legislature events. The Legislature's profile is enhanced through publicity and promotion</b>	To enhance the profile of the Legislature through brand-building events	The Unit's approach was to ensure that all events had significant brand-building spin-off. Events held included an Eleven Event Programme for the opening of the 3rd Legislature. Due to the closing of the legislative term, two opening celebrations were held within one year. Youth Day celebrations in the form of the Legislature's Youth Parliament sitting garnered significant media spin-offs. Special attention was given to enhancing these events in various creative ways and to ensuring significant media coverage. Each event contributed to the increased awareness of the Legislature, not only amongst invited stakeholders, but also the wider public. The opening, in particular, has acquired a measure of popular status. The People's Party was an outdoor event that invited the people of Gauteng to join the Legislature in commemorating 10 years of democracy.
<b>Execution, co-ordination and management of all media liaison and media relations functions</b>	To establish long-term and cordial relations with the media	The Unit's strategic approach to long-term relations with the media is based primarily on the promotion of the core work of the Legislature. This focus on the core business has led to a greater understanding of the role of the Legislature in the media environment, which has led to an increase in media interest and coverage. The Unit facilitated a media workshop for Committee chairs to enhance greater understanding of the media environment and thus prepare the office bearers to engage more confidently with the media.
<b>Drafting and submission of articles, advertisements, and press releases</b>	To conduct effective, current media liaison and achieve increased coverage for the activities of the GPL	In 2004/5 the Public Relations Unit facilitated 30 radio interviews for members and office bearers; placed 27 adverts in print; received 57 articles in the print media; and distributed 37 press releases. A significant increase in print and electronic media coverage was derived from these daily efforts and the focus of the overall media strategy.
<b>Management of all protocol functions, including international workshops and conferences</b>	To establish informed, developed and strengthened Legislative processes	In 2004/2005 the Unit facilitated a meeting of the Speaker's Forum that was hosted by the Speaker in Gauteng. No other workshops or conferences were held that involved the Unit in 2004/2005.
<b>Management of the visits of the Speaker and Legislature in terms of protocol and liaison</b>	To establish relations with other work legislatures nationally and internationally	The Public Relations Unit fulfils the protocol aspects of various functions and engagements. In 2004/2005 the Unit facilitated visits by 7 delegations, from Indonesia, Malawi, Canada, the USA and the People's Republic of China. The Unit anticipates that it will see an increase in these activities in future as the importance of Gauteng as the industrial heartland of South Africa and even Africa becomes more apparent.
<b>Management of content, placements of information and quality of the intranet and public website</b>	To develop an up-to-date, modern and interactive system of information technology in communication	Besides the ongoing daily updates of the Legislature's internet and intranet sites, the Unit also undertook the revamping of the current website. The website was revamped to ensure greater interactivity, greater synergy with brand equity and an overall modern feel and look. The new website will include online petitions and complete access to archived material. The new website will also feature a hit counter to allow the Unit to measure how well utilised the site is by members of the public. At present no such user-feedback is available to indicate use of the site.

### 3.7 DIRECTORATE: MEMBERS AFFAIRS



#### Overview

Members Affairs is a new directorate that was established halfway through the year under review. The main purpose of this directorate is to provide dedicated support to members as primary stakeholders of the Gauteng Legislature; to provide strategic insight into the running of members' affairs, through policy development initiatives, process enhancements, the development of skills for members and improved management of party caucuses; the enhancement of members' facilities the improvement and coordination of service delivery areas; and the introduction of sustainable programmes aimed at ensuring that members are well equipped to fulfil their Constitutional obligations.

The directorate was conceptualised to start with a staff complement of four. It is expected that capacity will be increased as the directorate evolves and grows with clearer responsibilities and functions.

In the year under review, the directorate was in the process of being established. This included the appointment staff, putting the conceptual framework together, developing business plans for the directorate, setting up the directorate from a logistical point of view and dealing with priority matters raised by members through the Members Affairs Committee.

A few highlights in terms of the three months from its establishment until the end of the year under review, were:

- A review of the policy framework for the travel facility.
- Training members (rules and ethics).
- Review of the constituency facility for parties.
- Preparation of the business plan and budget for the directorate.
- Organisational development intervention for political support staff.
- Induction programme for new members, as well as the Speaker and Deputy Speaker.
- Coordinating service delivery for members as envisaged.

### KEY PERFORMANCE AREAS

#### Enhancement of members' facilities:

- Constituency facility
- Research facility
- Travel facility
- Training and development
- Remuneration
- Capacity building of constituency personnel

#### Personnel administration:

- Administration of personnel files
- Administration of benefits
- Payroll administration
- Leave management of party support staff
- Development of a policy framework

#### Party support:

- Party recruitment processes
- Party staff training
- Performance management processes
- Broadbanding processes
- Labour relations management
- Organisational development interventions
- Development of a policy framework
- Benefits management and general administration

## Section 3: Offices, directorates and outputs

### Members' wellness programmes:

- Co-ordination of EAP programmes
- Management of the gym facility
- Management of sports and recreation activities

### Governance and financial management:

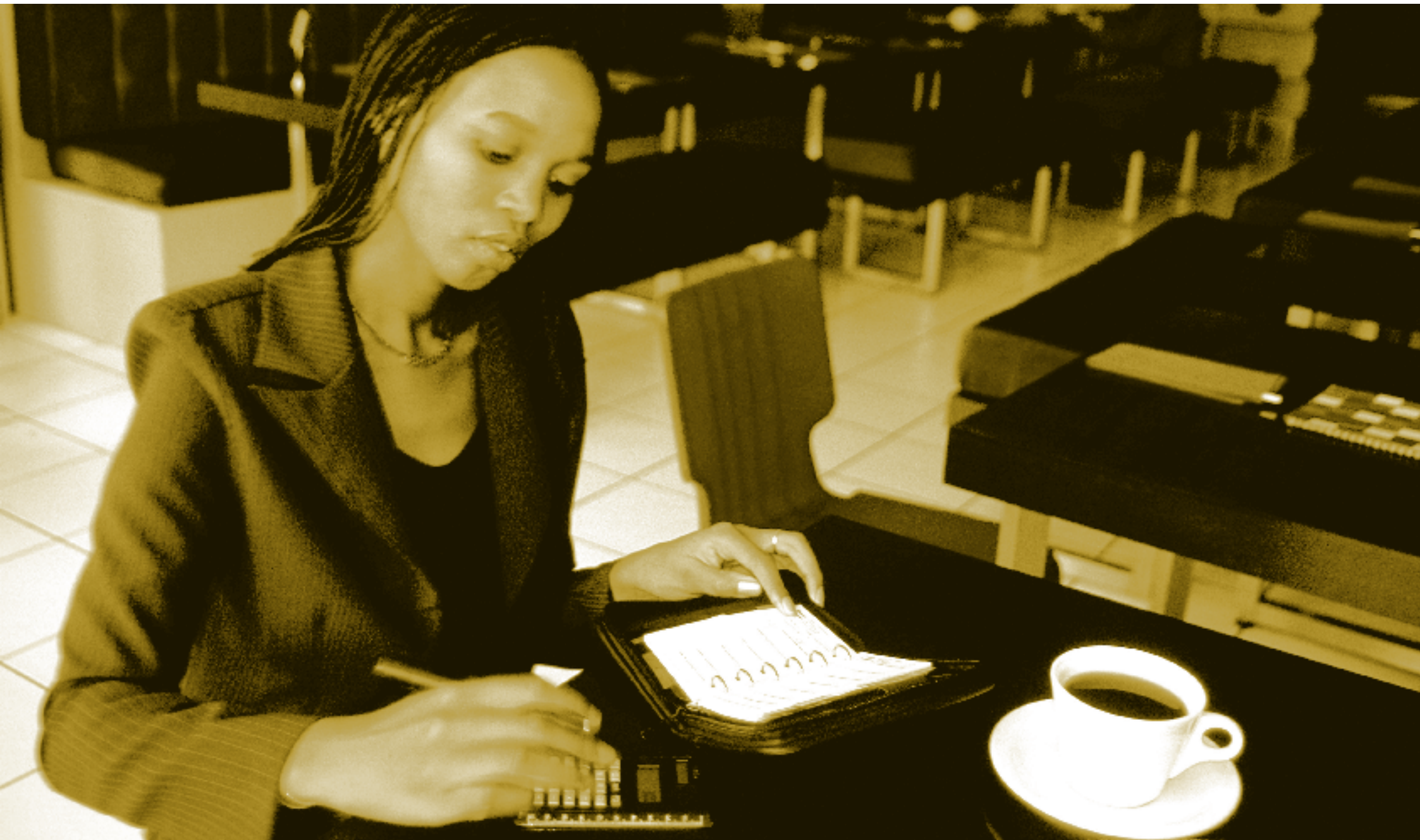
- Party budgeting processes
- Expenditure reports and projections
- Whips training in financial management
- Evaluation of performance against the agency agreement

### Members' service improvement:

- Establishment of a one-stop facility
- Development of a service charter policy
- Maintenance and evaluation of institutional service standards through service charter.

During the period under review, the Members Affairs Unit was structured as follows and comprised the following positions:

Members Affairs	2002/3	2003/4	2004/5
Director	-	-	1
Secretary	-	-	1
Members Affairs Unit Manager	-	-	1
Members Affairs Administrator	-	-	1
Senior Admin Secretary	-	-	1
<b>Total</b>	-	-	<b>4</b>







# Section 4

Report of the Finance and Audit Committee

We are pleased to present our report for the financial year ended 31 March 2005.

### FINANCE & AUDIT COMMITTEE MEMBERS AND ATTENDANCE

The Finance & Audit Committee consists of the following members listed hereunder and shall, in terms of its charter, meet at least four times annually – prior to normal LSB meetings - or more frequently as circumstances dictate. During the current financial year it met 5 times.

Name of Member	Position	Number of meetings attended
John Davis	Chairperson	5
Gengezi Mgidlana	Provincial Secretary	4
Brian Goodall	MPL	4
Sibongile Nkomo	MPL	3
Faith Mazibuko	MPL	2
Alwyn Martin	External Independent Member	4
Gideon Wessie	Director: ISS (to 30/11/2004)	4
Sipho Malefane	Director: ISS (from 1/1/2005)	1

### FINANCE & AUDIT COMMITTEE RESPONSIBILITY

The Finance & Audit Committee confirms that it has adopted an appropriate formal terms of reference as its Charter, has regulated its affairs in compliance with this Charter and has discharged all its responsibilities as contained therein. Furthermore, the Finance & Audit Committee reports that it has complied with its responsibilities arising from section 38 (1) (a) of the PFMA and Treasury Regulation 3.1.13.

### THE EFFECTIVENESS OF INTERNAL CONTROL

The system of internal control is effective as the various reports of the Internal Auditors, the Audit Report on the Annual Financial Statements, the matters of emphasis and management letter of the Auditor General have not reported any significant or material non compliance with prescribed policies and procedures.

It should be noted that an Internal Audit function was instituted during a previous financial year. One of the tasks by the Internal Audit team has been to carry out complete Risk Assessments for the Legislature. Based on this, three-year internal audit plans have been drawn up which were



## Section 4: Report of the Finance and Audit Committee



agreed to by the Finance & Audit Committee and the Legislature Services Board. Based on these plans, audits have been completed for the three years to 31 March 2005. As indicated above, no material weaknesses were found in either of these years.

The Quality of in year Management and Monthly reports submitted in terms of the Act and the Division of Revenue Act:

The Committee is satisfied with the content and quality of the monthly reports prepared and issued by the Chief Financial Officer and the Legislature during the year under review.

Evaluation of Financial Statements:

The Finance & Audit Committee has:

- Reviewed and discussed with the Auditor-General and the Chief Financial Officer the audited annual financial statements to be included in the annual report;
- Reviewed the Auditor-General's management letter and management response;
- Reviewed changes in accounting policy and practices;
- Reviewed significant adjustments resulting from the audit.

The Finance & Audit Committee concurs and accepts the conclusions of the Auditor- General on the annual financial statements and is of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor-General.

J.L.Davis

**Chairman of the Finance & Audit Committee**









# Section 5

## Annual financial statements

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**GAUTENG PROVINCIAL LEGISLATURE - VOTE 2  
REPORT OF THE ACCOUNTING OFFICER**

for the year ended 31 March 2005

**Report by the Accounting Officer to the Executive Authority and Provincial Legislature of the Republic of South Africa**

**General review of the state of financial affairs**

**Budget for 2004/5**

The budget allocated to the Gauteng Provincial Legislature increased by 13.2 % to R98.695 million as compared to the previous financial year. In addition to the annual appropriation, the Legislature received an amount of R32.490 million as a statutory appropriation in respect of remuneration for Political Office Bearers. The amounts allocated to each programme were motivated for and supported by detailed business plans based on political objectives as approved by the Speaker as political head and the Provincial Secretary as administrative head of the Legislature. The final appropriation of R98.695 million included an amount of R5.373 million allocated through the budget adjustment process in respect of the following:

- The Speaker announced the establishment of a Members Affairs directorate. This is in line with the strategic objective of improving support structures and facilities to Members of the Legislature.
- An increase of R500 in constituency allowances per Member per month with effect from 1 November 2004.
- An amount of R312,000 in respect of training and development for Members of the Legislature
- Replacement of furniture for Members, caucus rooms and various committee rooms used by parties
- Introduction of laptops for Members to keep in line with our vision of becoming a “modern, dynamic Legislature in the 21st century”. To be effective representatives, Members need to be provided with the necessary tools to have online access to information wherever they may be, to do their preparatory work for the House and committees even when outside of the office; and conduct online inquiries with government departments on behalf of their constituents

Included in the budget adjustment was a roll over of funds from the previous financial year relating to the following:

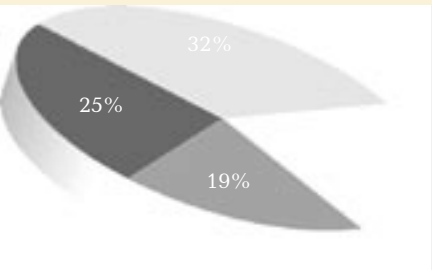
- Office Move to the Ten Sixty Six (1066) building - During the year, the Finance, Human Resources, Procurement and Public Relations units moved to the 1066 building as a result of the lack of office space at the City Hall

- City Hall Legal Compliance - The Legislature acquired ownership of the City Hall in 2003. During the past financial year, refurbishments were continued to ensure that the building complies with safety and building legislation
- Election Work - This project covered certain preliminary expenditure relating to handling the change over of politicians after an election

**Expenditure in 2004/5**

The annual financial statements reflects an under-spend of R 10.5 million equating to 10.7 % of the budget. The total expenditure for the current year as compared to the previous year increased by 8.9%. An analysis of the standard items revealed that administrative personnel expenditure constitutes 41.3 % of expenditure whilst administrative expenditure constitutes 47.9%. Spending by programmes and economic classification is depicted below:

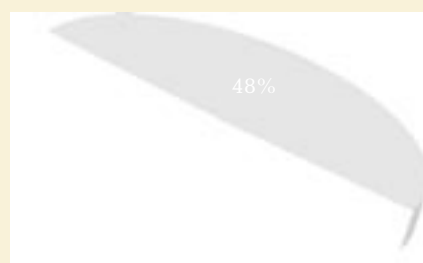
EXPENDITURE BY PROGRAMMES	%	2004/05	2003/04
Political Represenation	6.9%	6 118	6 125
Office of the Speaker & Secretary	5.4%	4 755	6 615
Parliamentary Operations	19.0%	16 766	16 909
Institutional Support Services	24.8%	21 848	21 440
Operational Support Services	31.4%	27 637	23 274
Information & Liason	12.5%	10 988	6 545
<b>Total</b>	<b>100%</b>	<b>88 112</b>	<b>80 908</b>



- Political Representation
- Office of the Speaker & Secretary
- Parliamentary Operations
- Institutional Support Services
- Operational Support Services
- Information & Liaison

## Section 5: Annual financial statements

EXPENDITURE BY ECONOMIC CLASSIFICATION:	%	2004/05	2003/04
Compensation of employees	41.3%	36 414	32 925
Goods and Services	47.9%	42 216	40 863
Capital Expenditure	10.8%	9 482	7 120
<b>Total</b>	<b>100%</b>	<b>88 112</b>	<b>80 908</b>



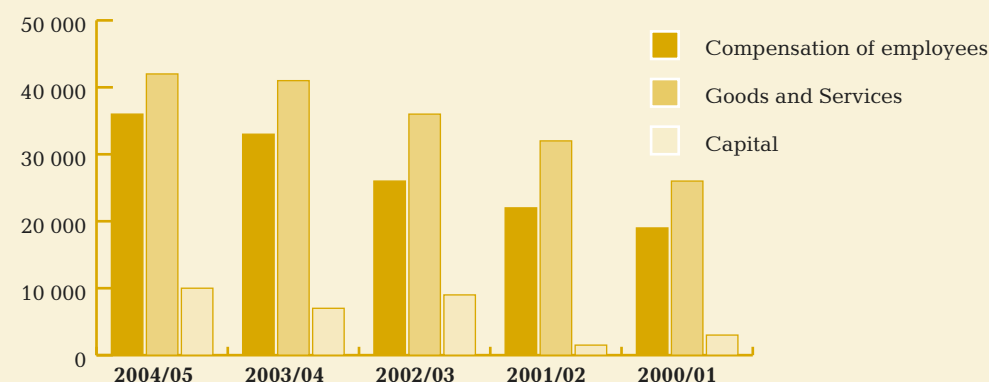
- Goods and Services
- Capital Expenditure
- Compensation of employees

### Other notable activities

- The Programme Evaluation and Budget Analysis (PEBA) model was rolled out to all portfolio committees. In addition the model was adapted and enhanced to enable the committees to monitor transversal matters such as poverty alleviation. The capacity of staff was developed through specific and focused training initiatives to ensure that they are able to provide the portfolio committees with the necessary support.
- The investigative functions of committees were enhanced through a pilot project. The system of committee enquiries is now entrenched in the legislative programme of the Legislature.
- All technical, physical and infrastructural requirements and facilities were provided to ensure the successful establishment of the third Legislature of Gauteng. This included the provision of an orientation and induction programme of new Members and staff of the Legislature.
- A marketing and branding exercise of the new Legislature logo was undertaken with a view to ensuring that the general public is able to distinguish between the Legislature and the government departments.

As evident in the appropriation statement, control measures were put in place to ensure no expenditure over the allocated budget was incurred. As reflected in the table below, there has been progressive improvement in the allocated efficiency and spending patterns over the past five financial years:

	2004/05 R'000	2003/04 R'000	2002/03 R'000	2001/02 R'000	2000/01 R'000
Compensation fo employees	36 414	32 925	26 082	22 390	19 014
Goods and Services	42 216	40 863	35 649	32 323	26 078
Capital	9 482	7 120	9 300	1 507	3 320
<b>Total</b>	<b>88 112</b>	<b>80 908</b>	<b>71 031</b>	<b>56 220</b>	<b>48 412</b>
% increase in spending	8.9%	13.9%	26.3%	16.1%	



The Legislature has not exceeded the annual budget allocated to it over the past six years. In certain instances an identification of a need during a financial year resulted in a shifting of funds from less strategically important areas. The results for the financial year ended 31 March 2005 reflects that the Legislature operated substantively within budget resources. The Legislature has also met all its financial obligations for the year under review.

### Under / (over) spending

The Annual Financial Statements of the Legislature for the year under review reflects an under-spend of R10.5 million. This equates to 10.7 % of the total allocated budget. A summary of primary contributing factors are listed below:

- Under-expenditure in the personnel budget as a result of unfilled vacancies. The time delay in filling vacant posts impacted on the capacity of certain units of the Legislature. However, service delivery was not affected by this.

- Underspend on the air travel facility provided for Members primarily due to election activities and transition into the third Legislature. Both international and local trips as well as functions could not be undertaken in the Speakers office. The hosting of international dignitaries in the last quarter also affected travel plans.
- Underspend on travel and functions by committees as a result of the reduced level of activity linked to the election period and political decision to not undertake overseas trips.
- Underspend on printing and advertising due to bills not considered as per plan because of the establishment of the 3rd Legislature.
- Underspend on interpretations and translations as the assumed number of sittings did not materialise.
- Underspend in staff bursaries due to limited number of applications. Staff training and development was also under utilised due to non availability of staff to attend training as a result of demanding in house priorities.
- Underspend on Audit fees due to computer and preliminary audits not conducted in the current financial year.

**In addition to the above, the following capital projects were not completed during the year:**

- City Hall elevator, paraplegic entrance, dry-walling and painting, security for Speakers house and preliminary costs relating to the Language Information Management System (LIMS).

**Overspending occurred in the following areas:**

- Overspend on municipal services. Costs of municipal services could not be absolutely determined prior to the acquisition of city hall.
- Overspend on consultants - In terms of the Auditor General's findings on our computer environment, the Audit Committee took a decision to appoint consultants to address queries and weaknesses raised.
- Overspend on rent at the 1066 building as extra parking bays were not anticipated at the time of original budgeting.

**The following areas of saving can be reported:**

- Savings on security consultants as the security function was provided by the South African Police Services (SAPS) at no charge.
- Savings on cleaning and catering contracts due to new contracts negotiated at better rates in favour of the Legislature.
- Saving on consultants in Parliamentary operations due to procedural matters being dealt with in house.
- Savings were realised in areas of stationery, printing, advertising, communications and consumables. This however did not hamper operational efficiency.

### Capacity constraints

The time delay in filling a number of vacant posts impacted on the capacity of certain units of the Legislature. However, service delivery was not affected by this.

Lack of optimal usage and training of the Systems Applications Products (SAP) system as well as the scarcity of SAP support consultants remains a constraint. The SAP Master Plan which includes strategies to curb these constraints is being finalised. It is anticipated that the adoption and implementation of this plan will ensure optimal usage of the system.

### Corporate Governance

#### 4.1 Audit Committee

The Audit Committee met on a quarterly basis and reviewed financial statements, monitored the appropriate accounting policies as well as the systems of internal control and considered findings of internal audit. The Committee operated in accordance with written terms of reference as approved by the Legislature Services Board. The Committee also scrutinised the reports submitted by the external auditors on compliance levels, materiality and the effectiveness of systems. The composition of the Committee was further enhanced with the appointment of an independent professional who provides a supportive role to the Audit Committee in terms of technical insight and advice relating to the evaluation as well as disclosure in the Annual Financial Statements. The charter of the Committee is fully compliant with the PFMA and Treasury Regulations. The Committee provided valuable support and oversight to the Legislature in relation to financial management and accountability.

#### 4.2 Risk management

During the year, the Risk Management Committee met 3 times and reported accordingly to the Audit Committee. The Provincial Secretary acts as chairperson of the Risk Management Committee, while management as well as a representative of internal audit serves as members. The mandate of the Committee is to oversee and co-ordinate the risk management process. A risk management strategy and policy was adopted during the financial year. The Risk Management Committee played a significant role in this regard. These risk management strategies provides a framework for governing and managing the affairs of the Legislature to identify, manage, control, reduce or eliminate business, financial and operational risks that may affect the performance of the Legislature adversely. The strategy is further used to direct internal audit effort and priority, and to determine the skills required of managers and staff to improve controls and to manage these risks. Risk Management is intended to be an ongoing governance process within the Legislature.

## Section 5: Annual financial statements

### 4.3 Risk assessment and internal controls

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 directorate. The Legislature completed a comprehensive risk assessment process during the 2002 financial year which was facilitated by the internal audit service provider to determine the material risks to which the Institution was exposed, and evaluate the strategy for managing these risks. The process was formally documented and approved by the Audit Committee. The outcome of the risk assessment process together with issues highlighted by the Audit Committee formed the basis of the internal audit coverage plan. In addition, the medium term coverage plan was developed and approved by the Audit Committee which covered the 2002/03 to 2004/05 financial years. The risk assessment process is considered as a continuous nature as to identify not only residual or existing but emerging risks as well.

### 4.4 Fraud Prevention Plan

The Fraud Prevention Plan (FPP) Operational Committee takes responsibility for the implementation of the fraud prevention plan within the Legislature. Satisfactory progress has been made on the implementation strategy of the fraud prevention plan. A massive programme to contain and prevent fraud was developed and was supported by a capacity building programme and information sharing sessions to improve fraud awareness. All managers and supervisors participated in fraud prevention workshops conducted by the Gauteng Audit Services unit of the Gauteng Shared Services Centre (GSSC). Hotline reports were regularly received from the GSSC hotline service. There were no fraud incidents reported for the year.

### 4.5 Internal Audit

The purpose, authority and responsibility of the internal audit activity is formally defined in an internal audit charter. The head of the internal audit reports administratively to the Provincial Secretary and has ready and regular access to the chairperson of the Audit Committee. Internal audit attended all audit committee meetings and also reported quarterly on its performance against the internal audit coverage plan.

Internal audit at the Legislature is outsourced to the consortium of Deloitte and SAB&T. During the financial year under review, internal audits were performed on critical risk areas to determine the adequacy of the system of internal control within the Legislature. As directed by the Audit Committee, a high level control overview was also performed on areas not covered in the annual plan for the year under review. The internal audit unit acted in accordance with the approved strategic internal audit plan based on its assessment of key risk areas. Their report revealed no material weaknesses in the system of internal control apart from some housekeeping matters. The outcome of the internal audit review process has been reported to Management and the Audit Committee in terms of the internal audit charter and associated service level agreement.

### 4.6 Management processes to minimise conflict of interest

The Legislature prides itself on being a value-based institution with a commitment to constantly improving services and identifying creative solutions to employee problems. The Legislature enjoyed a sound and stable relationship with NEHAWU over the past year. In ensuring that there are good labour relations between the Union and management, the Legislature formalised the relationship through the recognition agreement in order to facilitate the term, manner and the scope of the relationship envisaged.

### 4.7 Implementation of code of conduct

The code of conduct is an overall guide and reference for management, union representatives and employees as a whole. As a guide, it is intended to express the Legislature's core values and guiding principles. The objective of this code is to enhance accountability, transparency and public confidence of the stakeholders in the integrity, decision-making, and general conduct of employees of the Legislature and what the institution represents. The code of conduct has been duly implemented at the Legislature and is a standard item for induction to new employees. The code is a guideline that governs behaviour of the Legislature and the union representatives and further provides information about the standards of integrity and conduct that the Legislature expects.

### 4.8 Effectiveness of health, safety and environment issues

**Health:** The hygiene standard within the Legislature is generally satisfactory. Rodent infestation is under control. There were no reported injuries during the year.

#### *Safety:*

There has been no reported crime within the Legislature's precinct in the year. The precinct guards have been noted for doing sound work in this respect.

#### *Environment:*

Whilst generally clean and in reasonable repair, the Legislature building is in need of refurbishment and in some areas, rehabilitation. Plans are prepared for the refurbishment and rehabilitation of the Legislature building and its environs, subject to the availability of funding.

### New / proposed and discontinued activities / activities to be discontinued

Activities in the Legislature are a continuation of existing activities, carried out in terms of the constitutional and legal mandate of the Legislature. In terms of the strategic plan of the Legislature, no new activities have been established or proposed. Every aspect of the Legislature's activities is critically examined to ensure it is both economic and effective.

### Events after the accounting date

No events took place after the accounting date that could materially influence the Legislature's state of financial affairs.

### Progress with financial management improvements

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

During the year, all programme and sub-programme managers attended a course on financial management to improve financial management responsibility at all levels of operational responsibility.

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

To ensure adequate resources in the support structure to the CFO, an organisational development exercise (ODE) of the finance unit was approved and embarked upon. This to evaluate the impact of the post PFMA and procurement reforms and to further identify new standards on staffing, capacity constraints and required operating proficiency. It is anticipated that this project would be concluded in the 2005/06 year.

The Legislature Acquisition Council also completed its third year of operation and has matured into an efficient and effective instrument in the process of procurement of goods and services for the Legislature, ensuring compliance to the PFMA and the Preferential Procurement Policy Framework Act, 2000 and all relevant prescripts.

### SCOPA resolutions

In view of the insignificant nature of audit findings for the 2003/04 year, no resolutions were deemed necessary by SCOPA.

### Other

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

### Approval

The annual financial statements set out on pages 88 to 116 have been approved by the Accounting Officer.



**Gengezi Mgidlana**

Provincial Secretary (Accounting Officer) - 31st May 2005





AUDITOR-GENERAL

## REPORT OF THE AUDITOR-GENERAL TO THE GAUTENG PROVINCIAL LEGISLATURE ON THE FINANCIAL STATEMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE FOR THE YEAR ENDED 31 MARCH 2005

### 1. AUDIT ASSIGNMENT

The financial statements as set out on pages 88 to 116 for the year ended 31 March 2005, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 4 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004). These financial statements, the maintenance of effective control measures and compliance with the relevant laws and regulations are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

### 2. NATURE AND SCOPE

The audit was conducted in accordance with Statements of South African Auditing Standards. Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit includes:

- examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements,
- assessing the accounting principles used and significant estimates made by management, and
- evaluating the overall financial statement presentation.

Furthermore, an audit includes an examination, on a test basis, of evidence supporting compliance in all material respects with the relevant laws and regulations which came to my attention and are applicable to financial matters.

The audit was completed in accordance with Auditor-General Directive No. 1 of 2005.

I believe that the audit provides a reasonable basis for my opinion.

### 3. AUDIT OPINION

In my opinion, the financial statements fairly present, in all material respects, the financial position of the Gauteng Provincial Legislature at 31 March 2005 and the results of its operations and cash flows for the year then ended, in accordance with prescribed accounting practice.

## Section 5: Annual financial statements

### 4. EMPHASIS OF MATTER

Without qualifying the audit opinion expressed above, attention is drawn to the following matters:

#### 4.1 Revenue for the letting of the City Hall

The Gauteng Provincial Legislature purchased the city hall from the City of Johannesburg Metropolitan Municipality and assumed responsibility for the letting of the city hall. The following control weaknesses were identified:

- Letting contracts were not pre-numbered,
- A policy was not fully implemented for the letting of the city hall,
- Contracts entered into were not in line with the tariff listing,
- Contracts were dated after the use of the city hall by applicants,
- Contracts were not reviewed by a senior official.

Accordingly, it was not possible to verify the completeness of revenue.

#### 4.2 Controls within Human Resource Function

The following control weaknesses were identified:

- A performance contract for a senior official did not exist,
- Some employment contracts of employees were not signed by all relevant parties i.e. the authorised official within the Gauteng Provincial Legislature, the employee or witnesses,
- Some employee files were not complete due to a lack of employee's curriculum vitae, copies of identity documents, qualifications and termination letters (where applicable),
- Overtime sheets were not filed, captured correctly onto the system and were not adequately reviewed by the relevant line managers,
- The leave report provided for audit purposes for the period ending 31 March 2005 was incomplete.

### 5. APPRECIATION

The assistance rendered by the staff of the Gauteng Provincial Legislature during the audit is sincerely appreciated.

*S. A. Fakia*

Auditor-General

Pretoria - 25 July 2005

### GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

#### ACCOUNTING POLICIES

for the year ended 31 March 2005

The financial statements have been, unless otherwise indicated, prepared in accordance with the following policies, which have been applied consistently in all material respects. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements. The financial statements have been prepared utilising guidelines provided by the Treasury as a basis.

#### 1. Basis of preparation

The financial statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosure items. Under the cash basis of accounting transactions and other events are recognised when cash is received or paid. Under the accrual basis of accounting transactions and other events are recognised when incurred and not when cash is received or paid.

#### 2. Revenue

##### Appropriated funds

Voted funds are the amounts appropriated to the Legislature in accordance with the final budget known as the Adjustment Estimates of Provincial Expenditure.

In terms of Section 22(a) of the PFMA, the net surplus of all monies received from the 2000/01 financial year is reflected as retained income on the statement of financial position of the Legislature and are accordingly not to be surrendered to the Provincial Revenue Fund. Surplus revenue and voted funds for the 2004/5 financial year has been applied as indicated above and is accordingly reflected as retained income. Unexpended voted funds for the years prior to 2000/01 were surrendered to the Provincial Revenue Fund.

##### Other Revenue

Interest received is recognised upon receipt of the funds, and no accrual is made for interest receivable from the last receipt date to the end of the reporting period.

City Hall income is recognised upon receipt of the funds, and no accrual is made for interest receivable from the last receipt date to the end of the reporting period.

##### Sale of capital assets

The proceeds from the sale of capital assets is recognised as revenue in the statement of financial performance on receipt of the funds.

##### Financial transactions in assets and liabilities

Repayments of loans and advances previously extended to employees for policy purposes are recognised as revenue in the statement of financial performance on receipt of the funds.

Cheques issued in previous accounting periods that expire before being banked are recognised as revenue in the statement of financial performance when the cheque becomes stale. When the cheque is reissued the payment is made from Revenue.

#### 3. Expenditure

##### Compensation of employees

Salaries and wages comprise payments to employees. Salaries and wages are recognised as an expense in the statement of financial performance when the payment is made. The expenditure is classified as capital where the employees were involved, on a full time basis, on capital projects during the financial year. All other payments are classified as current expense.

Social contributions include the entities' contribution to social insurance schemes paid on behalf of the employee. Social contributions are recognised as an expense in the Statement of Financial Performance when the payment is made.

##### Short-term employee benefits

The cost of short-term employee benefits is expensed in the Statement of Financial Performance in the reporting period when the payment is made. Short-term employee benefits, that give rise to a present legal or constructive obligation are disclosed as a disclosure note to the Annual Financial Statements and are not recognised in the Statement of Financial Performance.

##### Long-term employee benefits and other post employment benefits

##### Termination benefits

Termination benefits are recognised and expensed only when the payment is made.

##### Medical benefits

The Legislature provides medical benefits for Members in terms of the Political Office Bearers Remuneration Act and its employees through defined benefit plans in terms of the remuneration policy. These benefits are funded by employer and Member/employee contributions. Employer

## Section 5: Annual financial statements

contributions to the fund are expensed when money is paid to the fund. No provision is made for medical benefits in the financial statements of the Legislature.

### *Post employment retirement benefits*

The Legislature provides retirement benefits for its employees through a defined contribution plan for Legislature employees. These benefits are funded by both employer and employee contributions. Employer contributions to the fund are expensed when money is paid to the fund. No provision is made for retirement benefits in the financial statements of the Legislature.

### *Other employee benefits*

Obligations arising from leave entitlement, thirteenth cheque and performance bonus that are reflected in the disclosure notes have not been paid for at year-end.

### **Goods and services**

Payments made for goods and/or services are recognised as an expense in the Statement of Financial Performance when the payment is effected. The expense is classified as capital if the goods and services were used on a capital project.

### **Interest and rent on land**

Interest and rental payments resulting from the use of land, are recognised as an expense in the Statement of Financial Performance when the payment is effected. This item excludes rental on the use of buildings or other fixed structures.

### **Financial transactions in assets and liabilities**

Financial transactions in assets and liabilities include bad debts written off. Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings and/or under spending available to the Legislature. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts.

### **Unauthorised expenditure**

Unauthorised expenditure is defined as:

- The overspending of a vote or a main division within a vote, or
- Expenditure that was not made 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.

Such expenditure is treated as a current asset in the Statement of Financial Position until such expenditure is approved by the relevant authority, recovered or written off as irrecoverable.

### **Irregular expenditure**

Irregular expenditure, is defined as:

expenditure, other than unauthorised expenditure, incurred in contravention or not in accordance with a requirement of any applicable legislation, including:

- the Public Finance Management Act
- the State Tender Board Act, or any regulations made in terms of this act, or
- any provincial legislation providing for procurement procedures in that provincial government.

It is treated as expenditure in the Statement of Financial Performance. If such expenditure is not condoned and it is possibly recoverable it is disclosed as receivable in the Statement of Financial Position at year-end.

### **Fruitless and wasteful expenditure**

Fruitless and wasteful expenditure, is defined as:

expenditure that was made in vain and would have been avoided had reasonable care been exercised. Therefore

- it must be recovered from a responsible official , or
- from the vote. (If responsibility cannot be determined.)

Such expenditure is treated as a current asset in the Statement of Financial Position until such expenditure is recovered from the responsible official or written off as irrecoverable.

## 4. Expenditure for capital assets

Capital assets are assets that can be used repeatedly and continuously in production for more than one year. Payments made for capital assets are recognised as an expense in the Statement of Financial Performance when the payment is made.

## 5. Receivables

Receivables are not normally recognised under the modified cash basis of accounting. However, receivables included in the Statement of Financial Position arise from cash payments that are recoverable from another party, when the payments are made.

Receivables for services delivered are not recognised in the Statement of Financial Position as a current asset or as income in the Statement of Financial Performance, as the Annual Financial Statements are prepared on a cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the Annual Financial Statements.

### 6. Cash and cash equivalents

Cash and cash equivalents consists of cash on hand and balances with banks, short term investments in money market instruments and demand deposits. Cash equivalents are short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk in changes in value.

### 7. Payables

Payables are not normally recognised under the modified cash basis of accounting. However, payables included in the Statement of Financial Position arise from advances received that are due to the Provincial Revenue Fund or another party.

### 8. Lease commitments

Lease commitments for the period remaining from the reporting date until the end of the lease contract are disclosed as part of the disclosure notes to the Annual Financial Statements. These commitments are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on the modified cash basis of accounting.

Operating lease expenditure is expensed when the payment is made.

Finance lease expenditure is expensed when the payment is made and results in the acquisition of the asset under the lease agreement. A finance lease is not allowed in terms of the Public Finance Management Act.

### 9. Accruals

This amount represents goods/services that have been received, but no invoice has been received from the supplier at the reporting date, OR an invoice has been received but remains unpaid at the reporting date. These amounts are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial

Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

### 10. Contingent liability

This is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Legislature; or a present obligation that arises from past events but is not recognised because:

- it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; or
- the amount of the obligation cannot be measured with sufficient reliability

Contingent liabilities are not recognised in the Statement of Financial position, but the information is disclosed as part of the disclosure notes.

### 11. Commitments

This amount represents goods/services that have been approved and/or contracted, but no delivery has taken place at the reporting date. These amounts are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

### 12. Recoverable revenue

Recoverable revenue represents payments made and recognised in the Statement of Financial Performance as an expense in previous years due to non-performance in accordance with an agreement, which have now become recoverable from a debtor. Repayments are transferred to the Revenue Fund as and when the repayment is received.

### 13. Comparative figures

Where necessary, comparative figures have been restated to conform to the changes in the presentation in the current year. The comparative figures shown in these Annual Financial Statements are limited to the figures shown in the previous year's audited Annual Financial Statements and such other comparative figures that the Legislature may reasonably have available for reporting.







# Gauteng Legislature Annual Report 2004/05

## GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

### APPROPRIATION STATEMENT

for the year ended 31 March 2005

Programmes	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>1 Political Representation</b>	<b>7 006</b>	-	-	<b>7 006</b>	<b>6 118</b>	<b>888</b>	<b>87.3%</b>	<b>6 667</b>	<b>6 125</b>
Current payment	7 006	-	-	7 006	6 118	888	87.3%	6 667	6 125
<b>2 Office of the Speaker and Secretary</b>	<b>6 122</b>	-	<b>-390</b>	<b>5 732</b>	<b>4 755</b>	<b>977</b>	<b>83.0%</b>	<b>6 742</b>	<b>6 615</b>
Current payment	6 122	-	-390	5 732	4 755	977	83.0%	6 742	6 615
<b>3 Parliamentary Operations</b>	<b>19 597</b>	-	<b>-1 320</b>	<b>18 277</b>	<b>16 766</b>	<b>1 511</b>	<b>91.7%</b>	<b>17 119</b>	<b>16 909</b>
Current payment	19 597	-	-1 320	18 277	16 766	1 511	91.7%	17 087	16 909
Expenditure for capital assets								32	
<b>4 Institutional Support Services</b>	<b>25 987</b>	-	-	<b>25 987</b>	<b>21 848</b>	<b>4 139</b>	<b>84.1%</b>	<b>21 585</b>	<b>21 440</b>
Current payment	25 233	-	-400	24 833	20 874	3 959	84.1%	20 650	20 616
Expenditure for capital assets	754	-	400	1 154	974	180	84.4%	935	824
<b>5 Operational Support</b>	<b>28 720</b>	-	<b>1 320</b>	<b>30 040</b>	<b>27 637</b>	<b>2 403</b>	<b>92.0%</b>	<b>27 524</b>	<b>23 274</b>
Current payment	18 172	-	1 250	19 422	19 129	293	98.5%	16 984	16 978
Expenditure for capital assets	10 548	-	70	10 618	8 508	2 110	80.1%	10 540	6 296
<b>6 Information and Liaison</b>	<b>11 263</b>	-	<b>390</b>	<b>11 653</b>	<b>10 988</b>	<b>665</b>	<b>94.3%</b>	<b>7 531</b>	<b>6 545</b>
Current payment	11 263	-	390	11 653	10 988	665	94.3%	7 531	6 545
<b>Sub - Total</b>	<b>98 695</b>	-	-	<b>98 695</b>	<b>88 112</b>	<b>10 583</b>	<b>89.3%</b>	<b>87 168</b>	<b>80 908</b>
<b>1 Political Representation</b>									
<b>Direct Charges - MPL Remuneration</b>									
Current	32 490	-	-	32 490	31 308	1 182	96.4%	29 536	29 374
<b>Sub - Total</b>	<b>32 490</b>	-	-	<b>32 490</b>	<b>31 308</b>	<b>1 182</b>	<b>96.4%</b>	<b>29 536</b>	<b>29 374</b>
<b>Total</b>	<b>131 185</b>	-	-	<b>131 185</b>	<b>119 420</b>	<b>11 765</b>	<b>91.0%</b>	<b>116 704</b>	<b>110 282</b>
<b>Reconciliation with Statement of Financial Performance</b>									
Add : Other receipts				1 182				1 917	
Add : Thefts and losses written off				-				5	
<b>Actual amounts per Statement of Financial Performance</b>				<b>132 367</b>		<b>119 420</b>		<b>118 621</b>	
								<b>110 287</b>	

## Section 5: Annual financial statements

### GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

#### APPROPRIATION STATEMENT

for the year ended 31 March 2005

Direct charge against the Provincial Revenue Fund	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1 Provinces Equitable Share	98 695	-	-	98 695	88 112	10 583	89.3%	87 168	80 908
2 Direct charges - MPL Remuneration	32 490	-	-	32 490	31 308	1 182	96.4%	29 536	29 374
<b>Total</b>	<b>131 185</b>	<b>-</b>	<b>-</b>	<b>131 185</b>	<b>119 420</b>	<b>11 765</b>	<b>91.0%</b>	<b>116 704</b>	<b>110 282</b>

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current</b>									
Compensation of Members and employees	72 361	-	-	72 361	67 722	4 639	93.6%	61 309	62 299
Goods and services	47 428	-	-470	46 958	42 216	4 742	89.9%	43 680	40 863
Interest and rent on land								208	-
<b>Payments for capital assets</b>									
Buildings & other fixed structures	7 195	-	-	7 195	5 324	1 871	74.0%	6 163	5 361
Machinery and equipment	3 677	-	470	4 147	3 638	509	87.7%	5 344	1 759
Software and other intangibles	524	-	-	524	520	4	99.2%	-	-
<b>Total</b>	<b>131 185</b>	<b>-</b>	<b>-</b>	<b>131 185</b>	<b>119 420</b>	<b>11 765</b>	<b>91.0%</b>	<b>116 704</b>	<b>110 282</b>

## GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

**PROGRAMME 1 - POLITICAL REPRESENTATION**

for the year ended 31 March 2005

Programme per sub-programme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
<b>1.1 Members Facilities</b>									
Current payment	39 174			39 174	37 218	1 956	95.0%	36 203	35 499
<b>1.2 Management Unit</b>									
Current payment	322			322	207	115	64.3%	-	-
<b>Total</b>	<b>39 496</b>	<b>-</b>	<b>-</b>	<b>39 496</b>	<b>37 425</b>	<b>2 071</b>	<b>94.8%</b>	<b>36 203</b>	<b>35 499</b>

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of Members and employees	32 812			32 812	31 515	1 297	96.0%	29 536	29 374
Goods and services	6 684			6 684	5 910	774	88.4%	6 667	6 125
<b>Total</b>	<b>39 496</b>	<b>-</b>	<b>-</b>	<b>39 496</b>	<b>37 425</b>	<b>2 071</b>	<b>94.8%</b>	<b>36 203</b>	<b>35 499</b>

**Reconciliation to Programme 1 of Appropriation Statement:**

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>	<b>7 006</b>	<b>-</b>	<b>-</b>	<b>7 006</b>	<b>6 118</b>	<b>888</b>	<b>87.3%</b>	<b>6 667</b>	<b>6 125</b>
Direct charges – MPL remuneration	32 490	-	-	32 490	31 308	1 182	96.4%	29 536	29 374
<b>Total</b>	<b>39 496</b>	<b>-</b>	<b>-</b>	<b>39 496</b>	<b>37 425</b>	<b>2 071</b>	<b>94.8%</b>	<b>36 203</b>	<b>35 499</b>

## Section 5: Annual financial statements

### GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

#### PROGRAMME 2 - OFFICE OF THE SPEAKER AND SECRETARY for the year ended 31 March 2005

Programme per sub-programme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
<b>2.1 Office of the Speaker</b>									
Current payment	1 202			1 202	309	893	25.7%	990	608
<b>2.2 Office of the Secretary</b>									
Current payment	4 920		-390	4 530	4 446	84	98.1%	5 752	6 007
<b>Total</b>	<b>6 122</b>		<b>-390</b>	<b>5 732</b>	<b>4 755</b>	<b>977</b>	<b>83.0%</b>	<b>6 742</b>	<b>6 615</b>

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	3 579			3 579	3 515	64	98.2%	2 835	3 304
Goods and services	2 543		-390	2 153	1 240	913	57.6%	3 907	3 311
<b>Total</b>	<b>6 122</b>	<b>-</b>	<b>-390</b>	<b>5 732</b>	<b>4 755</b>	<b>977</b>	<b>83.0%</b>	<b>6 742</b>	<b>6 615</b>

## GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

**PROGRAMME 3 - PARLIAMENTARY OPERATIONS**

for the year ended 31 March 2005

Programme per sub-programme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>3.1 Management</b>									
Current payment	13 671			13 671	12 710	961	93.0%	11 630	12 225
<b>3.2 Committees</b>									
Current payment	3 433		-1 250	2 183	2 061	122	94.4%	2 818	2 482
<b>3.3 Proceedings</b>									
Current payment	384		-117	267	197	70	73.8%	645	179
Expenditure for capital assets								32	-
<b>3.4 PPP</b>									
Current payment	841		117	958	896	62	93.5%	1 013	1 152
<b>3.5 NCOP</b>									
Current payment	796			796	608	188	76.4%	429	567
<b>3.6 Languages and Hansard</b>									
Current payment	472		-70	402	294	108	73.1%	552	304
<b>Total</b>	<b>19 597</b>	<b>-</b>	<b>-1 320</b>	<b>18 277</b>	<b>16 766</b>	<b>1 511</b>	<b>91.7%</b>	<b>17 119</b>	<b>16 909</b>

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	13 591			13 591	12 632	959	92.9%	11 414	12 009
Goods and services	6 006		-1 320	4 686	4 134	552	88.2%	5 673	4 900
<b>Payments for capital assets</b>	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-	32	-
<b>Total</b>	<b>19 597</b>	<b>-</b>	<b>-1320</b>	<b>18 277</b>	<b>16 766</b>	<b>1 511</b>	<b>91.7 %</b>	<b>17 119</b>	<b>16 909</b>



## Section 5: Annual financial statements

### GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

#### PROGRAMME 4 - INSTITUTIONAL SUPPORT SERVICES for the year ended 31 March 2005

Programme per sub-programme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>4.1 Management</b>									
Current payment	12 522			12 522	11 267	1 255	90.0%	9 501	10 186
<b>4.2 Finance</b>									
Current payment	1 368			1 368	1 067	301	78.0%	1 227	1 164
<b>4.3 Human Resources</b>									
Current payment	3 830			3 830	2 096	1 734	54.7%	3 167	2 701
<b>4.4 Administration</b>									
Current payment	7 241		-470	6 771	6 145	626	90.8%	6 489	6 416
Expenditure for capital assets	754		400	1 154	974	180	84.4%	935	824
<b>4.5 Procurement</b>									
Current payment	272		70	342	299	43	87.4%	266	149
<b>Total</b>	<b>25 987</b>	<b>-</b>	<b>-</b>	<b>25 987</b>	<b>21 848</b>	<b>4 139</b>	<b>84.1%</b>	<b>21 585</b>	<b>21 440</b>

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	11 934			11 934	10 399	1 535	87.1%	8 762	9 623
Goods and services	13 299	-	-400	12 899	10 475	2 424	81.2%	11 888	10 993
Interest and rent on land									
<b>Payments for capital assets</b>									
Buildings & other fixed structures									
Machinery and equipment	754		400	1 154	974	180	84.4%	935	824
<b>Total</b>	<b>25 987</b>	<b>-</b>	<b>-</b>	<b>25 987</b>	<b>21 848</b>	<b>4 139</b>	<b>84.1%</b>	<b>21 585</b>	<b>21 440</b>

## GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

**PROGRAMME 5 - OPERATIONAL SUPPORT**

for the year ended 31 March 2005

Programme per sub-programme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>5.1 Management</b>									
Current payment	4 870			4 870	4 623	247	94.9%	4 170	3 762
<b>5.2 Technology unit</b>									
Current payment	4 785			4 785	4 321	464	90.3%	4 809	4 332
Expenditure for capital assets	1 118		70	1 188	3 047	-1 859	256.5%	1 354	865
<b>5.3 Documents and Services</b>									
Current payment	1 387			1 387	1 142	245	82.3%	1 151	1 299
Expenditure for capital assets	130			130	137	-7	105.4%	281	11
<b>5.4 Security and Building Management</b>									
Current payment	7 130		1250	8 380	9 043	-663	107.9%	6 854	7 585
Expenditure for capital assets	9 300			9 300	5 324	3 976	57.2%	8 905	5 420
<b>Total</b>	<b>28 720</b>	<b>-</b>	<b>1 320</b>	<b>30 040</b>	<b>27 637</b>	<b>2 403</b>	<b>92.0%</b>	<b>27 524</b>	<b>23 274</b>

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	4 814			4 814	4 617	197	95.9%	4 086	3 733
Goods and services	13 264		1250	14 514	14 512	2	100.0%	12 898	13 245
<b>Payments for capital assets</b>									
Buildings & other fixed structures	7 195			7 195	5 324	1 871	74.0%	6 163	5 361
Machinery and equipment	2 923		70	2 993	2 664	329	89.0%	4 377	935
Software and other intangibles	524			524	520	4	99.2%		
<b>Total</b>	<b>28 720</b>	<b>-</b>	<b>1 320</b>	<b>30 040</b>	<b>27 637</b>	<b>2 403</b>	<b>92.0%</b>	<b>27 524</b>	<b>23 274</b>

## Section 5: Annual financial statements

### GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

#### PROGRAMME 6 - INFORMATION AND LIAISON for the year ended 31 March 2005

Programme per sub-programme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>6.1 Management</b>									
Current payment	5 661			5 661	5 098	563	90.1%	4 734	4 306
<b>6.2 Information Centre</b>									
Current payment	615		-5	610	550	60	90.2%	524	522
<b>6.3 Research Services</b>									
Current payment	38		95	133	211	-78	158.6%	282	93
<b>6.4 Public Relations</b>									
Current payment	4 949		300	5 249	5 129	120	97.7%	1 991	1 624
<b>Total</b>	<b>11 263</b>	<b>-</b>	<b>390</b>	<b>11 653</b>	<b>10 988</b>	<b>665</b>	<b>94.3%</b>	<b>7 531</b>	<b>6 545</b>

Economic classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current Payments</b>									
Compensation of employees	5 631			5 631	5 046	585	89.6%	4 676	4 255
Goods and services	5 632		390	6 022	5 942	80	98.7%	2 855	2 290
<b>Total</b>	<b>11 263</b>	<b>-</b>	<b>390</b>	<b>11 653</b>	<b>10 988</b>	<b>665</b>	<b>94.3%</b>	<b>7 531</b>	<b>6 545</b>

## GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

**NOTES TO THE APPROPRIATION STATEMENT**

for the year ended 31 March 2005

**1 Detail of specifically and exclusively appropriated amounts voted (after Virement):**

Detail of these transactions can be viewed in note 1 (Charge to Provincial Revenue Fund) to the annual financial statements.

**2 Explanations of variances from Amount Voted (after virement):****2.1 Per programme:**

No.	Programme	Voted Funds after virement R'000	Actual Expenditure R'000	SAVING / (EXCESS) R'000	Explanations of material variances from Amount voted (after Virement)
1	Political Representation	7 006	6 118	888	<ul style="list-style-type: none"> <li>Underspend on budgeted salaries for an HR Manager and two secretaries due to the delay in filling these positions.</li> <li>Travel facility not fully utilised by Members.</li> </ul>
2	Office of the Speaker and Secretary	5 732	4 755	977	<ul style="list-style-type: none"> <li>Underspend on international travel and associated costs as a result of budgeted international trips not been undertaken due to the transition into the third Legislature and political priorities.</li> </ul>
3	Parliamentary Operations	19 527	16 766	2 761	<ul style="list-style-type: none"> <li>Underspend on personnel budget due to the delay in filling of the following positions: Administration Assistant, Professional Assistant, Legal Assistant and Petitions Administrator.</li> <li>Underspend on printing official and advertising due to Bills not considered because of the establishment of the 3rd Legislature.</li> <li>Underspend on travel and functions by committees as a result of reduced level of activity linked to the election period and political decision to not undertake overseas trips.</li> </ul>
4	Institutional Support Services	25 987	21 848	4 139	<ul style="list-style-type: none"> <li>The primary underspend in the directorate is in the personnel budget. There was a delay in filling the following positions: Risk Accountant, Budget Officer and OD Officer.</li> <li>Underspend in transport utility as a result of limited request for travel.</li> <li>Underspend in staff bursaries due to a limited number of applications.</li> <li>Underspend in staff training as planned training did not occur due to time constraints faced by staff.</li> <li>Savings on cleaning and catering contracts as new contracts were negotiated at favourable rates.</li> <li>Underspend on Audit fees due to computer and preliminary audits not conducted in the year.</li> <li>Deferment of e-procurement project to the 2005/6 financial year</li> </ul>
5	Operational Support	28 790	27 637	1 153	<ul style="list-style-type: none"> <li>Underspend on repairs of IT equipment as new equipment was acquired following the lightning strike resulting in limited repairs.</li> <li>Underspend on IT outsourcing as the number of projected users in the 1066 building was higher than actually relocated. The original plan was based on 100 users but only 30 users were actually moved.</li> <li>Projects not completed during the year - City Hall rehabilitation, City Hall elevator, paraplegic entrance, dry-walling and painting, security for Speakers house.</li> </ul>
6	Information and Liaison	11 653	10 988	665	<ul style="list-style-type: none"> <li>Underspend on personnel budget due to the delay in filling the programme director, protocol officer as well as media relations officer vacant positions.</li> <li>The official closing of the Legislature did not take place as this was incorporated in the ten year celebrations functions.</li> </ul>
	<b>TOTAL</b>	<b>98 695</b>	<b>88 112</b>	<b>10 583</b>	

## Section 5: Annual financial statements

### 2.2 Per GFS Classification:

Programme	Voted Funds after virement  R'000	Actual Expenditure  R'000	SAVING / (EXCESS)  R'000	Explanations of material variances from Amount voted (after Virement)
<b>Current expenditure</b>				
Compensation of employees excluding Members remuneration	39 871	36 414	3 457	The under-expenditure in the personnel budget is related to resignations and vacancies. There was a delay in filling the following positions: Risk Accountant, Budget Officer, OD Officer, Administration Assistant, Legal Assistant, Professional Assistant, Petitions Administrator, Maintenance Assistant, Director: Information and Liaison, Protocol Officer, Media relations Officer and HR Manager (Members Affairs) and two Secretaries.
Goods and services	46 958	42 216	4 742	Underspend on goods and services items as reported under programmes 2.1 above.
Interest and rent on land	-	-	-	
<b>Payment for capital assets</b>				
Buildings & Structures	7 195	5 324	1 871	City Hall rehabilitation as well as reprioritised projects not completed during the year - City Hall Elevator, Paraplegic Entrance, Dry-walling and Painting, Security for Speakers House and preliminary LIMS project costs.
Machinery and equipment	4 147	3 638	509	Underspend in furniture as all budgeted furniture could not be acquired before year end.
Software and other intangible assets	524	520	4	
<b>TOTAL</b>	<b>98 695</b>	<b>88 112</b>	<b>10 583</b>	



## GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

**STATEMENT OF FINANCIAL PERFORMANCE**  
for the year ended 31 March 2005

	Note	2004/05 R'000	2003/04 R'000
<b>REVENUE</b>			
Annual appropriation	1	98 695	87 168
Statutory appropriation	2	32 490	29 536
Other revenue	3	1 182	1 917
Local and foreign aid received		-	-
<b>TOTAL REVENUE</b>		<b>132 367</b>	<b>118 621</b>
<b>EXPENDITURE</b>			
<b>Current Expenditure</b>			
Compensation of Members and employees	5	67 722	62 299
Goods and services	6	42 216	40 863
Other expenses	4	-	5
<b>Total Current Expenditure</b>		<b>109 938</b>	<b>103 167</b>
<b>Expenditure for capital assets</b>			
Machinery and equipment	7	3 638	1 759
Buildings & Structures	7	5 324	5 361
Software and other intangible assets	7	520	-
<b>Total Expenditure for capital assets</b>	<b>7</b>	<b>9 482</b>	<b>7 120</b>
<b>TOTAL EXPENDITURE</b>		<b>119 420</b>	<b>110 287</b>
<b>RETAINED INCOME FOR THE YEAR</b>	<b>19</b>	<b>12 947</b>	<b>8 334</b>

## Section 5: Annual financial statements

### GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

#### STATEMENT OF FINANCIAL POSITION as at 31 March 2005

ASSETS	Note	2004/05 R'000	2003/04 R'000
<b>Current assets</b>		35 865	19 719
Unauthorised expenditure	9	2 637	2 637
Cash and cash equivalents	11	33 187	17 075
Prepayments and advances	12	-	7
Receivables	13	41	-
<b>TOTAL ASSETS</b>		<b>35 865</b>	<b>19 719</b>
<b>LIABILITIES &amp; RESERVES</b>			
<b>Retained income</b>	19	28 271	15 324
<b>Current liabilities</b>		7 594	4 395
Voted funds to be surrendered	14	245	245
Revenue to be surrendered	15	-	-
Payables	16	7 349	4 150
<b>TOTAL LIABILITIES &amp; RESERVES</b>		<b>35 865</b>	<b>19 719</b>

GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

**STATEMENT OF CHANGES IN EQUITY**  
for the year ended 31 March 2005

	Note	2004/05 R'000	2003/04 R'000
<b>Retained Income</b>			
Opening balance		15 324	21 866
Current year retained Income / less –deficit		12 947	8 334
Voted funds surrendered for rolled over funds	18	-	(14 876 )
<b>Closing balance</b>	<b>19</b>	<b>28 271</b>	<b>15 324</b>

## Section 5: Annual financial statements

### GAUTENG PROVINCIAL LEGISLATURE - VOTE - 2

#### CASH FLOW STATEMENT for the year ended 31 March 2005

	Note	2004/05 R'000	2003/04 R'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>		135 532	117 902
Annual appropriated funds received		98 695	87 168
Statutory appropriated funds received		32 490	29 536
Departmental revenue received		1 182	1 917
Net (increase)/decrease in working capital	17.1	3 165	-719
Surrendered to Revenue Fund		-	-14 876
Current payments		-109 938	-103 167
<b>Net cash flow available from operating activities</b>	17	25 594	-141
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for capital assets		-9 482	-7 120
<b>Net cash flows from investing activities</b>		-9 482	-7 120
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Distribution/dividend to government		-	-
Increase/(decrease) in loans received		-	-
<b>Net cash flows from financing activities</b>		-	-
Net increase/(decrease) in cash and cash equivalents		16 112	-7 261
Cash and cash equivalents at beginning of period		17 075	24 336
<b>Cash and cash equivalents at end of period</b>		<b>33 187</b>	<b>17 075</b>

## GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

## NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2005

**1 Annual Appropriation**

1.1 Included in the above are funds specifically and exclusively appropriated in terms of the Appropriation Act for Provincial Departments (Equitable Share):

Programmes	Final Appropriation R'000	Actual funds received R'000	Variance over/ (under) R'000	Total Appropriation 2003/4 R'000
1. Political Representation	7 006	7 006	-	6 667
2. Office of the Speaker & Secretary	6 122	6 122	-	6 742
3. Parliamentary Operations	19 597	19 597	-	17 119
4. Institutional Support Services	25 987	25 987	-	21 585
5. Operational Support	28 720	28 720	-	27 024
6. Information & Liaison	11 263	11 263	-	8 031
<b>TOTAL</b>	<b>98 695</b>	<b>98 695</b>	<b>-</b>	<b>87 168</b>

2 Statutory appropriation	Final Appropriation R'000	Actual funds received R'000	Variance over/ (under) R'000	Total Appropriation 2003/4 R'000
Direct charges - Remuneration for Members of the Legislature	32 490	32 490	-	29 536
<b>TOTAL</b>	<b>32 490</b>	<b>32 490</b>	<b>-</b>	<b>29 536</b>

**3 Other revenue****Description**

Cheques written back

Interest received

Parking income

City Hall income

Sponsorships received for the Peoples Party

Revenue other

2004/05  
R'0002003/04  
R'000

1

1

700

1 337

-

49

321

524

140

-

20

5

**1 182****1 917**



## Section 5: Annual financial statements

4	Other Expenditure	Note	2004/05 R'000	2003/04 R'000
	Current expenditure			
	Thefts and losses		-	5
			-	5
5	Compensation of Members and employees			
5.1	Current expenditure			
	Appropriation to Executive and Legislature - Members remuneration		31 308	29 374
	Basic salary		24 909	22 497
	Performance award		224	182
	Other non-pensionable allowances		5 998	5 442
			<b>62 439</b>	<b>57 495</b>
5.2	Social contributions			
	5.2.1 Short-term employee benefits			
	Pension		2 814	2 825
	Medical		2 289	1 802
	UIF		180	177
			5 283	4 804
	5.2.2 Post employment retirement benefits			
	Pension		-	-
	Medical		-	-
	Insurance		-	-
			-	-
	<b>Total compensation of employees</b>		<b>67 722</b>	<b>62 299</b>
	Standard number of Members paid by the Legislature		62	62
	Average number of employees		187	182

	Note	2004/05 R'000	2003/04 R'000
<b>6 Goods or services</b>			
Access control consumables		26	15
Advertising		667	972
Audit fees - external	6.1	450	427
Bank charges		46	55
Catering Contract		742	832
Cleaning Contract		1 214	1 039
Communications		2 416	289
Computer consumables		296	84
Computer Software		-	439
Conferences		281	162
Constituency allowances		4 558	4 380
Consultants		2 258	1 687
EAP expenses		86	120
Entertainment/ Hospitality		81	129
General stationary		192	141
Hygiene Services		364	408
Insurance		287	819
Interior Décor		71	89
Internal Audit fees		510	633
Interpretations		213	266
IT outsourcing		2 157	1 931
IT services		422	360
Library reference books		144	102
Licensing fees		349	328
Maintenance Building		1 281	597
Maintenance consumables		369	424
Municipal Services		4 666	3 292
Official gifts & flowers		47	216
Parking Management		543	367
Photocopier Consumables		267	685
Photographs - officials		37	16
Plant Services		2	35
Postage & Courier		72	76

## Section 5: Annual financial statements

	Note	2004/05 R'000	2003/04 R'000
Print room rentals		360	368
Printing general		1 052	783
Printing official		129	32
Professional Service		382	392
Recruitment costs		581	837
Refreshments		259	191
Relocation expenses		31	-
Rent		464	-
Repairs of IT equipment		134	130
Repairs of print room		3	1
Repairs of Security equipment		67	73
Repairs of Technical equipment		65	27
Research		711	963
Security maintenance		1 593	2 799
Shuttle Services		40	7
Special Events Closing		-	43
Special Events Opening		783	282
Staff bursaries		87	101
Staff training & development		708	1 519
Storage Consumables	6.2	369	105
Strategic planning		697	2 171
Subscriptions		559	483
Technical outsourcing		824	873
Technical services		14	3
Telephone		2 144	2 007
Telephone system		213	144
Translations		-	28
Transport-motor		871	856
Travel and Subsistence	6.3	2 220	2 539
Uniforms		-	4
Workshops & Functions		1 742	1 687
		<b>42 216</b>	<b>40 863</b>

	Note	2004/05 R'000	2003/04 R'000
<b>6.1 External audit fees</b>			
Regularity audits		450	427
Performance audits		-	-
Other audits		-	-
<b>Total external audit fees</b>		<b>450</b>	<b>427</b>
<b>6.2 Inventory (purchased during the year)</b>			
Public Relations & Memorabilia Consumables		369	105
		<b>369</b>	<b>105</b>
<b>6.3 Travel and subsistence</b>			
Local		1 738	1 580
Foreign		482	959
<b>Total travel and subsistence</b>		<b>2 220</b>	<b>2 539</b>
<b>7 Expenditure for capital assets</b>			
Buildings and other fixed structures	7.1	5 324	5 361
Machinery and equipment		3 638	1 759
Software and other intangible assets		520	-
		<b>9 482</b>	<b>7 120</b>
<b>7.1 Capital building and structures expenditure analysed as follows:</b>			
New buildings - acquisition of City Hall		5 000	5 000
Rehabilitation & maintenance		324	361
Other		-	-
		<b>5 324</b>	<b>5 361</b>
<b>8 Financial losses in assets</b>			
Material losses through criminal conduct	8.1	72	-
		<b>72</b>	<b>-</b>

## Section 5: Annual financial statements

	Note	2004/05 R'000	2003/04 R'000
<b>8.1 Material losses through criminal conduct</b>			
Theft of laptops		52	-
Theft of fax machines		20	-
		<b>72</b>	<b>-</b>
<b>9 Unauthorised expenditure</b>			
Unauthorised expenditure	9.1	2 637	2 637
		<b>2 637</b>	<b>2 637</b>
<b>9.1 Reconciliation of unauthorised expenditure balance</b>			
Opening balance		2 637	2 637
Unauthorised expenditure - current year		-	-
Unauthorised expenditure approved by Legislature - current year		-	-
Closing balance		<b>2 637</b>	<b>2 637</b>
In terms of the Gauteng Unauthorised Act, an amount in excess of the prior years unauthorised expenditure of R2.637million was recommended by the Public Accounts Committee and authorised by the Gauteng Provincial Legislature. This unauthorised expenditure will be written off upon receipt of funds from the Treasury.			
<b>10 Analysis of surplus</b>			
Voted funds to be surrendered to the Provincial revenue fund		-	-
Non-Voted funds to be surrendered to the Provincial revenue fund		-	-
<b>11 Cash and cash equivalents</b>			
Cash with commercial banks		33 181	17 069
Cash on hand		6	6
		<b>33 187</b>	<b>17 075</b>

The cash with commercial banks incorporates a salary account which is a sub-account linked to the main current account. The salary account is used exclusively to facilitate payments of salaries for Members and administrative staff. The salary account is automatically debited upon payment resulting in a temporary debit balance. The accounts however operate on a net position basis.



	Note	2004/05 R'000	2003/04 R'000
<b>12 Prepayments and advances</b>			
Bonus paid in advance		-	7
		-	7
<b>13 Receivables</b>			
Staff debtors	13.1	41	-
Other debtors		-	-
		41	-
<b>13.1 Staff debtors</b>	<b>less than one year</b>		
Salary advances and staff recoveries	41	41	-
	<b>41</b>	<b>41</b>	<b>-</b>
<b>14 Voted funds to be surrendered to the Revenue Fund</b>			
Opening balance		245	245
Transfer from income statement		-	-
Voted funds not requested / not received		-	-
Paid during the year		-	-
Closing balance		<b>245</b>	<b>245</b>
<b>15 Legislature revenue to be surrendered to the Revenue Fund</b>			
Opening balance		-	-
Closing balance		-	-
<b>16 Payables - current</b>			
Amounts owing to other departments		-	-
Other payables	16.1	7 349	4 150
		<b>7 349</b>	<b>4 150</b>

## Section 5: Annual financial statements

16.1	Other payables	Note	30 Days	30 + Days	2004/05 R'000	2003/04 R'000
	Trade Creditors - Outstanding cheques		7 199	100	7 299	4 147
	Employee Vendors		50	-	50	0
	Sundry Creditors		-	-	-	3
			<b>7 249</b>	<b>100</b>	<b>7 349</b>	<b>4 150</b>

<b>17</b>	<b>Reconciliation of net cash flow from operating activities to surplus / (deficit)</b>					
	Net surplus / -deficit as per Statement of Financial Performance				22 428	15 454
	(Increase)/decrease in receivables – current				-41	-
	(Increase)/decrease in prepayments and advances				7	25
	Increase/(decrease) in payables – current				3 199	-744
	Voted funds surrendered				-	-14 876
	<b>Net cash flow generated by operating activities</b>				<b>25 594</b>	<b>-141</b>

<b>17.1</b>	<b>Cash (utilised) to decrease working capital</b>					
	(Increase) / decrease in receivables – current				-41	-
	Decrease / (Increase) in prepayments and advances				7	25
	Increase/(decrease) in payables				3 199	-744
					<b>3 165</b>	<b>-719</b>

<b>18</b>	<b>Appropriated funds and Legislature Revenue surrendered</b>					
		Note				
	Appropriated funds surrendered	18.1			-	14 876
	Revenue funds surrendered				-	-
					<b>-</b>	<b>14 876</b>

	Note	2004/05	2003/04
		R'000	R'000
18.1 Surplus of appropriated funds for the year 2000/1		-	6 940
Surplus of appropriated funds for the year 2001/2		-	3 570
Surplus of appropriated funds for the year 2002/3		-	4 366
		-	14 876

In the 2002/03 financial year, funds were surrendered to Treasury. This was in respect of the funds that were rolled over from the retained income of the Legislature and also received from the Treasury in the respective financial years. The funds were accordingly reimbursed to the Treasury. The roll-over of funds from retained income is facilitated through the adjustment budget. The approval of roll-over of funds from retained income was conditional that funds subject to roll-over would be utilised from retained income.

**19 Retained Income**

Opening balance	15 324	21 866
Current year retained income	12 947	8 334
Voted funds surrendered for roll over	-	( 14 876 )
Closing balance	28 271	15 324

The current year surplus and other income is disclosed as retained income. Utilisation of retained income is subject to the approval of the Legislature Services Board and facilitated through the adjustment budget.

## Section 5: Annual financial statements

### GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

#### DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2005

These amounts are not recognised in the financial statements and are disclosed to enhance the usefulness of the Annual Financial Statements.

#### 20 Contingent liabilities and assets

##### 20.1 Contingent Liabilities

No contingent liabilities are recognised for the reporting period.

##### 20.2 Contingent Assets

During the financial year, an application for rebates on rates and taxes paid on the City Hall was submitted to the City of Johannesburg Metropolitan Municipality. This application was approved subsequent to the year end. The amount has not been disclosed as a prepayment as the total prepaid amount has not been determined. The amount will be recognised as revenue once received.

#### 21 Commitments

##### Current expenditure

Approved and contracted / ordered - purchase orders

2004/05  
R'000

2003/04  
R'000

1 573

2 844

Approved but not yet contracted – requisitions

253

604

Approved and contracted / ordered – contracts

7 595

6 571

9 421

10 019

##### Capital expenditure

Approved and contracted / ordered

148

218

Approved but not yet contracted

53

-

City Hall - remainder of purchase price

5 000

10 000

60 000

-

City Hall – rehabilitation programme Approved projects in MTEF

19 500

-

84 701

10 218

#### Total Commitments

94 122

20 237

22	Accruals	30 Days	30+ Days	2004/05 R'000	2003/04 R'000
	Goods and services	239	93	332	844
	Machinery and equipment	1	-	1	-
		<b>240</b>	<b>93</b>	<b>333</b>	<b>844</b>
	<b>Listed by programme level</b>				
	1. Political Representation			-	4
	2. Office of the Speaker & Secretary			11	9
	3. Parliamentary Operations			33	1
	4. Institutional Support Services			138	424
	5. Operational Support			104	402
	6. Information & Liaison			47	4
				<b>333</b>	<b>844</b>
23	Employee benefits				
	Leave encashments			764	954
	Thirteenth cheque			308	432
				<b>1 072</b>	<b>1 386</b>
24	Leases				
24.1	Operating leases	Building and other fixed structures	Machinery & Equipment		
	Old Mutual Life Company - Property Management (1066 Building)				
	Not later than 1 year	707	-	707	587
	Later than 1 year and not later than 3 years	1 669	-	1 669	1 496
	Later than 3 years	1 064	-	1 064	1 943
		<b>3 440</b>	<b>-</b>	<b>3 440</b>	<b>4 026</b>
	Future finance charges	-	-	-	-
	Present value of lease liabilities	<b>3 440</b>	<b>-</b>	<b>3 440</b>	<b>4 026</b>
	Total present value of lease liabilities	<b>3 440</b>	<b>-</b>	<b>3 440</b>	<b>4 026</b>



## Section 5: Annual financial statements

25	<b>Fruitless and Wasteful Expenditure</b>	<b>2004/05 R'000</b>	<b>2003/04 R'000</b>
	Opening Balance	-	-
	Fruitless and Wasteful Expenditure – current year	12	-
		<b>12</b>	<b>-</b>

Fruitless and wasteful expenditure is in respect of interest paid to the City of Johannesburg Metropolitan Municipality and Old Mutual Life Company Property Management as a result of the delay in receipt of invoices for municipal services and rent respectively. A delay occurred in the payment to Old Mutual for rent during the year when the lessor had a name change. The Legislature held back payment to ensure that there was no change in legal entity.

### 26 Related party transactions

No transactions occurred between related parties other than transactions that occur within a normal supplier or client/recipient relationship on terms and conditions not more or less favourable than those which it is reasonable to expect the Legislature would have adopted if dealing with that individual or entity at arm's length in the same circumstances.

### 27 Senior management personnel

#### 27.1 Remuneration

##### Political

Speaker, Deputy Speaker and Members of the Legislature

31 308	29 374

##### Administrative

Secretariat

Extended Secretariat

3 634	2 896
5 620	4 107
9 254	7 003

## GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

**ANNEXURE 1****PHYSICAL ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2005**

	Opening Balance	Additions	Disposals	Transfers in / (Out)	Thefts and Losses	Closing Balance
	R'000	R'000	R'000	R'000	R'000	R'000
<b>BUILDINGS AND OTHER FIXED STRUCTURES</b>	13 519	5 324	-	-	-	18 843
Dwellings	-	-	-	-	-	-
Other structures (Infrastructure assets)	719	324	-	-	-	1 043
Heritage assets	12 800	5 000	-	-	-	17 800
<b>MACHINERY AND EQUIPMENT</b>	2 901	3 638	-	-	(72)	6 467
Computer equipment	1 556	1 657	-	-	(52)	3 161
Furniture and office equipment	663	1 110	-	-	(20)	1 753
Other machinery and equipment	168	871	-	-	-	1 039
Transport assets	514	-	-	-	-	514
<b>LAND AND SUBSOIL ASSETS</b>	-	-	-	-	-	-
Land	-	-	-	-	-	-
Mineral and similar non regenerative resources	-	-	-	-	-	-
	<b>16 420</b>	<b>8 962</b>	<b>-</b>	<b>-</b>	<b>(72)</b>	<b>25 310</b>

## Section 5: Annual financial statements

### PHYSICAL ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2004

	Opening Balance	Additions	Disposals	Transfers in	Transfers Out	Closing Balance
	R'000	R'000	R'000	R'000	R'000	R'000
<b>BUILDINGS AND OTHER FIXED STRUCTURES</b>	8 158	5 361	-	-	-	13 519
Other structures (Infrastructure assets)	358	361	-	-	-	719
Heritage assets	7 800	5 000	-	-	-	12 800
<b>MACHINERY AND EQUIPMENT</b>	1 142	1 759	-	-	-	2 901
Computer equipment	771	785	-	-	-	1 556
Furniture and office equipment	341	322	-	-	-	663
Other machinery and equipment	30	138	-	-	-	168
Transport assets	-	514	-	-	-	514
<b>LAND AND SUBSOIL ASSETS</b>	-	-	-	-	-	-
Land						-
Mineral and similar non regenerative resources						-
	<b>9 300</b>	<b>7 120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16 420</b>

## ANNEXURE 2

### SOFTWARE AND OTHER INTANGIBLE ASSETS MOVEMENT SCHEDULE AS AT 31 March 2005

	Opening Balance	Additions	Disposals	Transfers in	Transfers Out	Closing Balance
	R'000	R'000	R'000	R'000	R'000	R'000
Computer software	-	520	-	-	-	520
	-	520	-	-	-	520

### SOFTWARE AND OTHER INTANGIBLE ASSETS MOVEMENT SCHEDULE AS AT 31 March 2004

	Opening Balance	Additions	Disposals	Transfers in	Transfers Out	Closing Balance
	R'000	R'000	R'000	R'000	R'000	R'000
Computer software	-	-	-	-	-	-
	-	-	-	-	-	-











# Section 6

Conclusion and prospects for 2004/2005

## SECTION 6: CONCLUSION AND PROSPECTS FOR 2004/2005

The 2004/2005 financial year heralded in the 3rd legislature of the Gauteng Province. The financial year marked the beginning of the second decade of our fledgling democracy. The administration concluded a number of interventions that sought to address those weaknesses and challenges identified by the strategic intervention, Show Me the Future. A number of key projects that sought to enhance the core business of the legislature, such as the New Rules Project, implementation of the Ministerial Accountability Project and the further development of capacity to conduct committee enquiries were also completed. In addition, the Gauteng Legislature is able to report that the marketing and branding exercise of the new logo for the Legislature was successfully completed and the Legislature is optimistic that the project has contributed positively to the profile of the organisation.

The 2005/2006 financial year brought with it a renewed commitment and vigour to give effect to the vision as articulated by the Speaker. This vision was translated into an institutional strategy that gave rise to business plans and a budget to ensure that the various projects and activities that would give effect to the strategy and vision are brought to fruition. As anticipated and reported in the last annual report some of the flag-ship projects will continue into the 3rd legislature. Amongst these must be included the further development and implementation of the Legislature Information Management System (LIMS) project, the New Rules Project; and the implementation of committee enquiries. The Legislature will also seek to give further effect to the requirements of the Public Finance Management Act by reviewing its asset management system in line with GRAP.

Moreover, a number of projects that were conceived of in 2003 and previous years are likely to continue into the 2005/2006 financial year. These include the beginning of the refurbishment of the City Hall Complex and the establishment of the building as a true cultural and heritage site, as well as the external launch of the Gauteng Provincial Legislature logo.

The Legislature Services Board established a directorate dedicated to members affairs during the 2004/2005 financial year. During the 2005/2006 financial year the services to members will be expanded to ensure that the support facilities are adequate and appropriate to ensure that members are able to fulfil their Constitutional obligations.

The implementation of the recommendations of the Show Me the Future intervention will continue in 2005, with emphasis being placed on the development of a monitoring and impact assessment mechanism that will gauge the success of the various interventions with a view to offering an opportunity to course correct where necessary.





## Section 6: Conclusion and prospects for 2005/2006

"One of the key and central questions we asked ourselves was, "What is the relevance of the Legislature within the overall structures of governance?". To this end, we have agreed on building the Legislature as an agent of change, and a very important organ of state through which our people can indeed "govern". We are, furthermore, faced with the challenges as outlined by the Government's vision 2014, namely that of fighting poverty and creating jobs and thereby building a better life for all".



- Budget Speech by the Speaker,  
**Richard Mdakane, 24 June 2005**







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