



**GAUTENG**  
LEGISLATURE

Your View — Our Vision

**ANNUAL REPORT**  
**2005/6**

Let  
Gauteng's  
voices be **heard**



**GAUTENG**  
LEGISLATURE

Your View — Our Vision

[www.gautengleg.gov.za](http://www.gautengleg.gov.za)

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GAUTENG LEGISLATURE ANNUAL REPORT 2005/2006

*Let Gauteng's voices be heard*



ISBN: 0-620-37242-7

Designed and produced by Puisano  
**0861 110 110**

# TABLE OF CONTENTS

<b>Glossary of Terms</b>	<b>02</b>
<b>Vision Statement</b>	<b>04</b>
<b>Preamble to Constitution</b>	<b>05</b>
<b>Speaker's Foreword</b>	<b>06</b>
<b>Secretary's Message</b>	<b>08</b>
<b>Section 1: Executive Summary</b>	<b>11</b>
<b>Section 2: Overview</b>	<b>15</b>
2.1 Constitutional Principles	16
2.2 Powers, Functions and Responsibilities of the Legislature	16
2.3 Provincial Legislative Framework	16
2.4 Institutional Governance	16
<b>Section 3: Offices, Directorates and Outputs</b>	<b>21</b>
Office of the Speaker	22
3.1 Office of the Secretary	22
3.2 Directorate: Parliamentary Operations	25
3.3 Directorate: Institutional Support Services	46
3.4 Directorate: Operational Support Services	66
3.5 Directorate: Information and Liaison	80
3.6 Directorate: Members' Affairs	94
<b>Section 4: Report of the Finance and Audit Committee</b>	<b>101</b>
<b>Section 5: Annual Financial Statements</b>	<b>105</b>
<b>Section 6: Conclusion and Prospects for 2006-2007</b>	<b>149</b>

# GLOSSARY OF TERMS

<b>BSC</b>	Balanced Scorecard
<b>CFO</b>	Chief Financial Officer
<b>CPA</b>	The Commonwealth Parliamentary Association
<b>EAP</b>	Employee Assistance Programme
<b>EEA</b>	Employment Equity Act
<b>EFT</b>	Electronic Funds Transfer
<b>EU</b>	European Union
<b>GRAP</b>	Generally Recognised Accounting Practice
<b>HC</b>	Human Capital
<b>HR</b>	Human Resources
<b>HRD</b>	Human Resources Development
<b>IOD</b>	Institute of Directorates
<b>IPMS</b>	Integrated Performance Management Systems
<b>ISS</b>	Institutional Support Services
<b>IT</b>	Information Technology
<b>KM</b>	Knowledge Management
<b>LAC</b>	Legislature Acquisitions Council
<b>LIASA</b>	Library and Information Association of Southern Africa
<b>LIMS</b>	Legislature Information Management System

<b>LRA</b>	Labour Relations Act
<b>LSA</b>	Legislature Services Act
<b>LSB</b>	Legislature Services Board
<b>MAD</b>	Members' Affairs Directorate
<b>MPL</b>	Members of the Provincial Legislature
<b>NCOP</b>	National Council of Provinces
<b>OD</b>	Organisational Development
<b>OHASA</b>	Occupational Health and Safety Act
<b>PEBA</b>	Programme Evaluation and Budget Analysis
<b>PFMA</b>	Public Finance Management Act
<b>PPMS</b>	Performance Management System
<b>PPP</b>	Public Participation and Petitions
<b>SALSA</b>	The South African Legislature Secretaries Association
<b>SAP</b>	Systems Applications Processes
<b>SAPS</b>	South African Police Services
<b>SDA</b>	Skills Development Act
<b>SETA</b>	Sector Education and Training Authorities
<b>SLIS</b>	Special Libraries and Information Sector
<b>UNISA</b>	University of South Africa



# VISION & MISSION

## 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 21<sup>st</sup> 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.

## Core Values

We believe in and strive for:

<b>Moral Integrity:</b>	Being Honourable and following ethical principles
<b>Goal Oriented:</b>	Working diligently to achieve results
<b>Teamwork:</b>	Being co-operative and working well with others
<b>Courtesy:</b>	Being polite and having respect for individual dignity
<b>Development:</b>	Encouraging the achievement of personal growth, learning and development
<b>Economy:</b>	Being responsible and careful in spending
<b>Excellence:</b>	Continuous improvement in performance and standards
<b>Openness:</b>	Being sincere and candid in discussion
<b>Participation:</b>	Involvement of everyone in decision-making processes
<b>Social Equality:</b>	No unfair discrimination, directly or indirectly against anyone on one or more grounds, including Race, Gender, Sex, Class, Pregnancy, Marital Status, Ethnicity, or Social origin, Colour, Sexual Orientation, Age, Disability, Religion, Conscience, Belief, Culture, Language and Birth
<b>Professionalism:</b>	Being knowledgeable with a non-partisan positive attitude as well as proficient in executing duties.

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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 take its rightful place as a sovereign state in the family of nations. May God protect our people. Nkosi Sikelel' iAfrika. Morena Boloka setjhaba sa heso. God seën Suid-Afrika. God bless South Africa. Mudzimu fhatutshedza Afurika. Hosi katekisa Africa.



In 2004, the country celebrated 10 years of this hard-fought democracy mooted in Kliptown. This year will mark ten years of the adoption of the democratic Constitution. The same year marks the 55<sup>th</sup> anniversary of the famous women's march to Pretoria to protest against the notorious pass laws of the apartheid regime as well the 30<sup>th</sup> commemoration of the Soweto uprising. This context provides us with a good basis to assess the role of the Gauteng Legislature within the broad national agenda of creating a non-racial, non-sexist, democratic South Africa that belongs to all those who live in it. In this annual report of the financial year 2004-2005, we put before the people of Gauteng and the nation at large the programmes that the Gauteng Legislature, embarked on to realise the above-mentioned goal in the context of the Constitutional obligations of law making, exercising oversight work over the Executive, as well as ensuring public participation in legislative processes.

As reported in the last annual report of the Legislature, the institution is making satisfactory progress in fulfilling its Constitutional mandate of law making, oversight and ensuring public participation in legislative processes. A

## SPEAKER'S FOREWORD

Richard Mdakane

We began the second year of the second decade of our freedom having celebrated the 50th anniversary of the Congress of the People which took place in Kliptown, 1995. The Congress of the People demonstrated unity in action of the people of our country in a quest to usher in a democratic order in South Africa.

number of mechanisms have been put in place to strengthen these roles, namely; improving services provided to Members as part of strengthening their roles as representatives of the people. A fully fledged Directorate has been established focusing exclusively on Members' Affairs and Party Support. Public participation has been mainstreamed in all Committees as part of fulfilling a Constitutional mandate but mostly to deepen democracy and work towards making the Legislature a true tribunal of the people. Committees have started convening their ordinary meetings in communities and also inviting community members and stakeholders to such meetings. The oversight model known as PEBA (Programme Evaluation and Budget Analysis) is rolled out to all Committees and we have started to see improvements in the quality of oversight and engagements with the Executive.

The Legislature Services Board (LSB) has approved a review of the current policy environment with a view of working towards a world-class African Legislature. A number of policies affecting Members and staff were reviewed and aligned to the strategic goals of the Legislature. This work will ensure that the policies allow for staff and Members to unleash their full potential in their work. The LSB has also strengthened leadership and governance in the institution by establishing a programme that focus on these issues. The programme is constituted by the Speaker, Deputy Speaker, Chairperson of Committees, Deputy Chairperson of Committees as well as their support staff. In this financial

year, the focus was on strengthening issues of leadership and setting up appropriate systems. In the next financial year, the programme will focus on issues of governance and compliance.

We are currently undertaking an Annual Board Review to assess the effectiveness of the Board. This work will further assist the Board in identifying gaps in its work and would make recommendations towards strengthening the Board.

Political parties represented in the Legislature have continued to engage in robust debates on various policy matters and service delivery. These debates are assisting the Executive to enhance service delivery to our people and enhancing a spirit of nation building amongst political parties. I wish to express my gratitude to all the political parties, their leadership, Whips, Chairpersons of Committees and Members of our Provincial Legislature in general for the sterling work they continue to do for our people.

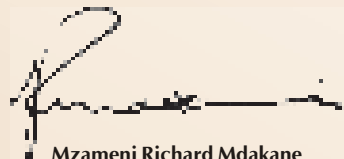
Staff in the Legislature has continued to demonstrate professionalism of the highest order in discharging their responsibilities. We pride ourselves with a dedicated cadre of staff that is committed to take the Legislature to higher levels. We would not be one of the best Legislatures if we did not command this commitment from our staff.

The Legislature has engaged various other Legislatures in the country and abroad with a view to share best practice on

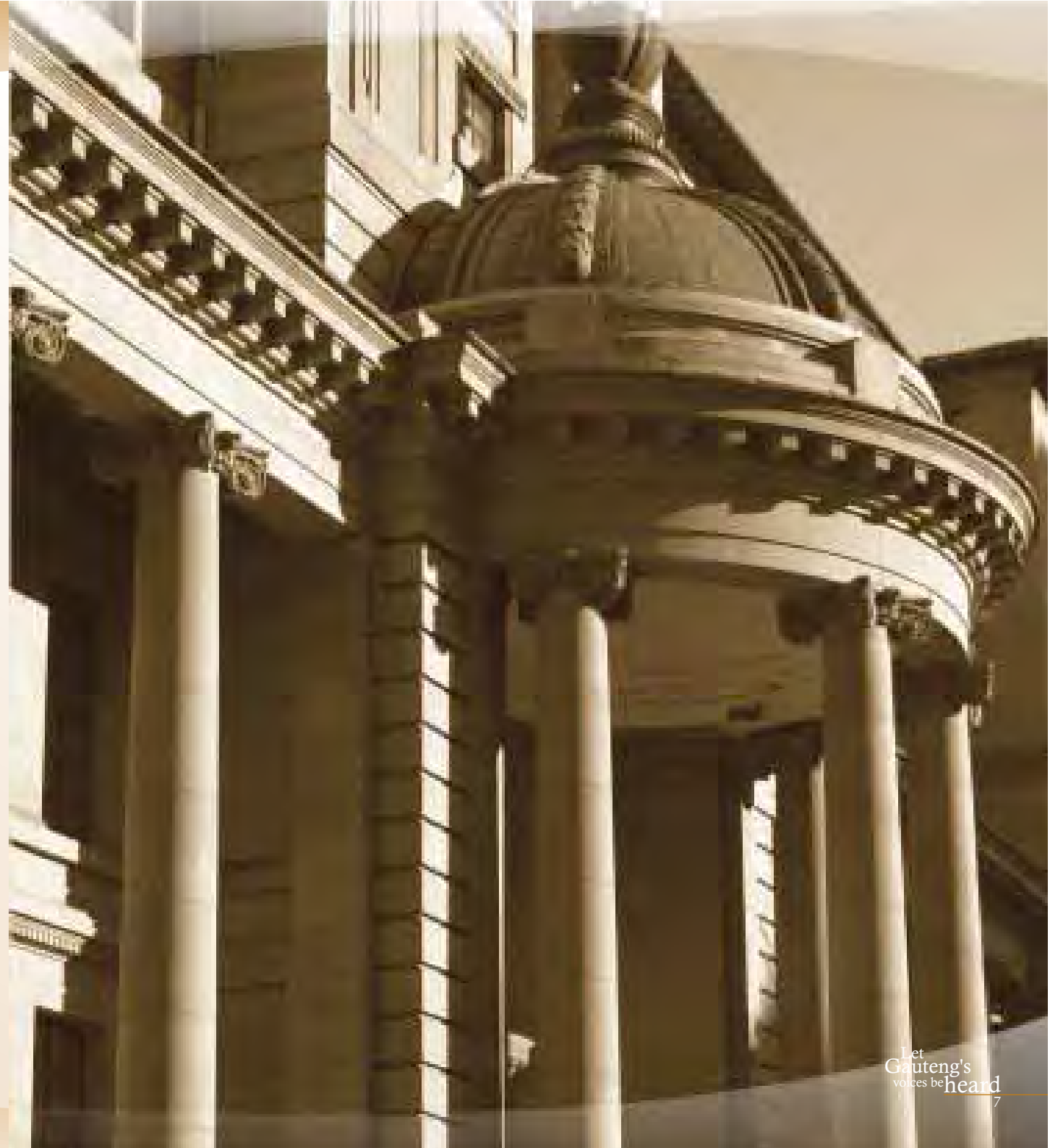
parliamentary democracy. These engagements have sharpened our understanding of this sector and knowledge acquired has already been ploughed into our institutional processes. We hope other Legislatures have also benefited from us. In the next financial year, the inter-institutional relations' focus will turn towards African Legislatures, South African Legislatures, local government and civil society organisations.

We conclude by recommitting the Legislature in contributing towards poverty eradication and job creation, thereby building a better life for all.

It gives me great pleasure to present the second Annual Report of the third Gauteng Provincial Legislature.



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





This Annual Report comes in the wake of the following important milestones in our democracy:

- the 10<sup>th</sup> year anniversary of our Constitution;
- the 30<sup>th</sup> anniversary to commemorate the June uprisings;
- the 55<sup>th</sup> anniversary of the women's march to the Union Buildings against the Pass laws and the carrying of passes by women.

Within this context, is the challenge faced by the Board to provide a Legislature that addresses the needs of the people of Gauteng to whom these democratic strides are central as citizens who have experienced these democratic transformations.

However, for the Board to ensure that the needs of the people of Gauteng are addressed, it needs to be supported by a strong Administration. In providing efficient administrative and secretariat support to the Board, as the administrative staff of the Legislature we must all ensure that the political will is translated into tangible results for the people of Gauteng.

## SECRETARY'S MESSAGE

Gengezi Mgidlana

At a political level, the LSB continues to ensure our ongoing enjoyment of our hard-won freedom by carrying out its law-making, oversight and public participation mandate.

This is a clarion call for all employees of the Legislature to commit to protecting our hard-won freedom and to ensure that we serve as a shining example to other Legislatures within the Republic, in Africa and in the world and that we are worth emulating. In this way we will then emerge as a world-class African Legislature we can all be proud of. This can be achieved through a conscious effort to change the way we work.

A reflection on the way we work will ensure that we come up with appropriate workplace strategies that will ensure that we emerge as a world-class African Legislature. While this may seem like a pipe dream, we can all help to translate this into tangible results if we channel our collective input in this regard. As a collective we can achieve this goal in various ways through changing the way in which we work and focusing our energies on developing our human capital in the form of investing in our workforce through the implementation of skills and other development programmes to optimise how we work and to inculcate a healthy work ethic within the institution.

A major milestone for the institution was the signing of the Recognition Agreement with our trade unions which emphasised our commitment to improved and healthy labour relations and the recognition of the rights of employees as central to the Constitutional imperatives of this institution.

A key aspect of ensuring that we emerge as world-class African Legislature is to strengthen our inter-institutional

relations through participation in fora such as the South African Legislature Secretaries Association (SALSA) the Commonwealth Parliamentary Association (CPA) and our continued interaction with other sister organisations within the sector. From a communications point of view we will be intensifying our communication activities and ensure the implementation of our public relations strategy that will ensure that we market ourselves as a world-class African Legislature.

With the continued support and dedication of the staff of the Legislature we will indeed emerge as a world-class African Legislature.

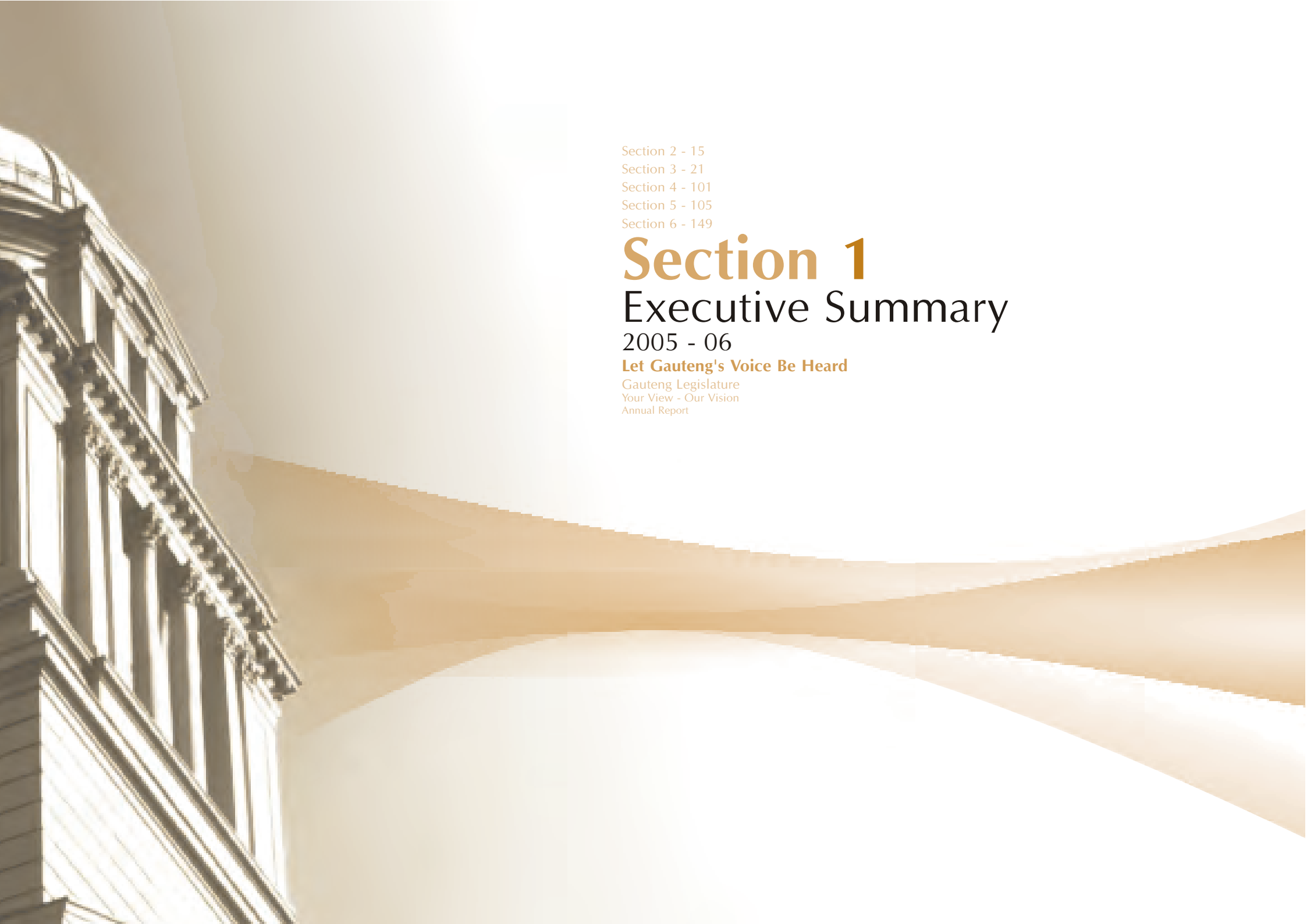
We wish to thank all our staff members for their professionalism and commitment to service delivery that they have shown during this review period and beyond. We further wish to acknowledge the personal sacrifices that staff members make in order to advance the strategic vision of the institution. As we move forward into the next year, let us all rededicate our efforts to making this a world-class African Legislature that we can all be proud of.

Gengezi Mgidlana  
The Provincial Secretary



43





Section 2 - 15  
Section 3 - 21  
Section 4 - 101  
Section 5 - 105  
Section 6 - 149

# Section 1

## Executive Summary

2005 - 06

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Your View - Our Vision  
Annual Report

## SECTION 1: EXECUTIVE SUMMARY

### THE LEGISLATURE SERVICES BOARD (LSB)

The LSB is the policy directing body of the Legislature. The Speaker of the Legislature acts as Chairperson of the Board and is assisted by other Members to ensure the effective governance of the Board. In the period under review, the Board oversaw the implementation of good corporate governance principles within the Legislature which included oversight of the implementation of the Public Finance Management Act (PFMA), as well as transparency and accountability on governance matters. The Board is assisted by the following sub-Committees to carry out its mandate:

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

The conduct of Members of the Board is regulated by a Member's Code of Ethics to which all the Board Members are signatories. An independent Integrity Commissioner enforces adherence to this code. The Board is guided by its oversight role in respect of law making, public participation and legislative compliance.

### GOOD CORPORATE GOVERNANCE

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

- The 2002 Second King Commission Report on Corporate Governance in South Africa;
- 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;
- Basic Conditions of Employment Act, 1997;

- Compensation for Occupational Injuries and Diseases Act, 1993;
- Commission for Gender Equality Act, 1996;
- Employment Equity Act, 1998;
- Hazardous Substances Act, 1973;
- Human Rights Commission Act, 1994;
- Income Tax Act, 1962;
- Labour Relations Act, 1995;
- Legal Deposit Act, 1997;
- National Archives of South Africa Act, 1996;
- National Council for Library and Information Services Act, 2001;
- National Youth Commission Act, 1996;
- The National Library of South Africa Act, 1998;
- Occupational Health and Safety Act, 1993;
- Pan South African Language Board Act, 1995;
- Promotion of Access to Information Act, 2000;
- Promotion of Administration of Justice Act, 2000;
- Public Protector Act, 1994;
- Skills Development Levies Act, 1999;
- Skills Development Act, 1998;
- Tobacco Products Control Act;
- Unemployment Insurance Act, 2001;
- Value Added Tax Act, 1991
- Promotion of Equality and Prevention of Unfair Discrimination Act (No 52 of 2002);
- Broad-based Black Economic Empowerment Act (No. 53 of 2003);
- Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities Act (No. 19 of 2002);
- Firearms Control Act (No 60 of 2000); and
- Preferential Procurement Framework Act (No 5 of 2000).

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

The Office of the Speaker comprises of the Speaker, the Deputy Speaker, the Chair of Chairs, the Deputy Chair of Chairs and their respective support staff.

The Office of the Speaker is responsible for ensuring that the Legislature discharges its Constitutional responsibilities of law making, as well as oversight over the Executive and public participation in the legislative process. 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 LSB.

#### The Office of the Provincial Secretary

The Office of the Provincial Secretary consists of the Secretary and the Deputy Secretary, and their respective support staff.

The Provincial Secretary serves as the Accounting Officer and Chief Executive Officer of the Legislature. The Provincial Secretary directs the implementation of the Legislature's vision and strategy. He ensures the Legislature's adherence to the accepted principles of good corporate governance and also ensures the effective delivery of services by staff to the Members of the Provincial Legislature.

#### The Directorate of Parliamentary Operations

The Parliamentary Operations Directorate is made up of five units, i.e. House Proceedings; Committee Support; the National Council of Provinces (NCOP), Programming and Legal Services; Hansard; and Public Participation and

Petitions. The Directorate's primary function is to facilitate the passage of legislation, overseeing the implementation thereof, facilitate public participation and co-operative governance

### **The Directorate of Institutional Support Services**

The Institutional Support Services Directorate has four units, i.e. Human Resources; Procurement; Administration; and Finance. The Directorate is the custodian of the Legislature's financial management systems, supply chain management, management of assets of the organisational, human capital management systems and resources.

### **The Directorate of Operational Support**

The Operational Support Directorate comprises three units, i.e. Security and Building Maintenance; Technology and Documents; and Services. The Operational Support Services Directorate is responsible for providing the information technology, technical systems, security systems and management and physical infrastructure of the Legislature.

### **The Directorate of Information and Liaison**

The Information and Liaison Directorate comprises of three units, i.e. Public Relations and Media Services; Information Centre; and Research. The Directorate is primarily concerned with the collecting, collating, synthesising and supplying of information to the Members in the Provincial Legislature, and with increasing the profile of the Legislature amongst the public of Gauteng.

### **The Directorate of Members' Affairs**

The Directorate was established to run with a staff complement of four people. As the Directorate assumes more responsibility, staff resources will be reviewed and aligned to the growing demand within the Directorate.

## **KEY ACHIEVEMENTS 2005-2006**

### **Deepening Democracy**

The institution was able to contribute to the pursuit of deepening democracy by ensuring continued focus on the application and monitoring of the new Standing Rules during this period. Amongst others, a focus on the application of the Rules enables us to propose new amendments to ensure compliance by the Executive regarding responses to questions by Members.

### **Committee Inquiries**

Our pursuit to institutionalise the investigative roles of Committees was taken a step further during this period with the finalisation of the Committee Inquiries Framework. The framework will enable the Legislature to proceed with piloting during the 2006/07 period.

### **Optimal Public Participation Processes (PPP)**

During this period, the institution was able to strengthen PPP by integrating it in the mainstream of Committee activities. This now means that public participation is not a stand-alone item, but is integral to all oversight and law-making activities. All Committees are required to report on this matter in their quarterly reporting.

### **Programme Evaluation and Budget Analysis (PEBA)**

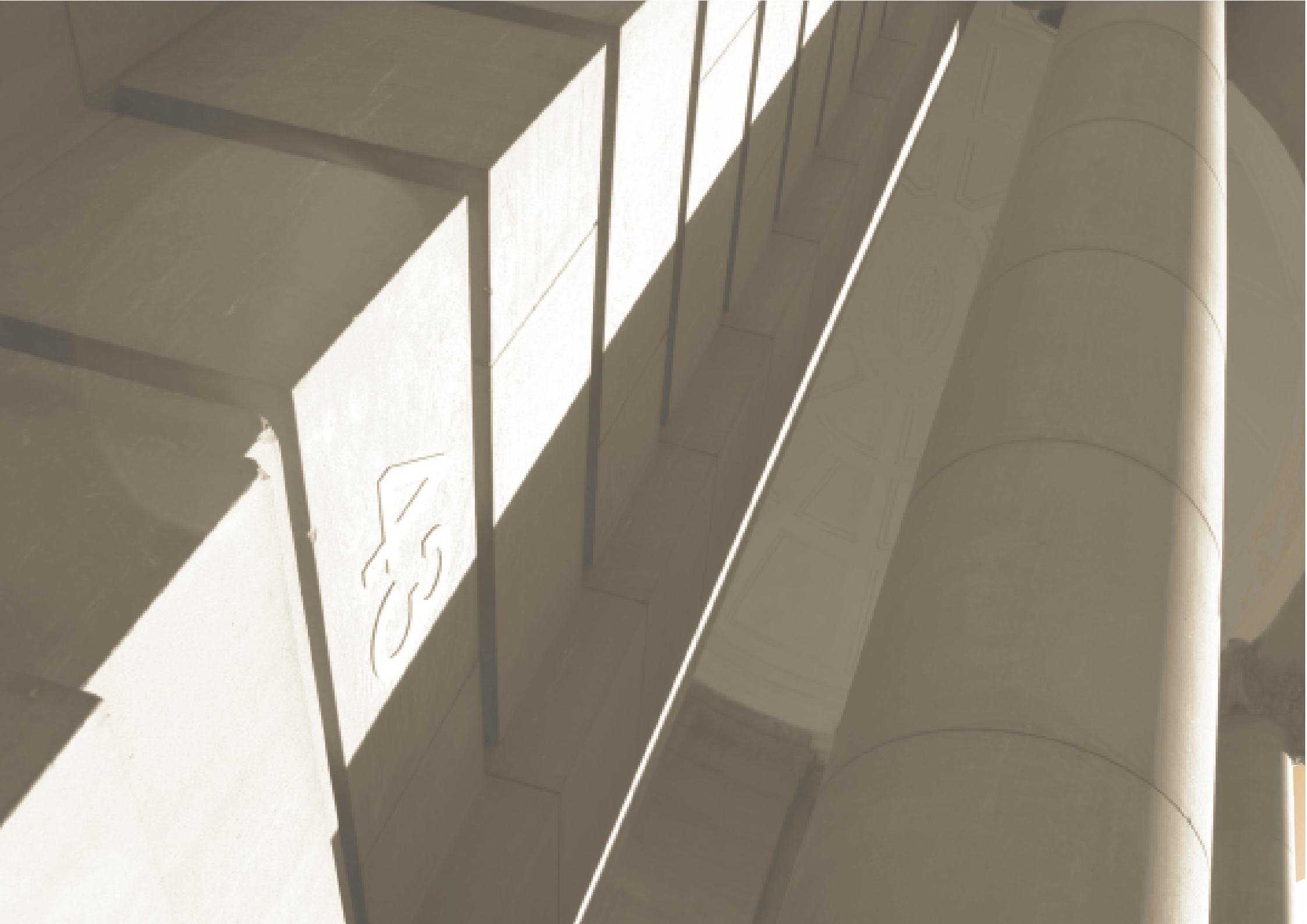
For this period, PEBA, as an oversight model, was further institutionalised through the application of all its imperatives in Committee work. During this period the focus was on linking the application of PEBA to the achievement of political outcomes. To this end, a successful workshop was convened for all Chairpersons to interrogate the linkage of the oversight model and how best to apply it to attain identified political outcomes. In addition, a pocket-size booklet was conceptualised to provide all PEBA practitioners, especially Members, with an easy and quick reference guide in the application of PEBA in their daily work. This booklet has been finalised and will be put to use in the new financial year.


### **Coffee-table Book**

The flagship project for the Directorate of Information and Liaison was the publication of a coffee-table book on the history of the Johannesburg City Hall and its abridged version published for use in schools.

### **Upgrading of the Website**

The website of the GPL was given a facelift, updated and completed.





Section 1 - 11  
Section 3 - 21  
Section 4 - 101  
Section 5 - 105  
Section 6 - 149

# Section 2

## Overview

2005 - 06

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Your View - Our Vision  
Annual Report

## 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 governance set out in the Constitution. These principles are themselves underpinned by the rights entrenched in the Bill of Rights in the Constitution, which form the very cornerstone of our democracy.

The basic principles of governance 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.

Therefore, the Gauteng Legislature's mandate obligations have to be understood in the context of the Constitutional framework and principles of co-operative governance as set out in Chapter 3 of the Constitution.

Within this framework, the NCOP occupies a central position; as the second chamber of South Africa's National Parliament, it is a co-legislator, designed to promote legislative co-operation between the National Parliament and Provincial Legislatures. Provincial Legislatures participate in the national processes of law making by appointing special delegates from among their own Members to participate in the Committees and plenary sessions of the NCOP.

The impact of this structure of co-operative governance on

the Gauteng Provincial Legislature has been considerable. Not only do the Members of the Provincial Legislature regularly participate in decision-making processes at national level, the Gauteng 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 is accepted. 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 Legislature has, in conjunction with the Department

of Education, developed a civic education programme called "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, and, as part of the 'structures of deliberation'; they ensure that many disputed issues in our society are considered from several of 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, as amended; and
- The Gauteng Petitions Act, No.5 of 2002.

The order and conduct of the elected members of the Provincial Legislature elected Members both in plenary and in Committees are governed by the Legislature's standing rules - currently Version 3, Revision 14 of 11 September 2001. In addition, a number of national sections 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 the 2005/2006 financial year, the LSB approved the following:

##### Policies:

- Cell Phone Policy for Members;
- Laptop Policy for Members;
- Amendments to the Constituency Fund Policy;

- Amendments to the Research Allowance Policy;
- Amendments to the Travel Facility for Members;
- Amendments to the Subsistence and Travel Policy; and
- Institutional Procurement Policy.

##### Strategies and Financial Statements:

- Annual Report and Annual Financial Statements 2005/6
- Strategic Plans and the Budget for 2007/8
- Risk Assessment Reports
- Risk Management Strategy

#### MEMBERS OF THE LEGISLATURE SERVICES BOARD



##### Other Matters Approved by the Board:

- Participation of Board Members in the institutional strategic planning process;
- Implementation of the Performance Management System for senior managers;
- Appointment of an additional member to the Finance and Audit Committee;
- Appointment of an additional member to the Performance and Remuneration Committee;
- Appointment of an independent non-executive member to the Human Resources Committee;
- Approval of the Provincial Secretary's Performance Agreement for 2005/6.

##### Members of the Legislature Services Board (2005-2006)

Mr Mzameni Richard Mdakane	(Chairperson and Speaker)
Ms Sophia Williams De Bruyn	(Deputy Speaker)
Ms Lindiwe Maseko	(Chair of Chairs)
Mr Feroz Cachalia	(Leader of Government Business)
Ms Sibongile Nkomo	(MPL IFP)
Mr Jack Bloom	(Senior Whip DA)
Mr John Davis	(Independent Non-executive Member)
Mr Gengezi Mgidlana	(Provincial Secretary)

##### Finance and Audit Committee

John Davis	(Chairperson-Independent Non-executive Member)
Alwyn Martin	(Independent Non-executive Member)
Sibongile Nkomo	(MPL IFP)
Hermene Koorts	(MPL DA)
Dikeledi Tsotetsi	(Deputy Chief Whip ANC)
Gengezi Mgidlana	(Provincial Secretary)
Brian Goodall	(MPL DA)

## Gauteng Legislature Annual Report 2005-2006

### Human Resources Committee

Sophia Williams de Bruyn	(Chairperson and Deputy Speaker)
Lindiwe Maseko	(Chair of Chairs)
Chwaro Setiloane	(Independent Non-executive Member)
Mike Seloane	(MPL ANC)
Jacqui Mofokeng	(MPL ANC)
Gengezi Mgidlana	(Provincial Secretary)

### Members' Affairs Committee

S Williams de Bruyn	(Chairperson and Deputy Speaker)
MG Nkomfe	(Party Whip ANC)
RN Ndzuta	(Deputy Chairperson)
JH Boers	(Programming Party Whip ANC)
AC Msane	(MPL ANC)
A Moeng	(Party Whip ANC)
JB Bloom	(Senior Whip DA)
GJ Steyn	MPL DA
GM Mzizi	(Whip IFP)
LL Meshoe	(Leader ACDP)
FG Mulder	(Leader FF+)
FM Ledwaba	(Leader PAC)
PN Mncedane	(Leader UDM)
TJ Sono	(Leader ID to LA)
G Mgidlana	(Provincial Secretary)

### Performance and Remuneration Committee

Mzameni Mdakane	(Chairperson and Speaker)
Sophia Williams De Bruyn	(Deputy Speaker)
Lindiwe Maseko	(Chair of Chairs)
Jack Bloom	(Senior Whip DA)
Sibongile Nkomo	(MPL IFP)
Dudu Msomi	(Independent Non-executive Member)

### Meetings

During the 2005/2006 financial year, the Legislature Services

Board held 4 meetings, as well as 3 special meetings:

### 2005 Meetings

- 04 April 2005
- 19 May 2005
- 22 July 2005 (Special Meeting)
- 28 September 2005 (Special Meeting)

### 2006 Meetings

- 09 March 2006
- 17 March 2006 (Special Meeting)
- 08 June 2006

### GOOD GOVERNANCE AND ETHICS

In the reporting year 2005/6, 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 requires not only 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 the 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 2002 Second King Commission Report on Corporate Governance in South Africa;
- Constitution of the Republic of South Africa, 1996;
- Public Finance Management Act, No 1 of 1999;
- Promotion of Access to Information Act, No 2 of 2000;
- Basic Conditions of Employment Act, 1997;
- Compensation for Occupational Injuries and Diseases Act, 1993;
- Commission for Gender Equality Act, 1996;
- Employment Equity Act, 1998;
- Hazardous Substances Act, 1973;



## Section 2: Overview

- Human Rights Commission Act, 1994;
- Income Tax Act, 1962;
- Labour Relations Act, 1995;
- Legal Deposit Act, 1997;
- National Archives of South Africa Act, 1996;
- National Council for Library and Information Services Act, 2001;
- National Youth Commission Act, 1996;
- National Library of South Africa Act, 1998;
- Occupational Health and Safety Act, 1993;
- Pan South African Language Board Act, 1995;
- Promotion of Access to Information Act, 2000;
- Promotion of Administration of Justice Act, 2000;
- Public Protector Act, 1994;
- Skills Development Levies Act, 1999;
- Skills Development Act, 1998;
- Tobacco Products Control Act;
- Unemployment Insurance Act, 2001; and
- Value Added Tax Act, 1991.
- Promotion of Equality and Prevention of Unfair Discrimination Act (No 52 of 2002)
- Broad-based Black Economic Empowerment Act (No. 53 of 2003)
- Commission for the Promotion and Protection of the

Rights of Cultural, Religious and Linguistic Communities Act (No. 19 of 2002)

- Firearms Control Act (No 60 of 2000)
- Preferential Procurement Framework Act (No 5 of 2000).

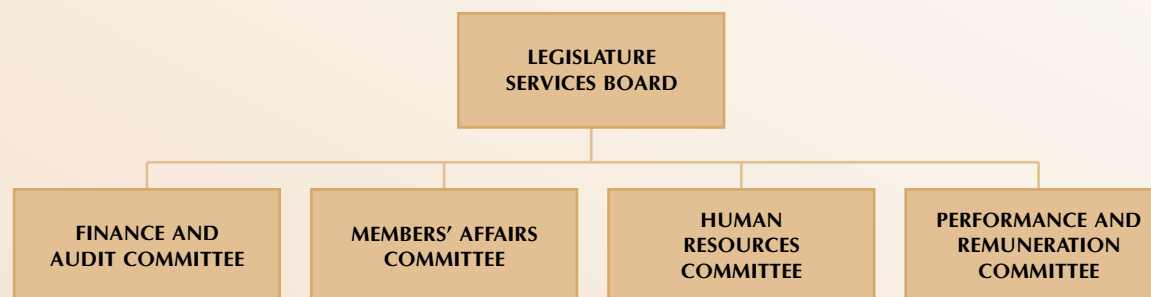
During the period under review, the institution was able to take a step further in ensuring the establishment of measures to deal with legislative compliance issues. A Legislative Compliance Register was established indicating all the applicable sections of legislation which the Legislature is required to comply with. The register details the areas of compliance and the responsible line management.

All line managers are required to provide regular reports which are then submitted to the Finance and Audit Committee for monitoring.

In general, the Legislature is compliant with most of the relevant legislation in the areas of financial management, occupational health and safety, and human resources.

By the end of the financial year the areas which the institution was not fully compliant with were the Skills Development and the Employment Equity Act.

### GAUTENG PROVINCIAL LEGISLATURE POLICY-MAKING ORGANOGRAM





Section 1 - 11

Section 2 - 15

Section 4 - 101

Section 5 - 105

Section 6 - 149

# Section 3

## Offices, Directorates and Outputs

2005 - 06

Let Gauteng's Voice Be Heard

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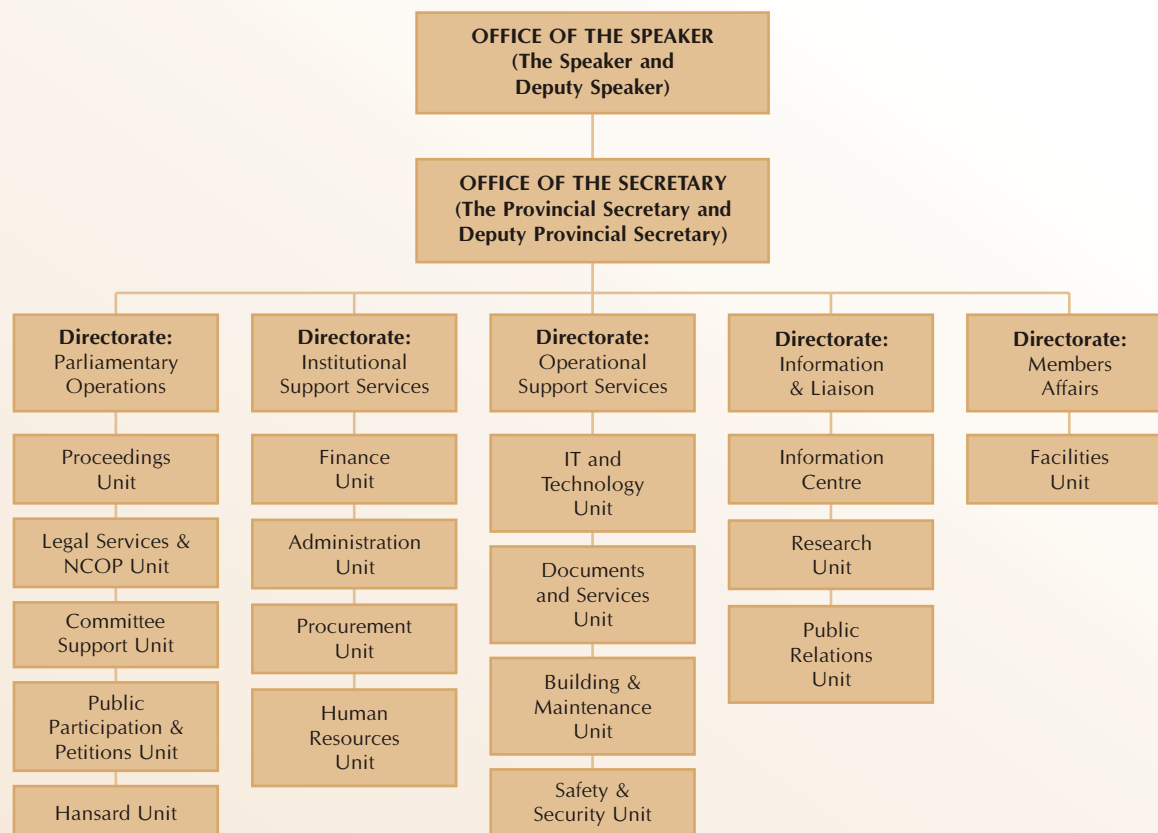
## SECTION 3: OFFICES, DIRECTORATES AND OUTPUTS

### INTRODUCTION

This report reflects the Legislature's programmes, 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 with the support required to fulfil their Constitutional mandate. Two Offices and four Directorates provide these outputs:

### GAUTENG PROVINCIAL LEGISLATURE ADMINISTRATION ORGANOGRAM



### 3.1 THE OFFICE OF THE SECRETARY

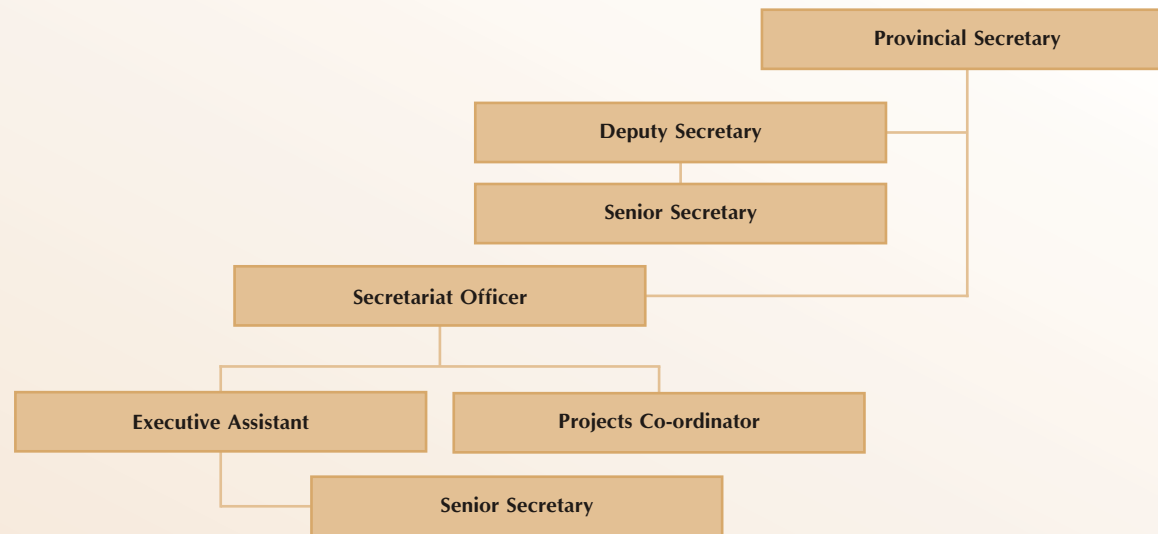
The Office of the Secretary consists of the Provincial Secretary, the Secretariat Officer, the Executive Assistant, Senior Co-ordinator, Projects Co-ordinator and two senior secretaries. The primary function of the Office of the Secretary is to ensure the effective delivery of services by staff to Members of the Provincial Legislature.

The Provincial Secretary is the designated Accounting Officer and is responsible for driving the implementation of the institutional strategy and ensuring that the vision statement of the institution is adhered to. The Provincial Secretary also acts as the Chief Executive Officer of the institution and as such is responsible for ensuring good corporate governance in the administration of the institution. This includes effective financial management of the organisation and submitting relevant reports to the Speaker and to the Provincial Treasury on a monthly and quarterly basis. Administratively he is responsible for ensuring that the institution develops and implements policies that ensure effective service delivery to Members and the stakeholders of the Legislature. The Secretary is responsible for the following key aspects of good corporate governance:

#### Effective Corporate Governance

As the Chief Executive Officer of the institution, the Provincial Secretary is responsible for ensuring that the Legislature adheres to the prescriptive framework found in legislation, regulations, and in the Legislature's own internal rules and code of conduct, and also that the Legislature's corporate governance structures comply with best practice examples. In order to ensure effective corporate governance in the administration of the institution, the Provincial Secretary provides strategic leadership and management to ensure the implementation of the annual business plan for the institution. This is done through ensuring that the various Directorates conduct their strategic planning sessions and

### STRUCTURE AND OBJECTIVES OF THE OFFICE OF THE SECRETARY



submit their quarterly plans. Two strategic planning sessions were held during the year under review and these reflected on progress made against the set institutional objectives and also covered an assessment of the financial resources required for implementation of the business plan.

The Provincial Secretary is assisted by the Budget Committee to ensure that there is an alignment between the budget required for implementation of the institutional plan and the annual business plans through a process of planning, projections and adjustments.

A senior management structure called the Secretariat provides overall strategic direction to the institution under the

leadership of the Secretary. In order to ensure that the strategic plans are implemented at all levels, meetings are held with directors and managers through a structure called the Extended Secretariat. Meetings of the Extended Secretariat are held monthly to consider, amongst others, the implementation of strategic projects and the evaluation of projects.

#### Effective Financial Management

The Secretary is responsible for ensuring that the operations of the Legislature are conducted in line with the requirements of the Public Finance Management Act (PFMA) and the Treasury Regulations. In this regard the Legislature ensured

the following:

- The adoption of strategic plans for the year 2005/6 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;
- Compliance with Treasury regulations in the appointment of service providers for the provision of goods and services.

With regard to procurement, the Provincial Secretary chairs the Legislature Acquisitions Council (LAC) which meets weekly to consider requests for the procurement of goods and services. The LAC is tasked with ensuring that goods and services procured by the Legislature are in line with the requirements of PFMA, Treasury regulations and codes that call for the promotion of persons and enterprises from designated groups.

The Legislature Services Board adopted a Risk Management Strategy in 2004 and the Provincial Secretary has ensured that all are to adhere to the requirements of the Risk Policy; and reports on a regular basis on measures put into place to address audit matters as part of their daily business operations.

#### Effective Leadership and Management

In the period under review, the Provincial Secretary ensured that the Legislature Services Board and its sub-Committees continued to operate efficiently and that they were provided with relevant administrative support. Administratively the Provincial Secretary provided strategic leadership and management by ensuring that meetings of the senior management of the Legislature took place. The Secretariat

meets on a fortnightly basis to consider issues to be tabled to the Board for approval. In addition, this structure considers and approves policies for the Administration. The Secretariat is assisted by Committees with specific terms of reference. Some of these Committees include the Human Resources Strategic Committee, Policy Committee, the IT Committee and the Legislature Acquisition Council. Committees meet on average monthly and report to the Secretariat. If the Secretariat is satisfied with the recommendations of the Committee then the matter is referred to the Extended Secretariat for further input and to ensure broad consultation on issues before these are tabled to the Board.

### **Institutional Relations**

The Provincial Secretary represents the Legislature in Forums such as the South African Legislature Secretary's Association (SALSA), the Legal Advisor's Forum and the Commonwealth Parliamentary Association (CPA). The Provincial Secretary has been appointed the president of SALSA. The Provincial Secretary's participation in these fora is in line with the institution's vision of strengthening relations with sister institutions within the sector and to advance our vision of being a world-class African Legislature.

In December 2005, the Provincial Secretary led a delegation to Australia to explore core business issues relating to Committees, research facilities, information centres, and legal issues. Three states were visited: New South Wales, Queensland and Victoria, because they have some level of resemblance to the Gauteng Legislature and other areas of excellence that are of interest to the Gauteng Legislature. The report of the study visit has been released for the institution to

reflect on the lessons learnt and to look at ways of implementing the recommendations made by the delegates.

As part of the institution's commitment to strengthening relations with our stakeholders, the Provincial Secretary participates in other structures that include civic organisations, non-profit structures, donors and other corporates that provide support to the institution.

### **Effective Human Capital Development and Management**

A single performance management system is now in place, which follows the successful implementation of the performance management system for managers based on the balanced scorecard (BSC). The implementation of the performance management system has necessitated a review of the current approach to training and development so that it plays a more strategic role in ensuring that the human resource function within the institution is taken to a higher level. This will include a review of the broad HR strategy, recruitment strategy and the creation of a conducive working environment for employees. In order to ensure sound labour relations, the Provincial Secretary and the management of the institution have signed a Recognition Agreement that will allow a relationship conducive to optimal delivery of services and at the same time allow for the consideration of the rights of workers in the institution.

### **Policy Development and Management**

The Provincial Secretary is responsible for ensuring that there is an appropriate policy framework within which the

institution should operate. In this regard various Committees have been developed to ensure that the institution develops new policies and/or reviews existing policies to ensure that the institution keeps abreast of the latest prescripts or developments that may have an impact on the institutional policy framework. In this regard the following Committees are in place to ensure the appropriate discussions and policy considerations in their respective areas of focus:

- Information Systems and Technology (IT) Committee;
- Historic Site, Cultural Matters and Heritage Committee;
- Human Resources Development (HRD) Strategic Committee;
- Employment and Skills Development Committee;
- Communications Core Group.

There is an overall Policy Committee which is responsible for considering all policies of the Legislature. The Policy Committee not only develops policies but also reviews existing policies to ensure that the institution keeps abreast of latest developments that may influence policy making. In addition, the Committee conducts a regular audit of approved policies to ensure that the necessary reviews and amendments are affected to the institutional policies.

In order to ensure compliance with the Treasury regulations and PFMA with regard to transparency, accountability and fair procurement processes, a Council has been established to consider requests for the procurement of goods and services. The Provincial Secretary is the Chairperson of the Legislature Acquisition Council (LAC) and is assisted by other Members to provide oversight on procurement and tender processes through this structure.

### 3.2 DIRECTORATE: PARLIAMENTARY OPERATIONS

#### STRUCTURE AND OBJECTIVES OF THE PARLIAMENTARY OPERATIONS DIRECTORATE:



#### OVERVIEW OF DIRECTORATE ANNUAL PERFORMANCE – 2005/6

The Directorate of Parliamentary Operations is responsible for the following key service areas:

- The provision of Secretariat support and procedural and expert advice to all Committees of the House in their law making and oversight function;
- The provision of Secretariat support to House plenaries and related documentation, advice to Presiding Officers and Members in general, and the processing of legislation introduced in the Legislature;
- The provision of support for all processes related to the province's participation in the national legislative process; as well as legal services support for all corporate needs of the institution and all related legislative processes;
- The provision of all support functions for the promotion of public participation as well as the petitions processes in line with the provisions of the Petitions Act; and

- The provision of all recording, transcription and archiving services for all proceedings of both the House and its committees, including the provision of interpretation and translation services.

During the year under review the Directorate of Parliamentary Operations has continued to consolidate and enhance the Legislature's performance with regard to its core mandate, i.e. law making, exercising oversight on government, and ensuring the promotion of public participation in all its activities.

A balanced score card assessment is hereunder provided, followed by detailed sub-programme reports

#### BALANCED SCORECARD OVERVIEW

#### FINANCIAL MANAGEMENT

The Directorate has been able to achieve spending generally in line with the set parameters. Expenditure as at end of

March 2006 stood at 0.2% above budget, i.e. total spending of R21 373 000 out of a total budget of R21 412 000.

This nominal overrun is mainly attributable to the high level of legislative activity during the 3<sup>rd</sup> quarter wherein the "Taking the Legislature to the People" programme affected a number of the expenditure areas.

#### INTERNAL PROCESSES

#### STRATEGIC OUTPUTS

An overall assessment of the Directorate's performance in regard to completion of its projects indicates that there was a total of 15 projects in the Directorate during this period. Of these four (4) of the critical projects were of a multi-year nature, namely *Ministerial Accountability*, *Effective Oversight (PEBA)*, *Conducting Committee Inquiries*, *Public Participation in Decision-Making*. Most aspects of these projects which were due for delivery for the period under review have been achieved. Of the 15 projects one (1) was not started at, namely *Establishing Mechanisms for Promotion of Human Rights through Legislative Process*, and 3 were not completed successfully by the end of the year, namely *Development of an Integrated Women Programme*, *Development of an Integrated Youth Programme* and *Redrafting of the Legislature Services Act*.

The following have been identified as key challenges impacting on non-achievement of projects:

- Inefficiencies in creating a balance between operational against strategic outputs
- Lack of corresponding expertise in the open market to complement the existing internal capacity,
- The fact that most of the projects are subject to political deliberations which may sometimes require a change of course or direction, and sometimes affect timelines.

## STANDARD OUTPUTS

The Directorate's overall performance in terms of its key operational outputs continues to be at a higher level. Most of the standard outputs, including procedural advice; secretariat and administrative support for the House and its committees; public education and involvement programmes; recording and transcription services; interpretation and translation services; NCOP co-ordination and legal services. All of these services have been provided with very little interruption. During the past year, the PPP Unit was not able to meet its target for various of its standard outputs, mainly workshops. The Unit was caught up in the transition to being a support service responding to the imperatives of what committees require in the form of public participation activities and thus prioritised this work over the standard public education workshops that they normally conduct. The other challenges relate mainly to impact on the quality of service arising out of changes to the schedule occasioned by political imperatives. This occurs mainly in the area of committee support services. This challenge is being addressed currently by providing extended time to committees to deal with their increased amount of business resulting from the full implementation of the oversight framework.

## STAKEHOLDER MANAGEMENT

The Directorate is constantly interacting and engaging with its internal and external stakeholders. This is normally done from the point of view of consultation on improvements to service delivery on all Directorate outputs as well as to lead and influence the environment in which the Directorate operates and conducts its mandate.

## INTERNAL STAKEHOLDERS

Presiding Officers, Party Whips/Leaders, Chairpersons of

Committees, and Members in general all have common as well as unique expectations with regard to the various outputs of the Directorate. Various *fora* are in place to enable the Directorate to engage and consult with all these important stakeholders. These include Office Bearers and Presiding Officers' meetings, regular meetings with Whips around the implementation of the programme of sittings, as well as orders for each sitting, Chairpersons Committee, regular weekly meetings with the Chairperson of Committees. It is through these structures that the Directorate and its sub-components are able to establish the service delivery expectations and improvements thereto.

## EXTERNAL STAKEHOLDERS

As a Directorate, we are conscious of the extent to which our outputs is closely linked to the identified political outcomes which the Legislature has placed before the general public, and hence our continued focus during the period under review to link our work with these identified outcomes.

During this period we have ensured that the stakeholder database of all committees is properly developed and that we facilitate continuous engagement between our committees and the stakeholders in their respective areas.

As a Directorate we have also ensured that we continue to lead the legislative sector in our various areas of operation. Our management team has taken up leadership positions in the various *fora* falling under SALSA, namely the Table Staff Forum, the Legal Advisors Forum, the Committee Staff Forum, and the Public Participation Forum. This has placed us in a proper position to lead positive developments in taking the legislative sector forward through implementation of best practice business processes and innovations in the areas of law making, oversight and public participation.

During the past year the Directorate was able to host more than 5 delegations from various Legislatures, including North West, Northern Cape, Eastern Cape, Free State and Parliament, focusing on a variety of topics.

## EXTRA-ORDINARY OR MID-STREAM PROJECTS

Strategic Projects	Goal	Result
People's Assembly	To ensure the effective and efficient participation of the province in the People's Assembly	Through the PPP Unit, the Directorate was able to ensure that the Gauteng Legislature is able to ensure effective provincial participation in the National People's Assembly. The following were specific objectives attained: <ul style="list-style-type: none"> <li>Mobilised 300 participants for the provincial preparatory workshops</li> <li>Ensured the preparation of provincial delegates to the National People's Assembly</li> <li>Provided secretariat support and assistance for the national organising team</li> </ul>

### HUMAN CAPITAL MANAGEMENT

The Directorate is heavily dependent on trained, fully motivated and properly remunerated staff to be able to carry out its mandate successfully. To this extent, leadership development, training and development, recruitment and performance management remain the cornerstone of our human capital management.

**Leadership development** in the Directorate continues to receive attention through specific professional management training of the supervisory and management component in the Directorate. Three staff members were involved in management studies through UNISA and will complete their studies in the current year. All of the 18 members of the management team have gone through 3 sessions of team building, with the last one focused on the Directorate in terms of its own unique challenges as a team.

**Training and development** of staff in the Directorate was also given attention during this period. 12 staff members were involved in personal development academic studies during this period through financial assistance provided by the institution. A number of training initiatives both internally and externally were pursued during this period, including training on the application of the new Standing Rules, project management training; research and report writing training, and office administration training.

**Performance management** of staff was also conducted with regular feedback provided. All of the staff were given annual performance evaluations for the period under review.

**Recruitment** for the filling of vacancies was also improved to ensure that the longest period for a vacancy to be filled was not more than two months.

### HOUSE PROCEEDINGS UNIT

The Proceedings Unit provides the House with general management and all related procedural advisory services to both Members and Presiding Officers. 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 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 processing of Parliamentary questions;
- The 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 Proceedings Unit co-ordinates, facilitates and processes motions, questions and reports before they are considered during plenaries of the House. These are the primary mechanisms through which the Legislature performs its oversight function on the executive organs of the Gauteng Provincial Government.

### COMPOSITION

Unit	2003/4	2004/5	2005/6
Manager	1	1	1
Principal Table Assistant [Legislation and Reports]	1	1	1
Principal Table Assistant [House Publications]	1	1	1
Principal Table Assistant [Special Operations]	1	1	1
Table Assistant [Legislation and Reports]	1	1	1
Table Assistant [House Publications]	1	1	1
Senior Administration Secretary	1	1	1
Administration Secretary	1	1	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>

STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
Implementation of Recommendations on Ministerial Accountability	<ul style="list-style-type: none"> <li>• Development of Manual</li> <li>• Research on Chapter 9 Institutions</li> <li>• Research on Public Entities</li> </ul>	<ul style="list-style-type: none"> <li>• The final draft Manual on Ministerial Accountability has been completed</li> <li>• The Manual has been endorsed by Presiding Officers.</li> <li>• Process of engagement with the Executive on the draft manual has been initiated by the Speaker.</li> <li>• Endorsement of the final document by the House envisaged for the August/September period.</li> <li>• Final research reports on Chapter 9 Institutions and Public Entities are currently being reviewed and to be finalised by mid-July.</li> </ul>
Implementation of New Standing Rules	<ul style="list-style-type: none"> <li>• Workshop on Rules</li> <li>• Ongoing monitoring of the application of the new Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops on Rules for Members and staff from the entire Directorate have been conducted.</li> <li>• During the year 2005/2006 a number of amendments were drafted and presented to the Rules Committee for adoption</li> <li>• Ongoing monitoring of the application of the Rules and observations made in the Committees and House plenaries.</li> <li>• Close-off report to be submitted indicating achievements and remaining areas of challenge.</li> </ul>
Development of Parliamentary Practices Digest	<ul style="list-style-type: none"> <li>• Development of 3 topical digests for use as quick reference material by Members and staff</li> </ul>	<p>The Unit has successfully completed 4 Parliamentary Digests, namely,</p> <ul style="list-style-type: none"> <li>• Law-Making – Money Bills,</li> <li>• Law-Making – Ordinary Bills,</li> <li>• Motions &amp; Questions.</li> </ul> <p>The digests will be printed and distributed to Members and relevant staff upon endorsement by Presiding Officers.</p>

# STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
House Publications	Compilation of house publications in accordance with Standing Rules	<p>The Unit succeeded in ensuring at all times the publication of all house papers in accordance and compliance with the Rules;</p> <ul style="list-style-type: none"> <li>A total of <b>453</b> papers were published broken down as follows: <ul style="list-style-type: none"> <li>206 x Order Papers</li> <li>44 x Question Papers</li> <li>203 x ATC's</li> </ul> </li> </ul> <p>The Unit also ensured the effective processing of a total of <b>485</b> questions broken down as follows:</p> <ul style="list-style-type: none"> <li>398 x Written Questions</li> <li>79 x Oral Questions</li> <li>8 x Questions Without Notice to the Premier</li> </ul> <p>Procedural advice given to members was based on the following:</p> <ul style="list-style-type: none"> <li>Scrutiny of questions with regard to the Standing Rules, e.g. time frames for submission; acceptability in terms of parliamentary practice.</li> </ul> <p>Continuous liaison with departments with regard to:</p> <ul style="list-style-type: none"> <li>The application of the Rules;</li> <li>Awareness of the number and contents of outstanding questions and those that will be posed during a set Question Day.</li> </ul> <p>Constant monitoring on the level of response to questions for written reply is maintained and Presiding Officers make necessary interventions to ensure compliance by Departments. At the end of the reporting period, a total of 363 <i>Replies to Questions for Written Reply</i> were received from the Departments.</p>

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Processing of Provincial Legislation	Effective facilitation and adoption of all Bills introduced in the Legislature.	<p>The Unit has ensured that the following Bills were successfully and effectively processed in accordance with the Standing Rules and passed into Provincial Acts for the period under review:</p> <ul style="list-style-type: none"> <li>• Provincial Appropriation Act, 2005</li> <li>• Gauteng Youth Commission Act, 2005</li> <li>• General Laws Amendment Act, 2005</li> <li>• Gauteng Enterprise Propeller Act, 2005</li> <li>• Unauthorised Expenditure (2003/2004) Act, 2005</li> <li>• Provincial Adjustment Appropriation Act, 2005</li> </ul> <p>Greater levels of co-ordination in the processing of legislation by all relevant stakeholders have been achieved. This has ensured that all the necessary policy and legal advice is placed before all committees to facilitate the passage of quality laws.</p>
House Plenaries	Effective facilitation of House plenaries	<p>The Unit succeeded in the effective facilitation of House plenaries. A total of <b>24</b> sittings were successfully facilitated.</p> <p>Amongst others, the Unit ensured:</p> <ul style="list-style-type: none"> <li>• Presiding Officers were fully briefed and aware of all matters and possible eventualities, and visitors to the sittings;</li> <li>• Documents relevant to debates in the House were scrutinised and tabled timeously;</li> <li>• Accuracy of items, names of participants and time allocations appeared correctly on the speaking list;</li> <li>• Constant liaison and advice to Whips and Members on House matters;</li> <li>• Constant monitoring of the application Rules by members during House debates and advising Presiding Officers on contraventions to the Rules and Parliamentary practice.</li> </ul> <p>At all times, plenaries have succeeded to deal with all the Orders of the Day without fail.</p>

## Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Procedural Services	To ensure compliance with and application of Rules and Procedures by all stakeholders	<p>The Unit succeeded in the provision of procedural services to stakeholders with the main focus in following areas :</p> <ul style="list-style-type: none"> <li>• <b>Support to the Office of the Speaker and Deputy Speaker :</b> Procedural advice to the Speaker on matters for referral to committees; Rules related matters; House matters; questions to the Executive and its role in the legislative process and filling of vacancies in the Legislatures as well as in the Public Service Commission; the provisions of the Code of Conduct relating to the functioning of the Privileges Committee.</li> <li>• <b>Support to Political Parties:</b> Procedural advice to parties with regard to the questions to the Executive; filing of vacancies; Floor Crossing process; provisions of the Code of Conduct i.e. Members' register of interests; supplementation and/or review of party candidates lists and publication thereof.</li> <li>• <b>Support to the Office of the Integrity Commissioner:</b> Advice to the Integrity Commissioner on the provisions of the Rules and assisting in the application of the Code of Conduct for Members as an annexure to the Rules.</li> <li>• <b>Support to Presiding Officers:</b> Procedural briefings to Presiding Officers for each sitting and advice during and after sittings.</li> <li>• <b>Support to Office Bearers:</b> Procedural matters identified by the Office Bearers' i.e. referral of external reports to Committees; submission of Annual Reports by Departments and Public Entities and monitoring of questions to the MEC's.</li> <li>• <b>Support to Party Whips and Representatives :</b> Constant liaison with Whips on the application of Standing Rules related to the House debates ;</li> <li>• <b>Support to Portfolio Committees:</b> Relevant support on the processing of legislation and reporting to the House.</li> <li>• <b>Support to Provincial Departments and the Public [including Media]:</b> Procedural enquiries from Departments, the public, i.e. questions to the MEC's or the House matters for sittings ; programme of sittings and interpretation of provisions in the Rules;</li> <li>• <b>Support to Rules; Programming and Privileges and Ethics Committees:</b> Advice on the amendments to Standing Rules, phraseology of new/existing rules to conform with plain language, advice on procedures during meetings and interpretation of the provisions in the Constitution as well the Code of Conduct.</li> <li>• <b>Support to Chairpersons of Committees:</b> Procedural briefings to Chairpersons on the consideration/processing of legislation by Committees and reporting to the House as per the provisions of the Rules.</li> </ul>

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
<b>Other Services</b> <ul style="list-style-type: none"> <li>Functional Rules Committee</li> </ul>	To ensure a fully functional: <ul style="list-style-type: none"> <li>Rules Committee</li> </ul>	The Unit succeeded in supporting the functioning of the Rules Committee by ensuring: <ul style="list-style-type: none"> <li>The tabling and facilitation of amendments to the Standing Rules resulting in Version 4 – Revision 2 of the Standing Rules</li> <li>Advising and assisting members of the Rules Committee on matters of interpretation and procedure on an ongoing basis</li> <li>The facilitation and delivery of a Rules Workshop for Members and staff from Parliamentary Operations Directorate</li> <li>The co-ordination of <b>13</b> meetings of the Committee</li> </ul>
<ul style="list-style-type: none"> <li>Functional Privileges and Ethics Committee</li> </ul>	<ul style="list-style-type: none"> <li>Privileges and Ethics Committee</li> </ul>	The Unit succeeded in supporting the functioning of the Privileges and Ethics Committee by ensuring: <ul style="list-style-type: none"> <li>The Committee assisted the Integrity Commissioner in the workshop on Ethics for Members during the period under review.</li> </ul>
<ul style="list-style-type: none"> <li>Functional Programming Committee</li> </ul>	<ul style="list-style-type: none"> <li>Programming Committee</li> </ul>	The Unit succeeded in supporting the functioning of the Programming Committee by ensuring: <ul style="list-style-type: none"> <li>Co-ordinating and facilitating a total of <b>10</b> meetings and provided all the necessary advice regarding matters under consideration</li> </ul>
<ul style="list-style-type: none"> <li>Rulings Booklet</li> </ul>	<ul style="list-style-type: none"> <li>Publication of Rulings Booklet as a reference tool for Members</li> </ul>	The 1999-2004 Rulings Booklet has been completed. This booklet also captures the information that informs rulings made by the Presiding Officers during sittings. The main objective of the booklet is to serve as a reference document for members and Presiding Officers on the resolution of points of orders.
<ul style="list-style-type: none"> <li>External Reports</li> </ul>	<ul style="list-style-type: none"> <li>Processing of all external reports for tabling and referral to committees where necessary to facilitate oversight</li> </ul>	The Unit has successfully scrutinised and advised the Speaker on the processing and referral to Committees for consideration and reporting to the House a total of 64 reports, including: <i>Annual Reports, Quarterly Reports, Public Service Commission Reports, FFC Reports and Auditor-General Reports.</i>

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
<ul style="list-style-type: none"> <li>Support to the Office of the Integrity Commissioner</li> </ul>	<ul style="list-style-type: none"> <li>To provide administrative and professional support to the Office of the Integrity Commissioner</li> </ul>	<p>The Unit succeeded in supporting the functioning of the Office of the Integrity Commissioner as follows:</p> <ul style="list-style-type: none"> <li>Proposals on Training and Development of Members in the area of ethical conduct</li> <li>Compilation and publication of the Members' Register for the year 2005.</li> <li>Facilitating liaison with Members</li> <li>Development of a Gifts Diary</li> <li>Ongoing advice on the application of the Code and possible areas requiring amendment</li> <li>Development of a brochure on Frequently Asked Questions (FAQ)</li> </ul>
Research on Parliamentary Law and Practice	<ul style="list-style-type: none"> <li>To research and create an information data-base with regard to issues of parliamentary research</li> </ul>	<ul style="list-style-type: none"> <li>Previous research papers have been reviewed and packaged</li> <li>The Unit has adopted a format for conducting procedural research</li> <li>research on various parliamentary issues is being conducted on an ongoing basis.</li> </ul>

## COMMITTEE SUPPORT UNIT

The Committee Support Unit provides support to the Legislature's Committees. In this regard it also relies on the co-operation of other Units within the Parliamentary Operations Directorate 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 of public hearings, meetings, workshops and oversight visits*.

It also provides professional service in relation to committee outputs – analysis of reports and other documents under consideration, writing reports, providing written and oral

procedural advice; input on Committee strategic plans and drawing up of Committee action plans.

### COMPOSITION

Unit	2003/4	2004/5	2005/6
Committee Support Manager	1	1	1
Group Committee Co-ordinator	4	4	4
Senior Committee Co-ordinator	0	0	0
Committee Co-ordinator	13	13	13
Administrative Assistants to Chairpersons	10	10	10
Administrative Secretary	1	1	1
<b>TOTAL</b>	<b>31</b>	<b>30</b>	<b>29</b>

## STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
Implement and monitor the Oversight Model	Ensuring effective oversight through the application of various imperatives of the Oversight Model	<p>During the period under review the application of the Oversight Model in the business of the Committees of the Legislature continued. All Committees, as a matter of course, and in pursuance of the Rules, exercised oversight and were involved in the following:</p> <p><b>1. Budget Vote Process</b> Ensuring scrutiny of all Departmental Budget Votes and reporting on findings regarding issues of appropriate resource allocation; appropriateness of programmes; linkage of resources with strategic goals and priorities; etc</p> <p><b>2. Quarterly Reports</b> Improvements were noted with regard to the increased level and timely submission of Quarterly Reports by Departments. Committees continued to use these basically as information material for general oversight. At this stage no requirement is made to committees to report on the Quarterly Reports.</p> <p><b>3. Focused Intervention Studies</b> A total of <b>6</b> Focused Intervention Studies were completed and reported on during this period.</p> <p><b>4. Annual Report Process</b> Ensuring an overall performance review of the respective Departments for the 2004/5 period after thorough scrutiny of all reports and utilising other means of verification like research analysis, oversight visit reports, information gleaned from Quarterly Reports and submissions received from various stakeholders.</p> <p>A workshop was conducted for all chairpersons of committees to reflect on the application of the model to ensure a clear linkage between the application of the model and the pursuit of political outcomes through oversight. The workshop indicated that though the model has gained ground as a method of work from an administrative point of view, the qualitative aspects of the outputs of committees still require improvement to be able to make any direct impact on the desired political outcomes. The workshop recommendations have been translated into an action plan which is receiving attention in the current year.</p>

### Section 3: Offices, Directorates and Outputs

Strategic Objectives	Projections and Outputs	
	2005/2006	
	Goal	Result
Pilot the implementation of Committee Inquiries	To develop a framework within which to conduct Committee Inquiries	In this period a framework to guide the conducting of Committee inquiries in the Legislature was completed and has since been endorsed for purposes of piloting by Presiding Officers. The pilot inquiry is planned to be conducted before the end of the current legislative year, i.e. by end December 2006.

#### STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Effective Committee Meetings	Scheduling and organising of Committee meetings	<p>The Unit was responsible for the effective scheduling and organising of all Committee meetings during year, and for the provision of logistical and administrative support. A total of <b>331</b> committee meetings were held dealing with a variety of matters referred to committees and also in pursuance of committee initiated programmes.</p> <p>During this period Committees were also able to conduct a total of 15 committee meetings outside the precincts of the Legislature in as part of the programme of "Taking the Legislature to the People" and in pursuance of the objective of making the Legislature a tribune of the people.</p> <p>The increased level of legislative activity, in particular the oversight programmes, has meant that more meetings of committees were held during this period. This has resulted in a review of scheduling arrangements which is currently in implementation in the 2006/7 period.</p>

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Committee Management	Development of Committee Plans	<p>During this period various Committees developed action plans to facilitate the implementation of their broader strategic objectives. For all four quarters committees were guided in their programmes by action plans that are linked to the main activities around oversight, law making and public participation.</p> <p>In the last quarter of 2005/6 all Committees conducted their respective review sessions to take stock of the extent to which they have been able to achieve the various objectives set for the preceding year and planned ahead for the 2006/7 period. The review and planning was within and linked to the broader context of the 5-year planning framework of the GPL and GPG.</p> <p>An important element in this planning exercise was the costing of all activities which have assisted all individual committees to have an indicative budget for their annual programmes.</p>
Committee Resolutions	To ensure the drafting of qualitative and accurate Committee resolutions	With the focus increasingly on the qualitative element of all Committee business and the attainment of political outcomes, there has been a significant improvement in Committee Reports destined for the House. This, in turn, led to a significant improvement in the quality of debates in the House, contributing to an improved way in which the Legislature conducts its own business.
Public Participation	To ensure participation by the public in processes of the Legislature through its Committees	Apart from holding public hearings on legislation and submissions, Committees have gone a step further to a stage where they have now mainstreamed public participation in their own activities, and have already begun taking the Legislature to the people with a view to meeting the demands of the time in which the Legislature finds itself.
Strategic Planning	To ensure the development of strategic plans for Committees to assist them in pursuing their oversight, public participation and law-making functions more effectively	The various Committees conducted their respective strategic planning and review sessions within the broader context of their 5-year plans. By so doing, committees were able to take stock of the extent to which they have been able to achieve the various objectives set for the preceding year and forming part of their strategic plans. The exercise also served the purpose of informing Committee planning for the subsequent year, taking into account lessons learnt during the previous year.
Procedural and Professional Advice	To provide advice to members and chairpersons	Procedural advice was dispensed to Chairpersons and members in all instances where this need was identified and at their own request in certain instances. Simultaneously, professional advice was provided on the various committees' own subject areas. This exercise served the purpose of, for example, informing the question of whether or not the services of experts are required for the various Oversight Model imperatives.

### NCOP, PROGRAMMING & LEGAL SERVICES UNIT

#### NCOP Services

- Recognising the Constitutional mandate conferred on Provincial Legislatures to pass legislation for its Provinces with regard to "Any matter within a functional area listed in Schedule 4"- being Functional Areas of concurrent National and Provincial Legislative Competence; and
- Further recognising the provisions of Section 42(4) which provides that *"The National Council of Provinces represents the Provinces to ensure that Provincial interests are taken into account in the national sphere of Government. It does this mainly by participating in the National legislative process and by providing a national forum for public consideration of issues affecting the provinces."*

#### Therefore,

The NCOP Unit in giving effect to the Constitutional requirements ensures:

- Equitable allocation of Provincial Delegates to the NCOP;
- Provide effective and efficient support to Provincial Delegates;
- Provision of substantive mandates and qualitative participation in the NCOP processes.

#### Legal Services

Recognising that the Gauteng Provincial Legislature is a *juristic* person, with the power to enter into valid legal transactions with 3<sup>rd</sup> parties and ensure adherence to the principles of good corporate governance,

#### Therefore,

The Legal Services Unit has been vested with the responsibility of ensuring:

- Provision of effective, professional and efficient legal support to both the corporate and legislative processes within the GPL.

#### OBJECTIVES

- To enhance the management of NCOP business in the Legislature;
- To enhance quality of the Legislature participation in the NCOP;
- To provide legal and procedural advice to the Office Bearers, MPL's and Administration.

#### COMPOSITION

Unit	2003/4	2004/5	2005/6
Unit Manager	1	1	1
Legal and Procedural Assistant	1	1	1
NCOP Coordinator	1	1	1
NCOP Liaison Officer	1	1	1
Professional Assistant	0	0	1
Administrative Assistant (Cape Town Office)			1
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>6</b>

## STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
To implement Recommendations from the NCOP Efficacy Study	To evaluate the implementation of administrative and political recommendations emanating from the Efficacy Study.	All administrative recommendations have been implemented and are constantly monitored and improved upon. Intervention on the political recommendations is ongoing between provincial and national political offices. A review report has been finalised.
To develop systems for legal services in the GPL	To have enhanced existing systems for legal services and established structured operational mechanisms in the provision of efficient and professional services.	Systems in place, i.e. Instruction Sheet developed, contract management systems in place (register), and legislative compliance systems in place. There is also an improved level of support for Committee legislative business in the form of analysis of Bills and provision of legal opinions. There is ongoing monitoring of the effectiveness of the systems.
To establish structured/formal mechanisms for compliance with applicable legislation	To have conducted an institutional audit of applicable legislation and monitor compliance thereto	The Unit was able to develop a legislative compliance register. This was followed by communication of compliance requirements to relevant stakeholders (line management) and monitoring of such compliance. Two reports have been provided to the Risk and Audit Committees to assist with the monitoring.
To investigate the nature and extent of the Legislature's oversight on local government and policing matters in the province	To develop a report on the Legislature's oversight powers on local government sphere and policing matters in the Province	Report with recommendation on the extent and limitations regarding oversight over local government sphere as well as the policing function. Report finalised and submitted for consideration by Secretary and endorsement by Presiding Officers.
Redraft of the Legislature Services Act (LSA)	To redraft the Legislature Services Act, thus bringing the Act in line with the PFMA and the principles of good governance as recommended in the King II Report on Corporate Governance	Objective was not achieved. Presiding Officers still to be appraised in terms of the existing Governance Report prior to the process of redrafting the Amendment Act.

# STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Effective NCOP co-ordination	Tracking of changes to the parliamentary programme and the tracking of legislation before the NA and NCOP to ensure effective participation in the national processes	Strengthened relations, support and interaction with the NCOP. The GPL fully participates in NCOP initiatives, inter alia "Taking Parliament to the People."
Effective support to NCOP delegation (Permanent and Special)	To enable permanent and special delegates to participate effectively in the national law-making processes.	Quality mandates provided on all section 76 Bills before the NCOP.  Logistical arrangements for travel and accommodation handled efficiently and professionally at all times.
Effective support to committees and other units	Ensuring final quality checks on mandates prior to adoption by the house.  Keep committees informed of developments in the NCOP relating to Bills and other matters  Checking of questions to ensure that they do not have legal implications	Quality mandates provided on all section 76 Bills before the NCOP.  Committees always informed of scheduling of select committee meetings, NCOP programme and other related matters.  Questions always certified by the Legal Advisors prior to publication in the House papers.
Effective support to Office Bearers and other stakeholders	Preparation of referrals (formal and informal), resolutions and correspondence to the Chairperson of the NCOP on behalf of the Speaker, Briefing/opinions on legislation to Chairpersons of committees and in committee meetings. Reporting at various fora on NCOP activities.	All Bills tabled were duly referred and resolutions adopted by the house were accordingly communicated to the NCOP.  During the year under review 37 Bills were processed by the Legislature as follows: <ul style="list-style-type: none"> <li>• Section 74 - 1</li> <li>• Section 75 - 23</li> <li>• Section 76 - 8</li> <li>• Section 77 - 5</li> </ul>

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Effective legal services	Provision of general legal advise to the Office Bearers, MPL's and Administration. <ul style="list-style-type: none"> <li>• Drafting of legal opinions</li> <li>• Legal research</li> <li>• Analysis of legislation</li> <li>• Litigation</li> </ul>	There has been optimal delivery in the provision of legal services. There is still a need for balancing requests in terms of delivery time frames. The Unit has substantially reduced the referral of matters to external consultants and matters are handled largely internally. Although capacity has been enhanced, the Unit has grown in terms of its mandate and capacity has once again proved to be lacking.
	Drafting and vetting of contracts	During the year under review:- <ul style="list-style-type: none"> <li>• 26 legal opinions were provided;</li> <li>• Litigation matters were dealt with by the Unit;</li> <li>• 20 contracts were drafted internally and 33 contracts were vetted internally.</li> </ul>
	Management of contracts	Contract register produced and updated on an ongoing basis to reflect new contracts and the termination of contracts. Relevant line managers are kept abreast of termination dates, essential clauses and legal implications relating to the contracts.
	Ensuring compliance with applicable legislation	Legislation requiring compliance has been identified and a compliance register developed. The register is reviewed on an ongoing basis as and when there are new areas of compliance and/or improvement.

## PUBLIC PARTICIPATION & PETITIONS UNIT

The Public Participation and Petitions Unit derives its mandate from two sources, namely the Constitution of the Republic of South Africa (Act 108 of 1996) and the Vision and Mission Statement of the Gauteng Provincial Legislature.

**This mandate of the PPP Unit is based on the following provisions :**

- **Section 17:** "everyone has a right, peacefully and unarmed, to assembly, to demonstrate, to picket and to present petitions."
- **Section 118:** "A provincial Legislature must (a) facilitate

public involvement in the legislative and other processes of the Legislature and its committees ...".

- **Section 195:** "people's needs must be responded to, and the public must be encouraged to take part in policy making".
- **Section 115(d):** "receive petitions, representations or submissions from any interested persons or institutions".
- **Visions and Mission** of Gauteng Provincial Legislature: "Foster public confidence and pride in the Legislature".

Therefore, based on the above, the PPP Unit's mandate is to

facilitate public participation in the legislative and governance processes within Gauteng Province. In order to implement its mandate, the PPP Unit will ensure :

- Access to information and knowledge regarding the Legislature processes by members of the public.
- Ensure efficient and effective processing of petitions.
- Facilitate input in the legislative and policy processes by members of the public.
- Ensure effective and meaningful participation in the processes of the Legislature by the public.

## COMPOSITION

Unit: PPP	2003/4	2004/5	2005/6
<b>Manager</b>	1	1	1
Public Education Co-ordinator	1	1	1
Petitions Officer	1	1	1
Public Outreach Officers	2	2	2
Administration Secretary	1	1	1
Interns	3	3	3
Petitions Administrator	0	1	0
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>10</b>

## STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
Extend public outreach programme to a broader community.	To reach out to communities and groups that have not been reached.	Through public education programmes, pre-public hearing workshops, Women's Programme, People's Assembly and road shows that this Unit has been able to reach out to new groups and formations such as people with disabilities, women and the youth. The Unit has also been able to update its database of stakeholders.
Implementation and expansion of Youth Programme	To develop a base document and implement programme	The objective was not met as was originally anticipated, i.e. develop an institutional outreach programme focusing on youth. The Unit developed a draft discussion document on the Youth Programme. This was put on hold to allow for the passing of the Youth Commission Act. The focus is to now work with the Gender Committee in its expanded mandate which includes dealing with youth issues. The Committee will develop its own programme on youth matters and the Unit will be expected to implement public outreach work aspects of this programme in support of the Committee.
Implementation and expansion of Women's Programme	To develop base document and implement programme	This objective was also not met as was originally anticipated, i.e. develop an institutional outreach programme focusing on women. As with the Women Programme, the focus is to now work with the Gender Committee to support its programme by ensuring mobilisation of women at the request of the Committee.

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
Assist local government with petitions process	Conduct research and assist local government to implement petitions processes.	The Unit conducted the research on the petitions process in local governments in Gauteng and also did a comparative study of the petitions process in the Greater London municipalities. The report has been concluded. The research outcomes will also be used by the Petitions Committee to engage with speakers of all municipalities to discuss how the GPL can assist local government to implement petitions processes in their jurisdictions.
Implement PPP in decision-making project	An evaluation of public participation in decision making and recommendations on how to improve.	<p>During May 2005 an internal workshop was attended by Chairpersons, Office Bearers, staff and Public Participation and Petitions Standing Committee. The workshop resolved the following: i) That a guideline document be developed on the oversight model in relation to public participation, ii) that a civil society conference be held to promote public participation in decision making, iii) that an organisational review be done to align the work of the Unit with a new way of working, iv) that a new curriculum be developed for public education, and v) that the petition process be improved to allow for more powers for the Committee to be able to resolve petitions. The following has been done to implement resolutions of the workshop:</p> <ul style="list-style-type: none"> <li>• <b>Public Participation and Oversight:</b> Guideline document has been developed and circulated for discussion. The document was also used at the Civil Society Conference.</li> <li>• <b>Civil Society Conference:</b> Conceptual document and planning for the conference was completed by end of March 2006. The conference was scheduled to take place in April 2006.</li> <li>• <b>Organisation Development Exercise on the Unit:</b> Terms of reference for the OD have been developed and the implementation will take place in the 2006/7 period.</li> <li>• <b>Review of Current Material:</b> The Unit has initiated a process of reviewing all of the public education material with a view to developing a new curriculum which takes into account the oversight focus of Committees and how these operate. The process of developing a new curriculum will be completed in the 2006/7 period.</li> <li>• <b>Reviewing the Petitions Committee:</b> In conjunction with the Committee, the Unit has completed the process of reviewing the mandate of the Committee to have as its specific focus the petitions process. This has also entailed analysing the Petitions Act with a view of identifying gaps in relation to the powers of the Committee.</li> </ul>

# STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Public Education Workshops	140	<p>71 workshops were held during this period, with a total of 3580 participants.</p> <p>This variance between the planned number and the actual workshops delivered can be attributed to the transition phase which the Unit found itself in during this period, where more focus and time was placed on ensuring that the programmes and activities of the Unit are linked and service primarily the committee processes. This meant a scaling down on the planned public education workshops.</p> <p>The Unit was nevertheless able to take up extraordinary projects which required the dedication of time and resources. These included the</p> <ul style="list-style-type: none"> <li>Organised the Youth Parliament with 140 participants, plus two preparatory workshops.</li> <li>Organised the People's Assembly with 300 participants and a preparatory workshop.</li> </ul>
Pre-public Hearing Workshops	50	<p>A total of 50 pre-public hearing workshops were planned based on envisaged demands from committee related activities. Only 8 pre-public hearing workshops were conducted by the Unit during this period. These included workshops in preparation of the following public hearings:</p> <ul style="list-style-type: none"> <li>Education Laws Amendment Bill</li> <li>Gauteng Youth Commission Bill</li> </ul>
Budget Process Workshops	40	<p>Of the 40 planned workshops to educate the public specifically on the budget process, only 18 budget process workshops were held during this period, targeting mainly community based organisations. The variance can also be related to the shifting priorities of the Unit to servicing the direct needs of committees and taking up national projects which were not previously planned for.</p>
Women's Workshops	16	<p>Only one (1) out of the sixteen (16) workshops planned to mobilise women with regard to gender issues was held. The workshop was attended by 100 women and was held in preparation for the Women's Month celebration event that was attended by 130 people. The vast variance was due to the fact that the Unit had projected on these numbers without having planned in conjunction with the Committee.</p>
Road Shows	13	<p>Out of the 13 Road Shows planned, the Unit was able to conduct a total of 31 during this period and reached about 15910 people. This was largely due to the ability of the Unit to mobilise support from other Units.</p>
Petitions	80% of petitions resolved	<p>The Unit dealt with 24 petitions and 14 were closed during this period, which represent about 58% of petitions resolved.</p>

## HANSARD & LANGUAGE SERVICES UNIT

The objectives of this Unit is to assist the Gauteng Legislature in attaining its strategic goals by –

- Recording the proceedings of all sittings; committee meetings; public hearings; and any other meetings on request.
- Transcribing all proceedings of the House (sittings); transcribe committee proceedings only upon request.
- Archiving all recordings for posterity in compliance with legislation.

Providing such interpretation and translation services as required in terms of GPL Language Policy and legislative requirements.

### COMPOSITION

Unit	2003/4	2004/5	2005/6
Manager	1	1	1
Deputy	1	1	1
Senior Recorder	0	0	1
Recorder	4	4	3
Senior Transcriber	0	0	1
Transcribers	4	4	3
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>

### STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
Development of Systems for Compliance with Language Legislation	To ensure the readiness of the GPL for compliance with pending legislative requirements regarding language usage	Project was not in implementation during this period because it was unfunded. However processes were initiated towards Terminology Bank development

### STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Recording of proceedings of Committee meetings and/or sittings of the House	Recording of Committee meetings and sittings of the House	Provided accurate recording of various proceedings of the Legislature as follows; <ul style="list-style-type: none"> <li>• 24 House sittings</li> <li>• 331 legislative committee meetings</li> <li>• 21 Ad hoc meetings</li> </ul>

## Section 3: Offices, Directorates and Outputs

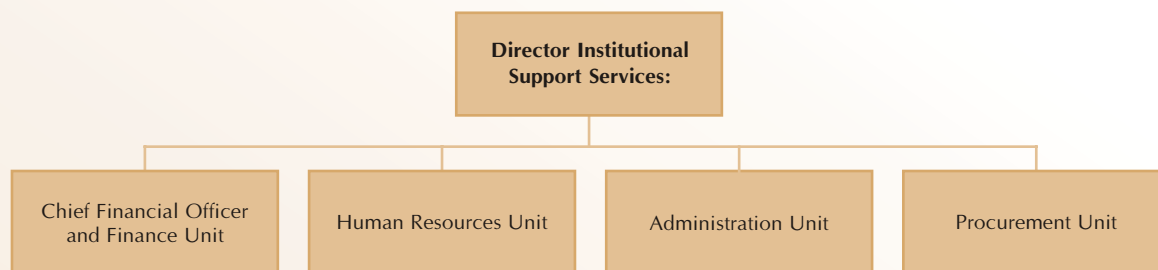
Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Transcription of recordings	Transcription of recordings	<p>Provided accurate transcription of the following proceedings:</p> <ul style="list-style-type: none"> <li>• 24 House sittings</li> <li>• 156 legislative and other committee meetings</li> </ul> <p>Whereas sittings of the House are prioritised and transcribed within 24 hours of a sitting, the ability to transcribe committee proceedings timely depends very much on the reasonableness of requests and the length of the proceedings required to be transcribed.</p>
Archiving of recordings	Archiving of recordings	<p>A total of 180 recordings of proceedings of House sittings and committee meetings were properly archived. The Unit was able to continue with the current process of analogue archiving of proceedings of both the House and committees as accurately as possible on the DAT tapes. The pending digitalisation of House proceedings will go a long way in minimising the current backlog.</p>
Printing/publishing of Hansard	Printing/publishing of Hansard	<p>At the end of March 2006, a total of 10 Hansards were fully edited and published on the T-drive. This has not fully addressed the existing backlog in terms of hard copy publication. Measures are in place to ensure that by end November 2006 the backlog will be eliminated.</p>
Interpretation	Interpretation	<p>Interpretation services in line with the language policy provisions of the institution were provided as follows:</p> <ul style="list-style-type: none"> <li>• 24 House sittings</li> <li>• 1 Youth Parliament</li> <li>• 1 Youth Assembly</li> <li>• 7 workshops of committees</li> </ul>
Translation	Translation	<p>Provided translation services in line with the language policy provisions of the institution. The following documents were translated on request:</p> <ul style="list-style-type: none"> <li>• Gauteng Enterprise Propeller Bill</li> <li>• Local Gov. Laws Amendment Bill</li> <li>• Sesotho Script for Vaal Radio</li> <li>• Promoting Competitive Sport in Berlin –German/English x 2</li> <li>• Gauteng Tourism Authority Amendment Bill</li> <li>• Gauteng Gambling and Betting Amendment Bill</li> <li>• Labels</li> <li>• Quotations from speeches by Nelson Mandela</li> </ul>

### 3.3 DIRECTORATE: INSTITUTIONAL SUPPORT SERVICES

The Institutional Support Services Directorate comprises four Units/sub-programmes i.e. Finance, Human Resources, Administration and Procurement. It is mainly responsible for corporate services and functions of the Legislature. As custodian of Finance and HR 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 as well as 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 the Units mentioned.

#### ORGANOGRAM OF THE DIRECTORATE



#### BALANCED SCORECARD REVIEW OF PERFORMANCE FOR 2005/2006

##### FINANCIAL MANAGEMENT

##### BUDGET MANAGEMENT

The GPL has demonstrated marked improvements on the expenditures against budget with a 2.3% saving (10 % in the previous year). The improvements are attributed the efforts of the Finance Unit and generally improved projections by various Units in other Directorates, as well as closer monitoring of quarterly plans. The ISS Directorate achieved a 4.32% under-expenditure against the budget. The under-

expenditure was largely due to delays in the completion of the e-procurement, as well as the SAP workflow projects. There is an acknowledgement that the Directorate has to focus on a more proactive alignment of projections and expenditure on strategic projects and the standard outputs. This will also assist with the streamlining of processes and the alleviation of pressure on the Procurement Unit (especially experienced in the last quarter of the financial year) thus fostering better budget management and monitoring of performance and expenditures overall. Whilst the Directorate achieved an encouraging performance overall in comparison to the previous year, there is a need to ensure that this transpires within each and every Unit in the Directorate.

##### RISK MANAGEMENT

Risk Management Plans were concluded for all Directorates except for the Office of the Secretary and the Speaker's Office. The biggest challenge lies in ensuring that Units continuously manage risk through the risk plans. The employment of the Risk Accountant should assist and enhance the process and ensure that risks are managed adequately. The Risk Committee met on a regular basis. The ever increasing losses of laptops were highlighted as an area of concern. Recommendations on improvement of security were implemented accordingly.

##### INTERNAL AND EXTERNAL AUDIT

Matters of emphasis as sighted by the external auditors were followed up. There still remains a challenge on the asset management side with respect to the movement of assets as well as the controls around revenue collected from the letting of the city hall. These emanated largely from the gap that arose from the resignation of both the Senior Auxiliary Services Coordinator and the Admin Manager. Weaknesses were also identified with the SAP HR System reports. A service provider was roped in to correct configuration problems in the last quarter of the financial year. Training was also provided on the computation of bonus calculation. The following audits were performed in terms of the coverage plan by internal audit: Human Resources, Procurement and Tender, Subsistence and Travel, Expenditure Management, and Asset Management. The Finance and Audit Committees met regularly as per the Charter. Reports of the internal auditors were tabled. All the significant findings were responded to and recommendations are being implemented accordingly.

##### INTERNAL PROCESSES

The Directorate has generally performed well in its day-to-

day operations. Through better capacity, improvements have been realised in the recruitment turnaround times. Challenges were experienced due to delays in the implementation of broad-banding. There is also a need to streamline processes in Procurement to ensure the reduction of turnaround times. Procurement will be embarking on closer communication with Line Managers to ensure that lead-times are adequately adhered to by all concerned.

### STRATEGIC PROJECTS

#### EFT SYSTEM

The Electronic Funds Transfer (EFT) system was successfully concluded in the year and is up and running.

#### HR STRATEGY

The Unit went on a breakaway to assess its strategic role, its capacity and to develop a Unit strategy. The Human Resources Strategy still remains a major project to be finalised. A draft has been developed and deliberated. A decision was taken to rework and enhance the document. The document will be finalised in the first quarter of the new financial year.

#### E-PROCUREMENT

The E-procurement project was only 90% finalised by the end of the financial year due to delays encountered emanating from the SAP upgrade which was only concluded in February, as well as the non-availability of the SAP staff required to implement the interface of e-procurement to SAP. The project will be finalised in the first quarter of the new financial year.

#### SHOW ME THE FUTURE

The 2006 survey was conducted as a follow-up of the 2003 survey. The main purpose of this survey is to compare the results of the previous Organisational Culture Audit and Employee Satisfaction Survey and to determine whether there has been improvement, the extent of the improvement and current development areas.

The overall results of both surveys indicate improvements. Overall the results of the Culture Audit indicate that 41.1% (34.6% in 2003) perceives the culture as typical of GPL, while 40.5% (32.8% in 2003) of the respondents are now satisfied as employees. Eighty three (83) respondents participated in the 2006 survey as opposed to seventy nine (79) in 2003.

Whilst the results are encouraging, they do not in any way suggest that we can rest on our laurels. The results indicate that scoring by employees at supervisory levels have regressed in comparison to 2003. Attention is to be paid to this group. The GPL leadership has to improve in such a way that we truly live the culture that we aspire to.

#### DEBIT CARD SYSTEM

The Debit Card system was not completed by the end of the financial year due to the project dependency on the SAP upgrade. The system will be implemented in the new financial year.

### HUMAN CAPITAL MANAGEMENT

#### TRAINING AND DEVELOPMENT

Whilst managers and other levels of employees have

undertaken various training sessions, there is a need to align the training undertaken with the strategic objectives of the Directorate generally and the Units specifically to ensure enhanced performance and qualitative delivery by all. A skills audit has been undertaken to ensure that the organisational competencies are defined and to compile a profile of the employee's competencies. The exercise will be concluded in the next financial year with a view of improving the training and development to close the gaps identified during the skills audit.

#### ORGANISATIONAL DEVELOPMENT (OD)

##### Performance Management

Performance reviews were conducted for all the managers in line with the Performance Management Policy that came into effect on the 1<sup>st</sup> of July. Challenges were experienced with unionised employees below the management level whose reviews were only conducted after December 2005. There was generally not enough focus on coaching and mentoring, as well as inadequate follow-up on the agreed developmental and intervention plans aimed at ensuring enhanced performance by individuals.

##### Leadership development

The OD Unit, in conjunction with the Office of the CEO, has been involved in a series of team-building sessions aimed at ensuring that the organisation develops the desirable leadership qualities as well as to foster an employee culture underpinned by the organisational values.

##### OD exercises for the organisation:

An OD exercise was undertaken for the Research and Public Relations Units in the Information and Liaison Directorate.

The recommendations of the OD exercise will only be implemented in the next financial year once approved by the Board.

### TALENT MANAGEMENT

#### RECRUITMENT AND SELECTION

There is still a need to have regular briefings with agencies to ensure that they have an understanding of the GPL as an institution, and as such that they provide the institution with candidates that match the culture of the institution and the competencies required by the GPL.

#### COMPENSATION AND BENEFITS

The Legislature is generally very competitive when compared to the general market as proven by the Deloitte & Touche remuneration survey. There are, however, challenges with our remuneration at the entry level reference point from P10 and higher levels. This requires of us to revisit our salary scales at the first reference point in such a way that we are able to attract the best candidates. Broad-banding remains one of the key components in our remuneration strategy. The system encourages employees to develop competencies and skills, and rewards them for skills acquired. There is also a need to improve on the communication between the HR administration and the Medical Aid Administration to ensure the accuracy of information and deductions.

#### STAFF TURNOVER

The GPL staff turnover rate at the end of the financial year was 8.99%. This is within acceptable levels as the average for the country is between 11% and 13%. Worth noting is that the highest component of the turnover is at supervisory levels which accounts for 41% of all terminations. This confirms the results of the Cultural and Employees Satisfaction Survey,

which calls for drastic action to be undertaken in addressing challenges experienced at these levels. Of critical importance, however, is that the institution should manage the attrition levels by ensuring we retain key skills within the institution. The succession planning policy as an intervention should go some way in addressing this issue.

There was a reduction in the usage of the Employee Assistance Programme (EAP) due to the contract not being renewed.

### LABOUR RELATIONS

Labour relations in the institution are at satisfactory levels. The Recognition Agreement was signed by management and the union towards the end of the financial year. The Recognition Agreement will facilitate improved relations between management and the union. The institution did not experience any major difficulties during the year.

### STAKEHOLDER MANAGEMENT

Stakeholder management remains one of the weaknesses in the Directorate. This is largely due to lack of knowledge pertaining to the levels of satisfaction, or otherwise little attention was paid to the conducting of stakeholder satisfaction surveys during the year. Whilst an attempt was made in the last quarter of the financial year to send out surveys, the challenge remains to ensure that these surveys are conducted in a systematic manner such that they are controlled and the information properly analysed and responded to.



### FINANCE UNIT

The objectives of this Unit are as follows:

- To support the function of the Legislature through a professional, effective and efficient financial management system.
- Execute financial management and administration according to PFMA, treasury regulations, policies and all applicable legislation.
- Apply effective budgetary control to strengthen the accountability of managers for expenditure, and overlooking the economical, efficient and effective use of resources.
- To provide informative and timeous financial reports to all stakeholders in line with PFMA and Treasury Regulation time frames.
- To continuously achieve an unqualified audit report.
- To implement all applicable requirements in terms of PFMA.

### COMPOSITION OF STAFF COMPLEMENT

Finance Unit	2003/4	2004/5	2005/6
Chief Financial Officer	1	1	1
Accountant	1	1	1
Accounting Controller	1	1	1
Budget Officer	0	0	1
Risk Accountant	0	0	0
Senior Accounts Clerk	1	1	1
Creditors Clerk	1	1	1
Secretary	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>7</b>

## STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
To achieve an unqualified audit	Unqualified audit	The Legislature once again achieved an unqualified audit for the reporting year. However, matters of emphasis were raised on human resources and City Hall revenue issues.

## STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Payroll execution for Members and staff	Salary payments by the 15th and 25th of the month respectively	Payroll was duly executed on or before the 15 <sup>th</sup> and 25 <sup>th</sup> of each month in terms of the Remuneration Policy and Remuneration for Political Office Bearers Act
Management of creditors and maintaining payment accuracy	Payment to creditors within 21 days from invoice with 100% accuracy	Creditors were generally paid within 21 days or less from receipt of invoice. There were however instances where creditors were paid later than 21 days. These were due to valid reasons in respect of unsatisfactory goods/services or late delivery.
Monthly financial reporting to Treasury	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.
Quarterly financial reporting to Treasury	Within 15 days after each quarter	Financial reports in terms of the PFMA and Treasury regulations were duly submitted by the 15th day after each quarter. Non-financial data reports were also submitted timeously, but Programme Managers experienced difficulty in coming to terms with the reports. However, reporting on non-financial matters improved during the course of the year.
Submission of Annual Financial Statements to the Office of the Auditor-General and Treasury	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. All working papers and schedules supporting the financial statements were also completed and submitted to the Office of the Auditor-General.

### Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Implementation of and adherence to external audit recommendations	100% implementation of recommendations	There were no repetitions of prior year audit findings relating to the Finance Unit in terms of the regulatory audit, as recommendations of prior years were duly implemented. The findings of the human resources and city hall revenue issues emanating from the previous year and the correction and implementation thereof were however not completed at the end of the year.
Implementation of and adherence to internal audit recommendations	100% implementation of recommendations	No repetition of previous year internal audit findings relating to the Finance Unit were reported by the internal auditors and no material weaknesses were identified.
Budget compilation and submission to Treasury	Date as determined by Treasury	The budget was compiled as per Treasury format and time frames. The budget statement was submitted on the due date specified by Treasury. The budget process was initiated with the strategic planning review in July 2005 and concluded in August 2005. The final budget was submitted in December 2005 in line with Treasury time frames and format. The final budget statement was printed and published by Provincial Treasury in February 2006.
Maintenance of accurate accounting records	100 %	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.
Audit Committee meetings	Ensure operational Audit Committee meetings	Five meetings were held during the financial year:- First quarter – 5 <sup>th</sup> April and 26 <sup>th</sup> May 2005 Second quarter – 2 <sup>nd</sup> August 2005. Third quarter – 11 <sup>th</sup> November 2005. Fourth quarter – 22 <sup>nd</sup> February 2006

## STRATEGIC PROJECTS

Strategic Projects	Projections and Outputs
	2005/2006
Project	Output
Implementation of EFT system	Projected to be completed at the end of the financial year.
Achieve an unqualified audit	The Legislature once again achieved an unqualified audit for the reporting year. However matters of emphasis were raised on human resources and City Hall revenue issues.
Review Corporate governance processes <ul style="list-style-type: none"> <li>Risk management and internal audit</li> </ul>	<ul style="list-style-type: none"> <li>The consortium of Deloitte and SAB&amp;T were re-appointed as internal auditors for the next three-year term as recommended by the Legislature Acquisition Council (LAC).</li> <li>The risk assessment process, facilitated by the internal auditors, was finalised to determine the material risks to which the institution was exposed, and evaluate the strategy for managing these risks.</li> <li>The risk assessment was formally documented and presented to the Audit Committee for approval.</li> <li>The outcome of the risk assessment process formed the basis of the determination of the internal audit coverage plan.</li> <li>The internal audit coverage plan was considered by the Risk Management Committee and approved.</li> <li>The internal audit medium-term coverage plan was presented to the Audit Committee and approved.</li> <li>Implementation of year 1 of the coverage plan was executed during the financial year.</li> <li>Reports on internal audit findings were considered by the Risk Management Committee.</li> <li>The Risk Management Committee met four times during the financial year.</li> </ul>
Generally Recognised Accounting Practice (GRAP) implementation	Three GRAP statements were released by the ASB as at the end of the financial year. Only two of these statements were relevant to the Legislature and have been implemented accordingly.

### STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
Asset Management in line with GRAP	To record all the assets in the Legislature	Gaps were identified with respect to the barcoding of assets and the recording of assets in the asset register. This was due the assets not being received at a central point resulting in the incomplete barcoding and subsequent recoding of assets in the assets register by admin. An asset count has been conducted and there has been compliance with all GRAP recommendations. Problems were experienced with the movement of staff, which complicated the tracking of assets. A priority area that needs much more attention is the disposal of assets and depreciation value of the assets.

### STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Management of contracts and renewals	To have a 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 a contract in place for a telephone cost-saving device (last cost routing)	The contract expired at the end of the financial year and has been renewed for a two-year period ending March 2008.
	To have a contract in place for hygiene services for the east and west wing	The hygiene contract with Rentokil Initial is in place.
	To have a contract in place for pest control for the east and west wing	The pest control contract with Tshwane Pest is in place.
	To have a contract in place for the cleaning services for the east wing, west wing and 1006 building	The cleaning contract with Morena Cleaning Services is in place.

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Management of contracts and renewals (Cont.)	To have a 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 with Faranani/Alexander Forbes is in place.
	To have a contract in place for the insurance of the City Hall complex	Same as above
Fleet transport	To make internal in-house transport bookings for Members and staff plus external transport bookings. External transport bookings are outsourced to suppliers who provide chauffer-driven transport. The Legislature further hires kombis and buses for the public to attend the Legislature's public hearings and PPP workshops	The Administration Unit has two drivers and four vehicles at its disposal. 2072 transport requests were attended to during the 2005/2006 period. 642 were forwarded to external service providers for the hiring of buses, kombis and chauffer-driven transport for the same financial year. 1430 internal transport requests were attended to. A customer satisfaction survey has been put in place.
Asset management	<p>In the planning stage of the assets: to determine the definition of assets in the Legislature.</p> <p>In the acquisition phase: to deal with the recognition of assets, receipt and acceptance thereof and the establishment of the ownership.</p> <p>In the operation phase: to deal with monitoring the condition and usage of such assets, and the tracking and safeguarding of such assets.</p> <p>Finally, to deal with the disposal of the Gauteng Legislature's assets.</p>	<p>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 and new staff members joining the GPL.</p> <p>The total number of assets is 10 267. The Unit has conducted an asset count in line with GRAP recommendations. There were a number of movements that occurred in the year with various Units moving from one floor to another. The movement of assets has made the tracking of assets a difficult challenge for the organisation. The external auditors will be conducting their own count in terms of the audit.</p> <p>National Treasury is currently developing a system which we will probably inherit. The other alternative is the SAP asset system which is currently being introduced at no cost.</p>
Financial management for administration	<p>To compile the budget as per Finance plans</p> <p>To provide expenditure projections</p> <p>To submit quarterly reporting on non-financial data</p>	<p>Business plans were submitted before 30 July 2005.</p> <p>Expenditure projections are submitted regularly to Finance.</p> <p>Non-financial data reports were submitted on a quarterly basis.</p>

### Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Management of staff	<p>To comply with Labour Relations and Basic Conditions of Employment Act</p> <p>To conduct PPMS within the stipulated time frames Staff to be broad-banded</p>	<p>Statutory requirements were complied with at all times.</p> <p>Appraisals and the final review have been conducted in line with the Policy.</p> <p>No staff member was due for broad-banding during the period 2005/2006.</p>
Communication systems	To distribute telephone account reports to all Units	Telephone account reports were distributed. There is a need to adhere to Policy with regard to accounts exceeding the stipulated threshold. Finalisation of a revised Policy is currently under way. An upgraded system will be implemented to deal with threshold limits.
Distribution of information ATC, order paper, reports, etc.	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.
Clients hiring of various venues in the City Hall	Contracts paid before occupying venue	Requirements were met in terms of the policy. Auditors will conduct their audit.

#### STRATEGIC PROJECTS

Strategic Project	Projections and Outputs	
	2005/2006	
Project	Output	
Debit card system in canteen for Members and staff	The system to be implemented was researched. A presentation was done by suppliers. Due to the upgrade of the SAP system (which forms the base) there was a delay in contracting a service provider in time. Proposals had expired and the procurement process had to be re-initiated. Service providers have revised their proposals and implementation is expected during in the first quarter of 2006.	
Rejuvenate City Hall	The proposal was developed and approved by the Cultural and Heritage Committee. The project has been delayed as it is dependant on the Operational Support Services projects such as the Selbourne Hall, reception area, etc.	

## PROCUREMENT UNIT

The objectives of this Unit are to support the functioning of the Legislature through effective and efficient procurement service in the most economical manner, and ensuring that previously disadvantaged individuals are empowered accordingly; allowing fair and equal treatment to our suppliers, with the limited resources available to deliver the goods and services required to our internal customers within a specific time frame.

### STRATEGIC OBJECTIVES

No strategic goals

### STANDARD OUTPUTS

Standard Output	Projections and Outputs		
	2005/2006		
	Goal	Result	
Effective and efficient procurement of goods and services in line with the Policy and delegation of authority.	Goods and services procured	The target for this financial year was to achieve the following: 95 % of requisitions to be processed within 5 days of receipt.	
		<b>Quarter</b>	<b>Requisitions Created</b>
		<b>Orders Processed</b>	<b>Percentage Efficiency</b>
		1 <sup>st</sup>	564
		2 <sup>nd</sup>	652
		3 <sup>rd</sup>	678
Effective travel management – air travel, accommodation and car hire done within the required time frame	Air travel, accommodation and car hire booked	4 <sup>th</sup>	498
		<b>Legislature Business</b>	
		Domestic	Travel Requisitions Received
		International	Travel Booked
		<b>Benefit Tickets</b>	
		Benefit tickets budgeted for	Utilised
		244	97 tickets booked and utilised

## COMPOSITION OF STAFF COMPLEMENT

Unit	2003/4	2004/5	2005/6
Procurement Manager	1	1	1
Provisioning Coordinator	1	1	1
Senior Technical Buyer	1	1	1
Procurement Officer	1	1	1
Procurement Officer	1	1	1
Travel Officer	1	1	1
Receiving Clerk	1	1	1
Technical Buyer (Contract)		1	1
<b>TOTAL</b>	<b>7</b>	<b>8</b>	<b>8</b>

### Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs			
	2005/2006			
	Goal	Result		
Effective tender management processes – tenders compiled and advertised. Submission and recommendation of LAC.	Contract awarded	The target was to complete the tender process within three months: The following was achieved:		
		<b>Tender description</b>	<b>Tender commenced</b>	<b>Tender award date</b>
		<b>Duration in Months</b>		
		1. Printing of Annual Report	25 May 2005	10 June 2005
		2. Rental of photocopiers	29 August 2005	27 September 2005
		3. Purchase of computers	10 July 2005	12 September 2005
		4. ODI for Research Unit	01 July 2005	12 September 2005
		5. Maintenance of aircon System	01 August 2005	27 September 2005
		6. Project management and implementation of LIMS	11 August 2005	27 September 2005
		7. Organisational skills audit	12 October 2005	7 December 2005
		8. Performance management and BSC	02 November 2005	5 December 2005
		9. EAP	15 December 2005	4 March 2006
		10. Broad-banding assessments	15 December 2005	4 March 2006
		11. LIMS software	13 December 2005	15 February 2006
		12. Least cost cellular routers	22 February 2006	5 April 2006
Contract payment Contractors paid according to the contract.	Contracts paid	Targets achieved		
		Target for 2005/06 contracts paid by the 25th of the month. All contracts were loaded and paid by the 25th of each month, except for the technical contract with Signal Engineering. Invoices were received late during the January and February 2006 months, due to contract price changes brought on by contract negotiations between GPL and service provider.		

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Management of vendor database Vendors comply with defined criteria.	Vetted supplier database	Target for 2005/06 was 90% of vendors on database must be compliant with defined criteria. All suppliers are vetted prior to loading on the database. (Suppliers must therefore conform to all our requirements prior to them doing business with the GPL.)

## STRATEGIC PROJECTS

No Strategic Projects

## EXTRA-ORDINARY PROJECTS

Strategic Projects	Projections and Outputs
	2005/2006
Project	Output
e-Procurement	e-Procurement is to be implemented by 31 March 2006. The project is 90% complete. The reason for partial completion is due to SAP's shortage of resources in completing the interface between the e-Procurement system and SAP system. The SAP resource will only be available at the end of April 2006

## HUMAN RESOURCES UNIT

The Human Resources (HR) 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 (EAP), 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 HR 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:

1. Effective human capital (HC) development.
2. Adherence to statutory requirements.
3. Effective recruitment processes.
4. Effective HR administration.
5. Execution of project plans.
6. Effective management of HR personnel.

#### COMPOSITION OF STAFF COMPLEMENT

Unit	2003/4	2004/5	2005/6
Unit Manager	1	1	1
Senior HR Officer	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	0	0	1
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>7</b>

#### CARRY OVER PROJECTS

Strategic Objective	Projections and Outputs	
	Carry over Projects 2005/2006	
	Goal	Result
Development of the Retention Strategy		A draft document on retention of employees has been circulated to stakeholders for comment. It was decided that the strategy document will be finalised once the organisational HR Strategy is adopted and implemented.
Enhancement of the Leadership Development Programme		The document has been developed and is currently deliberated at various levels, including the Human Resources Strategic Committee. This is an enhancement of the current programme in conjunction with the University of South Africa (UNISA). The enhancement will be completed after conclusion of the HR Strategy.
The development of the Succession Planning and Promotions Policies		The two policies have been submitted to the Policy Committee and were deliberated on. The Succession Planning Policy was also circulated to all stakeholders for comments. The Policy Committee had requested that the Promotions Policy be revisited with legal assistance so that perceptions of discrimination be dealt with at that level. The Succession Policy was subsequently approved by the LSB in the first quarter of the new financial year.

STRATEGIC PROJECTS

Strategic Project	Projections and Outputs	
	Carry over Projects 2005/2006	
	Goal	Result
Policy development and review		<p>The following Policies were developed and/or amended: The Performance Management Policy, Bursary Policy, the Child Care Policy, the Succession Planning Policy, Promotions Policy and the remuneration Policy. Of the above policies only the Performance Management policy was approved in the year. The Bursary and the Succession Planning policies were subsequently approved in the new financial year.</p> <p>All Human Resources Policies have been reviewed for alignment with the imperatives of gender and disability sensitivities.</p>
Implementation of HR support towards PEBA imperatives	Capacity created for PEBA through proper resourcing	HR continued to assist the PEBA project by ensuring that the employees with the requisite competencies are recruited and that relevant training of staff is conducted on an ongoing basis. HR has in the last financial year recruited at least five committee coordinators and four researchers to capacitate PEBA.
Development of the HR Strategy	HR Strategy developed	A draft strategy was developed and deliberated at Secretariat level. The strategy was found to be rather too generic and not adequately aligned to ensure the delivery of the GPL strategic objectives. A decision was taken to rework the strategy for presentation to the Board. The strategy will be finalised in the second quarter of the new financial year.

## Section 3: Offices, Directorates and Outputs

Strategic Project	Projections and Outputs	
	Carry over Projects 2005/2006	
	Goal	Result
Implementation of Show me the Future strategies on :		
Acquiring HR	Recruitment processes improved	There has been a general improvement in the recruitment turnaround times (especially in the third and fourth quarter of the year when vacancies were filled within two months.) Recruitment agencies were work-shopped to ensure a better understanding of the business of the GPL and, in turn, to ensure better service delivery.
Developing HR	Staff developed	Staff training and development occurred through the utilisation of the Bursary Policy, which was reviewed in the fourth quarter. A training needs analysis schedule as well training interventions emanating from the PPMS assessment were also utilised to conduct training and development of staff.
Rewarding HR	Staff adequately remunerated	Staff were paid on time throughout the year without default. The Legislature again conducted a salary benchmark against the National Survey, the Johannesburg market as well as the Legislative Sector to ensure that the GPL remuneration remains competitive. The benchmark indicated that GPL remuneration packages are generally competitive measured against the broader market.
Terminating HR	Terminations properly administered	Exit interviews were conducted and analysed. The data reflected the number, levels and areas of work where most terminations occurred in order to devise intervention strategies to curb high levels of turnover where they might exist. The GPL turnover rate at 8.9% is at acceptable levels against national averages of 12 %. The exit interviews are also utilised to keep GPL informed as to employee satisfaction levels.

Strategic Project	Projections and Outputs	
	Carry over Projects 2005/2006	
	Goal	Result
HR administration	<p>Sound HR admin well managed in respect of:</p> <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>	<p>In line with the AG reports on HR administration and further to the comments made by the internal audit, HR in the last two quarters has been conducting file audits to remedy the past. This exercise has been complex particularly due to the delivery of information by employees.</p> <ul style="list-style-type: none"> <li>• Leave – A SAP Consultant was secured to audit leave on the system. A report on weaknesses identified was submitted to HR and remedial action was taken. This included regular and timeous updates on leave, particularly vacation and sick leave.</li> <li>• HR conducted an intensive file audit to address the inadequacies in respect of employee files. The exercise was aimed at ensuring the completeness and accuracy of documentation in employee files with respect to benefits, training records and IPMS and PPMS records.</li> </ul> <p><b>Provident Fund:</b> The transfer of provident fund and pension fund was not finalised. The process is currently being taken care of the Government Employee Pension Fund for Actuarial Valuations. The process of the transfers will be finalised in the second quarter of the new financial year.</p> <p><b>Medical Aid:</b> There were some levels of unhappiness due to some administrative problems experienced by staff. More regular meetings are held between HR and the medical aid staff to ensure better communication and that staff are not disadvantaged and inconvenienced due to administrative inefficiencies.</p>
Human Capital Management	<p>Staff properly managed and developed through: PPMS, training and development, mentoring and coaching, career and succession planning</p>	<p>Performance appraisals were conducted for Management through the PPMS Policy that came into effect on the 1<sup>st</sup> July 2006. Appraisals were also conducted for levels below management. (However, not for all the quarters as there were disputes on implementation with the union.) The issues were resolved in the third quarter and appraisals were subsequently conducted. Training and development were conducted as per the needs analysis and per developmental areas identified through the performance appraisals. Mentoring and coaching was conducted on an ongoing basis, through not in a structured manner. There is still a need to raise awareness and capacity of line managers on mentoring and coaching. The draft policy on succession planning was developed (and to be approved by the Board in the new financial year.)</p>
IPMS and PPMS policy review	IPMS and PPMS policy aligned	<p>The alignment of the two performance management systems was completed and approved by the LSB. GPL Staff were trained on the implementation of the new policy. The consolidated policy based on a BSC will be implemented with effect from 1<sup>st</sup> April in the new financial year.</p>

# STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Effective implementation of “Show me the Future” projects	Appointments of incumbent within 2 months. Payroll submitted to Finance and should meet the deadline of 10th and 15th of every month. Capacity utilisation by 100%.	<ul style="list-style-type: none"> <li>The appointment of employees has improved. The average strike rate for the recruitment of employees is two months.</li> <li>Payroll has been on target in terms of submission to the Finance Unit. HR has not kept to its deadline in paying both Members and staff on due dates.</li> </ul>
Effective human capital development	<p>Training needs to be submitted in the first quarter of the financial year (March). First reviews to be submitted in February, June, September and final appraisal in November.</p> <p>Broad-banding assessment to be conducted in April and September.</p>	<ul style="list-style-type: none"> <li>The submission of training needs analysis has been met. All Directorates have submitted their plans according to time frames set.</li> <li>There was some level of reluctance of union members to participate in the process. The targets for the first and the second quarter were not met in time. The situation was resolved in the third quarter and appraisals were subsequently conducted.</li> <li>Due to the non-participation of staff and delays encountered in starting the process of broad-banding, the targets of assessing individuals for the same period were not met. The process was re-initiated in the fourth quarter of 2005/6 and payments were subsequently made.</li> </ul>
Effective financial management	Budget managed on monthly, quarterly and annual basis	HR has shown a 9,5 % over-spend on its budget as a result of the carry-over projects and also other projects initiated to rectify the payroll.
Effective development and implementation of HR Policies	HR Policies developed, implemented and monitored	The process of policy development is ongoing. Four HR Policies have been developed i.e. the Succession Policy, the Promotions Policy, the Child Care Policy, and the Performance Management Policy. The Succession Policy as well as the Performance policy were subsequently approved by the board.
Adherence to statutory requirements	HR management and administration implemented in line with LRA, SDA EEA and PFMA	In general HR did not adhere to the SDA and EEA, in that the two Annual Reports have not yet been submitted to the various reporting structures. It is envisaged that this will be rectified in the new financial year.
Effective implementation, facilitation and monitoring of IPMS and PPPMS Policy	Quarterly reviews to be conducted in March, July and annual reviews in November	Performance appraisals were conducted for Management through the PPMS Policy that came into effect on the 1 <sup>st</sup> July 2006. Appraisals were also conducted for levels below management. (However, not for all the quarters as there were disputes on implementation with the union.) The dispute with the union was resolved in the third quarter and appraisals were subsequently conducted for the affected levels

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Effective recruitment processes	Recruitment finalised two months from date of recruitment mandate received by HR	The recruitment exercises have improved over the last 12 months. Currently the strike rate for placements of vacancies is three months; however, there is still room for improvement. 23 positions were filled in the financial year. (There is currently one outstanding position.)
Effective management of HR Administration	<p>Sound HR admin well managed in respect of:</p> <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>	<p>In line with the AG reports on HR administration and further to the comments made by the internal audit, HR in the last two quarters has been conducting file audits to remedy errors of the past. This exercise has been complex particularly due to the delivery of information by employees.</p> <ul style="list-style-type: none"> <li>• Leave – A SAP Consultant was secured to audit leave on the system. A report on weaknesses identified was submitted to HR and remedial action was taken. This included regular and timeous updates on leave, particularly vacation and sick leave.</li> <li>• HR conducted an intensive file audit to address the inadequacies that existed in respect of employee files. The exercise was aimed at ensuring the completeness and accuracy of documentation in employee files with respect to benefits, training records and IPMS and PPMS records.</li> </ul> <p><b>Provident Fund:</b> The transfer of provident fund and pension fund was not finalised. The process is currently in the hands of the Government Employee Pension Fund for Actuarial Valuations. The process of the transfers will be finalised in the second quarter of the new financial year.</p> <p><b>Medical Aid:</b> There were some dissatisfaction due to some administrative problems experienced by staff. More regular meetings are held between HR and the Medical Aid staff to ensure better communication and that staff are not disadvantaged and inconvenienced due to administrative inefficiencies.</p>

### Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Implementation of HR support towards PEBA imperatives	Reports and training co-ordinations/ schedules to be submitted on monthly and quarterly basis	As an ongoing project it is envisaged that HR will continue to assist the PEBA project by ensuring that the recruitment and training of staff continues. HR has in the last financial year recruited at least five committee coordinators and four researchers to capacitate PEBA.
Training and development	<p>Submission of Skills Development Report in September of every year</p> <p>Completion of training plan in March of every year.</p>	<p>The Skills Development Report has been submitted to SETA for approval. In line with the same requirements, the training plan was only finalised at the end of May 2005 due to a delay in the submission of plans by line managers. The following are statistics in terms of training:</p> <ul style="list-style-type: none"> <li>• A total of 79 courses were run for the Legislature.</li> <li>• A total of 513 man-days were spent on training.</li> <li>• A total of 389 people were trained during the year under review.</li> </ul>
Labour Relations (Industrial Relations)	Sound healthy working environment and Policies created through timeous communication and comprehensive analysis of Labour Relations practices and satisfied employees.	The relationship between management and the union has improved. The salary negotiations were concluded during the month of August 2005 and backdated to July 2005. The Recognition Agreement was finalised on the 28 <sup>th</sup> March 2006. There were two grievances recorded: one was finalised and the other is still ongoing. There were no disciplinary hearings during the year under review.

### 3.4 DIRECTORATE: OPERATIONAL SUPPORT SERVICES

#### OVERVIEW

The Directorate services the internal and technical needs of the Legislature. It ensures that the infrastructure, systems and security of the institution are fully operational 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.

#### DIRECTORATE PERFORMANCE STATEMENT 2005/6

##### FINANCIAL MANAGEMENT

The allocation of resources and the spending of financial allocations were generally effectively achieved, as evidenced by the monthly and quarterly financial statements. In fact, the Directorate achieved a year-end expenditure of R33,354,000 against a budget of R34,097,000, representing an under-spend of 2% within budget.

##### INTERNAL PROCESSES

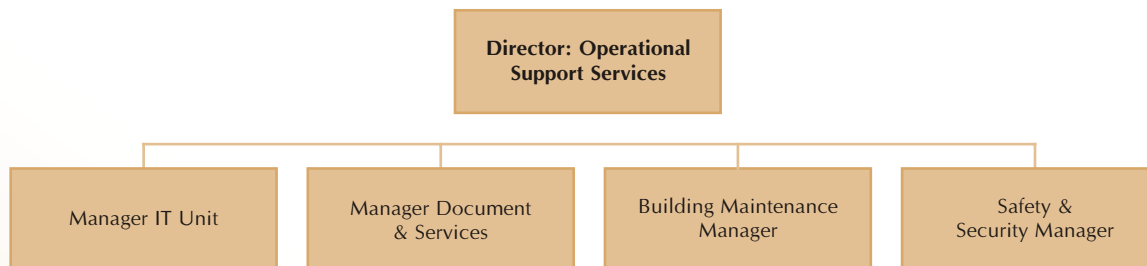
- **Strategic Management**

The annual review and planning session was held as were the three monitoring, review and reprioritising sessions. The review reports were finalised during the year.

##### HUMAN CAPITAL MANAGEMENT

PPMS reviews, with training and development plans and requirements identified, were held as eventually agreed with the union. Personnel records were updated throughout the

#### STRUCTURE AND COMPOSITION OF THE DIRECTORATE



year under review. During this time there were two resignations from the Directorate representing a turnover rate of 6.6%.

- **Monitoring and Evaluation**

The inclusion of monthly and quarterly plans and reports with evaluations was a standard maintained throughout the year. This achievement included the submissions of all of the above, on time and, as at year-end, within budget.

##### STAKEHOLDER MANAGEMENT

The provision of satisfactory services to the clients and stakeholders of this Directorate has not been measured. However, as a general standard, the level of service has proved satisfactory. This whole aspect is of intense interest and efforts to maintain and improve these levels are a continuing effort.

##### EXECUTION OF PROJECT PLANS

- **Rehabilitation of West Wing of the City Hall.** Funding (R250, 000), was allocated in October 2005 for this project. Due to the complexity of the rehabilitation,

which included elevator shaft extensions and structural beam repairs, in addition to substantial general repair work to the third and fourth floors, the project was put on hold in anticipation of additional funding. The rehabilitation of the back stage rooms, and the ladies' and gents' toilets were completed in the City Hall. This included toilets for people with disabilities.

- **Rehabilitation of the Rissik Street Post Office.** The terms of the Post Office sale and transfer to the GPL have still not been concluded during the year under review.
- Introduction of Health and Safety into the Legislature with the recruitment of the replacement Health and Safety Officer in February 2006. Satisfactory progress has been made in this regard. The Safety Committee and safety teams are now operating, training is in progress, safety filing has commenced, safety equipment and medical supplies are on hand, the sick bay has been relocated to the basement, and a safety evacuation drill has been held.
- **Develop and implement the Legislature Information Management System (LIMS).** A consultant team was assembled in late 2005. Terms of reference were established, forward planning with milestones agreed through to the end of fiscal 2006/7. In the event, the planned phases (1, 2, and 3) were all achieved, as was

the design and launch of the e-Petitions Programme by the end of March 2006. In addition, the necessary hard and software were purchased and installed for the running of the e-Petitions Programme. The satisfactory progress is set to continue through 2006/7.

- **Develop and implement Knowledge Management (KM).** The responsibility for this programme has been transferred to the Directorate of Institutional Support Services, with Operational Support acting in support. Due to the current occupation of LIMS, the capacity of the institution to extend into the KM field is too limited at present. The new fiscal year should see this aspect addressed.
- **Upgrade the SAP Platform.** The SAP platform has been successfully upgraded to MY SAP, during the year - the final achievement being in March, 2006.
- **Implement the electronic security system.** The new electronic security system funding has only been made

available for the 2006/7 fiscal . However, considerable investigation has been carried out during the year under review, resulting in the identification of acceptable access equipment for the initial installation in the Legislature, planned for early 2006/7. This investigation included acceptance of the equipment by the supporting security agencies, as well as price sensitivity. This equipment will eventually be integrated into the total electronic security system of the institution.

### CHALLENGES

- **Rissik Street Post Office**

The non-progress of the Post Office has been most disappointing, notwithstanding the behind-the-scenes efforts that were made and which will continue to be made. Plans are in hand for the total rehabilitation and refurbishment of

the building.

- **West Wing of the City Hall**

The requirements for this rehabilitation will require considerably more funding than originally anticipated.

### EXTRA-ORDINARY PROJECTS

The Information Technology Unit was successfully engaged in the following extraneous projects, both of which were successfully launched live during the year under review:

- **3G Wireless Project:** This project allows authorised users of appropriately equipped laptops to connect to the Legislature's network from anywhere within the country.
- **LAN Wireless Project:** This project allows authorised users of laptop equipment to log into the institution's network from anywhere within the Legislature.

## TECHNOLOGY UNIT

### OVERVIEW

The Technology Unit is responsible for information technology and technical support. It refers to the management of computer hardware, business solutions, software, network and communication support. The technical aspects cover audio, video, audio/video systems, telephones, switchboards and security equipment. IT services remained outsourced to HR ComputeK and technical support to Signal Engineering cc.

The Technology Unit maintained its uptime goal of 99.75%. Highlights included the continued progress of the Legislature Information Management Service (LIMS), which has now gone live with its first project which is e-Petitions. In addition, the introduction and launch of both the 3G and LAN Wireless projects have considerably enhanced the

### COMPOSITION OF STAFF COMPLEMENT

Unit	2003/4	2004/5	2005/6
Technology Manager	1	1	1
Network Administrator	0	0	1
Technical Assistant	1	1	1
Basis Support	0	1	0
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>3</b>

mobility and connectivity internally and externally to the institution's computer network.

The objectives of this Unit are as follows:

- To be the primary provider of a technological framework for the Legislature and its work;

- Provide the platform and infrastructure for all business systems and processes required by the Legislature to meet its overall goals and vision;
- To contribute effectively towards the objective of sustaining Gauteng as a Smart Province.

STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
<b>Strategic Objective No 1:</b> Information Systems Development (LIMS)	<ul style="list-style-type: none"> <li>Enterprise architecture to assist the institution to work towards delivery of the desired service-orientated Information Technology environment.</li> <li>Providing Members with information that enables better informed and more effective decision making based on the availability and reliable information drawn from a diverse variety of sources within GPL.</li> <li>Improve the oversight and decision-making processes of the Gauteng Legislature.</li> </ul>	<p>This is a multi-year project run jointly by Documents and Services and IT Units and provides the technical support and funds management.</p> <p><b>Project highlights include:</b></p> <ul style="list-style-type: none"> <li>Set-up of Development/Production environment.</li> <li>Successful completion of e-Partition installation.</li> <li>Successful completion of Omtol (Business Analysis).</li> <li>Successful completion of SAS.</li> <li>Successful completion of Software Integration Design Sybrin/ Omtol &amp; Flowcentric/SAS.</li> <li>Delivered the first e-Partition demo to stakeholders and Office Bearers.</li> <li>Acceptance by stakeholders and Office Bearers.</li> </ul>
<b>Strategic Objective No 2:</b> SAP Upgrade (platform, hardware and version upgrade)	<ul style="list-style-type: none"> <li>Tighten corporate governance (delegation of authority).</li> <li>Improved world-class analytic tools for finance FICO, MM and HR Payroll processes.</li> <li>Improved human capital management systems.</li> <li>Operations and corporate services functionality.</li> </ul>	<p>The project was completed on time.</p> <p>Deliverables were achieved with high quality and customer acceptance and were signed off by super users, system users, management and sponsor.</p> <p><b>Project highlights include:</b></p> <ul style="list-style-type: none"> <li>Seamless upgrade with minimum problems, business disruption and risks.</li> <li>Tightening of corporate governance (delegation of authority).</li> <li>Inclusion of Members' Affairs Directorate.</li> </ul>

# STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Maximum system availability	System uptime availability of 99.75%	<p>The targeted projections for this outcome were achieved. Most of the system's down-times were scheduled after hours and were communicated to users.</p> <ul style="list-style-type: none"> <li>The Unit was upgrading SAP and there were minimum disruptions - mostly after hours.</li> </ul>
Effective network security and risk management	<ul style="list-style-type: none"> <li>Efficiency of firewall configuration</li> <li>Access rights control matrix document</li> <li>Minimum encryption standards</li> <li>Periodic risk assessment and adherence to AG's requirements</li> </ul>	<p>All security network parameters have been observed. There has been no threatening incident for this reporting period.</p> <ul style="list-style-type: none"> <li>Successful hacking = 0%</li> <li>Virus hits = 0%</li> <li>Incidents of internal control violations = 0%</li> <li>Successful remote access security implementation</li> <li>Successful wireless LAN implementation</li> <li>Successful VPN 3G implementation</li> </ul> <p>During December 2005, the Unit was involved in network redesign and switch calibration to include wireless and VPN (3G Technology). This may have resulted in slight performance degradation.</p> <p>The annual AG audit was carried out and a few housekeeping issues were highlighted. These have already been addressed.</p>
Provide the hardware infrastructure to support the network backbone and business systems.	<ul style="list-style-type: none"> <li>Efficient and robust network backbone.</li> <li>High Speed Network Switches, fibre interlinks UTP office points, satellite communication links.</li> <li>Server infrastructure.</li> </ul>	<p>The Unit has been successful in the realisation of this goal. However, there has been a steady system growth with the introduction of LIMS and its components.</p> <p>The Unit acknowledges that the backbone utilisation study will be conducted after full implementation of LIMS to determine if the infrastructure will require an upgrade.</p> <p>New components have been added to the network backbone, wireless connectivity, secured SSL VPN for remote access</p>

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Technical and end-user support	<ul style="list-style-type: none"> <li>• Efficiency and effectiveness of support operations</li> <li>• Adherence to Technology Unit Customer Service Charter</li> <li>• Maximum utilisation of computer facilities</li> <li>• Portal deployment</li> </ul>	<ul style="list-style-type: none"> <li>• New Helpdesk Solution has been customised, tested and is now being deployed to all desktop users.</li> <li>• The Unit has put together a "User's Satisfaction Survey" document and a copy has been logged in Members' Affairs Directorate. The general survey will be carried out at least twice a year.</li> <li>• A system of pre-inspection of systems in Selbourne Hall before the seating is now operational and reports are logged in the Speaker's Office every morning of the seating.</li> <li>• All GPL events (internal/external) are provided with audio and video projections if required.</li> </ul>
Research, evaluate and prepare for the implementation of various business applications	Provide technical framework and successful advice for GPL business solutions, including information sharing with other Legislatures.	<p>The Unit has successfully carried out researches and implementation of:</p> <ul style="list-style-type: none"> <li>• Secured 3G and SSL-VPN remote access for Members and staff</li> <li>• Secured Wireless LAN access (Main building and 1066)</li> <li>• DRP and Backup/ Archive methodology (project plan in place)</li> </ul> <p>The Unit, together with Room Readiness Task Team on Video Conference, is providing leadership on this LSP funded project (LSPVC9). Highlights include:</p> <ul style="list-style-type: none"> <li>• Successfully coordinated (ISM FORUM) Annual Report and presented it in 1st SALSA AGM.</li> <li>• Successfully presented White Paper on implementation of IMS in the legislative sector in 1st SALSA AGM.</li> <li>• Successfully put together tender specifications for VC bandwidth requirements</li> <li>• Successfully co-ordinated various workshops on video conferencing implementation.</li> </ul>

## EXTRA-ORDINARY PROJECTS

Strategic Project	Projections and Outputs	
	2005/2006	
	Goal	Result
Wireless network	Provide secured wireless network at the GPL review and calibrate <ul style="list-style-type: none"> <li>• Security</li> <li>• Speed</li> <li>• Secure area of coverage</li> <li>• Redesigning network diagram</li> </ul>	Project was completed successfully. Secured Wireless LAN is now available on: <ul style="list-style-type: none"> <li>• Main Chamber (Selbourne Hall)</li> <li>• All Committee Rooms</li> <li>• All Board Rooms</li> <li>• Canteen</li> <li>• Passageway</li> <li>• Offices</li> <li>• 1066</li> </ul>
3G Project and SSL VPN	Extending the GPL Corporate Network Infrastructure to enable remote access for authorised mobile devices (3G Mobile Connect)	Device testing completed successfully. Software testing completed successfully. Security tests completed successfully. Speed and performance testing completed successfully. Secured SSLVPN was successfully configured. New Firewall installation completed successfully. Secured APN (for 3G tunnelling) with Internet Solution was successfully configured. 3G cards with GPRS, GPRS+, EDGE 3G and (HSDPA) High Speed Downlink Packet Access communication technologies were successfully deployed.
EULSP funded National Video Conferencing implementation Project (Project LSPVC9)	National Video Conferencing implementation for all 9 Legislatures and the parliament	<ul style="list-style-type: none"> <li>• The Unit Manager was instrumental in project management, design and coordination of the Backbone Infrastructure Tender for Video Conference Requirements (national project).</li> <li>• The LSP received endorsement on the Backbone Infrastructure Tender in February.</li> <li>• The tender was launched on 14 February.</li> <li>• A briefing session was held with tenderers on 22 February at 14:00.</li> <li>• The evaluation took place on 16 and 17 March 2006.</li> <li>• The tender was awarded on 20 April 2006.</li> </ul>

## DOCUMENTS AND SERVICES UNIT

The Document and Services Unit comprises the Registry Office, Print Room, Refreshment Services and Service Officers. The Document and Services Unit provides document management, document retrieval and storage via the Registry Office. Photocopying, printing, binding, and production of Legislature booklets are provided by the Print Room services. Supply of refreshments to all standing Committees, House and other internal official meetings is provided by the Refreshment Services. Messenger services are provided to all the standing Committee meetings, including sittings of the House. Administration services are delivered by service officers per request.

### COMPOSITION OF STAFF COMPLEMENT

Unit	2003/4	2004/5	2005/6
Document and Services Manager	1	1	1
Registry Supervisor	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>

### STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
To develop, install and implement the Legislature Information Management Systems (LIMS)	<b>Phase 1:</b> <b>Development Phase</b> Develop functional requirements Design technical architecture Design Tender Scorecard for Vendors Define detailed business specifications Evaluate and adjudicate RFP responses Benchmark on e-Petitions Model Design the e-Petitions Model	Functional Requirements Report Design Technical Architecture Report Tender Scorecard Document for Vendors Functional Specifications Terms of Reference Selection of vendors e-Petitions Benchmark Report e-Petitions Model
	<b>Phase 2: Installation Phase</b> Distribution System Document Management System Workflow Management Data Warehouse	e-Petitions system installed Sybrin Document Management System installed Flowcentric Workflow Management System installed SAS Data Warehouse installed

## Section 3: Offices, Directorates and Outputs

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
To develop, install and implement the Legislature Information Management Systems (LIMS) (Cont.)	<b>Phase 3: Implementation Phase</b> Distribution System Document Management System Workflow Management Data Warehouse	Implemented (e-Petitions) In progress (May-May 2007) In progress (May-May 2007) In progress (May-May 2007)

### STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Refreshment Services	Provision of refreshments to all GPL official meetings.	Available refreshments for every meeting. High profile supply: <ul style="list-style-type: none"> <li>• LSB meetings</li> <li>• Secretariat meetings</li> <li>• Office Bearers</li> <li>• Sittings of the House</li> <li>• Committee meetings</li> </ul>
Print and binding of documents	Printing and binding of all: Legislative documents Hansard debates Provincial Bills Provincial Acts.	Printing of: <ul style="list-style-type: none"> <li>• Legislative documents (Notices, Minutes and Reports)</li> <li>• Hansard debates (Booklets printed in-house)</li> <li>• Provincial Bills (Printed in-house)</li> <li>• Provincial Acts (Printed in-house)</li> <li>• Members and Committees of the Legislature (Booklets printed in-house)</li> <li>• Induction Programme Employee Handbook (Booklets printed in-house)</li> <li>• Code of Conduct and Ethics for Members (Booklets printed in-house)</li> <li>• The Office of the Integrity Commissioner (Register of Members' Interests).</li> </ul>
Enhancement of business solution	Replacement of old copier machines with high-tech copiers	Leasing of 2 x high volume copier machines in the Print Room Leasing of 12 x stand-alone copiers Contract and Maintenance Agreement in place

## Gauteng Legislature Annual Report 2005-2006

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Registry and archiving services	Acquire and update document and files Store document and files	Easy access and retrieval of documents and files <ul style="list-style-type: none"> <li>• Updated files (Hard copies)</li> <li>• Updated T: drive (Electronically)</li> </ul>
Adherence to Legal Deposit Act	Compliance with the Legal Deposit Act, 1997.	Available list of deposited GPL publications in accordance with the Legal Deposit Act
Adherence to National Archive Act	Compliance with the National Archives Act, 1996	Management and storage of all archived legislative documents in accordance with the National Archives Act, 1996
Support Service	Provision of service officers to all Committee meetings and sittings of the House  Provision of admin duties	Avail service officers to: <ul style="list-style-type: none"> <li>• All internal meetings and public hearings</li> <li>• Sittings of the House</li> <li>• Admin duties.</li> </ul>
Maintenance of MPL Register Sybergate Software	Updated MPL Attendance Registers	Monthly MPL Attendance Registers Quarterly MPL Attendance Registers Annual MPL Attendance Registers

### EXTRA-ORDINARY PROJECTS

Strategic Project	Projections and Outputs	
	2005/2006	
	Goal	Result
GPL tours for Speaker's delegates	Taking Speaker's continental and international delegates on a tour of the Gauteng Legislature  Informing delegates about the history of Johannesburg City Hall and the Gauteng Legislature	Completion the following tour: <ul style="list-style-type: none"> <li>• California State Senates</li> <li>• Kenyan Delegation – Center for Multiparty Democracy</li> <li>• Nigerian Delegation</li> <li>• National Council of States Legislature – USA</li> <li>• Indian Delegation</li> </ul>

## BUILDING MANAGEMENT

The objectives of this Unit are to provide the Legislature, its Members and staff with the physical infrastructure required to perform their functions and to maintain the infrastructure effectively. The Unit is also responsible for providing a well-maintained and welcoming atmosphere in the building for Members, staff and visitors.

Key areas of leverage:

- Management of building ownership
- Management of building services
- Satisfy the clients'/occupants' accommodation requirements within budget
- Maintenance of building fabric and surfaces

## COMPOSITION OF STAFF COMPLEMENT

Unit	2002/3	2003/4	2004/5	2005/6
Unit Manager	0	1	1	1
Property Coordinator	1	1	1	1
Maintenance Assistant	1	1	1	2
4 X Contract Workers	4	4	4	4
Electrician Contractor	0	1	1	1
<b>TOTALS</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>9</b>

- Maintenance of fixtures and fittings – efficiently and with quality workmanship.
- Upgrade and refurbishment of offices and venues.
- Management of the precinct.

## STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
<b>East Wing upgrade</b> Upgrade of Selbourne Hall	Initiation of plans and contracts within the funding allocation	Selbourne Hall project initiated. Plans, consultants, and contractors in place. Delays have been experienced in actual project commencement.
East Wing lighting and safety signage	Upgrade of lighting and safety signage standards	Lighting upgrade is 90% complete. Safety signage is to form part of the fire and safety design.
<b>West Wing rehabilitation</b> Continuation of rehabilitation work	Percentage completed 20%	Backstage of the City Hall has been completed. Male and female toilets refurbished, including disabled facilities. Additional funding will be needed for the upgrade of the third and fourth floors in this wing.
Fire and Safety compliance	In progress	Outstanding due to additional funding requirements. Plans are in place for the implementation of the fire rational design.
Harry Hofmeyr Parkade	Continuation of maintenance of lighting and general standards	Lighting maintenance continues as does the general maintenance of the facility.

## STANDARD OUTPUTS

- Building ran smoothly. Routine maintenance requirements were responded to in good time. Most maintenance requirements were adequately budgeted for and completed. These included ongoing repairs, painting, and dry-walling. The three original elevators have now been completely serviced and upgraded to full user standard. A rates payment problem was experienced due to the City Council's inadequate advice regarding a municipal services status change.
- Service contracts are in place. All service contracts were maintained and the resulting delivery was of good standard.
- A project management team was contracted to facilitate and assist with the refurbishment projects as stipulated in the strategic objectives above.

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Video Conference Room	<ul style="list-style-type: none"> <li>• Provide a video conferencing facility, to link in nationwide with the other Legislatures and parliament.</li> <li>• Project to be completed by middle of 2006/7 fiscal.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Room A selected</li> <li>• Furniture designed to requirement and installed</li> <li>• Lighting survey completed</li> <li>• Acoustics survey underway</li> <li>• Air conditioning underway</li> <li>• Electrical and structural survey underway</li> </ul>

## SECURITY, HEALTH AND SAFETY UNIT

The prime objective of the Safety and Security Unit is to conduct a total security function by minimising the security risks facing the institution in relation to physical, document, personnel and information security. In addition, the Unit is responsible for ensuring that the Legislature is free of safety and health hazards. Finally, the Unit is charged with the provision and oversight of the protection of the building, precinct, assets, Members, staff and visitors to the Gauteng Provincial Legislature.

Standard aspects of security concerns and planning were valid during the year under review. These included security and safety coverage for ceremonial functions, both internal and external (Precinct), as well as planning and protection to

Members hosting external (special) functions. Marches and demonstrations proved as numerous as in previous years, and adequate security coverage was provided throughout. The inter-service co-operation and liaison with the Security Unit continues to be very close.

As the budget for the planned integrated electronic security system has only been allocated for 2006/7 on a phased basis, fundamental planning only has taken place, but the Unit will be ready for early implementation in the new fiscal year. Measures against petty theft continue.

## COMPOSITION OF STAFF COMPLEMENT

Unit	2003/4	2004/5	2005/6
Security Manager	0	0	1
Safety Officer	1	1	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

**NB:** The Security Manager resigned in January, 2004 and was replaced in July, 2005

The H & S Officer resigned in August, 2005 and was replaced in February, 2006

## STRATEGIC OBJECTIVES

Strategic Objective	Projections and Outputs	
	2005/2006	
	Goal	Result
Unit Strategic Plan	To develop the Unit Strategic Plan	Plan has been developed.
Financial management	Implementation and adherence to PFMA	Financial management satisfactorily exercised. Expenditure within the 5% allowance for the final year-end achievement.
Upgrade and implement security systems.	To provide a functional electronic security system.	The cameras are now recording in real time, albeit without a control room which will be realised in 2006/07. The X-ray and metal detector equipment is to be installed in 2006/07, due to lack of funding in the year under review. Investigation has been concluded and the equipment will be installed as part of the overall integrated electronic security system. Access control has been reinforced. The control of the Harry Hofmeyr Parkade and the precinct is being maintained by a private security firm. Theft has been reduced by the measures implemented. Carelessness in protecting attractive equipment seems to be the apparent problem now. (See the theft register below.)
Implementation of the Security Policy	To implement the Policy.	The Security Policy has been finalised and submitted to the Policy Committee for review and acceptance. The Policy, nevertheless, is currently functional.
Reinforcing security access control locks for strategic areas	To reinforce access and locks to strategic areas.	Office locks to strategic floors. The electronic access system is currently being upgraded. Laptop and printer security facilities have been issued.
Security awareness	To implement awareness programmes	Output realised and is ongoing.
SAPS	A working relationship with SAPS	Workshop planned to achieve this output and a signed working document is to be realised. A general and continual tightening of the Legislature's access control is an ongoing requirement within the security plan.
Security protocol at events	Plans in place and events covered seamlessly	Coverage of all the various events, ceremonial and exceptional, has been executed most satisfactorily during the year. This has included the involvement of the various security and police agencies.

## STANDARD OUTPUTS

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Adherence to OHASA regulations	To adhere to legal compliance	Safety Officer was appointed on 01/02/06. Health and Safety Committee in place and operating. Safety audit preparations are ongoing. The first audit has been conducted. Training concluded for safety representatives to do monthly safety checks in the building. Safety teams (fire, first aid and floor wardens) are in place, and training is ongoing. Safety evacuation drill has been completed. Further drills are to follow. Safety Policy has been drafted.
Safety awareness	To implement awareness programmes	Output commenced and is ongoing.
Fitness Centre management	Funds are available, but space remains a challenge. New equipment is being phased in.	Treadmills, spinning cycles, and ellipticals have been installed. Other equipment has been ordered. There are ongoing plans for the upgrade of the Fitness Centre.

# REGISTER OF STOLEN EQUIPMENT

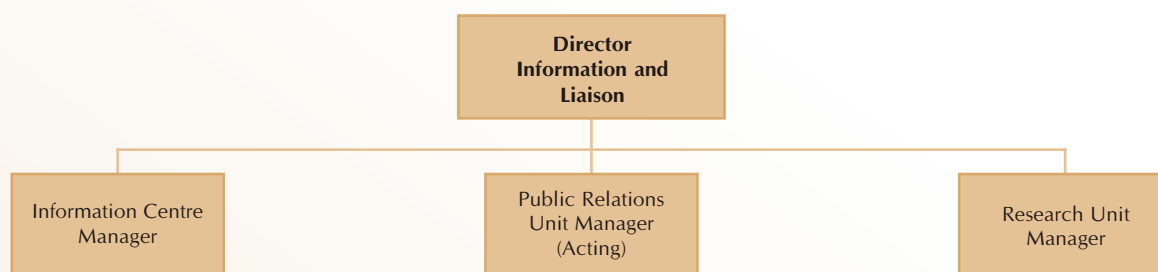
DATE WHEN ITEM WAS FOUND MISSING	DESCRIPTION OF ITEM	FURTHER DESCRIPTION	CASE NUMBER	OTHER DETAILS
8 April 2005	Laptop - DA	Serial No: CNF 50402CP / G011404	Case No: c/n218/05/2004	H Koorts -DA
8 April 2005	Laptop - DA	Serial No: CNF 504026P / G011385	Case No: c/n217/05/2004	J Swart - DA
3 May 2005	Laptop - ANC	Serial No: CNF 50402D3 / G011438	Awaiting Case No	D Tsotetsi
26 August 2005	2x Laptops - IT	Serial No: CNF 504028G and CNF 504028B	Case No: 1863/08/05	Sharon Davidson - IT
22 September 2005	Laptop - DA	CNF 604026Y	Case No: 1631/09/05	H Koorts - DA
21 October 2005	Laptop - DA	CNF 50402B4	Case No: 1203/10/05	P.Mokgohlwa - DA
22 December 2005	Monitor - PAC		Case No: 181/12/05	M Mogotlane – PAC
13 January 2006	Projector – Committee Room C		Case No: 697/01/2006	Committee Room C

### 3.5 DIRECTORATE: INFORMATION AND LIAISON

The Directorate of Information and Liaison comprises three Units: Public Relations and Media Services, Information Centre and Research. The Directorate is primarily concerned

with the supply of information to the Members in the Legislature, and with increasing the profile of the Legislature amongst the public of Gauteng.

#### STRUCTURE AND OBJECTIVES DIRECTORATE:



#### DIRECTORATE PERFORMANCE STATEMENT 2005/6

The Information and Liaison Directorate supports the provision of information to the Legislature so as to enhance oversight, support law making and improve public participation. In addition, the Directorate profiles the Legislature externally in order to increase public awareness.

Reporting on the four dimensions of the BSC namely financial management, internal business process, stakeholder management, and HR management.

#### FINANCIAL MANAGEMENT

The Directorate ended up under-spending by 0.6% on the 2005/6 budget. The largest variances arose out of failure of consultants to complete research assignments timeously. As a result, research assignments on HIV/AIDS, the Funeral

Industry and the Small and Micro Enterprises Sector were carried over to the next year. Other contributing factors to the under-expenditure were insufficient advertising and cancellation of events. Mitigation measures for the next financial year include the Directorate commissioning research projects during the early part of the year, so as to provide consultants with sufficient time to complete assigned work.

#### INTERNAL BUSINESS PROCESS

The Directorate focused on nine strategic projects for the year. The Public Relations Unit and the Information Centre completed seven of these strategic projects and the remaining two were partially completed. These were carried over into the new financial year for completion. The Directorate completed two organisational development projects for the Research and Public Relations Unit, upgraded the Legislature website and - as its flagship project for the year - introduced a

supplement to the Annual Report of the Legislature.

#### STAKEHOLDER MANAGEMENT

##### INTERNAL STAKEHOLDERS

There are ongoing consultations with GPL Members and Offices on issues affecting the institution and the Directorate influenced several Committees regarding support and co-ordination of its activities.

##### EXTERNAL STAKEHOLDERS

As part of its stakeholder management, the Directorate compiled a Protocol Manual, which guided the hosting of the Legislature's delegates from a number of countries including Nigeria, India, Canada, Indonesia, Iraq, Kenya, Somalia, Uganda, Malawi and China, amongst others.

Senior Management of the Directorate undertook a study tour visit to Australia where they were exposed to improved business processes. The Directorate participated significantly in the Secretaries Association of Legislatures of South Africa (SALSA) by taking part in the Research and Information fora throughout the year, as well as producing and presenting conference papers during the annual conference held in January 2006. Over and above these, the Directorate coordinated a number of events including the opening of the Legislature and celebrated most public and international days including the Africa Day.

#### HR MANAGEMENT

##### LEADERSHIP DEVELOPMENT

The Directorate participated in the institutional team-

building sessions. The first two involved the Extended Secretariat in Mpumalanga and Limpopo. The last two involved the Secretariat in Pilanesburg and the Directorate in Parys. The most fruitful were the last two which provided the Directorate with an opportunity of evaluating team members and raising impediments to effective cross-functional team work and effectiveness.

### TRAINING AND DEVELOPMENT

Training for capacity building was implemented according to training needs developed for both the Information Centre and the Public Relations Unit. The Research Unit was unable to secure a service provider in some of the identified areas for example legislative analysis due to limited service providers willing to provide the training.

### RECRUITMENT

The resignation and untimely death of a staff member within the Directorate presented the Directorate with a number of challenges and lead to rotation and exposure to leadership roles for the senior staff members.

### PERSONNEL MANAGEMENT

The Directorate completed the performance management exercises for the year under review in line with the agreed time frames and format.

- In terms of service delivery and effective strategic management, the Directorate during the 2005/6 financial year adopted an integrative approach to strategy and operations issues as the Unit is responsible for the effective exchange of information internally between the Information Centre and the Research Unit, Members and Office Bearers of the Gauteng Provincial Legislature and between the GPL and the public.

- This is evident in the management of information related events, processes and products. The Research Unit compiled research on strategic related matters and issues confronting the GPL. The Information Centre provided relevant bibliographic lists and special edition newsletters so as to consolidate awareness of the role and nature of the DI&L with stakeholders. Furthermore, the Directorate continued to create profiles and compile information packs for the various Units and decision-making structures around pertinent global and regional issues.

### INFORMATION CENTRE

The Information Centre Service supports Legislature programmes by providing timeous relevant information and information products which address information needs and requirements of Members and staff in order to fulfil their constitutional obligations.

### COMPOSITION OF STAFF COMPLEMENT

Unit	2003/4	2004/5	2005/6
Unit Manager	1	1	1
Senior Information Officers	4	4	4
Information Officers	1	1	2
Information Assistant	1	1	1
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>8</b>

The highlight of the year was a customer satisfaction and information needs survey for the purpose of planning for service improvement. Stakeholders were given an opportunity to elaborate with specific comments, and responses came from reasonably representative user groups. The results offered insights and knowledge regarding the Information Centre customer base and their wish list. Overall, the service experience ranged from good to very satisfactory with a few neutrals.

Although there is always a challenge in selecting from amongst varied and diverse suggestions (whilst ensuring that the goals and objectives have customer focus), the Unit will increase the number of Member participants during the coming financial year. In- person interviewing might be used on a selective basis with some respondents/non-respondents to the general survey to generate a more in-depth array of data.

## STRATEGIC OBJECTIVES

Strategic Projects	Projections and Outputs	
	2005/2006	
	Goal	Result
Enrich information support to PPP	<p>To review and update PPP Unit's information needs profile for selective dissemination of information</p> <p>To maintain consortia alliances with NGO's</p>	<p>Needs profile was created. Relationship building opened doors for communication and invited participation. This led to in-depth understanding of plans and needs of the PPP Unit. The Information Centre was able to package information services to staff who needed to keep abreast of specific issues.</p> <p>The Information Centre provided additional information about NGO services and programmes. Relevant new materials were published on public participation in decision-making policy formulation. Government programmes and projects were obtained.</p>
Align services and products to Legislature	<p>To conduct needs and impact assessments with Members, researchers and Office Bearers.</p> <p>To provide pro-active information support to institution's strategic priorities (poverty alleviation and job creation)</p>	<p>Satisfaction survey conducted resulted in elimination of barriers to service needs; setting standards for service quality; execution of effective business strategies and customer driven systems that matched supply with demand.</p> <p>Selective subject bibliographies on economic development, job creation, poverty alleviation, gender, youth, public participation, disability and HIV/AIDS were pro-actively compiled and publicised. These bibliographies were continuously updated as new relevant material was published and acquired.</p>
Enrich and extend information support base for oversight	<p>To foster collaborative activities and partnership with researchers, Committees and Office Bearers in developing and managing collections.</p> <p>To improve access to independent research information</p> <p>To develop the collection of information materials.</p> <p>To improve response rate.</p> <p>To maintain and enhance information retrieval system</p> <p>To implement Public Service Oversight Model in order to enhance support of Committee work</p>	<p>Participation of stakeholders in the development of collections was solicited and this approach enhanced quality, relevance and appropriateness of material acquired. Journal collection, publications of research organisations and business oriented electronic databases were collectively reviewed and renewed.</p> <p>Research reports requested by researchers to perform pro-active research for Committee work were obtained from relevant research institutes. To further improve access to independent research information, links to electronic journals were created; electronic alert services were provided and some materials were obtained from academic institutions on exchange agreements.</p> <p>Book selection was focused and informed by various Committee activities and content. Well-balanced monthly acquisitions of books dealing with relevant aspects and areas covering current work of Committees. Background information was supplied to support their oversight work in consultation with stakeholders.</p>

## Section 3: Offices, Directorates and Outputs

Strategic Projects	Projections and Outputs	
	2005/2006	
	Goal	Result
Enrich and extend information support base for oversight	To introduce multi-levelled user guidance to Members to promote use of services and products.	<p>Relevant software and hardware infrastructure was acquired. INMAGIC Web PublisherPro Library software was upgraded for improved response rate in order to facilitate transfer of oversight related information to Committees and research timeously.</p> <p>Books were indexed exhaustively. This means that all topics contained in them were highlighted including difficult to find information. This approach resulted in efficient and effective retrieval of information required to support Committee oversight work.</p> <p>All media briefs, comments, available statistics and source documents from independent bodies referring to provincial budget issues, Departments' programmes and service delivery related matters were obtained and circulated to stakeholders.</p> <p>There was generally a low response in respect of this service. The aim was to empower Members to gain self-sufficiency in retrieving information conveniently from their work stations at the time required.</p>
Forge partnerships with NGO's, CBO's and research organisations in order to pro-actively disseminate information in real-time	<p>To network with NGO's, CBO's, and research organisations with the view to membership and acquiring materials of relevance to Committee and research work.</p> <p>To provide current awareness service.</p>	<p>As part of a large information environment and as a member of information networks, the Unit created alliances and entered into cooperative membership agreements that assisted the staff to deliver information and resources expediently to stakeholders.</p> <p>A range of current awareness services were offered through circulation of contents pages, alert articles and new acquisitions list on an ongoing basis.</p>
Facilitate convenient physical access to material and staff	<p>To review collections in response to institutional priority areas and space limitations.</p> <p>To assist in-planning for short-term expansion of facility to accommodate new services and materials.</p> <p>To facilitate physical arrangement conducive to access and browsing.</p>	<ul style="list-style-type: none"> <li>Collection was evaluated for usage patterns. Books that have the highest turnover and demand were identified and multi-copies of these were obtained.</li> <li>Due to space limitation, alternative storage for not heavily used materials was secured. Book detection system was strategically placed for security of books and other information materials, as these are assets of the Legislature.</li> <li>Collection, floor plan, traffic flow and functionality strategy promoted a conducive atmosphere for reading and browsing conveniently. This contributed to stakeholders' comfort and enthusiasm for returning to the Information Centre.</li> </ul>

## Gauteng Legislature Annual Report 2005-2006

Strategic Projects	Projections and Outputs	
	2005/2006	
	Goal	Result
Strengthen relations with all Legislatures, government departments' resource centres and professional bodies for capacity building	To participate in enrichment of legislative sector forums e.g. RIC	Growing networks of good contacts in the information world and professional co-operative partnerships with other Legislatures were gained. Staff in the Information Centre shared experiences with colleagues and reflected on standards so that we could engage in corrective processes if required.
	To attend external Legislature RIC meetings	
	To attend meeting of government departments' resource centres	Meetings were held in the Legislatures' Research and Information Cluster and collaborative strategic planning for delivery was undertaken. Information gaps were identified and information needs and requests were fulfilled on an ongoing basis.
	To subscribe to membership of professional bodies	Government Resource Centre meetings were attended to encourage co-operative relationships and sharing of information.
	To attend conferences	Institutional memberships were secured with professional bodies to continuously enrich staff's professional knowledge, encourage continuous learning and information sharing. Two professional conferences attended lead to insights that have and will continue to stimulate change and identification of meaningful improvement strategies in the Information Centre.

### STANDARD OUTPUT

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Empower the PPP Unit through relevant information	Primary data for PPP acquired	Relevant information was continuously provided to individuals in the Unit pro-actively and on request. Bibliography of materials dealing with participation in decision making and in projects was compiled and disseminated. This bibliography was updated quarterly as new books were published and acquired.
Facilitation of proactive network with existing new NGO's	NGO's network database	The Centre forged strategic alliances with relevant NGO's for additional information to support public participation. Database of NGO's was compiled, updated quarterly and new listings added as information became available.

## Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Expand information materials	Well balanced relevant collection of material (new books, new journals, new electronic database)	<ul style="list-style-type: none"> <li>917 new books to support work of various Committees were acquired monthly and upon publication. The scope of collection covers a wide range of topics – mainly those dealing with subjects that inform debates and provide necessary background information. The Information Centre also has a core collection covering socio-political, economic, development and provincial issues emphasising aspects that necessitate legislation.</li> <li>Three new journals and four new electronic databases to support business of Committees and corporate business were also acquired. These provide public administration, public policy, legislation and legal information. All existing databases and journals were renewed as requested by stakeholders.</li> </ul>
Facilitate inter-library loans for Members and staff	<p>Extended access to information and resource sharing</p> <p>Lending own stock</p>	<p>Due to co-operative agreements with academic institutions, 62 books were borrowed as they were not available in the Information Centre. There was a significant decrease compared to 533 books borrowed the previous year. This could be due to increased participation of stakeholders in the collection building activity with the resultant increased relevance of expanded information materials acquired.</p> <p>1104 books were loaned from own stock compared to 782 the previous year, indicating an increase in utilisation by Members and staff.</p>
Ensure convenient expedient access to information	Subject bibliographies	Seven subject bibliographies were compiled quarterly for convenience of access to specific topics that constitute focused Speaker's priority areas, e.g. poverty alleviation, job creation, public participation, gender, disability, youth, HIV and Aids.

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Ensure circulation of current journal content pages to target users	<p>SDI/current awareness journal contents pages circulated to targeted user groups</p> <p>Alert articles circulation on local issues</p> <p>Newsletter</p> <p>Grey literature expanded</p>	<ul style="list-style-type: none"> <li>User information need profiles were linked to selective dissemination of information to targeted stakeholders to draw their attention to current issues. 435 journal contents pages of new journal issues received were circulated within 2 days of receipt. 410 articles were circulated.</li> <li>Online electronic articles dealing with Legislature related matters were immediately forwarded to relevant stakeholders on receipt of information daily.</li> <li>Four newsletters were produced – one each quarter to promote products in the Centre and also promote awareness with regard to materials with background information supporting institutional events.</li> <li>Research reports constituted 1.5% of total materials acquired - 0.5%. less than the 2% set as a strategic target by the Centre. Most materials acquired were in support of mainly proactive research and were dependent on availability and relevance for what was required by researchers.</li> </ul>
Pro-active information provision	<p>Oversight related information materials acquired</p> <p>Completed matrices circulation to researchers</p> <p>Decrease in turn-around time for information requests</p> <p>Number of requests processed</p> <p>Inter-library loans</p> <p>Electronic document delivery service</p> <p>Unlimited licences to electronic databases</p> <p>Hardware for improved response rate</p>	<p>80% of material acquired supports Committee work mainly to substantiate and sustain content and also to provide background information on issues relating to oversight work of Committees.</p> <p>Relevant information required for budget, oversight and focused intervention study was forwarded to researchers at appropriate times needed. Information supplied enriched analysis and provision of quality Committee reports by researchers to inform oversight decisions. However, there were challenges in populating matrices.</p> <p>1620 requests and enquiries were received and addressed timeously, at most within 3 days. Most requests related to information found in government publications, newspaper and journal articles. 99% of inter-library loans transactions were concluded within 1 week of request, except those materials that were on demand in loaning institutions. These took up to 3 weeks.</p> <p>Electronic document delivery was secured within 2 days of request when urgently required. This was made possible due to Information Centre having identified the most appropriate delivery systems and distribution channels to gain access to information.</p>

## Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Pro-active information provision	<p>Electronic user guidelines instruction and instruction manuals</p> <p>Reviewed current bound journals</p> <p>Authority files</p>	<p>Unlimited SABINET licence was secured. SABINET facilitates electronic access to various databases. It also facilitates inter-library lending and document delivery services and exchanges between libraries. Renewal of subscription to SABINET products was effected during the second and fourth quarters as per plan.</p> <p>Partnership with IT Unit was forged and better technological solutions were provided to bring necessary information resource with expediency. One new laser printer was obtained and four flat screen PC's were obtained for improved response rates as planned.</p> <p>Although user guidance service was low-keyed, ad hoc requests for access to electronic databases were attended to immediately. Two instruction manuals were updated to include Committee specific examples of how to retrieve relevant internet information.</p> <p>For preservation of information and to ensure longevity of on-site collection as assets of the Legislature, back copies of journals, complete issues of current journals and government gazettes were bound as planned.</p> <p>To facilitate consistency in interpreting and applying international standard rules for efficiently organising and storing information for future retrieval, authority files were updated quarterly and as necessary.</p>
Sustain relations with relevant external partners	<p>Meetings attended</p> <p>Professional membership</p> <p>Conferences attended</p>	<p>By attending quarterly meetings at government departments' resource centres, research institutes, the Research and Legislature Information Clusters succeeded in building an infrastructure of partners, alliances and customers who assisted in sustaining and supporting the Information Centre for first-hand information.</p> <p>In order to keep abreast of developments in the information sector the Information Centre secured institutional membership of LIASA (Library and Information Association of Southern Africa). Institutional membership of SLIS (Special Libraries and Information Sector) could not be secured due to some technical delays from this professional body and will be concluded in May 2006.</p> <p>Two professional conferences were attended (LIASA and SLIS). One SALSA conference was also attended.</p>

## RESEARCH UNIT

The objective is to undertake research either in response to a request, proactive, commissioned, research for Committees, Senior Office Bearers and the institution of the Legislature with regard to all aspects of provincial, public, financial and economic Policy, the institutional concerns of the provincial government as a whole, or any other matters as may be required by its stakeholders.

## COMPOSITION OF STAFF COMPLEMENT

Research Unit	2003/4	2004/5	2005/6
Manager	1	1	1
Senior Researcher	2	2	4
Researcher	5	6	7
Interns	0	0	0
<b>TOTAL</b>	<b>8</b>	<b>9</b>	<b>12</b>

## STANDARD OUTPUT

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Proactive research	To complete 10 proactive research projects	One article was published in the NEW AGENDA JOURNAL titled: "Mainstreaming Gender in the GPL"
Research conducted for Office Bearers	To produce 18 research projects for OB	<ul style="list-style-type: none"> <li>The challenges of HIV/AIDS and its effects on Gender Development</li> <li>Overview of Women in South Africa</li> <li>16 Days of Activism on No Violence Against Women and Children</li> </ul>
Research commissioned out (external experts)	To produce six commissioned research papers	<b>Five research papers were commissioned out:</b> <ul style="list-style-type: none"> <li>Comprehensive Review of the Blue IQ Investment Holdings</li> <li>Review of Chapter 9: Institutions and Public Entities</li> <li>Making Public Entities More Accountable to GPL</li> <li>Review of SMMes Sector in Gauteng</li> <li>Investigating grounds for Regulation of the Funeral Industry in Gauteng</li> </ul>
Exposed to wide range of Policy perspectives	Hosting of four lectures/seminars	<b>Four lectures/seminars were held, i.e.</b> <ul style="list-style-type: none"> <li>Mainstreaming HIV/AIDS</li> <li>Mainstreaming Job Creation</li> <li>Poverty Alleviation</li> <li>Mainstreaming Disability</li> </ul>

## Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Publications	To publish four lecture/seminar series	All the lectures/seminars papers will be published during the next FY (2006/2007)
Attendance of workshops and conferences	To attend 13 workshops/conferences	<b>The following workshops/conferences were attended:</b> <ul style="list-style-type: none"> <li>• Providing Equitable Health Services within Available Resources</li> <li>• Gender and Disability Conference</li> <li>• PEBA workshop</li> <li>• FFC Workshop</li> </ul>
Updated/ maintained portfolio databases	To maintain 12 databases	There were challenges with the BIMS and it was decided at a PRECOG meeting that BIMS should be put on hold until a decision is taken on how to move forward.

### STRATEGIC OBJECTIVES

Strategic Object	Projections and Outputs	
	2005/2006	
	Goal	Result
Implement a legislative analysis capacity	<p>Employ a researcher with legal and public Policy expertise</p> <p>Build further legislative analysis capacity across the Unit</p>	A service provider was identified (Bowman and Gilfilian Law firm) and at first they agreed to provide training on a <i>Pro bono</i> basis, but later changed their minds and charged the GPL R88 065. The HR Manager communicated with the law firm requesting that they should commit not to use the training for any other organisation for gain, but that the GPL should have copy rights. The law firm has not yet committed itself to this arrangement; hence the training could not go ahead.
Conduct Organisation Structure Analysis for Research Unit	<ul style="list-style-type: none"> <li>• Develop terms of reference for Study</li> <li>• Identify and secure service provider</li> <li>• Undertake Structure Analysis study for Unit</li> </ul>	OD study was done and report has been submitted to the GPL. The Unit is awaiting the implementation of the recommendations made in the OD study. Guidelines for Participatory Research Techniques completed. Literature review completed.
Investigate participatory research methodologies	<ul style="list-style-type: none"> <li>• Formulate guidelines i.r.o. participatory research</li> <li>• Do literature review</li> <li>• Produce research report</li> </ul>	A service provider has been identified and researchers will undergo training on participatory research methodologies during June/July recess period.

## THE 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.

### COMPOSITION OF STAFF COMPLEMENT

Research Unit	2003/4	2004/5	2005/6
Unit Manager	1	1	1
Secretary	1	1	1
Media Liaison Officer	1	1	1
Media Liaison Coordinator	0	1	1
Public Relations Officer	1	1	1
Public Relations Coordinator	1	1	1
Internet Officer	1	1	1
Protocol Officer	0	0	1
Interns	2	2	2
<b>TOTAL</b>	<b>8</b>	<b>9</b>	<b>10</b>

## STRATEGIC OBJECTIVES

Strategic Projects	Projections and Outputs	
	2005/2006	
	Goal	Result
Build a dynamic partnership with PPP	Develop, implement and monitor a relationship programme	Partnership with the Public Participation and Petitions (PPP) Unit has not strengthened to a level where there is a smooth flow of information that could inform an effective roll-out of communication activities that supports PPP activities. This was due to irregular meetings with the Unit that were hindered by other meetings requiring the attention of respective managers. This area requires attention and this matter will be addressed during the next financial year.
Review and implementation of the Communications Strategy	To utilise activities taking place in the Gauteng Legislature to profile the institution	The communications strategy continues to guide all communications, media liaison, protocol and events coordination of the Legislature. In the financial year under review the highlight was the introduction of colour adverts depicting photographs of chairpersons. While this was piloted, a decision is yet to be made on whether this can take place on full scale in the next financial year. The banners around the building remains a standard feature that creates awareness on what our building represents. These banners were adapted in the last quarter of the financial year to resonate with the theme of the 2006 official opening of the GPL.

## Section 3: Offices, Directorates and Outputs

Strategic Projects	Projections and Outputs	
	2005/2006	
	Goal	Result
Review and implementation of Media Strategy	Alignment of all communications with activities of the GPL	Efforts were dedicated to increasing coverage and media attendance to the Gauteng Legislature's activities such as Committee meetings and sittings. There is continued improvement in the media response to the Gauteng Legislature news/invitations as evidenced by media attendance at Committee meetings and mainly the sittings of the Gauteng Legislature. Also media enquiries are indicative of an improved level of media interest in GPL's business. The Star, Beeld and SABC Radio News are most responsive to the GPL's news.
Review and implementation of Marketing Strategy	Keep the Gauteng Legislature in the print and radio mainly through advertising	A full-scale marketing campaign could not be embarked on due to limited resources. However, the Unit took advantage of profiling the institution with the publicity of Committee public hearings and Gauteng Legislature events through print and radio adverts. Advertising continues to be a tool with which the Gauteng Legislature can market itself.

### STANDARD OUTPUT

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Brand-building of the GPL through the events calendar	Event management plan and successful execution of events	All commemorative days were celebrated as planned: Freedom Day, Africa Day, Youth Day, National Women's Day and Heritage Day and the spin-off was the entrenchment of the GPL's brand through the gifts that were distributed: mainly branded bags for external audiences invited to participate in the GPL events. Staff also received branded camp chairs at the year-end function. Chairpersons received branded packaged wines and the LSB Board Members were presented with branded packaged stationery sets.

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Establish brand through effective media strategy implementation	<p>Execution, coordination and management of all media liaison and media relations function</p> <p>Drafting and submission of articles, adverts and press releases</p>	<p>The Unit's strategic approach to long-term relations with the media is based primarily on the promotion of the core work of the GPL. Issuing a weekly diary of events is a standard feature to inform the media of which activities are taking place at the GPL. Adverts are also key to keeping the GPL's brand in the minds of the people and the media. Colour adverts have been used with photographs of Chairperson for public hearings print adverts. A decision is yet to be made on whether this can be a standard feature. Radio adverts were also embarked on to publicise public hearings and events taking place at the Legislature. With events like Africa Day, a prominent music artist, Simphiwe Dana, was brought in as an attraction factor which gained us photograph coverage in the Star newspaper. Jozi FM was broadcasting their news bulletins from the Legislature during the Freedom Day celebrations with the Deputy Speaker being available for media interviews.</p>
Brand-building through corporate identity management	<p>Execution, coordination and management of all print and promotional materials production e.g printing of Annual Report, Kgotla, business cards, folders, promotional items, Memorabilia shop and gifts for events</p>	<p>Production of business cards and branded folders as and when they are required is a standard function of the Unit and an ongoing exercise. One edition of the Annual Report was issued and three copies of the internal newsletter were produced in the year under review.</p>
Current, modern and interactive system of information technology	<p>Management of content, placement of information and quality of the intranet and internet</p>	<p>The updating of information on the website is an ongoing exercise and the website revamp is being finalised for launch in the next financial year. Time was dedicated to ensuring that the website has a better look and feel and the right colours are being used in line with GPL's corporate colours, better functionality and a measure of how many people visit the website. All these features were critical elements in completing the website for the launch in the next financial year.</p>

## Section 3: Offices, Directorates and Outputs

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Market GPL brand	Implementation of the Marketing Strategy	In the year under review, the GPL did not procure the services of a marketing consultant as was the case in the previous year. The sustainability of the GPL's profile was carried through media relations and advertising.
Establish relations with other Legislatures – nationally and internationally	Management of Speaker and Legislature's visits, delegations and Speaker's forums	<p>In the year under the review, the GPL hosted Nigeria, India, Canada, Indonesia, Iraq, Kenya, Somali, Uganda, Malawi and Chinese delegations/visitors. The Unit anticipates an increase in local and international inter-institutional visits and interaction due to Gauteng being the economic hub of South Africa and also due to South Africa being of interest to other countries as a result of its attainment of democracy.</p> <p>A Protocol Officer was appointed in the year under review which means that the protocol function will assist in the improved coordination of this function.</p>

### 3.6 DIRECTORATE: MEMBERS' AFFAIRS

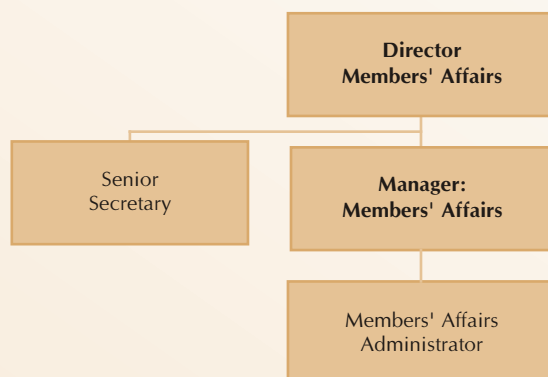
#### OVERVIEW

The Directorate was established in the financial year 2004/5. The year 2005/6 marks the first full year of its existence where reporting based on the objectives defined and the budget allocated was feasible to undertake.

The main purpose of the Directorate is to provide dedicated support to Members as our primary stakeholders, to provide a strategic insight into the running of the Members Affairs through development of policies, improving the administration of and enhancement of Members' facilities, training and development of skills for Members, improving management of party caucuses, as well as management and co-ordination of service delivery areas aimed at ensuring that Members are best equipped to fulfil their constitutional obligations.

The Directorate was established to run with a staff complement of four. As the directorate assumes more responsibility and growth, more staff resource needs will be reviewed and aligned to the growth challenges within the Directorate. The organogram of the Directorate is as follows:

#### STRUCTURE AND OBJECTIVES DIRECTORATE:



#### DIRECTORATE PERFORMANCE STATEMENT 2005/2006:

##### ACHIEVEMENTS

Performance assessment of the directorate in relation to the strategic objectives set, is reported on a balance score card basis hereunder.

##### BSC ASSESSMENT

#### 1.1 FINANCIAL MANAGEMENT

There was a 7.1% overall under-spend in the programme up to the end of March 2006.

- Members' facilities accounts for 95.8% and the management unit accounts for 91.4%. Expenditure-wise Member's facilities accounts for 8.6% of the overall under-spend when the management unit accounts for 4.23% of the under-spend.

- The main areas of under-spend within this programme were:
  - Research allowance which accounts for 14.78% of the total under-spend in the programme
  - Travel was another area of under-spend, which accounts for about 3.89% under-spend
- The impact of EU funding on the programme in terms of under-spending is fairly marginal.
- Risk management processes for Members' Affairs were undertaken with a team of internal auditors. The internal audits for the programme have yet to be undertaken. Disaster recovery blue-print exercises for the directorate have been engaged with the assistance of the appointed consultant.

A virement process within the organisation was undertaken resulting in a transfer of excess funds from this programme to the Operational Support Directorate as well as the Parliamentary Operations. This had the effect of reducing the under-spend in the directorate to **7.08 %**.

The table below is a snapshot of the financial overview of the directorate with the narrative provided underneath:

#### SUMMARY EXPENDITURE REPORT PER SUB-PROGRAMME AND PROGRAMME FOR THE YEAR ENDED 31 MARCH 2006

Cost Centres	Actual	Budget	Variance before Virement	Variance (%)	Virement between Programmes	Budget after Virement	Variance after Virement	Var % after Virement
1020 Director MAD	5,370,368	5,607,860	237,492	4.23%	-	5,607,860	237,492	4.23%
1010 Member's Facilities	9,680,255	11,989,455	2,309,200	19.26%	1,400,000	10,589,455	909,200	8.59%
Political Representation	15,050,623	17,597,315	2,546,692	14.47%	1,400,000	16,197,315	1,146,692	7.08%

### 1.2 INTERNAL PROCESSES

The directorate had eight strategic projects for the year. Five of these were identified in the strategic review process and the other three were mid-stream projects. Out of the five initially identified, three were fully completed and the remaining two partially completed. These were carried over into the new financial year for completion. In terms of the three additional mid-stream projects, two were fully completed and one partially and carried over into the new financial year. There were quite a few innovations within the directorate due to the absence of sufficient case studies within the Legislative sector to use for benchmarking purposes. The following innovations were introduced within the directorate:

- Development of a comprehensive policy base
- Regular reporting to party leaders on financial management of parties amongst others
- Development of a service charter
- Development of a conceptual model for Members' Affairs
- Improvement of facilities and wellness programmes for Members

#### 1.3.1 Policy Development Areas for Members

Policy area	Status of implementation
Service Charter	Policy not fully implemented
Travel Policy	Policy fully implemented
Research Policy	Policy fully implemented
Cell phone Policy	Policy fully implemented
Laptop Policy	Policy fully implemented
Gym Policy for Members	Policy not fully implemented
Furniture Policy	Policy not fully implemented

I am of the view that management of implementation of all of the above areas will go a long way in creating harmony between Administration and Members. The rest is up to the survey to reveal.

### 1.3 STAKEHOLDER MANAGEMENT

Consultations with Parties to advise on expenditure optimisation was ongoing. Support and co-ordination of the activities of the Members Affairs Committee was rendered continuously with improvements going forward. Fully fledged support to Parties is to be implemented once the OD exercise has determined what support services can be offered directly from Members Affairs Directorate and which can be facilitated through other Directorates. The directorate is currently facilitating support between the parties and the Administration as a whole. Implementation of the service centre is being rolled-out in terms of its various milestones as approved by the Secretariat.

Management of stakeholders is being effected through implementation of resolutions of the Board as well as sub-committees of the Board. Implementation of these resolutions is deemed to be playing an important role in improving stakeholder relationships: Through the Members' Affairs Committee, the Board has approved the following policy proposals for implementation.

### 1.4 HUMAN RESOURCE MANAGEMENT

#### 1.4.1 Members' Affairs Directorate

##### Leadership development

The Directorate has participated in a number of team building sessions. The first two involved the Extended Secretariat in Mpumalanga and Limpopo. The last two involved the Secretariat in Pilanesburg and the Directorate in Parys. The most fruitful were the last two which provided the Directorate with an opportunity of evaluating team members and raising impediments to effective cross-functional team work and effectiveness. Members' Affairs is in the process of finalising the OD exercise for the Directorate. This we envisage will put redress on all matters of interest to Members.

##### Training and development

Staff within the Directorate were exposed to minimal training for the year under review. (Training on customer care and job evaluation.)

##### Recruitment

There is a new appointment in the form of a Senior Secretary who was exposed to an induction. The other vacancy in Members' Affairs (Members' Affairs Co-ordinator) will only be concluded in the new financial year.

##### Personnel management

The Directorate has completed the performance management exercises for the year under review in line with the agreed time frames and format.

Members' Affairs has representation in SALSA fora e.g. HRD forum through the Manager Members' Facilities.

## 1.4.2 Parties

### Leadership Development

There was no leadership development exercises in the form of team building exercises involving the Parties. A number of party support staff qualify for the Broad-banding exercises which have not at this stage been implemented due to challenges of a full panel of assessors with respect to small parties.

### Training and Development

Training for Party Support staff was implemented according to training needs developed. A fair number of Members did undergo training in the past year. This marked a tremendous improvement on training compared to the past five years. The training budget for Members was optimally utilized. There is a marginal variance of about 1.49% on the training budget out of an allocation of R785 237. Training for Members for the first time received uppermost attention after many years since the Legislature was established.

### Recruitment

The appointments within parties have presented the Directorate with a number of challenges viz.

- Incidents of lost files between Members' Affairs and HR
- Incorrect and inadequate contracts
- Questionable usage of research funds for the appointments of staff under the guise of researchers.

Stricter policy measures are necessary to improve governance matters within the Party caucuses.

### Personnel Management

Management of personnel function for Parties largely resides with the party leaders, whilst the management of personnel benefits resides with HR. PPMS exercises for parties was conducted as scheduled.

## CHALLENGES

The Directorate faced a number of challenges which included implementation of the conceptual model upon which the Directorate was established being challenged after the Board approval of the model in question. A number of workshops were convened with the Secretariat without any positive results. In the third quarter of the financial year, a decision was taken to commission an OD intervention for the Directorate. This impacted negatively on the outputs of the Directorate as envisaged in the strategic plans and the conceptual model. The Directorate faced operational challenges where it was unable to serve Members to its best due to logistical problems beyond its control very much to do with the challenges referred to above.

Other challenges related to SAP access which took almost the entire financial year to resolve and implement, thereby

impacting negatively on the outputs of the Directorate in the following manner:

- The requisitions processed by Procurement on behalf of the Directorate often led to incorrect reports due to mis-allocation of transactions to wrong cost codes, which were often queried by parties and as such blameable they directorate.
- Parties suffered incidents of delays with payments due to files being lost between Members' Affairs Directorate and HR, with Members' Affairs taking blame for bad service delivery.

Training of Members had its own challenges, due to a number of factors:

- Difficulty of Members to committing to training dates.
- Members not turning up for training scheduled, and the Legislature having to re-schedule training.
- Poor turn-out of Members on events scheduled e.g. Presentation of Lekana pension fund, Career guidance intervention project for Members.

Poor co-ordination of events affecting Members, where closer co-operation was necessary between various Units to obviate problems this needs immediate redress.

## EXTRA-ORDINARY PROJECTS

The Directorate treated the following emerging priorities as extra-ordinary projects:

- Establishment of the service centre
- The OD intervention exercise for Members' Affairs.
- The development of a conceptual framework and subsequent presentation to the relevant structures within the Legislature.
- Development of SAP profiles for the Members' Affairs Directorate

## STAFF COMPLEMENT

Research Unit	2003/4	2004/5	2005/6
Director: Members' Affairs	0	0	1
Manager: Members' Facilities	0	0	1
Members' Affairs Co-ordinator	0	0	1
Senior Secretary	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>4</b>

### STRATEGIC OBJECTIVES

Strategic Projects	Projections and Outputs	
	2005/2006	
	Goal	Result
1. Development of the Agency Framework in line with the Service Charters	<ul style="list-style-type: none"> <li>Review of the existing agency agreement draft.</li> <li>Integration of the Service Charter into the Agency agreement.</li> <li>Obtain inputs from Whips and adoption of the agency agreement</li> </ul>	The draft agency framework was completed and ready for further deliberations with the party leaders and the Board.
2. Development of the Service Charter for the Legislature	<ul style="list-style-type: none"> <li>Sourcing of the service provider proficient around customer service matters</li> <li>Conduct a survey amongst Members</li> <li>Conduct training amongst all staff</li> <li>Develop a Service Charter for GPL</li> </ul>	<ul style="list-style-type: none"> <li>The service provider was appointed to lead the project.</li> <li>The surveys were conducted amongst Members which informed the content of the training course on customer service.</li> <li>The Charter was subsequently developed and presented to all relevant fora.</li> </ul>
3. Enhancement of Members facilities and development of Members' wellness programmes	<ul style="list-style-type: none"> <li>Facilities enhancement covers the following areas: <ul style="list-style-type: none"> <li>Benchmarking of Members' facilities and propose changes accordingly</li> <li>Improvement of hygiene factors for Members.</li> <li>Furniture provision to Members.</li> <li>Provision of laptops to Members</li> <li>Provision of a 3G facility to Members</li> <li>Members Wellness Programme facility that incorporates: <ul style="list-style-type: none"> <li>Counselling services</li> <li>Financial advisory service</li> <li>Tax consultancy service</li> <li>Career advisory service.</li> </ul> </li> </ul> </li> </ul>	<p>The benchmarking exercise was conducted and proposals made to the Board to improve on Members' facilities viz a constituency allowance.</p> <p>Provision of laptops to Members, introduction of the 3G facility to improve communication.</p> <p>Provision of furniture to Members as per the new policy.</p> <p>Attention was provided to the hygiene factors of Members in terms of all the objectives identified with the exception of the items relating to the EAP facility.</p> <p>The handicap which affected delivery in the MWP area is related to the contractual issues with regard to the service provider.</p>

Strategic Projects	Projections and Outputs	
	2005/2006	
	Goal	Result
4. Development of a policies for Members and Party Support staff	<p>Policy intervention measures were aimed at development of new policies for Members as well as enhancement of existing policies:</p> <ul style="list-style-type: none"> <li>The policies in question are: <ul style="list-style-type: none"> <li>Constituency Allowance Policy</li> <li>Research Allowance</li> <li>Travel Allowance Policy</li> <li>Cell-phone Allowance Policy</li> <li>Furniture Policy</li> </ul> </li> </ul>	The policies identified were approved developed and submitted to the Members' Affairs Committee and the LSB for approval.
5. Optimising resources for capacity building for Members e.g. (EU programme, CPA programmes and other Donor programmes)	<ul style="list-style-type: none"> <li>Training plan for all Members</li> <li>Approved EU proposals and activity sheets</li> <li>Mobilise Members for attendance of training</li> <li>Implementation of the training plan</li> </ul>	Training for Members to optimise EU spending identified for the purpose could not take place before January due to the elections. The availability of the service provider after then up to the end of March proved abortive until a convenient date was identified in April of the new financial year to get training under way.
6. Establishment of the help desk facility as a one stop service centre for Members.	<ul style="list-style-type: none"> <li>Development and approval of the proposal by the Secretariat and Members' Affairs Committee</li> <li>Resourcing of the proposed Members Service Centre</li> <li>Sourcing of appropriate software</li> <li>Implementation of the system</li> </ul>	<p>The project was conceptually founded around six phases:</p> <ol style="list-style-type: none"> <li>The development of the concept document.</li> <li>The development of the policy environment.</li> <li>Training of all staff within the Legislature around client service.</li> <li>The appointment of the Service provider on a retainer basis to undertake regular surveys on customer service.</li> <li>The procurement of a software to run the service centre</li> <li>The appointment of Staff to manage the service centre.</li> </ol> <p>The project has not been achieved in full. The first four phases were implemented successfully. The last two phases will be implemented in the new financial year. Staff resourcing was provided for in the new financial year.</p>
7. Development of an OD intervention for Members Affairs	<ul style="list-style-type: none"> <li>OD report for Members Affairs</li> <li>Rationalization of operations within the Legislature</li> <li>Extensive consultation process with stakeholders</li> </ul>	The OD process has been commissioned and a preliminary draft report submitted. The project could not be completed within the fin
8. SAP configuration for Members Affairs)	Plan with CFO and ISS Director for separation of ISS profiles and creation of SAP access to MAD budget	SAP configuration for Members Affairs was completed as planned.

## Section 3: Offices, Directorates and Outputs

### STANDARD OUTPUT

Standard Output	Projections and Outputs	
	2005/2006	
	Goal	Result
Effective planning processes and strategic planning coordination	Develop and implement all strategic objectives as identified.	The quarterly plan was developed out of the broader strategic plan incorporating the operational as well as strategic plans
Adherence to Legislation and governance requirements	Compliance to legislative requirements and governance matters in full.	There is adherence to all pertinent legislation, GPL policies as well as the governance requirements.
Sound and effective policy development and review processes	Develop all necessary policies to assist effective running of the directorate	Travel, Constituency and Research policies were developed and approved by the LSB in the beginning of the fourth quarter
Effective Financial Management	Optimal utilization of the budget according to business plans. Produce accurate financial statements, monthly and according to format required	Projections, expenditure reports and reconciliation are maintained on monthly basis (Spending within the budget) 100%. Parties were also consulted to provide advise on optimizing expenditure and use of their facilities
Effective management and development of HR	Staff training and development in terms of training needs, PPMS and broad banding implementation for staff.	The initial operational and strategic plans have been put in abeyance until the completion of Members Affairs OD intervention. An OD workshop is to be completed.
Effective implementation and monitoring of Members Affairs systems, procedures and policies	Implementation of all systems and procedures developed as well as policies for the directorate	Training needs for Members as well as Party support staff has been developed. Implementation plan has been developed and been discussed with the Parties. Most courses have already been booked for Members and Staff to attend. A total of 38 Members and 42 Party Support staff attended courses
Implementation of all Strategic projects	Implementation of all strategic projects	Full execution of all strategic projects where hampered by the suspension of the plans identified in the initial blue-print document of the directorate until an OD exercise is completed.
Developed capacity for Members	Develop and train Members according to the training plan.	The training plan for Members has been developed and implemented. A total of 38 Members and 42 Party support staff attended different courses. A draft policy on Members capacity building has been developed and is awaiting adoption by Members Affairs Committee. A plan to submit to the LSB is underway in the first quarter of the new financial year.
Management of facilities provided for Parties	Develop capacity to Parties in line with framework approved by the Board	<ul style="list-style-type: none"> <li>Facilities are being managed according to existing policy framework.</li> <li>Expenditure reports on Members facilities are submitted to Parties on a monthly basis.</li> </ul>



Section 1 - 11  
Section 2 - 15  
Section 3 - 21  
Section 5 - 105  
Section 6 - 139

# Section 4

## Report of the Finance and Audit Committee

2005 - 06

**Let Gauteng's Voice Be Heard**

Gauteng Legislature  
Your View - Our Vision  
Annual Report

## SECTION 4: REPORT OF THE FINANCE AND AUDIT COMMITTEE

We are pleased to present our report for the financial year ended 31 March 2006.

### 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 6 times.

Name of Member	Position	Number of meetings attended
John Davis	Chairperson	6
Gengezi Mgidlana	Provincial Secretary	5
Alwyn Martin	External Independent Member	4
Sibongile Nkomo	MPL (replaced by Dikeledi Tsotetsi)	1
Brian Goodall	MPL (replaced by MPL Hermene Koorts)	2
Dikeledi Tsotetsi	MPL	5
Hermene Koorts	MPL	3

### 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.

During the year, the risk assessment process as facilitated by the internal auditors was finalized. The risk assessment was

formally documented and presented to the Audit Committee for approval. The risk assessment formed the basis of the determination of the internal audit coverage plan for the three years ending 31st March 2008. The three year internal audit coverage plan was presented to the Audit Committee and approved. Implementation of year one of the coverage plan was executed during the financial year.

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

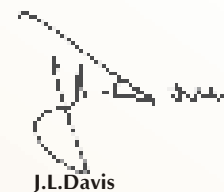
The Committee is satisfied with the content and quality of the monthly reports prepared and issued by the Chief Financial Officer and the Legislature during the year under review

### 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 1 - 11

Section 2 - 15

Section 3 - 21

Section 4 - 101

Section 6 - 149

# Section 5

## Annual Financial Statements

2005 - 06

**Let Gauteng's Voice Be Heard**

Gauteng Legislature

Your View - Our Vision

Annual Report

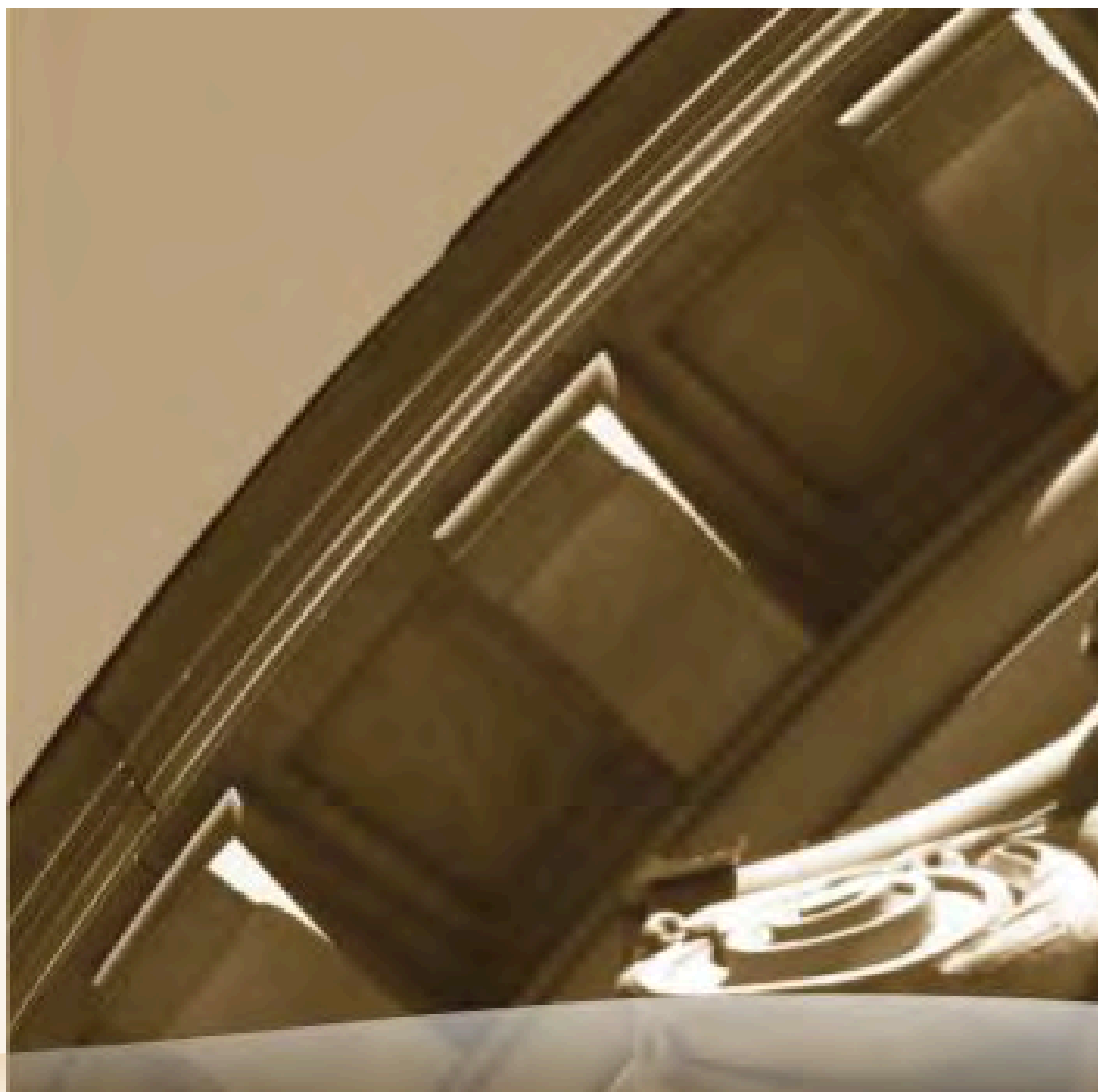
## SECTION 5: ANNUAL FINANCIAL STATEMENTS

### GAUTENG PROVINCIAL LEGISLATURE: VOTE 2

#### ANNUAL FINANCIAL STATEMENTS

*for the year ended 31 March 2006z*

CONTENTS	PAGE
Report of the Accounting Officer	107
Report of the Auditor-General	113
Accounting policies	114
Appropriation Statement	118
Notes to the Appropriation Statement	126
Statement of Financial Performance	127
Statement of Financial Position	128
Statement of changes in net assets/equity	129
Cash Flow Statement	130
Notes to the Annual Financial Statements	131
Disclosure Notes to the Annual Financial Statements	140
 <b>Annexure 1 –</b>	
Capital tangible asset movement schedule	144
 <b>Annexure 2 –</b>	
Capital intangible asset movement schedule	146



### GAUTENG PROVINCIAL LEGISLATURE VOTE 2

#### REPORT OF THE ACCOUNTING OFFICER

*for the year ended 31 March 2006*

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

#### 1. GENERAL REVIEW OF THE STATE OF FINANCIAL AFFAIRS

##### BUDGET FOR 2005/6

The budget allocation for the 2005-6 financial year increased by 15.6 % to R114.097 million as compared to the previous financial year. In addition to the annual appropriation, the Legislature received an amount of R35.738 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. The final appropriation of R114.097 million included an amount of R1.033 million allocated through the budget adjustment process in respect of the following:

- Security to the Speakers House – An amount of R250 000 was rolled over to upgrade the security and premises of the Legislature Speaker to an acceptable and safe standard. This is in terms of the ministerial handbook. Due to the Speaker's domestic constraints the project was not finished as at the 2004/05 financial year-end.
- Paraplegic Security Ramp on Market Street – Funds totalling R12 500 were rolled over for the completion of the paraplegic access ramp into the building off Market



Street that was under construction as at the 2004/05 financial year-end.

- Upgrade of the lift on President Street – The rolling over of R300 000 was to cater for the upgrade of the lift motor and control mechanism. The upgrade was completed in April 2005.
- Purchase of microphones for Selbourne Hall – A sum of R70 000 was rolled over to allow for the partial replacement of the outmoded microphones in the Selbourne Hall and conference rooms.
- Legislature Information Management Statement (LIMS) – For the purpose of continuing with the Legislature Information Management System (LIMS) project that was launched in the previous financial year and for which the services of an advisory contractor had been procured, R400 000 was rolled over to the 2005/06 financial-year.

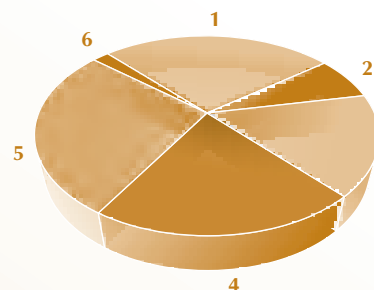
## EXPENDITURE IN 2005/6

The Legislature spent R111.1 million against a budget of R114 million reflecting a total spent of 97.4 %. The total expenditure for the current year as compared to the previous year increased by 26.1 %. An analysis of total expenditure revealed that administrative personnel expenditure constituted 38.9 % of expenditure whilst goods and services constituted 47% of expenditure. Capital expenditure constituted the remainder 14.1%. Capital expenditure increased by 65 % as a result of the implementation of the Legislature Information Management Statement (LIMS) project. The final instalment of R5 million on the acquisition of the City Hall was paid during the year.

Spending by programmes and economic classification is depicted below:

### EXPENDITURE BY PROGRAMMES

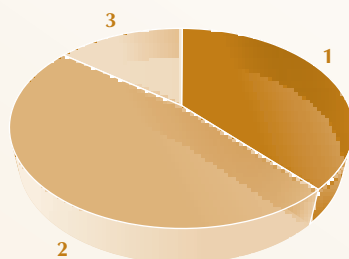
PROGRAMME	% of Expenditure	2005/6 000(R)	2004/5 000(R)
Political Representation	13.5%	15 051	6 118
Office of the Speaker & Secretary	7.6%	8 488	4 755
Parliamentary Operations	19.2%	21 373	16 766
Institutional Support Services	19.7%	21 844	21 848
Operational Support Services	30%	33 354	27 637
Information & Liaison	9.9%	11 029	10 988
<b>TOTAL</b>	<b>100%</b>	<b>111 139</b>	<b>88 112</b>



- 1 13.5% Political Representation
- 2 7.6% Office of the Speaker & Secretary
- 3 19.2% Parliamentary Operations
- 4 19.7% Institutional Support Services
- 5 30% Operational Support Services
- 6 9.9% Information & Liaison

### EXPENDITURE BY ECONOMIC CLASSIFICATION

ECONOMIC CLASSIFICATION	% of Expenditure	2005/6 000(R)	2004/5 000(R)
Compensation of employees	38.9%	43 213	39 871
Goods and Services	47%	52 254	47 429
Capital Expenditure	14.1%	15 672	11 395
<b>TOTAL</b>	<b>100%</b>	<b>111 139</b>	<b>98 695</b>



- 1 39.9% Compensation of employees
- 2 47% Goods and Services
- 3 14.1% Capital Expenditure

### OTHER NOTABLE ACTIVITIES

- The Legislature developed a monitoring and implementation mechanism for strategic projects adopted for the financial year. The emphasis was on those projects that emerged from the “Show me the Future” intervention.
- The Legislature implemented a number of projects during the 2005/06 financial year with a view to deepen democracy. These included further implementation of committee enquiries and the new Rules of the House. In addition, systems and policies were developed to ensure compliance with language legislation and ensure optimum public participation.
- One of the pillars of the programme evaluation and budget analysis model is reliable information that is easily accessible. The Legislature identified the

development and implementation of an integrated information system which is vital in ensuring the success of the oversight model. The second phase was completed in the 2005/06 financial year which prepared the platform for final implementation in the 2006-7 financial year.

- The Legislature acquired ownership of the City Hall in 2003. Refurbishments continued in this financial year.
- A number of projects that sought to improve the support and administrative function of the institution were completed in the previous reporting period. Projects continued to be implemented during the year which included:
  - Entrenching the performance management system
  - Entrenching a “Managing by Project” approach
  - Further implementation of a marketing and communications strategy: during 2004/05 the

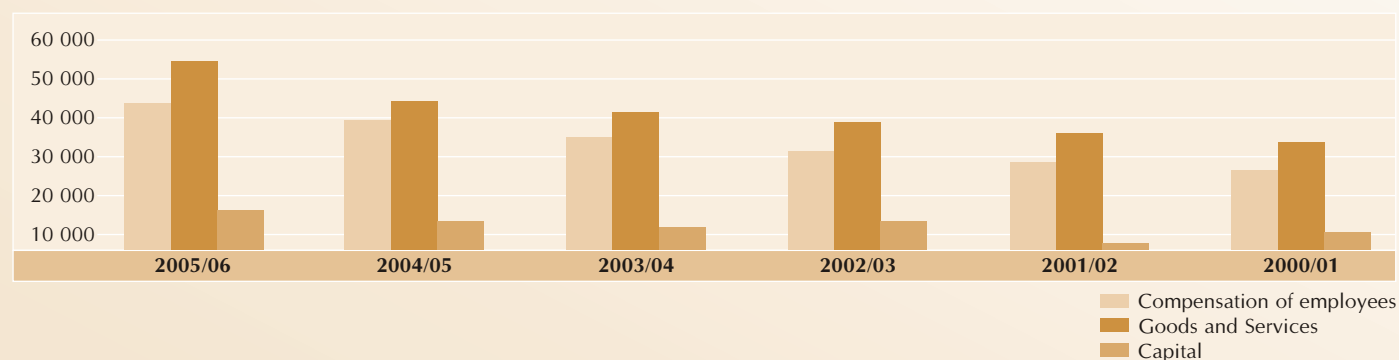
Legislature undertook a campaign to launch and market the institutional logo and implement the communications strategy. During 2005/06 this process was continued.

- The Legislature Services Board established a directorate dedicated to Members' affairs during 2004/05. During the 2005/6 financial year, the services to Members were expanded to ensure that the support facilities are adequate and appropriate to ensure that Members are able to fulfil their constitutional obligations.

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 six financial years:

### EXPENDITURE TRENDS – 2000/1 TO 2005/6

	2005/06 000(R)	2004/05 000(R)	2003/04 000(R)	2002/03 000(R)	2001/02 000(R)	2000/01 000(R)
Compensation of employees	43 213	36 414	32 924	26 082	22 390	19 014
Goods and Services	52 254	42 216	40 864	35 649	32 323	26 078
Capital	15 672	9 482	7 120	9 300	1 507	3 320
<b>TOTAL</b>	<b>111 139</b>	<b>88 112</b>	<b>80 908</b>	<b>71 031</b>	<b>56 220</b>	<b>48 412</b>
% increase in spending	26.1%	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 the movement of funds from less strategically important areas. The results for the financial year ended 31st March 2006 reflects that the Legislature operated relatively 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 R2.9 million equating to 2.59 % of the total allocated budget. **The under spending emanates primarily from the following:**

- Underspend on research allowance and travel facility allocated to parties as the elections impacted on their spending patterns
- Underspend on usage consultants in the ISS Directorate as the SAP workflow and debit card system projects were deferred for implementation after the SAP upgrade. The e-Procurement project was also not finalised during the year
- Underspend on compensation of employees primarily due to the delay in placement of the SAP Basis Support, Safety Officer and Risk Accountant positions
- Underspend on communications and advertising in the PR Unit as a once off intensive campaign was planned which ran parallel with the opening of the Legislature

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

- Savings on consultants in Proceedings as the Unit was able to execute its mandate without procuring the services of consultants
- Savings on professional services in the Legal Unit as internal capacity limited need for external resources
- Savings on printing & publications were achieved in the PR Unit through joint print runs with centralized items

### CAPACITY CONSTRAINTS

Lack of optimal usage and training on 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

*The Legislature strove to adhere rigorously to the principles of good governance, accountability and ethics in all its undertakings. Adherence to these principles assures the Legislature of more effective executive decision-making and allocation of internal resources. This requires not only that the Legislature adheres 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 adapted and applied, as far as it is possible for a public sector institution, the principles contained in this second report of the King Commission. The policy directing body of the Legislature is the Legislature Services Board (LSB). In the 2005/6 financial year the LSB continued to focus on improving corporate governance, and consolidating the effective operation of the Board. In line with the Legislature's efforts to improve decision-making, meetings of the sub-committees of the board preceded the scheduled meetings of the Board.*

### 4.1 AUDIT COMMITTEE

The Committee operated in accordance with written terms of reference as approved by the Legislature Services Board. The charter of the Committee is fully compliant with the PFMA and Treasury Regulations. 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 findings of internal audit. The Committee also reviewed the reports submitted by the external auditors on compliance, materiality and the effectiveness of systems. The Committee also provided a supportive role in terms of technical insight and advice relating to the evaluation as well as disclosure in the Annual Financial Statements. The Committee provided valuable support and oversight to the Legislature in relation to financial management and accountability. The Chairperson regularly reported to the Legislature Services Board.

### 4.2 RISK MANAGEMENT AND INTERNAL AUDIT

The consortium of Deloitte and SAB&T were re-appointed at the beginning of the financial year as internal auditors for the next three year term as recommended by the Legislature Acquisition Council (LAC). 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.

The Risk Management Committee met four times during the financial year. The mandate of the Committee is to oversee and co-ordinate the risk management process. A risk management strategy and policy was adopted during the previous financial year in which the Risk Management Committee played a significant role in its execution. 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 risk assessment process was finalised to determine the material risks to which the institution was exposed, and evaluate the strategy for managing these risks. The risk assessment was formally documented and presented to the Audit Committee for approval. The outcome of the risk assessment process formed the basis of the determination of the three year internal audit coverage plan. The coverage plan was considered by the risk management committee and approved by the Audit Committee. Implementation of year 1 of the coverage plan was executed during the financial year. Reports on internal audit findings were considered by the Risk Management Committee. 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. The risk assessment process is considered as a continuous nature as to identify not only residual or existing but emerging risks as well.

### 4.3 FRAUD PREVENTION PLAN

Significant 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. Hotline reports were regularly received from the GSSC hotline service. Articles on fraud prevention were published in the in house editorial magazine. All fraud prevention plan documents have been loaded on the Legislature intranet.

### 4.4 MANAGEMENT PROCESSES TO MINIMISE CONFLICT OF INTEREST

A register has been established for all Members and staff to disclose any interest held in companies. On evaluation of tenders, the register is cross referenced with the tender documents to ensure no conflict of interest exists.

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.

### 4.5 IMPLEMENTATION OF CODE OF CONDUCT

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. 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.

### 4.6 EFFECTIVENESS OF HEALTH, SAFETY AND ENVIRONMENT ISSUES

**Health:** The hygiene standard within the Legislature is viewed as satisfactory. Rodent infestation is under control. There were two reported minor injuries during the year.

**Safety:** There has been no reported crime or instances of injuries to people 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.

### ASSET MANAGEMENT

Asset management is conducted by the administration Unit. The size of the Legislature does not demand an independent asset management Unit. An asset policy has been developed and approved by the Board. The Legislature will participate in the initiatives embarked upon by National Treasury to implement asset management in full context with the PFMA. Since the promulgation of the PFMA and as part of the move towards proper management and recording of assets, the MR Asset Management System with tracking capabilities was purchased and implemented. The system has made it easier to keep track of all assets at the Legislature, allocate asset numbers and perform regular checks.

### EVENTS AFTER THE ACCOUNTING DATE

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

### PERFORMANCE INFORMATION

Various strategies have been put in place to ensure the Legislature's objectives are achieved and performance enhanced. Quarterly performance and financial reports were prepared within 15 days after each quarter as per formats prescribed by Treasury. The reports seek to present the state of affairs of the Legislature and its performance against

## Gauteng Legislature Annual Report 2005-2006

predetermined objectives at the end of each reporting period. Performance reports were regularly presented by all Programme Directors at Extended Secretariat meetings. These reviews focus on the major priority areas of the Legislature. Programme performance is evaluated on a quarterly basis and reported to the Board.

### SCOPA RESOLUTIONS

The following resolutions were deemed necessary by SCOPA.:


SCOPA RESOLUTION	SUBJECT	PROGRESS
1. A progress report regarding the control measures implemented for the letting of the City Hall to be submitted to SCOPA by 31st January 2006.	City Hall Revenue	A progress report regarding the control measures was submitted to SCOPA by 31st January 2006.
2. A progress report on HR Capital be submitted to SCOPA by 31st January 2006	HR Capital	A progress report on the HR was submitted to SCOPA by 31st January 2006.

### OTHER

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

### 11. APPROVAL

The annual financial statements set out on pages 114 to 146 have been approved by the Accounting Officer.

  
\_\_\_\_\_  
\_\_\_\_\_  
(Accounting Officer)  
31st May 2006



### 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 2006

#### 1. AUDIT ASSIGNMENT

The financial statements as set out on pages 114 to 146 for the year ended 31 March 2006 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) and section 40(2) of the Public Finance Management Act, 1999 (Act No. 1 of 1999) as amended. These financial statements are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

#### 2. SCOPE

The audit was conducted in accordance with the International Standards on Auditing read with General Notice 544 of 2006, issued in Government Gazette No. 28723 of 10 April 2006 and General Notice 808 of 2006, issued in Government Gazette No. 28954 of 23 June 2006. 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;
- evaluating the overall financial statement presentation.

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

#### 3. BASIS OF ACCOUNTING

The Legislature's policy is to prepare financial statements on the modified cash basis of accounting determined by the National Treasury, as described in note 1.1 to the financial statements.

#### 4. AUDIT OPINION

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Gauteng Provincial Legislature at 31 March 2006 and the results of its operations and its cash flows for the year then ended, in accordance with the modified cash basis of accounting determined by the National Treasury of South Africa, as described in note 1.1 to the financial statements, and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) as amended.

#### 5. EMPHASIS OF MATTER

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

##### 5.1 ASSETS

- (a) Control weaknesses were identified in the internal movement of the assets within the entity *due to a lack of proper monitoring and supervision*.

#### 5.2 HUMAN RESOURCES

Various control weaknesses were identified in the human resource Unit. These weaknesses related to new appointments and leave reports that were generated by the SAP HR System. Further control weaknesses were identified regarding overtime, UIF and bonus calculations. This was due to a lack of proper monitoring and supervision.

#### 5.3 REVENUE RELATING TO THE CITY HALL

Control weaknesses were identified in the recording of transactions for the revenue generated by the letting of the city hall. This was due to a lack of proper monitoring and supervision. The approved tariff list also did not provide for all the different transactions that were entered into due to ad-hoc approvals.

#### 6. APPRECIATION

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

*Shaheed / Ade*

Auditor-General  
Pretoria  
31 July 2006



AUDITOR-GENERAL

## GAUTENG PROVINCIAL LEGISLATURE –VOTE 2

### ACCOUNTING POLICIES

*for the year ended 31 March 2006*

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. PRESENTATION OF THE FINANCIAL STATEMENTS

### 1.1 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 or when the final authorisation for payment is effected on the system.

### 1.2 PRESENTATION CURRENCY

All amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the Legislature.

### 1.3 ROUNDING

Unless otherwise stated all financial figures have been rounded to the nearest one thousand Rand (R'000).

### 1.4 COMPARATIVE FIGURES

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

A comparison between actual and budgeted amounts per major classification of expenditure is included in the appropriation statement.

## 2. REVENUE

### 2.1 APPROPRIATED FUNDS

Appropriated funds are recognised in the financial records on the date the appropriation becomes effective. Adjustments to the appropriated funds made in terms of the adjustments budget process are recognised in the financial records on the date the adjustments become effective.

Total appropriated funds are presented in the statement of financial performance.

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.

### 2.2 LEGISLATURE REVENUE

All Legislature income is paid into the Legislature Bank account when received.

#### 2.2.1 Sales of goods and services other than capital assets

The proceeds received from the sale of goods and/or the provision of services is recognised in the statement of financial performance when the cash is received.

#### 2.2.2 Interest, dividends and rent on land

Interest, dividends and rent on land is recognised in the statement of financial performance when the cash is received.

#### 2.2.3 Sale of capital assets

The proceeds received on sale of capital assets are recognised in the statement of financial performance when the cash is received.

#### 2.2.4 Financial transactions in assets and liabilities

Repayments of loans and advances previously extended to employees and public corporations for policy purposes are recognised as revenue in the statement of financial performance on receipt of the funds. Amounts receivable at the reporting date are disclosed in the disclosure notes to the annual financial statements.

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.

### 2.2.5 Gifts, donations and sponsorships (transfers received)

All cash gifts, donations and sponsorships are paid into the Legislature bank account and recorded as revenue in the statement of financial performance when received. Amounts receivable at the reporting date are disclosed in the disclosure notes to the financial statements.

### 2.3 LOCAL AND FOREIGN AID ASSISTANCE

Local and foreign aid assistance is recognised when the Legislature receives the cash from the donor(s).

## 3. EXPENDITURE

### 3.1 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 final authorisation for payment is effected on the system (by no later than 31 March of each year). Capitalised compensation forms part of the expenditure for capital assets in the statement of financial performance.

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 final authorisation for payment is effected on the system.

#### 3.1.1 Short term employee benefits

Short term employee benefits comprise of leave entitlements (capped leave), thirteenth cheques and performance bonuses. The cost of short-term employee benefits is

expensed as salaries and wages in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

Short-term employee benefits that give rise to a present legal or constructive obligation are disclosed in the notes to the financial statements. These amounts are not recognised in the statement of financial performance.

#### 3.1.2 Long-term employee benefits

##### 3.1.2.1 Termination benefits

Termination benefits such as severance packages are recognised as an expense in the statement of financial performance as a transfer when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

##### 3.1.2.2 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.

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 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.

### 3.2 GOODS AND SERVICES

Payments made for goods and/or services are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). The expense is classified as capital if the goods and services were used on a capital project.

### 3.3 INTEREST AND RENT ON LAND

Interest and rental payments are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). This item excludes rental for the use of buildings or other fixed structures.

### 3.4 FINANCIAL TRANSACTIONS IN ASSETS AND LIABILITIES

Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings and/or under-spending of appropriated funds. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts but amounts are disclosed as a disclosure note.

All other losses are recognised when authorisation has been granted for the recognition thereof.

### 3.5 UNAUTHORISED EXPENDITURE

When discovered unauthorised expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is either approved by the relevant authority, recovered from the responsible person or written

off as irrecoverable in the statement of financial performance.

Unauthorised expenditure approved with funding is recognised in the statement of financial performance when the unauthorised expenditure is approved and the related funds are received. Where the amount is approved without funding it is recognised as expenditure, subject to availability of savings, in the statement of financial performance on the date of approval.

### 3.6 FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

### 3.7 IRREGULAR EXPENDITURE

Irregular expenditure is recognised as expenditure in the statement of financial performance. If the expenditure is not condoned by the relevant authority it is treated as an asset until it is recovered or written off as irrecoverable.

### 3.8 EXPENDITURE FOR CAPITAL ASSETS

Payments made for capital assets are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

## 4. ASSETS

### 4.1 CASH AND CASH EQUIVALENTS

Cash and cash equivalents are carried in the statement of financial position at cost.

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.

### 4.2 PREPAYMENTS AND ADVANCES

Amounts prepaid or advanced are recognised in the statement of financial position when the payments are made.

### 4.3 RECEIVABLES

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party.

Revenue receivable not yet collected is included in the disclosure notes. Amounts that are potentially irrecoverable are included in the disclosure notes.

### 4.4 INVESTMENTS

Capitalised investments are shown at cost in the statement of financial position. Any cash flows such as dividends received or proceeds from the sale of the investment are recognised in the statement of financial performance.

Investments are tested for an impairment loss whenever events or changes in circumstances indicate that the

investment may be impaired. Any impairment loss is included in the disclosure notes.

### 4.5 LOANS

Loans are recognised in the statement of financial position at the nominal amount. Amounts that are potentially irrecoverable are included in the disclosure notes.

### 4.6 INVENTORY

Inventories on hand at the reporting date are disclosed at cost in the disclosure notes.

## 5. LIABILITIES

### 5.1 PAYABLES

Recognised payables mainly comprise of amounts owing to goods and service providers. These payables are recognised at historical cost in the statement of financial position.

### 5.2 LEASE COMMITMENTS

Lease commitments represent amounts owing from the reporting date to the end of the lease contract. These commitments are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

Operating and finance lease commitments are expensed when the payments are made.

### 5.3 ACCRUALS

Accruals represent goods/services that have been received, but where no invoice has been received from the supplier at the reporting date, or where an invoice has been received but final authorisation for payment has not been effected on the system.

Accruals are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

### 5.4 CONTINGENT LIABILITIES

A contingent liability 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 department; or

A contingent liability is 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 included in the disclosure notes.

### 5.5 COMMITMENTS

Commitments represent goods/services that have been approved and/or contracted, but where no delivery has taken place at the reporting date.

Commitments are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

## 6. NET ASSETS

### 6.1 RECOVERABLE REVENUE

Amounts are recognised as recoverable revenue when a payment made and recognised in a previous financial year becomes recoverable from a debtor.

## 7. RELATED PARTY TRANSACTIONS

Related parties are parties that control or significantly influence the department in making financial and operating decisions. Specific information with regards to related party transactions is included in the disclosure notes.

## 8. KEY MANAGEMENT PERSONNEL

Key management personnel are those persons having the authority and responsibility for planning, directing and controlling the activities of the department.

Compensation paid to key management personnel including their family members where relevant, is included in the disclosure notes.

## 9. PUBLIC PRIVATE PARTNERSHIPS

A public private partnership (PPP) is a commercial transaction between the Legislature and a private party in terms of which the private party:

- Performs an institutional function on behalf of the institution; and/or
- acquires the use of state property for its own commercial purposes; and
- assumes substantial financial, technical and operational risks in connection with the performance of the institutional function and/or use of state property; and
- receives a benefit for performing the institutional function or from utilizing the state property, either by way of:
  - consideration to be paid by the Legislature which derives from a Revenue Fund;
  - charges fees to be collected by the private party from users or customers of a service provided to them; or
  - a combination of such consideration and such charges or fees.

**APPROPRIATION STATEMENT**

for the year ended 31 March 2006

	Appropriation per Programme								
	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation %	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000		R'000	R'000
<b>1. Political Representation</b> Current payment	17 597	-	(1 400)	16 197	15 051	1 146	92.9%	7 006	6 118
<b>2. Office of the Speaker and Secretary</b> Current payment	7 644	-	862	8 506	8 488	18	99.8%	5 732	4 755
<b>3. Parliamentary Operations</b> Current payment	20 504	-	908	21 412	21 373	39	99.8%	18 277	16 766
<b>4. Institutional Support services</b> Current payment	21 774	-	(1,426)	20,348	19,924	424	97.9%	24 833	20 874
Payment for capital assets	1 741	-	699	2,440	1,920	520	78.7%	1 154	974
<b>5. Operational Support</b> Current payment	19 861	-	-	19 861	19 602	259	98.7%	19 422	19 129
Payment for capital assets	13 536	-	700	14 236	13 752	484	96.6%	10 618	8 508
<b>6. Information and Liaison</b> Current payment	11 440	-	(343)	11 097	11 029	68	99.4%	11 653	10 988
<b>Subtotal</b>	<b>114 097</b>	<b>-</b>	<b>-</b>	<b>114 097</b>	<b>111 139</b>	<b>2 958</b>	<b>97.4%</b>	<b>98 695</b>	<b>88 113</b>
<b>1.Political Representation</b> Statutory Appropriation MPL Remuneration - Current payment	35 738			35 738	33 026	2 712	92.4%	32 490	31 308
<b>Total</b>	<b>149 835</b>	<b>-</b>	<b>-</b>	<b>149 835</b>	<b>144 165</b>	<b>5 670</b>	<b>96.2%</b>	<b>131 185</b>	<b>119 420</b>
<b>Reconciliation with Statement of Financial Performance</b>									
<b>Add:</b> Legislature receipts				1 915				1 182	
<b>Actual amounts per Statement of Financial Performance (Total Revenue)</b>				<b>151 750</b>				<b>132 367</b>	
<b>Actual amounts per Statement of Financial Performance Expenditure</b>					<b>144 165</b>				<b>119 420</b>

**APPROPRIATION STATEMENT**

for the year ended 31 March 2006

	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>Current payments</b>								
Compensation of employees	43,262	-	211	43,473	43,213	260	99.4%	72 361
Goods and services	55,788	-	(1,610)	54,178	52,254	1,924	96.4%	46 958
<b>Payment for capital assets</b>								
Buildings & other fixed structures	5,000	-	1,344	6,344	6,345	(1)	100.0%	7 195
Machinery & equipment	6,708	-	(2,388)	4,320	3,944	376	91.3%	4 147
Software & other intangible assets	3,339	-	2,443	5,782	5,383	399	93.1%	524
<b>Total</b>	<b>114 097</b>	<b>-</b>	<b>-</b>	<b>114 097</b>	<b>111 139</b>	<b>2 958</b>	<b>97.4%</b>	<b>131 185</b>

Direct charge against National Revenue Fund	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
Revenue Fund				-		-	0%	
Salaries of Members of the Legislature	35 738			35 738	33 026	2 712	92.4%	32 490
<b>Total</b>	<b>35 738</b>	<b>-</b>	<b>-</b>	<b>35 738</b>	<b>33 026</b>	<b>2 712</b>	<b>92.4%</b>	<b>32 490</b>

**DETAIL PER PROGRAMME 1 - POLITICAL REPRESENTATION**

for the year ended 31 March 2006

Programme per sub-programme	Appropriation per Economic Classification								
	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>1.1 Members facilities</b>									
Current payment	11 990		(1 400)	10 590	9 680	910	91.4%	39 174	37 218
<b>1.2 Management Unit</b>									
Current payment	5 607			5 607	5 371	236	95.8%	322	207
<b>Total</b>	<b>17 597</b>	<b>-</b>	<b>(1 400)</b>	<b>16 197</b>	<b>15 051</b>	<b>1 146</b>	<b>92.9%</b>	<b>39 496</b>	<b>37 425</b>

Economic Classification	Appropriation per Economic Classification								
	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
<b>Current payments</b>									
Compensation of employees	5 266		(1 400)	5 266	5 203	63	98.8%	32 812	31 515
Goods and services	12 331			10 931	9 848	1 083	90.1%	6 684	5 910
<b>Total</b>	<b>17 597</b>	<b>-</b>	<b>(1 400)</b>	<b>16 197</b>	<b>15 051</b>	<b>1 146</b>	<b>92.9%</b>	<b>39 496</b>	<b>37 425</b>

**DETAIL PER PROGRAMME 2 - OFFICE OF THE SPEAKER AND SECRETARY**

for the year ended 31 March 2006

Programme per sub-programme	Appropriation per Economic Classification								
	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation %	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000		R'000	R'000
<b>2.1 Office of the Speaker</b> Current payment	1 169		284	1 453	1 453	-	100%	1 202	309
<b>2.2 Office of the Secretary</b> Current payment	6 475		578	7 035	7 035	18	99.7%	4 530	4 446
<b>Total</b>	<b>7 644</b>	<b>-</b>	<b>862</b>	<b>8 506</b>	<b>8 488</b>	<b>18</b>	<b>99.8%</b>	<b>5 732</b>	<b>4 755</b>

Economic Classification	Appropriation per Economic Classification								
	2005/06							2004/05	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation %	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000		R'000	R'000
<b>Current</b>									
Compensation of employees	4 389		(220)	4 169	4 169	2	100%	3 579	3 515
Goods and services	3 255		1 082	4 337	4 321	16	99.6%	2 153	1 240
<b>Total</b>	<b>7 644</b>	<b>-</b>	<b>862</b>	<b>8 506</b>	<b>8 488</b>	<b>18</b>	<b>99.8%</b>	<b>5 732</b>	<b>4 755</b>

**DETAIL PER PROGRAMME 3 - POLITICAL REPRESENTATION**

for the year ended 31 March 2006

Programme per sub-programme	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>3.1 Management</b>								
Current payment	13 737		740	14 477	14 473	4	100.0%	13 671
<b>3.2 Committees</b>								
Current payment	3 944		908	4 852	4 836	16	99.6%	2 183
<b>3.3 Proceedings</b>								
Current payment	324		(160)	164	163	1	99.4%	267
<b>3.4 PPP</b>								
Current payment	1 457		(270)	1 187	1 186	1	99.9%	958
<b>3.5 NCOP</b>								
Current payment	706		(285)	421	419	2	99.5%	796
<b>3.6 Language and Hansard</b>								
Current payment	336		(25)	311	296	15	95.2%	402
<b>Total</b>	<b>20 504</b>	<b>-</b>	<b>908</b>	<b>21 412</b>	<b>21 373</b>	<b>39</b>	<b>99.8%</b>	<b>18 277</b>

Economic Classification	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>Current</b>								
Compensation of employees	13 683		740	14 423	14 421	2	100%	13 591
Goods and services	6 821		168	6 989	6 952	37	99.5%	4 686
<b>Total</b>	<b>20 504</b>	<b>-</b>	<b>908</b>	<b>21 412</b>	<b>21 373</b>	<b>39</b>	<b>99.8%</b>	<b>18 277</b>

**DETAIL PER PROGRAMME 4 - INSTITUTIONAL SUPPORT SERVICES**

for the year ended 31 March 2006

Programme per sub-programme	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>4.1 Management</b>								
Current payment	8,502		(727)	7,775	7,600	175	97.7%	12,522
Payment for capital assets				-		-	0.0%	
<b>4.2 Finance</b>								
Current payment	1,691		36	1,727	1,727	-	100.0%	1,368
Payment for capital assets				-		-	0.0%	
<b>4.3 Human Resource</b>								
Current payment	2,829		(36)	2,793	2,694	99	96.5%	3,830
Payment for capital assets				-		-	0.0%	
<b>4.4 Administration</b>								
Current payment	6,790		500	7,290	7,297	(7)	100.1%	6,771
Payment for capital assets	1,741			1,741	1,221	520	70.1%	1,154
<b>4.5 Procurement</b>								
Current payment	1,962		(1,199)	763	606	157	79.4%	342
Payment for capital assets			699	699	699	-	100.0%	299
<b>Total</b>	<b>23,515</b>		<b>(727)</b>	<b>22,788</b>	<b>21,844</b>	<b>944</b>	<b>95.9%</b>	<b>25,987</b>
								<b>21,848</b>

Economic Classification	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>Current</b>								
Compensation of employees	7,870		-208	7,662	7,515	147	98.1%	11,934
Goods and services	13,904		(1,218)	12,686	12,408	278	97.8%	12,899
<b>Capital</b>								
Machinery & equipment	1,741		300	2,041	1,522	519	74.6%	1,154
Software & other intangible assets	-		399	399	399	-	100.0%	-
<b>Total</b>	<b>23,515</b>	<b>-</b>	<b>(727)</b>	<b>22,788</b>	<b>21,844</b>	<b>944</b>	<b>95.9%</b>	<b>25,987</b>
								<b>21,848</b>

**DETAIL PER PROGRAMME 5 - OPERATIONAL SUPPORT**

for the year ended 31 March 2006

Programme per sub-programme	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation %	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
<b>5.1 Management</b>								
Current payment	5 464		(157)	5 307	5 306	1	100.0%	4 870
<b>5.2 Technology Unit</b>								
Current payment	5 129		157	5 286	5 037	249	95.3%	4 785
Payment for capital assets	6 671		700	7 371	7 093	278	96.2%	1 188
<b>5.3 Document and Services</b>								
Current payment	1 348		45	1 393	1 390	3	99.8%	1 387
Payment for capital assets	85			85	85	-	100.0%	130
<b>5.4 Safety and Security</b>								
Current payment	2 066			2 066	2 159	(93)	104.5%	8 380
Payment for capital assets	347			347	61	286	17.6%	9 300
<b>5.5 Building Management</b>								
Current payment	5 854		(45 )	5 809	5 710	99	98.3%	
Payment for capital assets	6 433			6 433	6 513	(80)	101.2%	
<b>Total</b>	<b>33 397</b>	<b>-</b>	<b>700</b>	<b>34 097</b>	<b>33 354</b>	<b>743</b>	<b>97.8%</b>	<b>30 040</b>

Economic Classification	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation %	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
<b>Current</b>								
Compensation of employees	5 421		(128)	5 293	5 293	-	100.0%	4 814
Goods and services	14 670		128	14 568	14 310	488	96.7%	14 514
<b>Capital</b>								
Buildings & other fixed structures	5 000		1,344	6,344	6,345	(1)	100.0%	7 195
Machinery & equipment	4 967		(2,688)	2,279	2,422	(143)	106.3%	2 993
Software & other intangible assets	3 339		2,044	5,383	4,984	399	92.6%	524
<b>TOTAL</b>	<b>33 397</b>	<b>-</b>	<b>700</b>	<b>34 097</b>	<b>33 354</b>	<b>743</b>	<b>97.8%</b>	<b>30 040</b>

**DETAIL PER PROGRAMME 6 - INFORMATION AND LIAISON**

for the year ended 31 March 2006

Programme per sub-programme	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>6.1 Management</b>								
Current payment	6 663		27	6 690	6 690	-	100.0%	5 661
<b>6.2 Information Centre</b>								
Current payment	984		11	995	995	-	100.0%	610
<b>6.3 Research Services</b>								
Current payment	585		(213)	372	365	7	98.1%	133
<b>6.4 Public Relations</b>								
Current payment	3 208		(168)	3 040	2 979	61	98.0%	5 249
<b>Total</b>	<b>11 440</b>	<b>-</b>	<b>(343)</b>	<b>11 097</b>	<b>11 029</b>	<b>68</b>	<b>99.4%</b>	<b>11 653</b>

Economic Classification	Appropriation per Economic Classification							
	2005/06							2004/05
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
<b>Current</b>								
Compensation of employees	6 633		27	6 660	6 614	46	99.3%	5 631
Goods and services	4 807		(370)	4 437	4 415	22	99.5%	6 022
<b>Capital</b>								
Machinery & equipment				-		-	0.0%	
<b>Total</b>	<b>11 440</b>	<b>-</b>	<b>(343)</b>	<b>11 097</b>	<b>11 029</b>	<b>68</b>	<b>99.4%</b>	<b>11 653</b>

**NOTES TO THE APPROPRIATION STATEMENT**

for the year ended 31 March 2006

**1 Explanations of material variances from Amounts Voted (after virement):****1.1 Per programme:**

	<b>Final Appropriation R'000</b>	<b>Actual Expenditure R'000</b>	<b>Variance R'000</b>	<b>Variance as a % of final appropriation %</b>
<b>1. Political Representation</b> Current payment	16,197	15,051	1,146	7.1%
<b>Explanation of variance</b> - Underspend on research allowance and travel facility allocated to parties as the election activities impacted on their spending pattern				
<b>2. Office of the Speaker and Secretary</b> Current payment	8,506	8,488	18	0.2%
<b>3. Parliamentary Operation</b> Current payment	21,412	21,373	39	0.2%
<b>4. Institutional Support Services</b> Current payment	20,348	19,924	424	2.1%
Payment for capital assets	2,440	1,920	520	21.3%
<b>Explanation of variance</b> - Under spend on usage of consultants in the ISS Directorate as the SAP workflow and debit card system projects were deferred for implementation after the SAP upgrade. The e-Procurement project was also not finalised during the year. The underspend in the payment of capital assets is resultant of the deferment of the acquisition of furniture to after the completion of the Selbourne Hall project.				
<b>5 Operational Support</b> Current payment	19,861	19,602	259	1.3%
Payment for capital assets	14,236	13,752	484	3.4%
<b>Explanation of variance</b> - Underspend on compensation of employees due to the delay in placement of the IT SAP Basis Support and Safety Officer positions.				
<b>6. Information and Liaison</b> Current payment	11,097	11,029	68	0.6%
<b>Total</b>	<b>114,097</b>	<b>111,139</b>	<b>2,958</b>	<b>2.59%</b>

**1 Explanations of material variances from Amounts Voted (after virement):****1.2 Per economic classification:**

	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>Current expenditure</b> Compensation of employees	43,213	67,724
Goods and services	52,254	42,213
<b>Payments for capital assets</b> Buildings and other fixed structures	6,345	5,324
Machinery and equipment	3,944	3,638
Software and other intangible assets	5,383	520
<b>Total</b>	<b>111,139</b>	<b>119,419</b>

**VOTE 2: STATEMENT OF FINANCIAL PERFORMANCE**

for the year ended 31 March 2006

	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>REVENUE</b>			
Annual appropriation	<b>1</b>	114 097	98 695
Statutory appropriation	<b>2</b>	35 738	32 490
Other revenue	<b>3</b>	1 915	1 182
Local and foreign aid received	<b>4</b>	-	-
<b>TOTAL REVENUE</b>		<b>151 750</b>	<b>132 367</b>
<b>EXPENDITURE</b>			
<b>Current Expenditure</b>			
Compensation of Members and employees	<b>5</b>	76 239	67 722
Goods and services	<b>6</b>	52 254	42 216
<b>Total Current Expenditure</b>		<b>128 493</b>	<b>109 938</b>
<b>Expenditure for capital assets</b>			
Machinery and equipment	<b>7</b>	3 944	3 638
Buildings & Structures	<b>7</b>	6 345	5 324
Software and other intangible assets	<b>7</b>	5 383	520
<b>Total Expenditure for capital assets</b>		<b>15 672</b>	<b>9 482</b>
<b>TOTAL EXPENDITURE</b>		<b>144 165</b>	<b>119 420</b>
<b>RETAINED INCOME FOR THE YEAR</b>	<b>19</b>	<b>7 585</b>	<b>12 947</b>

## VOTE 2: STATEMENT OF FINANCIAL POSITION

as at 31 March 2006

	Note R'000	2005/06 R'000	2004/05 R'000
<b>ASSETS</b>			
<b>Current assets</b>		44 747	35 865
Unauthorised expenditure	9	2 637	2 637
Cash and cash equivalents	11	42 110	33 187
Prepayments and advances	12	-	-
Receivables	13	-	41
<b>TOTAL ASSETS</b>		<b>44 747</b>	<b>35 865</b>
<b>LIABILITIES &amp; RESERVES</b>			
<b>Retained income</b>	19	34 823	28 271
<b>Current liabilities</b>		9 924	7 594
Voted funds to be surrendered	14	245	245
Revenue to be surrendered	15	-	-
Payables	16	9 679	7 349
<b>TOTAL LIABILITIES &amp; RESERVES</b>		<b>44 747</b>	<b>35 865</b>

**VOTE 2: STATEMENT OF CHANGES IN EQUITY**

for the year ended 31 March 2006

	Note R'000	2005/06 R'000	2004/05 R'000
<b>Retained Income</b>			
Opening balance		28 271	15 324
Current year retained Income		7 585	12 947
Voted funds surrendered for rolled over funds as per budget adjustment	<b>18</b>	(1 033 )	-
<b>Closing balance</b>	<b>19</b>	<b>34 823</b>	<b>28 271</b>

**VOTE 2: CASH FLOW STATEMENT**

for the ended 31 March 2006

	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts			
Annual appropriated funds received		114 097	98 695
Statutory appropriated funds received		35 738	32 490
Departmental revenue received		1 859	1 182
		151 694	132 367
Net (increase)/decrease in working capital		2 371	3 165
Surrendered to Revenue Fund		(1 033 )	-
Current payments		(128 493 )	(109 938 )
<b>Net cash flow available from operating activities</b>	<b>17</b>	<b>24 539</b>	<b>25 594</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for capital assets		(15 672 )	(9 482 )
Proceeds from sale of capital assets	<b>3</b>	56	-
<b>Net cash flows from investing activities</b>		<b>(15 616 )</b>	<b>(9 482 )</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Distribution/dividend received		-	-
Increase/(decrease) in net assets		-	-
<b>Net cash flows from financing activities</b>		<b>-</b>	<b>-</b>
Net increase/(decrease) in cash and cash equivalents		8 923	16 112
Cash and cash equivalents at beginning of period		33 187	17 075
<b>Cash and cash equivalents at end of period</b>		<b>42 110</b>	<b>33 187</b>

**VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

**1 Annual Appropriation**

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

	<b>Final Appropriation R'000</b>	<b>Actual funds received R'000</b>	<b>Variance over/(under) R'000</b>	<b>Total Appropriation 2004/5 R'000</b>
<b>1. Political Representation</b>	16 197	16 197	-	7 006
<b>2. Office of the Speaker &amp; Secretary</b>	8 506	8 506	-	6 122
<b>3. Parliamentary Operations</b>	21 412	21 412	-	19 597
<b>4. Institutional Support Services</b>	22 788	22 788	-	25 987
<b>5. Operational Support</b>	34 097	34 097	-	28 720
<b>6. Information &amp; Liaison</b>	11 097	11 097	-	11 263
<b>TOTAL</b>	<b>114 097</b>	<b>114 097</b>	<b>-</b>	<b>98 695</b>

<b>2 Statutory appropriation</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Direct charges - Remuneration for Members of the Legislature		35 738	32 490
<b>Total</b>		<b>35 738</b>	<b>32 490</b>

<b>3 Other revenue</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>Description</b>			
Cheques written back		-	1
Interest received		1 136	700
City Hall income		482	321
Sponsorships received for the Peoples Party		-	140
Sale of capital assets - Motor Vehicle		56	-
Insurance recoveries		237	-
Revenue other		4	20
<b>Total revenue collected</b>		<b>1 915</b>	<b>1 182</b>

## VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2006

<b>4 Local and foreign aid received</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Opening Balance		-	-
Closing Balance		-	-
<b>Total</b>		<b>-</b>	<b>-</b>

<b>5 Compensation of Members and employees</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>5.1 Salaries &amp; Wages</b>			
Appropriation to Executive and Legislature - Members remuneration		33 026	31 308
Basic salary		30 700	24 909
Performance award		23	224
Other non-pensionable allowances		6 570	5 998
		<b>70 319</b>	<b>62 439</b>
<b>5.2 Social contributions</b>			
<b>5.2.1 Short-term employee benefits</b>			
Pension		3 162	2 814
Medical		2 524	2 289
UIF		234	180
		<b>5 920</b>	<b>5 283</b>
<b>Total compensation of employees</b>		<b>76 239</b>	<b>67 722</b>
Standard number of Members paid by the Legislature		62	62
Average number of employees		195	187

**VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

<b>6 Goods or services</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Access control consumables		34	26
Advertising		1 870	667
Audit fees	6.1	837	450
Bank charges		56	46
Catering Contract		767	742
Cleaning Contract		1 296	1 214
Communications		380	2 416
Computer consumables		314	296
Conferences		548	281
Constituency allowance		6 570	4 558
Consultants		2 345	2 258
EAP expenses		40	86
Entertainment		84	83
General equipment		30	-
General stationary		237	192
Hygiene Services		322	364
Insurance		719	287
Interior Décor		132	71
Internal Audit fees		716	510
Interpretations		263	213
IT outsourcing		1 692	2 157
IT services		573	422
Library reference books		237	144
Licensing fees		984	349
Maintenance & consumables - Building		1 926	1 650
Municipal Services		3 082	4 666
Official gifts & flowers		147	47
Parking Management Fees		438	543
Photocopier Consumables		548	267
Photographs - official		24	37
Plant Services		10	2
Postage & courier		234	72
Print room rentals		570	360
Printing general		1 008	1 052
Printing official		-	129
Professional Services		116	382
Public hearing venues		38	-
Recruitment costs		443	581
Refreshments		310	259
Relocation expenses		-	31
Rent		596	464
Repairs of equipment		71	268
Research		1 947	711
Security maintenance		1 693	1 593
Special Events Closing		93	-

## VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2006

6 Goods or services (cont.)	Note R'000	2005/06 R'000	2004/05 R'000
Special Events Opening		490	783
Staff bursaries		139	87
Staff training		1 880	708
Storage Consumables	6.2	181	369
Strategic planning		1 307	697
Subscriptions		836	559
Technical outsourcing		999	824
Technical services		98	14
Telephone		2 175	2 144
Telephone system		-	213
Translations		14	-
Transport and Shuttle		1 363	911
Travel & Subsistence	6.3	5 574	2 220
Uniforms		1	-
Workshops & Functions		2 857	1 742
		52 254	42 216
<b>6.1 External audit fees</b>			
Regularity audits		837	450
Performance audits		-	-
Other audits		-	-
<b>Total external audit fees</b>		837	450
<b>6.2 Inventory (purchased during the year)</b>			
Public Relations & Memorabilia Consumables		181	369
		181	369
<b>6.3 Travel and subsistence</b>			
Local		2 155	1 738
Foreign		3 419	482
<b>Total travel and subsistence</b>		5 574	2 220

**VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

<b>7 Expenditure for capital assets</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Buildings and other fixed structures	7.1	6 345	5 324
Machinery and equipment		3 944	3 638
Software and other intangible assets		5 383	520
		<b>15 672</b>	<b>9 482</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		489	324
Other - Lift installation		855	-
		<b>6 345</b>	<b>5 324</b>

<b>8 Financial transactions in assets and liabilities</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Material losses through criminal conduct	8.1	81	72
		<b>81</b>	<b>72</b>
<b>8.1 Material losses through criminal conduct</b>			
Theft of laptops		71	52
Theft of fax machines		0	20
Theft of computers		10	-
		<b>81</b>	<b>72</b>

**VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

<b>9 Unauthorised expenditure</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</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>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>Total</b>		-	-

<b>11 Cash and cash equivalents</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Cash with commercial banks		42 104	33 181
Cash on hand		6	6
		<b>42 110</b>	<b>33 187</b>

<b>12 Prepayments and advances</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Staff advances		-	-
Prepayments		-	-
		<b>-</b>	<b>-</b>

**VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

<b>13 Receivables</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Staff debtors	13.1	-	41
Other debtors		-	-
		<b>-</b>	<b>41</b>
<b>13.1 Staff debtors</b>	<b>Less than one year</b>		
Salary advances and staff recoveries		-	41
		<b>-</b>	<b>41</b>

<b>14 Voted funds to be surrendered to the Revenue Fund</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Opening balance		245	245
Transfer from income statement		-	-
Paid during the year		-	-
<b>Closing balance</b>		<b>245</b>	<b>245</b>

<b>15 Legislature revenue to be surrendered to the Revenue Fund</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Opening balance		-	-
<b>Closing balance</b>		<b>-</b>	<b>-</b>

**VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

<b>16 Payables – current</b>	<b>Note R'000</b>	<b>30 Days</b>	<b>30+ Days</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>Description</b>					
Other payables	16.1			9 679	7 352
				<b>9 679</b>	<b>7 352</b>
<b>16.1 Other payables</b>					
Trade Creditors - Outstanding cheques		9 020	70	9 093	7 299
Employee Vendors		-	-	0	50
Sundry Creditors		-	589	586	-
		<b>9 020</b>	<b>659</b>	<b>9 679</b>	<b>7 349</b>

<b>17 Net cash flow from operating activities to surplus / (deficit)</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Net surplus / -deficit as per Statement of Financial Performance		23 201	22 428
(Increase)/decrease in receivables – current		41	-41
(Increase)/decrease in prepayments and advances		-	7
Increase/(decrease) in payables – current		2 330	3 199
Voted funds surrendered		(1 033 )	-
<b>Net cash flow generated by operating activities</b>		<b>24 539</b>	<b>25 539</b>
<b>17.1 Cash (utilised) to decrease working capital</b>			
(Increase) / decrease in receivables – current		41	(41 )
(Increase) / decrease in prepayments and advances		-	7
Increase/(decrease) in payables - current		2 330	3 199
		<b>2 371</b>	<b>3 165</b>

**VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

<b>18 Appropriated funds and Legislature Revenue surrendered</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Appropriated funds surrendered	18.1	1 033	-
Revenue funds surrendered		-	-
		<b>1 033</b>	<b>-</b>
<b>18.1. Surplus of appropriated funds surrendered from 2004/5 year to facilitate a roll-over of funds for capital projects not concluded in that year.</b>			
		1 033	-
		<b>1 033</b>	<b>-</b>

During the financial year, the above funds were surrendered to Treasury. The funds 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.

<b>19 Retained Income</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Opening balance		28 271	15 324
Add : current year retained income		7 585	12 947
less: voted funds surrendered for roll over		-1 033	-
<b>Closing balance</b>		<b>34 823</b>	<b>28 271</b>

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.

**VOTE 2: DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

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

<b>20 Contingent liabilities and assets</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
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**20.1 Contingent Liabilities**

During the previous financial year, an application for rebates on rates and taxes paid on the City Hall was submitted to the City of Johannesburg. This application was approved during the year. However, the Council identified that the Legislature were not billed for rates on the Harry Hofmeyer parking section. A claim in this regard is still awaited from the Council. The claim will however be reduced by the rebates payable to the Legislature.

**20.2 Contingent Assets**

No contingent assets are recognised for the reporting period.

<b>21 Commitments</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>Current expenditure</b>			
Approved and contracted / ordered - purchase orders		3 364	1 573
Approved but not yet contracted - requisitions		387	253
Approved and contracted / ordered - contracts		2 802	7 595
		<b>6 553</b>	<b>9 421</b>
<b>Capital expenditure</b>			
Approved and contracted / ordered		-	148
Approved but not yet contracted		568	53
City Hall - remainder of purchase price		-	5 000
City Hall - rehabilitation programme		53 453	60 000
Approved projects in MTEF		28 640	19 500
		<b>82 661</b>	<b>84 701</b>
<b>Total Commitments</b>		<b>89 214</b>	<b>94 122</b>

**VOTE 2: DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

<b>22 Accruals</b>	<b>Note R'000</b>	<b>30 Days</b>	<b>30+ Days</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>Listed by economic classification</b>					
Compensation of employees	-	-	-	-	-
Goods and services	491	514	1 005	332	
Machinery and equipment	-	-	-	1	
	<b>491</b>	<b>514</b>	<b>1 005</b>	<b>333</b>	
<b>Listed by programme level</b>					
1. Political Representation			53	-	
2. Office of the Speaker & Secretary			239	11	
3. Parliamentary Operations			72	33	
4. Institutional Support Services			208	138	
5. Operational Support			348	104	
6. Information & Liaison			85	47	
			<b>1 005</b>	<b>333</b>	

<b>23 Employee benefit provisions</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Leave encashments		1 352	764
Thirteenth cheque		490	308
		<b>1 842</b>	<b>1 072</b>

<b>24 Leases</b>	<b>Building and other fixed structures</b>	<b>Machinery Equipment</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>24.1 Operating leases</b>				
Old Mutual Life Company - Property Management				
Not later than 1 year	789	-	789	707
Later than 1 year and not later than 5 years	1 943	-	1 943	2 733
Later than 5 years	-	-	-	-
<b>Present value of lease liabilities</b>	<b>2 732</b>	<b>-</b>	<b>2 732</b>	<b>3 440</b>

## VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2006

<b>25 Fruitless and Wasteful Expenditure</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
Opening Balance		12	-
Fruitless and Wasteful Expenditure – written off		12	
Fruitless and Wasteful Expenditure – current year		-	12
		<b>-</b>	<b>12</b>

<b>26 Related Party transactions</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
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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.

<b>27 Key management personnel</b>	<b>Note R'000</b>	<b>2005/06 R'000</b>	<b>2004/05 R'000</b>
<b>27.1 Remuneration</b>			
<b>Opening Balance</b>			
<b>Political</b>			
Political Office Bearers			
Speaker, Deputy Speaker and Members of the Legislature		33 026	31 308
<b>Administrative</b>			
Secretariat		4 380	3 634
Extended Secretariat		6 812	5 620
		<b>44 218</b>	<b>40 562</b>

## VOTE 2: NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2006

28 Inventory at year end	Note R'000	2005/06 R'000	2004/05 R'000
Memorabilia shop inventory		47	-
		47	-

**VOTE 2: ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

**ANNEXURE 1****CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006**

	<b>Opening balance</b>	<b>Additions</b>	<b>Disposals</b>	<b>Closing balance</b>
	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	18 843	6 345	-	25 188
Other fixed structures	1 043	1 345	-	2 388
Heritage assets	17 800	5 000	-	22 800
<b>MACHINERY AND EQUIPMENT</b>	6 467	3 944	(81)	10 330
Transport assets	514	529	-	1 043
Computer equipment	3 161	2 368	(81)	5 448
Furniture and Office equipment	1 753	776	-	2 529
Other machinery and equipment	1 039	271	-	1 310
<b>TOTAL CAPITAL ASSETS</b>	<b>25 310</b>	<b>10 289</b>	<b>(81)</b>	<b>35 518</b>

A transport asset was disposed during the financial year for an amount of R55 500, 00. This amount is not reflected under disposals above as the asset is not included in the opening balance. The proceeds on disposal is reflected as income in the statement of financial performance.

**ANNEXURE 1.1****ADDITIONS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006**

	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	6 345	-	6 345
Other fixed structures	1 345		1 345
Heritage assets	5 000		5 000
<b>MACHINERY AND EQUIPMENT</b>	3 944	-	3 944
Transport assets	529		529
Computer equipment	2 368		2 368
Furniture and Office equipment	776		776
Other machinery and equipment	271		271
<b>TOTAL CAPITAL ASSETS</b>	<b>10 289</b>	<b>-</b>	<b>10 289</b>

A transport asset was disposed during the financial year for an amount of R55 500, 00. This amount is not reflected under disposals above as the asset is not included in the opening balance. The proceeds on disposal is reflected as income in the statement of financial performance.

**VOTE 2: ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2006

**ANNEXURE 1.2**

DISPOSALS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

	<b>Cost/Carrying Amount</b>	<b>Cash</b>	<b>Profit/(loss) on Disposal</b>
	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>
<b>MACHINERY AND EQUIPMENT</b>	(81)	-	(81)
Transport assets			
Computer equipment	(81)		(81)
Furniture and Office equipment			
Other machinery and equipment			
<b>TOTAL CAPITAL ASSETS</b>	<b>(81)</b>	<b>-</b>	<b>(81)</b>

**ANNEXURE 1.3**

CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2005

	<b>Additions</b>	<b>Disposals</b>	<b>Total Movement</b>
	<b>R'000</b>	<b>R'000</b>	<b>R'000</b>
<b>BUILDING AND OTHER FIXED STRUCTURES</b>	5 324	-	5 324
Other fixed structures	324	-	324
Heritage assets	5 000	-	5 000
<b>MACHINERY AND EQUIPMENT</b>	3 638	(72)	3 566
Transport assets	-	-	-
Computer Equipment	1 657	(52)	1 605
Furniture & Office Equipment	1 110	(20)	1 090
Other machinery and equipment	871	-	871
<b>TOTAL CAPITAL ASSETS</b>	<b>8 962</b>	<b>(72)</b>	<b>8 890</b>

## VOTE 2: ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2006

### ANNEXURE 2

CAPITAL INTANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
Computer Software	520	5 383	-	5 903
<b>Total</b>	<b>520</b>	<b>5 383</b>	<b>-</b>	<b>5 903</b>

### ANNEXURE 2.1

ADDITIONS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

	Cash	In-Kind	Total
	R'000	R'000	R'000
Computer Software	5 383	-	5 903
<b>Total</b>	<b>5 383</b>	<b>-</b>	<b>5 903</b>

### ANNEXURE 2.2

DISPOSALS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

	Cost/Carrying Amount	Cash	Profit/Loss on Disposal
	R'000	R'000	R'000
Computer Software	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

### ANNEXURE 2.3

CAPITAL INTANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2005

	Additions	Disposals	Total Movement
	R'000	R'000	R'000
Computer Software	520	-	520
<b>Total</b>	<b>520</b>	<b>-</b>	<b>520</b>





Section 1 - 11  
Section 2 - 15  
Section 3 - 21  
Section 4 - 101  
Section 5 - 149

# Section 6

## Conclusion and Prospects for 2005/6

2005 - 06

**Let Gauteng's Voice Be Heard**

Gauteng Legislature  
Your View - Our Vision  
Annual Report

### SECTION 6: CONCLUSION AND PROSPECTS FOR 2005/06

The signing of the Recognition Agreement with our trade unions was an important milestone for our institution. The challenge facing us as we move on towards 2007/8 is to ensure that we develop and nurture the relationship we have developed with the trade union to confirm that the needs of our staff are catered for, with particular emphasis on the following:

#### HUMAN CAPITAL DEVELOPMENT

- Investing in our workforce through the implementation of skills development programmes and other training programmes to optimise how we work, thereby inculcating a healthy work ethic;
- Improving the way in which we work through the utilisation of our information and technological resources and the roll-out of the LIMS project.
- Implementation of the Performance Management System and cascading the BSC to the rest of the staff.
- Constantly improving on how we engage with staff and the union to ensure improved and healthy labour relations.

#### INTERNAL PROCESSES

- Innovation with regard to how we work;
- Working smarter, not harder.

#### STRENGTHENING OUR INTER-INSTITUTIONAL RELATIONS

- Participating in SALSA, CPA and other fora or sister organisations to ensure co-operative governance and sharing of information on best practice models relevant

to the Legislature environment;

- Inter-legislature visits and other study tours to sister organisations within the sector to increase our own capacity as an institution to deliver better services drawing from best practices within the sector;
- Developing a framework around our engagement with members of the public based on our assessment of the stakeholder satisfaction results and commitment to addressing the needs of our clients;
- Branding the Legislature and improving on the corporate image of the Legislature through an effective communication strategy.
- Public participation:
  - Implementation of the e-Petitions system and constantly monitoring its efficacy.
  - Advocacy on legislative processes through public participation and engagement with our stakeholders.

The implementation of the Leadership Development Programme commenced in the year under review. The targets relating to training for Members and staff were not exceeded, but are on track. Some of the challenges that we will be focussing our energies on in the coming period will be to continue to improve our service delivery to our Members and the public with the implementation of compliant, ethical business practices. The key focus is to contribute and shape the development processes to ensure that the skills that are necessary to facilitate effective service delivery are retained or sourced.

As part of the overall improvement of performance in terms of compliance, service delivery and implementation of strategic projects, we have engaged in the Organisation Developments (ODs) exercise within the GPL. This intervention will assist the GPL to function effectively and efficiently by monitoring and reinforcing the implementation

of the business strategy while identifying problem areas and the implementation of business solutions at all organisational levels. One of the key factors of the organisation's development was to align organisational processes with business strategy and the result of this intervention was exceptional.

One of the strategic imperatives for the coming year is to accelerate implementation of some of the strategic projects that could not be completed timeously during the period under review.

#### OUTLOOK FOR THE 2006/07 FINANCIAL YEAR

The functional responsibilities of the Legislature in the 2006/07 financial year will continue to be carried out on a proportional basis within the proposed financial and human resource. In addition to the continuation of existing programmes based on the strategic priorities and projects of the Legislature that are planned for 2006/07, major strategic priorities include:

- Review Petition, Public Participation Standing Committee role with regard to public participation in general and petitions in particular;
- Building a World Class African Legislature, by handling career advancement and development differently from each other;
- The implementation of the recommendations on ministerial accountability, oversight reports, delegated legislation and strengthening plenary debates;
- The implementation of the Performance Evaluation and Budget Analysis (PEBA) process for all portfolio committees;

Rejuvenation of the City Hall (interior decorating).





'As we conclude our message to the generation of the 50s and that of 1976 is, *"Your struggles and your blood was not shed in vain"*. We would continue with the struggle of fighting poverty and underdevelopment, in order to ultimately free our people from the bondages of the past, hereby ensuring that South Africa truly belongs to all.'

Budget Speech by the Speaker  
**Mzameni Richard Mdakane**