

GAUTENG PROVINCIAL LEGISLATURE

ANNUAL REPORT 2006/07



GAUTENG
LEGISLATURE

Your View ~ Our Vision

ALL SHALL BE EQUAL





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Your View - Our Vision

The Gauteng Provincial Legislature (GPL) was established in 1994 in terms of the interim 1993 Constitution. It now exists in terms of section 108 of the 1996 Constitution. The Legislature is an autonomous institution constitutionally empowered to pass legislation, oversee the Provincial Government, and represent the electorate of Gauteng Province. Since its establishment, the GPL has focused its energies on building an institution that gives effect to its constitutional mandate. This has not been a static process and increasingly, the GPL has had to gear itself to respond to broader development within the national and provincial environment.

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

- Deliver on its constitutional mandate;
- Position itself as a voice of the people;
- Ensure that the public understands the Legislature's role and function;
- Harness, co-ordinate and motivate its internal resources; and
- Report and communicate its achievements.

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

Vision Statement

We, the Gauteng legislative community, in observing our constitutional obligations, which includes law-making, the exercise of oversight, ensuring cooperative governance and public participation, will:

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

Core Values

Our philosophy is underpinned by the following core values:

- MORAL INTEGRITY:** Being honourable and following ethical values.
- GOAL ORIENTATION:** Working diligently to achieve results.
- TEAMWORK:** Being co-operative and working well with others.
- COURTESY:** Being polite and having respect for individual dignity.
- DEVELOPMENT:** Encouraging the achievement of personal growth, learning and development.
- ECONOMY:** Being responsible and cautious in spending.
- EXCELLENCE:** Continuous improvement in performance and standards.
- OPENNESS:** Being sincere and candid in our discussions.
- PARTICIPATION:** Involvement of everyone in decision-making processes.
- PROFESSIONALISM:** Being knowledgeable with a non-partisan positive attitude, as well as proficient in executing our duties.
- SOCIAL EQUALITY:** No unfair discrimination, directly or indirectly against anyone on one or more grounds, including race, gender, sexual orientation, pregnancy, marital status, ethnic or social origin, colour, age, disability, religion, belief, culture, language and birth.



Preamble to the 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 Afrika.





PART: A

INSTITUTIONAL OVERVIEW

YOUR VIEW - OUR VISION



Section 1

SPEAKER'S FOREWORD

INTRODUCTION

It is my honour and privilege to present the Annual Report of the Gauteng Provincial Legislature (GPL) for the 2006/07 financial year. Although this report marks the mid-term of our current office, particular attention has been paid to achievements and progress made during the period under review, as well as to major challenges still facing the Legislature.

ALL SHALL HAVE EQUAL RIGHTS

In celebration of the tenth year of our Constitution, the GPL adopted the theme of '*All Shall Have Equal Rights*' at the onset of the financial year. This theme also happens to have particular bearing on the imperatives of the GPL's agenda pertaining to transformative laws, added to which it represents our ongoing goal of determining the extent to which our laws are impacting on the ordinary citizens of our country. To this end, the Legislature joined the national programme of evaluating the effect of our laws in the general arena of human rights, with specific emphasis on the status of people with disabilities, and the abuse of children's rights.

THE GPL – AN AGENT OF CHANGE

The GPL also commenced the year under review by accelerating its political mandate of mobilising social forces around public participation, whilst also transforming the Legislature into becoming an *agent of change*. In this regard, we worked diligently towards building a new "activist" Provincial Legislature which will ultimately represent a democratic institution ready to discharge its key role in social

transformation by encouraging public participation in its core activities, and holding the Executive accountable for a transformative policy agenda.

PUBLIC PARTICIPATION

Further to aforementioned, the GPL facilitated and hosted an important national public participation initiative in our Province. The conference, *Deepening Democracy through Public Participation*, emanated from the National Speakers' Forum and emphasised the importance of ensuring that all Legislatures should have a Public Participation Model with minimum standards in fulfilling their constitutional mandate; identify best practices which are aimed at elevating public participation in the business of the Legislatures; identify gaps in current Public Participation Models and strive towards a uniform approach in this regard.

TAKING THE LEGISLATURE TO THE PEOPLE

Our Committees have made significant progress in ensuring public participation in the decision-making process by means of our programme, *Taking the Legislature to the People*, aimed at involving all our citizens in the various activities of the GPL. These endeavours have ensured that our institution remains very relevant to our society and that we address real issues in such a manner that the GPL becomes a dynamic hub for the people of our Province. It is imperative that we maintain our commitment towards establishing a modern and dynamic *World-class African Legislature* in the 21st Century which

reflects the values, aspirations and cultures of the South African people as a whole.

PROGRESS

At our last Strategic *Lekgotla*, we provided an overview of the challenges faced by the Legislature and I am pleased to report that significant progress has been made in terms of some of these challenges, such as the development of a new agenda for the Chairpersons' Committee; new measures in respect of oversight; and the active implementation of the Performance Evaluation and Budget Analysis (PEBA) model by all Portfolio Committees.

TRAINING AND DEVELOPMENT

Having said this, there is still a need to manage and distinguish requirements in terms of career advancement and development through the provision of extensive training and self-enhancing opportunities for our staff and Members.

In addition, we need to develop a retention strategy so as to retain the services of those trained within our institution to unleash their full potential in contributing towards the transformation embedded in our Constitutional Preamble, i.e. to "...improve the quality of life of all our citizens and free the potential of each person."

PEBA MODEL

We would also like to believe that we are one of the most robust Legislatures in the country, in that our rules were amended in

order to enable vibrancy within the House and to contribute towards deepening debates. We are also pleased to report that through the diligent application of the PEBA model, we have strengthened our oversight processes considerably.

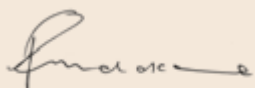
BUILDING AFRICAN SOLIDARITY

Our engagement with other Legislatures have resulted in some international study visits by various Legislatures' Committees and also rendering secretariat support for the legislative sector participation in both the 37th Commonwealth Parliamentary Association (Africa) in Ghana and the 52nd Commonwealth Parliamentary Association (CPA) in Nigeria. These activities and others formed part of our commitment and contribution towards building African solidarity.

CONCLUSION

In conclusion, we shall consistently ensure that our law-making processes are aimed at prioritising and impacting positively on our struggle towards reducing unemployment, fighting poverty and building safe, secure and sustainable communities.

Having viewed and participated in our achievements thus far, it gives me great pleasure to present the third Annual Report of the third Gauteng Provincial Legislature.



Mzameni Richard Mdakane
The Speaker and Chairperson
The Legislature Services Board







Section 2

EXECUTIVE SUMMARY

INTRODUCTION

During the 2006/07 financial year, which also marked the mid-term of the current political regime, the GPL reviewed its institutional goals against the political imperatives and the broader transformation agenda of Government. This resulted in a greater focus on public participation, added to which the goals of transformation and a developmental approach were incorporated in our primary strategy.

STRATEGIC LEADERSHIP

Since the 2004/05 financial year, the GPL has continued to improve its capacity to provide strategic leadership in the organisation by means of a business model unique to the Legislature. This model involves constant reviewing and evaluation of our previous processes and is also in alignment with the Public Finance Management Act (PFMA). As such, the GPL reviewed its initial strategic goals and added three additional objectives which relate to the following issues:

- Transformation and a developmental approach;
- Sharpening the focus on public participation; and
- The provision of adequate support to political Party Caucuses and our Members.

TANGIBLE OBJECTIVES

The nine goals were translated into tangible objectives to be achieved by each programme of the Legislature.

The importance of correct planning and resourcing of relevant programmes was emphasised, so as to ensure the desired outcomes of our respective strategies. Consequently, the Legislature experienced tremendous growth and development in terms of its financial envelop and the management thereof, from R98 million to R165 million in 2007. This correction of our base-line can only be attributed to proper planning, budgeting, implementation and rigorous reporting.

In addition, the year saw substantial improvements in support provided by means of the establishment of the Members' Affairs Directorate, which has enabled the institution to provide dedicated support to Members, Party Caucuses and their support staff.

ORGANISATIONAL RENEWAL

The Programme, which supported both the Offices of the Speaker and the Provincial Secretary, was divided in order to improve good corporate governance. A Leadership and Governance Programme was established in order to assist all Presiding Officers, i.e. the Speaker, Deputy Speaker, Chair of Chairs and Deputy Chair of Chairs. This, together with the Political Representation Programme, resulted in improved strategic leadership, efficiencies in decision-making and overall compliance with the principles of good corporate governance.

Furthermore, several Units were restructured to allow for increased operational efficiency and to ensure proper alignment of our institutional goals with the available resources.

Support for Programmes was further increased in Parliamentary Operations and the Office of the Provincial Secretary in order to facilitate the implementation of the Inter-institutional Relations Strategy.

In respect of Parliamentary Operations, we continued to focus on improving the organisational capabilities to further enhance our core mandate of law-making, oversight and public participation. To this end, the Committee System benefited by increased support, which involved the following new measures:

IMPROVEMENTS TO ORGANISATIONAL CAPACITY AND CAPABILITY

Other Institutional Support Programmes were enhanced in order to improve the GPL's organisational capabilities in terms of its capacity and skills base; information communication and technology (ICT); as well as the general aesthetics of the institution in line with its *raison d'être* and the values of our Province and the country as a whole.

Furthermore, the GPL consolidated its planning systems and improved capacity in the Office of the Chief Financial Officer (CFO) by creating three critical strategic posts, namely that of a Budget Officer, an Accountant and a Risk Management Officer.

This intervention was aimed at improving our ability to plan accurately, as well as to capacitate the Office and monitor Line Management's expenditure and implementation of strategies. In addition, it improved our ability to report on financial and non-financial issues and to ensure that corrective measures are implemented on an ongoing basis.

Overall, the increase in the budget still maintains a healthy ratio in terms of the funds allocated for personnel at 39%, goods and services at 52% and an increase in CAPEX expenditure of 10%.

Our systems now reflect a logical framework in terms of planning, implementing, reporting and evaluation, and have proved successful in increasing our capabilities in this regard. These processes have also been inculcated in our participatory management systems which now all follow suit.

REGULATORY ENVIRONMENT AND ACCOUNTING PRACTICES

The GPL operates within a PFMA and GRAP compliant environment, and continues to maintain sound relations with National Treasury and professional institutions in the accounting environment. However, the GPL needs to finalise the review of the Legislature Service Act in line with the Constitution (1996, as amended) and the Public Finance Management Act No 1 of 1999, so as to ensure greater clarity in the regulatory and good corporate governance environment.

BUDGET PROCESS

As always, the budget for the year under review was aligned to institutional strategic priorities articulated by the Speaker, the Presiding Officers and the GPL. There is excellent evidence indicating value for money realisation. During the year under review, the institutional financial management systems and

culture generally displayed compliance with good corporate governance principles. Despite having made great strides in terms of the improvement of our organisational capabilities, more work remains to be done in order to ensure sustainability and even higher levels of efficiency in the manner in which we manage our financial systems.

LEGISLATIVE BUSINESS

During the year under review, the GPL focused on improving its core competencies and capabilities in providing technical and professional support to the legislative business processes.

IN THE HOUSE

New Standing Rules were implemented in the House and it was ensured that all Members were fully acquainted with aforementioned. Measures were also introduced to improve the Executive's response to questions by providing effective monitoring and periodic performance reports. In addition, efficiencies in procedural and legal services were improved by increasing the capacity of support services.

COMMITTEES

Improved support was provided to the Committee system by means of a strategic management process. This process was instrumental in positioning the GPL to adequately resource Committees based on their respective programmes. Secondly, all Committees were made aware of the significance of the PEBA model. In order to realise the full potential of this model, organisational capabilities in terms of support provided will remain an ongoing challenge.

In furthering this goal, the GPL has implemented targeted training and development programmes for both Members and staff. We are continuously reviewing the input mechanisms

provided by our Committees, Communications and Liaison Directorate, Public Participation, Information and Research Units with a view of improving the quality of the reports presented, questions posed, resolutions reached by Committees, as well as House debates.

The year under review also saw the implementation of key strategic priorities, namely:

- Performance Evaluation and Budget Analysis (PEBA);
- Mainstreaming public participation in the legislative business; and
- Oversight in terms of other organs of State.

PETITIONS AND PUBLIC PARTICIPATION

The Petitions System was also reviewed and enhanced in order to improve efficiency. This was done in accordance with the decision to streamline public participation, thus ensuring that the Petitions Committee now focuses solely on petitions.

With regard to public participation, the GPL facilitated two key conferences with civil society organisations provincially and as part of a broader national initiative. The outputs of these initiatives will assist us to facilitate participation of the public in decision-making processes in an integrated manner, thereby significantly improving our performance in this regard. This, of course, hinges on full implementation of these recommendations.

Notwithstanding, our success will be determined by the quality of the information provided and the quality of the support rendered to Committees and to Members.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

It is a known fact that an efficient Information Management System is critical to ensure an effective legislative environment. In accordance with guidelines provided by PEBA, the GPL reviewed its Information Centre and enhanced its business support by appointing Information Researchers to assist with the information requirements of the institution, and Committees in particular. Dedicated portfolios have since been developed for each Committee and each Member.

The Legislature Information Management System (LIMS) was also implemented during the period under review. The GPL thus concluded the LIMS concept, completed Phase 1 and commenced Phase 2. Simultaneously, we upgraded the backbone infrastructure and broad-band, and improved GPL's capabilities to absorb these technological changes. The renewed Internet with greater functionality and the e-Petitions pilot were both introduced during the year under review.

New business tools for Members, staff servicing the legislative business and the Management were introduced in order to improve the efficiencies of service delivery. On the other hand, implementation of the Communication Strategy occurred in a staggered fashion. We have consequently concluded an Organisational Development (OD) exercise in order to review our business model and assess our unit design in terms of capacity.

Full implementation of the OD exercise will enable us to improve both our internal and external communications. However, as reflected above, the GPL requires a revised Communication Strategy and adequate funding for it. Nevertheless, the GPL has improved the communication of its business specifically in terms of the Opening, the Budget process, Annual Reports and the Auditor-General.

SUPPORT TO MEMBERS AND PARTY CAUCUSES

Since 2004, the GPL pondered the issue of improving support provided to Party Caucuses and Members in general. As mentioned earlier, this was eventually realised by means of the establishment of a Members' Affairs Directorate and re-aligning the service towards one that is more customer-focused. In this regard, the Legislature Services Board (LSB) approved the Directorate's business model and support structure. The policies and support provided to Members and Party Caucuses were reviewed, and to this effect the LSB approved all recommendations pertaining to improved additional support.

CONCLUSION

Ironically, achievements have a way of creating more challenges and the following aspects are to be addressed during the remainder of our term in order to ensure high-impact results:

- Increasing our leadership and management capabilities, i.e. review, develop and enhance the comprehensive Leadership Development Programme with a view to establish high-performing teams across the institution.
- Evaluate the Leadership Training Programme; and provide coaching and mentoring.
- Improve our ability to implement competent Management by setting achievable targets.
- Enhancing our capabilities to successfully implement our strategies aimed at improving our output in the legislative business and capacitating Members and staff accordingly.
- Developing and enhancing our capabilities to implement the Communication Strategy of the institution.

- Improving our ability to interact with Constituency Offices in the legislative business, and providing technical and administrative support to aforementioned.

The GPL's strategic focus was sharpened during the year under review and has matured significantly since. Aforementioned has allowed us to continuously improve on our planning, monitoring, reporting and evaluation methodologies, despite project planning and implementation still being areas which require further attention.

We look forward to the new financial year in which all outstanding issues will be addressed in a fervent manner.



Gengezi Mgidlana
The Provincial Secretary
Gauteng Provincial Legislature

Section 3

THE LEGISLATURE SERVICES BOARD (LSB)

POLICY GOVERNING BODY OF THE GAUTENG PROVINCIAL LEGISLATURE



MEMBERS OF THE LEGISLATURE SERVICES BOARD (2006-2007)



Mr Richard Mdakane
Chairperson and Speaker



Ms Sophia Williams-De Bruyn
Deputy Speaker



Ms Lindiwe Maseko
Chair of Chairs



Ms Sibongile Nkomo
MPL - IFP



Mr Jack Bloom
MPL - DA



Mr Gengezi Mgidlana
Provincial Secretary

MEMBERS OF THE FINANCE AND AUDIT COMMITTEE

**John Davis**

*Chairperson - Independent
Non-executive Member*

**Refilwe Ndzuta**

*Deputy Chairperson of
Committees & MPL - ANC*

**Sibongile Nkomo**

MPL - IFP

**Hermene Koorts**

MPL - DA

**Alwyn Martin**

*Independent Non-executive
Member*

**Gengezi Mgidlana**

Provincial Secretary

MEMBERS OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE

**Sophia Williams-De Bruyn**

*Chairperson and Deputy
Speaker*

**Lindiwe Maseko**

Chairperson of Committees

**Mike Seloane**

MPL - ANC

**Jacqui Mofokeng**

MPL - ANC

**Chwaro Setiloane**

*Independent Non-executive
Member*

**Gengezi Mgidlana**

Provincial Secretary

MEMBERS' AFFAIRS COMMITTEE



**Sophia
Williams-De Bruyn**
*Chairperson and
Deputy Speaker*



Mandla Nkomfe
Party Whip - ANC



Refilwe Ndzuta
*Deputy Chairperson
of Committees & MPL
- ANC*



Joggie Boers
*Programming Party
Whip - ANC*



Amon Msane
MPL - ANC



Angie Moeng
Party Whip - ANC



Jack Bloom
Party Whip - DA



Glenda Steyn
MPL - DA



Gertrude Mzizi
Whip - IFP



Lefokane Meshoe
Leader - ACDP



Frederick Mulder
Leader - VF Plus



F Ledwaba
Leader - PAC



Princess Mncedane
*Leader - UDM until
13th Dec & replaced by
N.M. Mailula*



Themba Sono
Leader - AFD

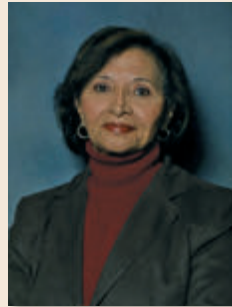


Gengezi Mgidlana
Provincial Secretary

PERFORMANCE AND REMUNERATION COMMITTEE



Richard Mdakane
Chairperson and Speaker



Sophia Williams-De Bruyn
Deputy Speaker



Brian Goodall
Leader - DA



Themba Sono
Leader - AFD



Gengezi Mgidlana
Provincial Secretary

THE LEGISLATURE SERVICES BOARD

The Legislature Services Board (LSB) is the policy directing body of the Gauteng Provincial Legislature (GPL) established in terms of the Legislature Service Act 5 of 1996, as amended by the 1999 Act. The powers and functions of the LSB are outlined in this section and these relate to the responsibilities of the LSB to determine and oversee the provision of administrative services to the Speaker and Members of the GPL.

The Speaker of the Legislature acts as Chairperson of the LSB and is assisted by other Members of the Board to ensure the effective governance of the Board. The Board is assisted by the following Sub-committees to carry out its mandate:

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

Each Committee of the LSB has adopted and is governed by its own Charter, which determines the terms of reference and responsibilities of each Committee. All the Committees of the LSB also have an additional Non-executive Member who are external persons knowledgeable in the area of responsibility of a Committee and appointed on a consultant basis to provide expertise to the Committee or to the LSB.

The meetings of the LSB and its Committees are on an annual schedule and the Board is required to conduct a minimum of four meetings a year. Committees make recommendations to the LSB and the LSB is the final decision-making structure on policy issues.

GOOD CORPORATE GOVERNANCE

The LSB is responsible for ensuring that the institution adheres to principles of good corporate governance, accountability, accessibility, exacting standards and ethics in all its undertakings. This implies full adherence to the prescriptive

framework provided by legislation, regulations and the Legislature's own internal rules and Code of Conduct, which are aimed at ensuring effective executive decision-making and proper allocation of internal resources.

As part of the LSB's responsibility of ensuring the implementation of good corporate governance principles within the institution, the LSB also exercises oversight in terms of the implementation of the Public Finance Management Act (PFMA), as well as transparency and accountability pertaining to governance matters.

The Office of the Secretary has the responsibility of providing secretariat support to the LSB to enable the Board to carry out its mandate. Furthermore, the Secretary as Accounting Officer, is responsible for ensuring the implementation of the decisions taken by the LSB in line with the requirements of relevant legislation and institutional policies.

LEGISLATIVE COMPLIANCE

The LSB continually evaluates the Legislature's operations, procedures and facilities to ensure maximum compliance with relevant legislation, guidelines and applicable codes of conduct or good practice. Accordingly, the Board is responsible for ensuring that the institution adheres to constitutional and legislative principles, as well as the statutes of the country. With regard to legislative compliance, the LSB monitors both procedural and substantive compliance, as well as compliance in line with the broader transformation agenda of the institution.

With regard to governance, the LSB continuously ensures adherence to the following:

- 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; and
- Preferential Procurement Framework Act (No 5 of 2000).

The period under review saw a marked improvement in the decision-making processes within the LSB in that the meetings resolved on items on the agenda; there was an increase in policy approvals and the Sub-committees of the LSB scrutinised main submissions to the Board.

A consequential change was introduced to plan and sequence the decision-making structures, such as the legislative and administrative processes, to the strategic planning and budget processes and in line with the relevant recommendation and approval processes of the LSB.

A corresponding governance system (which links the strategic management, operational activities and the LSB decision-making processes) was introduced in order to align management systems to this method of work, namely:

- Quarterly Plans and Monthly/Quarterly Reports (financial and non-financial);
- Sequential meetings of the Committees and the LSB; and
- Sequential approach linked to the strategic planning, budgeting and auditing processes.

There has been increased support with regard to the strategic leadership and management of the LSB pertaining to planning, implementation, monitoring and evaluation of strategic processes.

The submission of comprehensive quarterly performance reports on financial and non-financial performance of the organisation has assisted the LSB to continuously monitor the performance of the institution and to timeously identify areas of improvement. Furthermore, there has been enhanced alignment of LSB processes with the overall strategic vision of the institution, which is evidenced in the strategic planning environment in which the LSB currently participates.

MEETINGS

The following meetings were held during the 2006/07 reporting period:

- The LSB conducted four (4) ordinary meetings, three (3) special meetings, as well as three (3) extra-ordinary meetings.
- Four (4) Members' Affairs Committee meetings.

- Four (4) Finance and Audit Committee meetings, including a special meeting dated 29 November 2006.
- Five (5) Human Resource Development Committee meetings.
- Six (6) Performance and Remuneration Committee meetings.

The increase in the LSB meetings was due to the introduction of fixed-term performance contracts for Senior Managers, which called for added deliberations by the LSB and the Performance and Remuneration Committee, and also allowed for regular feedback sessions to the LSB by the relevant Senior Managers.

PERFORMANCE MANAGEMENT

A single Performance Management System is now in place within the institution, which follows the successful implementation of the Performance Management System based on the Balanced Scorecard (BSC) model.

The implementation of the Integrated Performance Management System has necessitated a review of the current approach to training and development in order for it to play a more strategic role in ensuring that the human resource (HR) function within the institution is taken to a higher level. This includes a review of the broad HR Strategy, Recruitment Strategy and the creation of a conducive working environment for employees. To this end, the LSB approved an integrated HR Strategy for the institution to be implemented in the 2007/08 financial year.

The Board conducted an appraisal of the performance of the Provincial Secretary for the period 2005/06 as part of the Integrated Performance Management System of the institution and in accordance with the Performance Agreement entered

into by the Provincial Secretary and the Speaker in this regard. This exercise paved the way for the introduction of a system of fixed-term performance contracts for Senior Managers in line with general sector practices in this regard. The system allows for the revision of the current system of delegation of authority in line with the proposed amendments to the Legislature Service Act and the approved new LSB Charter.

ORGANISATIONAL DEVELOPMENT

In order to ensure that the institution has the necessary physical and human resources required to achieve its strategic objectives, the Board considered the HR requirements both at an institutional and Board level.

To ensure that the LSB Committees are adequately resourced, the LSB approved the appointment of an additional Member to the Finance and Audit Committee to replace a former Member who had resigned from the Legislature.

Institutionally, the Board approved the institution-wide Organisational Development (OD) exercise to ensure a proper alignment of the human capital and other resources with the overall institutional goals and objectives. It is envisaged that the OD will be completed during the 2007/08 financial year.

In order to address immediate organisational capacity, the LSB approved the restructuring of the following Programmes or Sub-programmes:

- Leadership and Governance Programme;
- The Research Unit; and
- The Communications Unit.

The restructuring of the above Programmes or Sub-programmes saw the creation of new posts to provide HR capacity to the restructured Units and to ensure overall improvement in the achievement of the strategic goals and objectives.

In order to ensure support to the legislative business of the institution, the LSB approved the creation of additional posts in the Committees' Unit to increase capacity to the Portfolio and/or Standing Committees so as to enable them to effectively carry out their responsibilities and to address capacity constraints within high-volume Committees.

SOUND LABOUR RELATIONS WITHIN THE INSTITUTION

Social equality is one of the guiding philosophies of the Gauteng Legislature, which forms part of our core values and is further entrenched as part of the guiding principles in our mission statement. To this end, the Gauteng Legislature as a workplace seeks to be a working environment that is a people-centred and one which recognises the constitutional and labour rights of its workers. Furthermore, the Gauteng Legislature recognises that workers must be allowed to exercise their rights freely and that such rights must be protected, should the need arise.

In this regard, the Provincial Secretary and the Management of the institution signed a Recognition Agreement with the Trade Union that allows for a platform to discuss labour issues, a Union and Management relationship that is conducive to optimal delivery of services, and at the same time allows for the consideration of the rights of workers in the institution.

In order to ensure that the LSB is kept abreast of any developments affecting workers, a report on the State of Labour Relations is tabled to the Human Resource Development (HRD) Committee of the LSB and the latter is on an annual basis requested to indicate to the Management the mandate for the annual salary negotiations.

As part of its mandate to ensure sound labour relations within the institution, the LSB granted the Management the relevant mandate to commence with the annual salary negotiations for the 2006/07 financial year with the Trade Union.

APPROVED POLICIES AND STRATEGIES

With regard to its policy directing mandate, the Board continued to approve new policies for both staff and Members. In the period under review, the following policies were approved:

- Mobile Communication Tool Policy for Members;
- Career Development Policy for Members; and
- Funeral Policy for Members.

In addition, the Board approved the implementation of the Human Resources (HR) Strategy by the Administration to ensure a sound balance between the institutional goals and its available human resources. This forms part of the GPL's overall strategy of aligning its institutional goals and objectives to the institutional resources. Further to this, the Board also approved in 2006/07 an institution-wide OD exercise to be concluded in the 2007/08 financial year.

As part of the GPL's commitment of ensuring good corporate governance, the LSB held a two-day retreat to review its powers and functions as set out in the Legislature Service Act 5 of 1996, as amended by the 1999 Act. Flowing from the Board retreat, certain key recommendations were made which related to the following:

- Proposed amendments to the Legislature Service Act to strengthen the powers and functions of the Board as a policy directing body within the institution;
- A proposed Board Charter to govern the conduct of Members and the meetings of the Board; and

- The proper interface between the LSB and the Administration to allow for the effective implementation of LSB decisions and the oversight that must be exercised by the LSB in this regard.

This retreat further allowed the LSB to reflect on its powers and functions and to evaluate its performance in relation to its legislative and strategic mandate.

CONCLUSION

There was a marked improvement in the capacity provided to the LSB and its Committees in terms of Board management and the quality of the outputs and decisions from the LSB. Consequentially, corporate governance has improved overall with the enhancement in capacity and processes.

However, implementing an effective Performance Management System that commences from the Speaker as the Chairperson of the LSB and the Treasurer of the institution, to the Secretary as the Accounting Officer, and the Administration as the implementation arm of the Board, remains a challenge which will hopefully be addressed through the implementation of the recommendations arising from the LSB retreat of 2006.

Secondly, a general understanding of decision-making systems, structures and roles within the Administration remains a critical competency that Line Management and staff in general need to master in order to ensure delivery and implementation of LSB decisions.

Consequently, implementing, articulating, advising and communicating the decisions of the LSB remain weaknesses in the system due to the collective challenge to master the systems and decision-making processes and to utilise these to achieve the institutional strategic objectives.

Therefore, whilst the institution has been able to reach certain levels of efficiency, there are still key areas to be addressed in the 2008/09 financial year:

- The number of repeat findings or unresolved issues increased in the year under review, especially with regard to Human Resources and Asset Management; and
- Compliance with the Skills Development Act and the Employment Equity Act – both at a substantive and procedural level.





PART: B

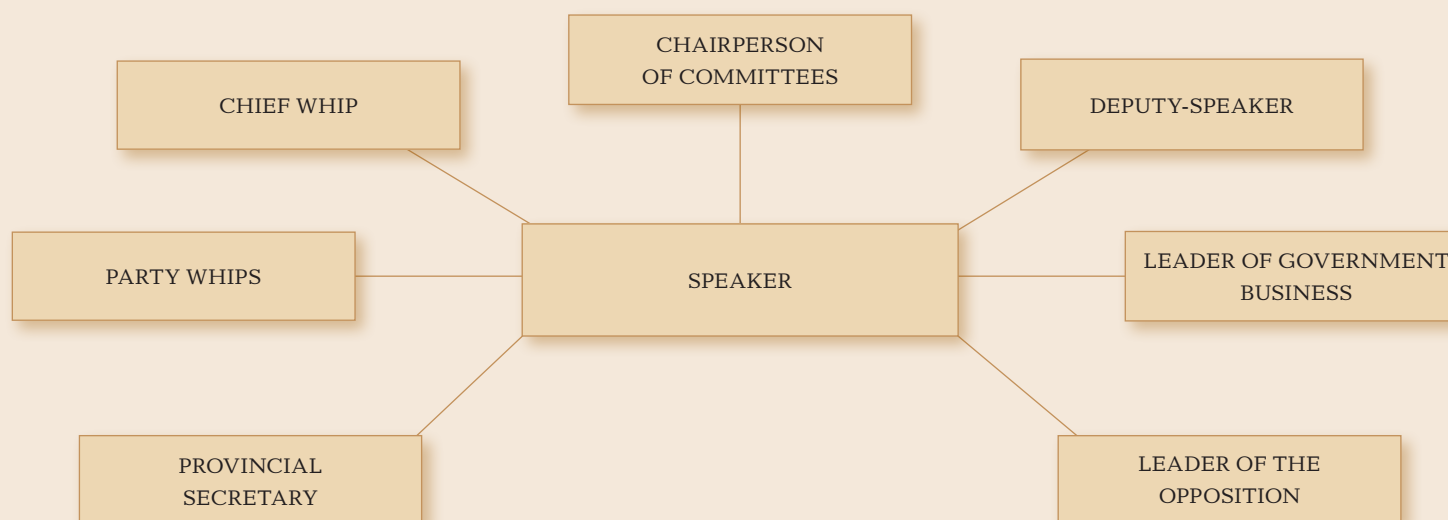
LEGISLATIVE OVERVIEW

YOUR VIEW - OUR VISION

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Section 4

OFFICIAL OFFICE BEARERS OF THE GPL



THE SPEAKER

The Speaker is appointed in terms of the Constitution. The Speaker is also the political head of the Legislature, and therefore carries the overall responsibility for the successful running of the Legislature, especially with regard to policies. The Deputy Speaker takes charge of these responsibilities when the Speaker is not present.

The Speaker is responsible for:

- Presiding over all sittings of the Legislature;
- Presiding over the election of the Deputy Speaker;
- The overall management of the Legislature;
- Maintaining and keeping order during sittings;
- Ensuring that all rules of the House are observed;
- Making rulings (which are not covered by the Standing Rules) on points which are raised during the course of parliamentary proceedings;
- Casting a vote where there is a tie and a vote is needed for a decision to be taken;
- Consulted by the Premier when the latter intends calling an extraordinary sitting of the Legislature;
- Determining dates and times for the sitting of the House;
- Referring Bills that have been introduced in the Legislature to the relevant Committees;
- Appointing an Office Bearer to preside at a sitting of the House when she/he is absent or is unable to perform her/his functions;

- Informing the House of the date and time of the Premier's Opening Address to the Legislature;
- Imposing disciplinary measures on a misbehaving visitor in the Gallery;
- Suspending or ordering a Member who is in contravention of the Rules, out of the sitting;
- The political management of the Legislature, e.g. spokesperson for the Legislature, etc.;
- Section 5(1) of the Legislature Service Act appoints the Speaker as the Chairperson of the Legislature Service Board (LSB);
- The Speaker as Chairperson of the LSB may at any time call a special meeting of the Board;
- The Speaker may in the absence of consensus, perform all the functions and exercise all the powers conferred on the LSB; and
- Is responsible for preparing an Annual Report on the operations of the Legislature during the year and cause such report to be tabled before the Legislature.

DEPUTY SPEAKER

The Deputy Speaker is also appointed in terms of the Constitution and is responsible for the following:

- The Deputy Speaker deputizes the Speaker in his/her absence;
- Is Chairperson of Internal Arrangements;
- In terms of Section 4(1)(b) of the Legislature Service Act is appointed as a Member of the Board;
- Acts as Chairperson of the LSB whenever the Speaker is absent; and

- Presides during sittings of the Legislature when the Speaker is absent or unable to do so.

LEADER OF GOVERNMENT BUSINESS

The Leader of Government Business is appointed in terms of the Rules of the House. He/she represents the Executive Council in the Legislature, and vice versa. The Leader is linked to both the Executive and the Legislature and is responsible for managing the staff at the Legislature who provides support services to the MPLs. He/she is further responsible for the following:

- Forms part of the Executive and legislative branch of Government;
- Represents the Government in the Legislature;
- Has the primary responsibility of ensuring that Government business is effectively processed through the various structures and procedures of the Legislature;
- Ensures that the decisions of the Executive are processed through the Legislature; and
- Is consulted by the Speaker when the Speaker intends calling an extra-ordinary sitting of the Legislature.

CHIEF WHIP

The Chief Whip is appointed by the Ruling Party, is the most senior Whip and is affiliated to the party with the most MPLs in the Legislature. The Party Whip organises the work of the MPLs in the Party Caucuses and decides which MPL will sit on which Committee.

Except for the Provincial Secretary of the Legislature, all Office Bearers are Members of the Provincial Legislature. They are appointed to their positions by either their parties or by the House.

The Chief whip is further responsible for the following:

- Ensures the discipline of the Legislature is maintained to ensure the smooth running of the Legislature;
- Ensures the allocation of Members of parties to the various Committees;
- Is the Accounting Officer for constituency allowances;
- Appoints special delegates from the parties who can be represented in terms of the Permanent Delegates Act to the NCOP;
- Oversees the interests of MPLs;
- Ensures a quorum is maintained during sittings of the House; and
- Liaises with Whips of other parties on matters going to the House.

CHAIRPERSON OF COMMITTEES

The Chairperson of Committees is appointed in terms of the Rules of the House. He/she co-ordinates Committee proceedings and presides when both the Speaker and the Deputy Speaker are absent. The Chairperson of Committees is responsible for the following:

- Presides at a sitting of the House in the absence of the Speaker and the Deputy Speaker;
- Acts as Chairperson of the LSB whenever the Speaker and Deputy Speaker are absent;
- Is Chairperson of the Chairpersons of Committees, also known as the Chair of Chairs;
- Co-ordinates and oversees the business before the Committees;

- The strategic planning of the Committees;
- The setting of strategic goals;
- The evaluation of strategic goals;
- The monitoring and feedback on attendance of MPLs at Committee meetings; and
- Disposing of matters in accordance with the Standing Rules.

OTHER PARTY WHIPS

- Organise members of their parties by ensuring that they are aware of the different meetings taking place, as well as their attendance at these meetings;
- The political management of the party;
- Ensure that their members are present at Committee meetings and are made aware of the requirement for them to sign an attendance register at each Committee meeting and sitting of the House;
- Advise their members as to the consequences of non-attendance of meetings and sittings of the House (See Rule 1.18 with regard to "Leave of Absence" as well as Section 3 of the "Payment of Members of the Provincial Legislature Act, 1995, Act No 1 of 1995");
- Inform party members of the criteria set by the party with regard to "benefit tickets" for air travel within the republic;
- Inform members of the manner in which they should go about applying for leave during session periods;
- Ensure that members of their parties meet as caucuses to determine a party position;

- Ensure that members of the party are present during sittings of the House, especially during a vote being taken in the House;
- Attend Programming Committee meetings so as to assist with the determination of the schedule of sittings, the content of the debates going to the sittings and the length of these debates;
- Ensure that new members are familiar with the Rules of the Legislature;
- Deal with caucus funds, parliamentary allowances, etc.;
- Ensure the daily attendance of party MPLs in the Legislature;
- Organise the work of MPLs in the party;
- Decide on the length of time an MPL will speak during a debate in a sitting of the House; and
- Decide in which Committee each MPL will sit.

LEADER OF THE OPPOSITION

The Leader of the Opposition represents the members of the majority Opposition Party in the House.

THE PROVINCIAL SECRETARY

The Secretary of the Legislature is appointed in terms of the Legislature Service Act. He is the Accounting Officer of the institution in accordance with PFMA regulations and is also responsible for providing support to politicians and assistance to Members in performing their duties. The Provincial Secretary is supported by four Directors; each heading a Programme comprising of various Sub-programmes or services. His/her duties are detailed in the Section on the Office of the Provincial Secretary.





Section 5

OVERVIEW OF PORTFOLIO COMMITTEE OUTCOMES

MANDATE AND STRATEGIC OBJECTIVES OF COMMITTEES

At the launch meeting of the Presiding Officers in 2005, it was agreed that the Committees of the Legislature are the key drivers of the core business of the institution, dealing with law-making, oversight and public participation.

The meeting further mandated the two Presiding Officers to provide strategic leadership to the Committee system as a whole to ensure that the approach to the core business outlined in the Review Report is achieved, namely "Developing the new Provincial Legislature into a democratic institution ready to play a key role in social transformation, particularly in meeting the imperatives of transformative law-making, mobilisation of social forces for meaningful public participation and holding the Executive accountable for a transformative policy agenda."

The Office of the Presiding Officers has managed to convert the responsibilities of Committees into being more strategically focused by implementing the following measures:

- Determining the core responsibilities of the Committees and convening a quarterly review and planning session of the Committee of Chairpersons to monitor and evaluate progress;
- Regarding Chairpersons as drivers of the political programmes of the Committees, which include setting priorities and communicating the work of the Committees to the general public; and

- Developing a budget per Committee, based on the strategic plans of each Committee.

Over the next two and half years, the Office of the Chairperson of Committees will be tasked with consolidating the work performed by Committees to date, and providing leadership to ensure execution of the recommendations looking towards 2009.

OVERSIGHT ROLE

Budget Process

Our Committees are continuing to strengthen the use of the PEBA Oversight Model to evaluate budgets of the various Departments with a view to ensure compliance and alignment with service delivery priorities. As part of this undertaking, the Legislature has a political and administrative framework to guide the work of the Committees. This system has created consistency and reliability in relation to the passing of the Budget Votes in the House.

In pursuance of the complementary and cooperative role of the Legislature, the MECs and the Chairpersons of the respective Portfolio Committees have developed a political process of engaging each other on their respective Budget Votes prior to these being presented to the Committees. This process has assisted the Chairpersons in obtaining a global perspective of the thinking behind the Budget Votes and as such, has provided a solid platform for improved performance in this regard.

Future Prospects

The approach to the Budget Vote process at the Legislature is not meant to influence the budget, but rather to review, evaluate and comment thereon. As a result, the Legislature is therefore not in a position to alter any budgets. Understandably, this limitation has contributed to an ongoing debate on the relevance of the Legislature if its employees cannot exercise a direct influence on the service tools of the respective Departments.

Having said this, the Gauteng Legislature model of oversight is an attempt to ensure impact and influence on service delivery without co-managing Departments. The challenge in this regard is to continue refining institutional Budget Vote processes within the complementary and cooperative sphere of the Legislature.

In addition, the limited impact value of the Legislature Budget Vote process raises questions regarding the meaningfulness of public involvement in these processes. The challenge in this regard is to find the most significant way in which the public can engage in determining Departmental budgets.

Administratively, the institution is faced with the challenge of reviewing the vast amount of resources allocated to the Budget process. (This includes the use of consultants, number of meetings, etc.) A second challenge pertains to working closer with the various Departments with a view of eliminating late submissions of Budget Votes, in order for Committee processes not to be placed under pressure when considering aforementioned.

Quarterly Reports

The Legislature has progressively attended to improved reporting systems from the Departments. Quarterly Reports, in particular, assist Committees to track and monitor Departmental performance. However, the submission and consideration of Quarterly Reports require urgent attention, due to the haphazard nature in which these have been submitted and considered over the past two and half years.

In rolling out the PEBA model, the importance of Quarterly Reports has finally been realised and the Legislature seems to be responding in a more methodical fashion. The Legislature is currently debating the manner in which Quarterly Reports can strengthen the oversight role of the Executive.

Future Prospects

Our legislative process is such that Committees consider matters, compile reports and then present these to the House for debate and resolution. As we start to focus more on Quarterly Reports, we should also be reviewing the consideration process, so as to determine the manner in which these reports can add value to our overall oversight work.

Some of the immediate challenges pertain to the capacity of the Legislature to analyse these reports; and further to ensure compliance on the part of the Department to submit qualitative reports timeously in order to assist the Legislature with its oversight work. Aforementioned would require the development of specific criteria or a framework in terms of reports which contain general information and those which should be considered by the House.

Annual Report Process

The Legislature makes provision for Government Departments to submit Annual Reports and Audited Financial Statements/ Auditor-General's Reports to the Legislature within six months of the end of each financial year. These reports generally provide the Legislature Committees with a tool to assess the performance of the Departments over the past financial year, added to which the Standing Committee on Public Accounts (SCOPA) fulfills an important role in assessing the use of resources by the respective Departments. The reports of these Committees are then adopted by the House as resolutions for Departments to implement.

Our Oversight Model has significantly improved our capacity to scrutinise these reports and identify areas of improvement or change within the respective Departments. In this regard, the Legislature is impacting positively on service delivery. The challenge, however, remains our ability to measure this impact.

Over the past two and half years, the Legislature, through its Committees, has thoroughly perused the Annual Reports of Departments; in most cases influencing the plans of service delivery moving forward. The Standing Committee on Public Accounts (SCOPA) has played a critical part in assessing the performance of Departments as it relates to the use of finances. Some of the poorer performing Departments have been taken to task by SCOPA, as their financial performance ultimately relates to the use of State resources.

Future Prospects

The Legislature Resolution Tracking System has not been able to keep pace with the actual implementation of decisions of the House based on Annual Reports. This implies that improvement of tracking performance is required, especially in weaker Departments post the submission of Annual Reports. (This, however, does not imply that the identified areas of weakness are completely disregarded by the Departments.)

As mentioned, identified areas of weakness include late submission of Annual Reports by Departments, thus subjecting Committees to severe pressure in terms of time constraints. This often results in Committees having to contract service providers to analyse Annual Reports on their behalf; thus not contributing to building internal capacity in this regard. Finally, Committees are still grappling with a general inability to sustain public involvement in a meaningful manner during the Annual Report reviewing process.

Focused Intervention Studies

Focused Intervention Studies (FIS) form an integral part of the Legislature's Oversight Model, in accordance with which a Portfolio Committee identifies a particular area of activity within a Department which requires closer monitoring throughout the year. This particular activity is still at its infancy stage with regard to implementation. It should be noted though that the Legislature Committees are vigorously pursuing this activity as a strategically important intervention. Having said this, these studies are evolving as part of the full roll-out of the PEBA model. Over the past two and half years, the practice has

been for Committees to agree at the beginning of the year on two areas that they would engage in by means of FIS.

Future Prospects

The key challenge of the FIS model remains the correct and strategic location and plotting of these tools and processes within the legislative programme. Most Committees find themselves under pressure as a result of other urgent legislative work, and have thus experienced difficulty in conducting two studies during a financial year.

Micro-Prioritisation Process

Micro-prioritisation is a process in accordance with which the Legislature attempts to influence the plans and budgets of the Departments for the following financial years. This activity is performed during the second quarter of the financial year when the Government engages in planning processes for the following years. Aforementioned would normally be informed by the outcomes of the Budget Vote process.

Simply put, Committees would identify areas which require further attention as a result of under-budgeting or other factors in the Departmental budgets and then raise these issues during the Micro-prioritisation process, in order for Departments to take these issues into consideration in terms of future planning. In reality, this is the only meaningful period during which Committees can positively influence the budgets of the respective Departments.

Future Prospects

In this regard, the Legislature needs to attend to the timing/scheduling of Micro-prioritisation, as it has a direct impact on the outcomes of this process.

House Resolutions

Generally, Departments responded well to House resolutions during the reporting period. Some of these resolutions resulted in Departments reviewing their processes, or improving certain aspects of their line of work.

Future Prospects

The majority of House resolutions over the past two years were not directly related to the five GPG strategic priorities, especially those pertaining to poverty eradication and job creation. Instead, the resolutions have mostly focused on systems and processes in the respective Departments.

In addition, the Legislature Resolutions Tracking System has not reached its full potential in measuring the impact of our resolutions on the improvement of service delivery.

GENERAL FUTURE PROSPECTS IN OVERSIGHT

- Quarterly Reports need to be emphasised as a strategic mechanism for oversight work of Committees. In this regard, Committees must consider the Second and Third Quarter Reports as part of their oversight work. First and Fourth Quarter Reports should therefore be submitted for information purposes only. These reports will assist our Committees to monitor trends and provide early warning signs of any impending weaknesses. In order to derive strategic benefits from this process, the Legislature should develop clearer guidelines for analyses of these reports, as well the formats in which they are required. Committees should also work closely with Departments to ensure timeous submission of reports.
- Micro-prioritisation should be viewed as a viable opportunity for the Legislature to influence and contribute to the budgets of the respective Departments. In this regard, the process should be plotted strategically in the

legislative programme and the Budget Vote process should be utilised to identify critical areas of engagement during this phase.

- The use of resources should be reviewed during the Budget process, including the appointment of consultants and the number of meetings held, noting that the process in its current format does not promote any substantial changes in the budgets of the Departments. The Budget Vote process should ideally be used to identify areas that require interventions by the Legislature as part of its oversight role. Therefore, the focus of this process should be on the evaluation of the budgets to monitor alignment with Government plans.
- The Budget process should be utilised to identify possible topics for FIS and the legislative programme should be aligned accordingly. The Legislature should review its FIS agenda annually to determine weaknesses and suggest alternatives for change or continuity of focus areas.
- A single, integrated and comprehensive House Resolution Tracking System should be created and based in the Office of the Chairperson of Committees. This system should, *inter alia*, assist with the following: improve turn-around time for submission to Departments and responses from the Departments, follow-up mechanisms, analysis of resolutions, etc.

LAW-MAKING

The *Ten Year Governance Review Report* recommended that the Legislature should review the efficacy of laws passed since 1994 and their impact on the lives of the people of Gauteng. Unfortunately, no progress has been made in this regard. The Presiding Officers suggested that the matter be referred to the Leader of Government Business for execution, due to the

political arrangement in the Province being such that the law-making process has been delegated to the Executive.

Since 2004, the Gauteng Province has passed a number of laws, including the following:

- Gauteng Enterprise Propeller Act no 2, 2005,
- Gauteng Youth Commission Act no 2, 2005,
- Gauteng General Law Amendment Act no 4, 2005,
- Government Local Government Laws Amendment Act no 1, 2006,
- Gautrain Management Agency Act no 5, 2006,
- Liquor Amendment Act no 6, 2006.

Future Prospects

The Legislature should commission a review of the efficacy of laws passed since 1994 and assess their impact on the lives of the people of Gauteng.

PUBLIC PARTICIPATION

The Ten Year Governance Review Report recommended that our public participation processes should aim to seek the views of the broader sectors of our people, especially the more vulnerable, previously disadvantaged groups. It further indicated that our Committees should engage dynamically with civil society organisations and involve them when performing legislative work of oversight and law-making.

In responding to these challenges, the Legislature has made a number of important strides, e.g.:

- Mainstreaming public participation in all Committee activities;
- Developing a Public Participation Strategy;

- Strengthening public hearings through convening pre-hearing workshops for purposes of empowering the public and assisting them to prepare inputs;
- Establishing a Petitions Committee to focus exclusively on processing and resolving petitions;
- Conducting meetings in communities by means of the *Taking Legislature to the People* programme; and
- Developing sound relations with respective stakeholders in a progressive fashion.

Future Prospects

- Public participation is unfortunately still performed on an *ad hoc* basis and is therefore not viewed as central to Committee work.
- There remains a lack of common understanding regarding the concept of *Taking Legislature to the People*.
- The Public Participation Model lacks a substantial feedback system to communities.
- There is no system of ensuring that inputs from the public (through various public participation processes) are considered effectively by the House.
- Political management of stakeholder relations in Committees requires a specific system, which will include agreeing on the key stakeholders, developing a political sustainable programme of stakeholder engagement, feedback systems, etc.
- The Public Participation Strategy, as developed through the public participation conferences, needs to be rolled out in an effective, constructive manner.
- Committees should strengthen their stakeholder relations and expand these relations to include closer working

relationships with civil society organisations, especially organisations which represent the vulnerable sectors of our society.

- A meaningful feedback system should be developed by the Legislature.
- A system needs to be developed so as to ensure that the inputs of communities in the various public participation processes find their way to the House.

CONCLUSION

The oversight role of the Legislature has improved significantly due to the roll-out of the PEBA Oversight Model in 2004, resulting in consistent, sustainable and predictable oversight activities. Our public representatives are being trained on an ongoing basis as pioneers of this ground-breaking model and the results of this empowerment are evident in the dedication and determination displayed to oversee the Executive and contribute to the all-encompassing goal of a better life for all. The goals of Ministerial accountability too are now being realised.

In addition, the last two and half years have served as a foundation for the roll-out the Public Participation Model as envisaged by the *Ten Year Review Report*. The public participation aspects of Committees will require closer attention over the next two years. As mentioned, this particular aspect has been performed on an *ad hoc* basis, with no significant coordination measures. As a result, the GPL has not fulfilled its role to the full in implementing our mandate of mobilising sectors of civil society to participate meaningfully in legislative processes, so as to turn the Legislature into a tribune for our people, truly representing the aspirations of the people of Gauteng.

The progress made as an institution in relation to oversight, law-making and public participation through our Committees' work is reviewed in the following Sections of the Annual Report.

5.1 AGRICULTURE, CONSERVATION AND ENVIRONMENT PORTFOLIO COMMITTEE.

MANDATE AND STRATEGIC OBJECTIVES

The Committee's mandate is to facilitate effective and value-adding oversight, legislation and public participation within the focused area of the activities of the Gauteng Department of Agriculture, Conservation and Environment, but also extending its own activities to encompass related areas within all three spheres of Government.

This report seeks to review and analyse all the activities undertaken by the Committee during the past financial year and to ascertain if the priorities set by the Province were achieved, and the mandate of the Committee was essentially realised. The Committee's strategic objectives included oversight, the passage of legislation, public participation and ensuring cooperative governance.

OVERSIGHT ROLE

As part of its oversight activities, the Committee during the year under review provided guidance in terms of the following:

Budget Process

The Committee was able to conclude its activities pertaining to the Budget process within the stipulated timeframes and the Committee Report was duly debated and adopted by the House as scheduled. The process unfolded as follows:

The Committee received a presentation by the Head of Department, Dr Steven Cornelius, on the GDACE Budget Vote 11 for the 2006/07 financial year on 23 May 2006.

The Committee noted that Agriculture was favoured in the 2006/07 budget ranking, followed by Administration,

Conservation and Environment. MTEF administration, however, slightly superseded Agriculture due to the diversity of activities and responsibilities related to Administration. All key stakeholders were invited to provide written or verbal submissions on the budget.

Quarterly Reports

The Committee received all Quarterly Reports from the Department. The challenge, however, remains late submissions with the possible effect of not serving as early warning systems and a source of information regarding general performance of the Department.

Annual Report Process

The Department presented its Annual Report for the 2005/06 financial year to the Committee on 6 November 2006. MEC for Agriculture, Conservation and Environment, Mr K Mosunkutu, HOD Dr Steven Cornelius and senior officials from GDACE were present at the meeting.

The Committee appraised the Department's performance and service delivery during the 2005/06 financial year. It was agreed that the Department had made a concerted effort to deliver on policy, as well as its constitutional and legislative mandate. The Committee also noted that there was an improvement in addressing transparency and accountability by the Department in its strategic programmes and Annual Report. GDACE achieved an unqualified Auditor General's Report for the 2005/06 financial year.

Notwithstanding, it was pointed out that overall efficiency, performance and financial management, as well as reporting were areas which still required improvement. More in particular, significant communication and awareness, expenditure of the comprehensive agricultural support grant, a commercial strategy for nature reserves and quality of

engagement/participation were identified as areas which still needed attention going forward.

All key stakeholders were invited to deliver inputs on the Annual Report. The meeting was attended by the National African Farmers Union (NAFU), Sibakhile Ke Tseba, ABSA Bank, Randfontein Local Municipality, Emfuleni Local Municipality, Agri-Gauteng and Tshwane Market; however only two substantial submissions were received. NAFU indicated that, in their view, Government had failed to effectively and qualitatively communicate instruments, services and processes to its stakeholders. Further to aforementioned, NAFU referred to the issue of "chimney or stovepipes of land reform and sustainable post-land reform" instruments and activities.

Given the economic policy demands and the increasing concerns regarding land reform, this submission was disturbing. The Committee stressed the urgency of conveying the concept of the "People's Contract" and the implementation thereof, as well as effectively and qualitatively communicating its services and instruments to its stakeholders. The Committee further argued that Government has devised various instruments (which are continually improving with experience), which could be used to this effect. However, these instruments are also dependent on a delivery partnership with external stakeholders to provide comprehensive interventions.

In contrast, the submission by ABSA Bank illustrated a sound delivery partnership through their range of innovative financial instruments to support sustainable land reform, SMME and BBBEE socio-economic delivery.

The Committee, in concluding the Report, managed to include stakeholder inputs in the Annual Report presented to the House, putting forward recommendations informed by these inputs.

Focused Intervention Studies

The Committee selected an FIS which included a site visit to emerging farmers who are the beneficiaries of the Farmer-to-Farmer Programme in Putfontein, Ekurhuleni Metropolitan Municipality, on 27 February 2007. (The overall objective of the Farmer-to-Farmer Programme is the transfer of knowledge by experienced farmers to emerging farmers; the latter thereby acquiring experience in terms of constraints and sustaining productivity despite limitations.)

The objective of the FIS was for the Committee to assess the viability and the progress of the farmer-to-farmer projects and to determine the challenges facing these projects. Through these oversight visits, the Committee concluded that the Department should assess these projects and assist emerging farmers in training on market related issues.

Resolutions

The Committee sent 36 resolutions to the GDACE for the 2006/07 financial year and received satisfactory responses to each of these.

In addition, the Department was invited to give a detailed presentation on some of the resolutions. The evaluation and monitoring of resolutions represent an ongoing process by means of established tracking mechanisms.

Other Oversight Activities

In addition to the Budget, Annual Report and FIS processes, the Committee continually exercised its oversight authority over the Department throughout the year. Media reports, public inputs, etc. were tracked and the GDACE was afforded an opportunity to report on the following issues identified by the Committee:

- Livestock theft;
- Environmental Management Inspectorate in Gauteng (Green Scorpions);
- Implementation of the Gauteng Agricultural Development Strategy I;
- Strategic plans for the 2007/08 financial year; and
- Farmer-to-Farmer support to beneficiaries of the Land Redistribution and Agriculture Development (LRAD) Programme.

The Committee also interacted with the following stakeholders during the year under review:

- **Presentation by the Commission on Restitution of Land Rights**

The Commissioner, Ms Tumi Seboka, made a presentation on the difficulties encountered with Municipalities and the GDACE. Some of the challenges raised pertained to the following: most identified projects were not included in the Integrated Development Plan (IDP); the setting up and revival of collapsed Project Steering Committees; delays in the applications for housing subsidies; lack of co-operative governance; and the fact that local Councils were not in a position to prioritise projects due to insufficient funding.

In an attempt to resolve these challenges, the Commissioner and the Chairpersons of Agriculture, Conservation and Environment, Local Government and Housing met to discuss the way forward.

- **Presentation by the Seringveld Conservancy**

Dr Pete Iron made a detailed presentation to the Committee on the destructive mining practices in the Seringveld

of Dinokeng. A follow-up site visit and meeting, also attended by the Committee Researcher, were held. Both the presentation and site visit report noted the following challenges: Water, noise, dust and air pollution; destruction of landscapes with subsequent reduction in potential visitors; lack of rehabilitation; lack of consultation with the community; and hazardous conditions on surrounding roads.

Solutions recommended to combat problems around mining were:

- Immediate withdrawal of permits of miners contravening EMP requirements;
- No new permits issued for mining near and/or in wetlands;
- Cessation of removal of full depth of soil profiles;
- Rehabilitation of all old mining sites and enforcement of rehabilitation by active operators; and
- Establishment of an effective mechanism for addressing problems experienced by the community due to mining practices.

- **Presentation by the Farmers Forum: Beneficiaries of Proactive Land Acquisition Strategy (PLAS) and LRAD Programme**

Ms T Ntseane made a brief presentation on the background and objectives of the PLAS Beneficiary Forum in Gauteng. She further outlined the challenges faced by the Forum, such as office space, access to finance, transportation of produce, access to markets, agri-processing, abattoirs, and training and development.

- **Presentation by Eco-Hope**

Ms Angelica Laub made a presentation on the mission and objectives of Eco-Hope. Eco-Hope offers training on organic vegetable growing, community building, leadership, financial skills, project management and environmental care. She informed the Committee that Eco-Hope had been funded by Bread for the World since its formal registration and that they were seeking additional funding.

Study Tours

Other activities which took place during the year under review included two information-sharing visits to Limpopo and the Free State Provincial Legislature. The Committee paid a visit to the Limpopo Agricultural, Land and Water Affairs Committee from 31 August to 01 September 2006 and the Free State Legislature from 12 to 13 September 2006.

The main objectives of the visits were to:

- Review and combine interpretations of the Poverty Alleviation Policy as stated in the Household Food Gardens (HFG) National/Provincial Programme into efficient, effective and quality delivery underscored by sustainability and committed, engaged and effective participation by beneficiaries, Local Authorities and Provincial Departments;
- Interact with the Limpopo Committee on how the latter deals with cross-cutting issues, such as the empowerment of women, youth, disabled persons, gender equity, Agri-BEE, SMMEs, etc.;
- To exchange information on agriculture, sustainable land reform and conservation;

- To exchange views on the commercialisation of game reserves;
- To interact on the issue of public participation;
- To visit some of the Free State and Limpopo agricultural and environmental projects; and
- To return to Gauteng with experiences gained through engagement with other provinces with a view to provide constructive and practically grounded contributions to the oversight process, legislation and public engagement.

Further to these inter-Legislature visits, the Committee identified the following impediments:

- Criteria on identification of poverty stricken households;
- Lack of monitoring and evaluation of funded projects, i.e. insufficient fieldworkers;
- Inadequate beneficiary support from relevant sector Departments; and
- Poverty alleviation projects/initiatives in Limpopo would not be practical in Gauteng.

The Committee is of the opinion that the inter-Legislature visits to Limpopo and the Free State highlighted the challenges faced by Legislatures regarding the proper implementation of agriculture, conservation, environment and tourism projects. The Committee also acknowledged that poverty alleviation projects could achieve the stated objectives with the ardent support of Government Departments.

In view of aforementioned, cooperation and coordination within Departments and all spheres of Government need to be fast-tracked. The Committee also acknowledged the importance

of conservation, environment and the tourism industry in combating poverty by means of cross-cutting issues such as BBBEE, SMMEs, and the empowerment of women, youth and disabled persons. The provincial visits were therefore highly informative.

The Committee did not attend any conferences during the 2006/07 financial year.

LAW-MAKING

The Committee did not consider any NCOP and Provincial legislation during the 2006/07 financial year.

PUBLIC PARTICIPATION

The Committee managed to attract an increasing number of stakeholders to its activities, such as the Budget, Annual Report and FIS processes. The Committee's stakeholder and public engagement activities are now aimed at encouraging public participation from a broader array of organisations.

The Committee held an information-sharing workshop to deliberate further on the Agriculture Development Strategy on 31 May 2006. Invitations were extended to the GDACE, Local Municipalities and the Department of Land Affairs.

A public meeting was held at Sedibeng on 14 August 2006. Executive Mayor Hlongwane presented the opening address, ABSA gave a presentation on Agri- finance, and Land Affairs presented on the status of land claims in Gauteng and the progress made thus far. The following issues were raised during this meeting:

- Lack of support by Local Municipalities;

- Lack of commitment by Metropolitan Municipalities to implement the projects, including Tshwane and Johannesburg Metropolitan Municipality;
- Lack of interest by the private sector in investing in restituted land;
- Lack of required agricultural business plans for communities, which need to be developed by the Sector Department of Agriculture.

The Committee wishes to extend its sincere gratitude to all participants for insights shared during the period under review and simultaneously extends an invitation for future participation in legislative processes.

OUTCOMES AND IMPACTS

- The Committee highly values engagement with the GDACE as it strives to unlock the potential to deliver on the "People's Contract" via the resolutions, oversight, public engagement and other mandated legislature processes. During the year under review, there was a notable improvement on the responses to resolutions compared to previous years.
- The Committee agreed that there is a great need to work closely with other Committees within the Legislature through joint Committee meetings and oversight visits.

- The Committee strengthened relationships with stakeholders at the relationship-building workshop. Stakeholder participation in the Budget, Annual Report, FIS and Public hearings processes increased markedly compared to previous financial years.
- The Committee ensured that public participation formed an integral part of Committee work by frequently engaging the public in all its activities to strengthen its oversight function. However, stakeholders still need to be educated on the powers and functions of the Legislature and the interface with Departmental processes.

CONCLUSION

The Committee previously had more meetings to consider, deliberate and report on the Budget Vote. However, during the year under review the Committee was not satisfied with the time frames allocated to deal with Budget Vote 11.

The GDACE was invited to give a presentation; however, the Department did not honour the invitations by the Committee and two Committee meetings subsequently had to be cancelled.

Lack of media attention both from the Legislature's Public Relations Unit, as well as the general media was experienced.



5.2 COMMUNITY SAFETY PORTFOLIO COMMITTEE.

MANDATE AND STRATEGIC OBJECTIVES

In line with the Standing Rules of the GPL and the Committee's five-year strategic plan, the Portfolio Committee on Community Safety seeks to ensure safe and secured Gauteng communities and their residents by:

- Promoting a safe, secured, effective and competitive Gauteng, free from corruption;
- Ensuring appropriate accountability, effective governance and management, as well as safe and secured communities in Gauteng;
- Encouraging an integrative approach and promoting the establishment and nurturing of Public Private Partnerships (PPPs) in respect of crime prevention/combating in Gauteng;
- Identifying, encouraging and acknowledging capable, effective and improved performance within the safety and security structure, and affiliated personnel; and
- Assisting in the design, implementation and monitoring of an effective performance management system and monitoring regime within the safety and security establishment/structures in Gauteng.

In the quest to achieve its strategic objectives for the 2006/07 financial year, the Committee embarked on an intensive programme for the year. As outlined in its five-year strategic plan, the Committee sought to achieve its objective of ensuring the safety and security of Gauteng communities and its residents through exercising effective oversight in terms of all the activities of the Department of Community Safety, as well as law enforcement agencies in the Province.

The Committee's priorities for the year revolved around improved monitoring and oversight, encouraging public participation, as well as legislative oversight. Aforementioned included the continued oversight of all law enforcement agencies in the Province, the monitoring of the development of the Gauteng Safety and Road Safety Strategies, thereby promoting a safe and secure Gauteng.

OVERSIGHT ROLE

The Committee was guided by the PEBA model in achieving its key strategic objectives during the year under review. Oversight processes included the Budget and Annual Report processes, FIS, as well as other related oversight activities.

Budget Process

The Committee thoroughly engaged with the Department, was satisfied with the outcomes of the process and made recommendations, which included the following:

- That the Department complete and submit business plans by the end of June 2006 to assist the Committee in monitoring the Department's performance.
- That the Department introduce twin key performance measures (KPMs) per identified outputs, i.e. quantitative and qualitative KPMs.
- That the Department complete the Road Safety and the Provincial Safety Strategies and present these to the Committee by the end of June 2006.
- That the Department develop strategies relating to the safety and security of the elderly, physically and mentally challenged sectors of our society as part of an Integrated Safety Plan.

- That the Department increase the participation of all relevant stakeholders in the Budget process and reflect the engagement in future budget statements of the Department, e.g. report on partnerships in respect of the promotion of citizen safety with non-governmental organisations (NGOs), as well as community-based organisations.
- That the Department address the less than 1% appropriation to its internal human capital investment in terms of the Skills Development Act – which is normally determined during the Medium Term Expenditure Framework (MTEF) period for the 2007/08 and 2008/09 financial years.
- That the Department should follow the Gauteng Provincial Government (GPG) approach in respect of its use of consultants. (In addition to providing strictly defined Terms of Reference, following procurement policies and monitoring delivery, the Department should ensure that consultants transfer skills and knowledge to Department personnel, as well as leave a "material repository" of information which could be utilised in future.)

The Committee, during the year under review, ensured that the Department delivered on aforementioned recommendations. Some of the recommendations had been addressed by the end of the financial year; notably the development of the Provincial Road and Safety Strategies.

Quarterly Reports

None of the four Quarterly Reports were received from the Department during the year under review. The continued non-submission of Quarterly Reports thus had a negative impact on the Committee's oversight role, as the Committee was unable

to track implementation of the Department's programmes throughout the year.

Annual Report Process

The Committee managed to intensify its oversight role by means of engagement during the Department's presentation of the Annual Report. Intense deliberations and questioning of the Department on its activities during the 2005/06 financial year resulted in the following recommendations by the Committee:

- That the Department fully comply with the PFMA with regard to the submission of Quarterly Reports to the Committee in the next financial year.
- That the Department institute mechanisms to avoid a recurrence of discrepancies identified in the 2005/06 Annual Report.
- That the Department institute measures to control revenue on traffic fines. (The Committee further indicated that it will await the report on the outcomes by the Department of Justice regarding future additional measures.)
- That the Department provide the Committee with time frames regarding the implementation of leave and recruitment policies, as well as the finalisation of policies on overtime management, working hours, resettlement, recruitment, leave and occupational health and safety; and to report on these issues in the next financial year.
- That the Department develop a comprehensive plan to deal with the increased workload faced by social workers at Ikhaya Lethemba.
- That the Department speedily complete its School Safety Plan (which it is reportedly developing in partnership with the Gauteng Department of Education) in order to fill the vacuum left by the discontinuation of the Tiisa Thuto project.
- That the Department provide quarterly reports to the Committee on the developments made in terms of the VEC Co-ordination Plan.
- That the Department report to the Committee the findings of its review of the Department's capacity to deal with corrupt Vehicle Testing Stations after completion in November 2006.
- That the Department provide adequate resources to conduct thorough profiling of police stations in order to improve monitoring.
- That the Department influence the speedy conclusion of the Driving School Regulations by the Department of Transport.
- That the Department provide the Committee with measures implemented against Driving School Instructors who were found not to be in possession of legal certificates.
- That the Department engage with the South African Police Services (SAPS) in order to resolve the challenges being experienced by SAPS reservists in the Province.
- While the Committee welcomed the Department's move in developing work plans for each station in an attempt to address problems within VEC's at station level, the Committee recommended that these new work plans also address the issue of remuneration for volunteers,

and that a consolidated report be submitted to the Committee on the progress thereof.

Furthermore, it was recommended that the Department submit to the Committee the following reports by end January 2007:

- A consolidated report on visits to police stations;
- A consolidated report on visits to schools regarding the School Safety Programme;
- A consolidated report on VECs; and
- A consolidated report on Ikhaya Lethemba, including when and how the Department envisages rolling out Ikhaya Lethemba to other regions considering the challenges thereof.

Finally, the Committee also recommended that the Department respond to the recommendations made in the 2005/06 Annual Oversight Report by end January 2007.

Focused Intervention Studies

Several FIS were conducted during the 2006/07 financial year. Amongst others, the Committee engaged with the Department of Community Safety, and also received inputs from the National Independent Test Station Association (NITSA). The Committee also undertook oversight visits to Vehicle Testing Stations and Driver and Learner Testing Centres in Florida, Roodepoort and Mogale City. The Committee's FIS Report entailed recommendations for action to be taken by the various stakeholders in the area of traffic safety management.

Other Oversight Activities

Apart from the regular oversight activities that were conducted in line with the Legislatures' Oversight Model, the Committee also engaged the SAPS and the Department on the SAPS' Annual Report and Gauteng Road Safety Strategy respectively.

- **Presentation of the Gauteng SAPS 2005/06 Annual Report**

The Gauteng Provincial Commissioner presented the SAPS' 2005/06 Annual Report to the Committee as per the Committee's oversight mandate. The report outlined all the activities performed in line with the strategic plan of the SAPS for the financial year under review, and also highlighted successes and challenges faced by SAPS.

It was further noted that while the crime rate had decreased, the nature of crimes committed were becoming more violent. In addition, the Commissioner pointed out that there had been a high increase in armed robberies during the year under review. The Committee welcomed the presentation and resolved that the SAPS reports should be presented timeously in future and that the Committee would continue to monitor the SAPS' activities. The Committee also resolved that the Gauteng SAPS would be engaged on a quarterly basis as part of strengthening its oversight role in respect of law enforcement agencies in the Province.

- **Presentation of the Road Safety Plan and the Gauteng Safety Strategy**

The Gauteng Department of Community Safety presented both the Road Safety and Gauteng Safety Strategies to the Committee during the year under review. The Committee viewed these strategies as significant efforts in addressing the challenges of crime and achieving the 30% reduction in road fatalities in the Province, thus ensuring safe and secure Gauteng communities.

PUBLIC PARTICIPATION

Public participation remained one of the critical objectives of the Committee during the year under review. Apart from inviting stakeholders and sourcing inputs on various issues, the Committee also held a public meeting outside the Legislature during which the Department presented the Gauteng Road Safety Strategy. The Committee also invited stakeholders to participate in the Budget and Annual Report processes. Although no inputs were received by the stakeholders in attendance, the participation contributed to building relations between the Committee and its various stakeholders.

OUTCOMES AND IMPACTS

- The Committee realised its objectives for the year in intensifying its oversight role with regard to the Department and law enforcement agencies in the Province; thus partly contributing to ensuring a safe and secure Gauteng.
- The Committee's oversight authority in terms of the Department and other traffic agencies also ensured that the Province is on track in achieving its five-year target of a 30% reduction in road fatalities.
- By closely engaging and monitoring the development of the Road Safety Plan and Gauteng Safety Strategy, the Committee added impetus to the fight against crime, as well as the reduction of road accidents.
- The Committee managed to effectively implement its oversight and public participation responsibilities as per its annual action and five-year strategic plans respectively.

- The development of the Gauteng Safety Strategy and the Committee's involvement therein, represent a milestone for the Province.
- Committee interventions in various issues, as part of its oversight role, ensured that a continued monitoring of policing agencies was carried out, thus ensuring effective policing in the Province.
- Through its interventions during the year under review, the Committee continued to encourage co-operation among the various policing agencies at Provincial and Local Government levels.

CONCLUSION

The Committee continued to face challenges regarding the non-submission of Quarterly Reports by the Department, which impacted on its oversight work as the Department's performance could not be continuously monitored before the Annual Report process.

The Committee was unable to complete its programme with regard to inter-provincial visits, as these were cancelled due to other pressing institutional commitments. This requirement will be adhered to in the new financial year.

Due to time constraints, the Committee could not fully complete certain activities, such as its FIS during the year under review. Some of the Committee's envisaged FIS topics, e.g. the state and effectiveness of Community Police Fora in the Province, had to be shelved due to a Departmental audit at the time. This particular FIS will be dealt with in the next financial year.



5.3 ECONOMIC AFFAIRS PORTFOLIO COMMITTEE

MANDATE AND STRATEGIC OBJECTIVES

The Committee, in its oversight capacity, was faced with the challenges of implementing the PEBA model, and balancing the dynamic political and economic priorities with public service delivery. These challenges were compounded by the fact that economic growth and development are the cornerstones of the improvement of the quality of life of all our people.

During the period under review, the term programmes of the Committee were guided by its five-year strategic plan and its action plan. These term programmes detail the main oversight activities of the Committee and are ultimately dependent on Committee decisions, scheduling of meetings and implementation. It should be noted upfront that deviations from the schedule are seldom tolerated, and hence the Committee performs under severe pressure to perform all of its planned oversight work.

The Committee undertook a study visit to Ireland, which provided further insight into the Committee's oversight role, particularly with regard to potential growth sectors. This visit was largely guided by the FIS on the Blue IQ, which the Committee also completed in the year under consideration.

In accordance with stipulations pertaining to oversight and accountability, the overarching challenge remained that of improving the capacity of the Portfolio Committee to hold the Department accountable for its performance based on the strategic plan, budget documents, Quarterly and Annual Reports.

In addressing these challenges, the Public Service Oversight Model (PSOM) was adopted as a mechanism to introduce a uniform system of performing oversight over the Legislature. It is against this background that the Committee is reporting on the activities undertaken during the past financial year and to ascertain if the mandate of the Committee had been achieved in line with the priorities of the Province.

OVERSIGHT ROLE

Budget Process

During the consideration of the budget, the Committee investigated the manner in which money was allocated and whether this was performed in accordance with macro-policy priorities; what the programmes entailed; how they were linked to the policies; and what the specific activities of the Department entailed with regard to these.

Overall, the Committee noted that the allocation for the Department of Economic Development was justified to enable the Department to carry out its responsibilities and guide the strategic implementation of the GPG priorities.

However, one of the major concerns of the Committee was the vacancy rate which certainly had a bearing on the capacity of the Department to deliver. Out of 369 positions, only 244 were filled, while 125 positions remained vacant.

As one of the interventions to address this challenge, the Department reported that it would commence implementing the Broad Based Black Economic Empowerment (BBBEE) strategy. The Committee, whilst having appreciated the development of policies as a protracted process, urged the Department to urgently finalise policies to facilitate speedier implementation.

Overall, the Committee was satisfied that Budget Vote 3 addressed national and provincial priorities and was aligned to the contribution to the overarching outcome of growing the economy. The Committee, however, emphasised that more efforts and resources should be channelled towards these priorities since they also address the issues of the involvement of the marginalised into the mainstream economy and the development of policies that seek to address the economic challenges of the second economy.

To this end, the Committee made the following recommendations:

- That a progress report on the Promotion of Labour Absorbing Industries be submitted.
- That all Agencies should submit implementation plans on how they intend to address BBBEE.
- That a progress report on the Implementation of the GDS is submitted to the Committee.
- That Quarterly Reports containing non-financial information be submitted on time.
- That a status report on how the Department plans to address the vacancy rate be submitted to the Committee.
- That the GTA submit a status report on the Entry of Small Operators and how it intends to increase the participation of historically disadvantaged individuals into the tourism industry.
- That plans on the Provincial Spatial Development Framework be submitted to the Committee.
- That the Department provide the Committee with a progress report on the development of a Policy on Cooperatives.

- That a status report on the Value of Investments and Jobs Created in 2005/06 be submitted to the Committee.
- That a status report on the Social Impact of Gambling be submitted to the Committee.
- That the GFO submit a status report on its activities.

Quarterly Reports

These reports are micro-progress reports on the Department's budget and performance. During the year under review, the Committee's aim in considering these reports was to ensure that all projects were proceeding as planned. These reports, however, posed some serious challenges.

To give full effect to the PEBA imperatives and as part of an ongoing process of ensuring that the Committee exercises its oversight role, it was suggested that the Department of Economic Development should also submit its business plans for every quarter and/or financial year to the Committee. This recommendation would ease the Committee's task in determining whether the Department is on course insofar as delivery is concerned. Thus, submission of business plans should be obligatory. In addition, this would serve to verify Quarterly Report information.

The Sub-programme, Agency Support and Promotion, indicates progress pertaining to legislative issues. The main objective of the Sub-programme is to ensure a necessary enabling policy framework. During the first quarter of the year under review, two Amendment Acts were approved and subsequently Members of the Gauteng Gambling Board resigned. Nominations were called for in the media, with the deadline of the 23rd of August.

Given its unique position within the Department of Economic Development, this programme certainly merits a separate

discussion. The programme is at the interface of the Department and its sister agencies. In the Quarterly Report it is stated that the programme cannot ensure that the agencies will comply with the relevant Government policies, legislation and regulations, due to agencies failing to submit their business plans. (However, during the 2005/06 financial year, the Sub-programme was able to ensure submission of business plans and reports by all agencies and relevant statutory bodies.) The Committee noted that although the report does not state which agencies have not been submitting their reports, there seems to be a clear correlation between those that did not submit their reports and their relative performance or under-performance.

Annual Report Process

During the consideration of the Annual Report, the Committee reviewed the extent to which outputs and outcomes have been met. The Committee also made recommendations to the MEC on issues which need rectification in future programmes.

In its deliberation on the report, the Committee noted amongst others, that the existing synergies between the Gauteng Enterprise Propeller and the Gauteng Film Office are recognised. In the year under review, the Gauteng Enterprise Propeller provided support to the South African/Canadian co-production – an effort aimed at benefiting small enterprises. In turn, both the Gauteng Film Office and the Gauteng Enterprise Propeller were exploring possible alignment between the activities in ensuring that small enterprises and the traditionally disadvantaged benefit.

The Committee was also of the view that it makes economic sense if the Gauteng Development Agency explores ways and means of working with both the Gauteng Enterprise Propeller and the Gauteng Film Office on issues relating to exports, imports, and therefore direct foreign investment.

However, the Committee was concerned that the manner in which agencies such as the Gauteng Gambling Board, Gauteng Film Office, the Gauteng Enterprise Propeller, Gauteng Economic Development Agency, Gauteng Tourism Authority and the Gauteng Liquor Board conducted their activities was not entirely consistent with the PEBA imperatives. These agencies, however, did report their respective financial inputs against the intended outputs, targets and outcomes.

The following was recommended:

- That an ideal way of reporting on the performance of the Department should be as follows: Identifying the Programme, the Strategic Output(s), the Performance Measures, and Performance Actuals versus Targets and finally, rendering a Variance Explanation.
- That the Department should indicate the progress made towards enabling speedier economic growth and job creation.
- That the Gauteng Enterprise Propeller should explore the pro-poor approach to micro- credit.
- That an implementation plan on the roll-out of the BBBEE strategy be submitted to the Committee.
- That the Department should explore its role in skills development and submit a report to the Committee.

Focused Intervention Studies

Several site visits were undertaken to Blue IQ projects. A detailed Oversight Report was produced and the following issues were highlighted:

- The Committee was mindful of the broader cultural and sociological factors which have limited the intake of females in the Innovation Hub. However, it is

encouraging that the status has been improving over time.

- Shortcomings pertaining to information were identified. Blue IQ could, for instance, not adequately account on the nature of projects in Ekurhuleni. Progress reports also lacked consistency in terms of reporting mechanisms.
- The need for Blue IQ to preserve institutional memory on all its sector interventions was identified. The departure of some key role players caused information gaps and the new incumbents are currently experiencing difficulties in accounting on past issues in terms of transformation and socio-economic impact.
- Exercising oversight over the projects which are jointly funded by the Blue IQ and Johannesburg Development Agency, have also posed challenges. Blue IQ merely acted as the investor and as such, has not been involved in operational activities. This has complicated the issue of determining the nature of the transformational outcomes.
- In terms of the regeneration of the areas which were previously neglected, Blue IQ's sector interventions scored very well. The number of private sector corporations, such as Ashanti Gold which will be moving its new headquarters

to the Turbine Hall, the varied number of foreign companies locating in the Automotive Supplier Park and the Innovation Hub clearly demonstrates that Blue IQ has made significant in-roads in terms of investment criteria. The transformational criterion seems to be more daunting. This could be attributed to the fact that Blue IQ is not effectively collating information on transformational issues. However, all the subsidiary companies have the necessary policies on procurement, SMME support, skills transfer and BBBEE.

PUBLIC PARTICIPATION

The Committee engaged the stakeholders during its deliberation on the Gauteng Gambling Bill and Gauteng Tourism Bill.

The Committee also conducted a public meeting as part of the *Taking Legislature to the People* programme in Vosloorus. The aim of the hearing was to afford the public an opportunity to engage the Committee with regard to the challenges faced by small businesses in the economic sector.

LAW-MAKING

The Committee considered and reported on the Gauteng Tourism Amendment Bill and the Gauteng Amendment Bill.

A total of eight (8) written submissions were received from stakeholders and interested parties on the Gauteng Gambling Amendment Bill. In a meeting on 08 May 2006, two stakeholders, the Gauteng Gambling Board and the Casino Association South Africa, gave presentations to the Committee.

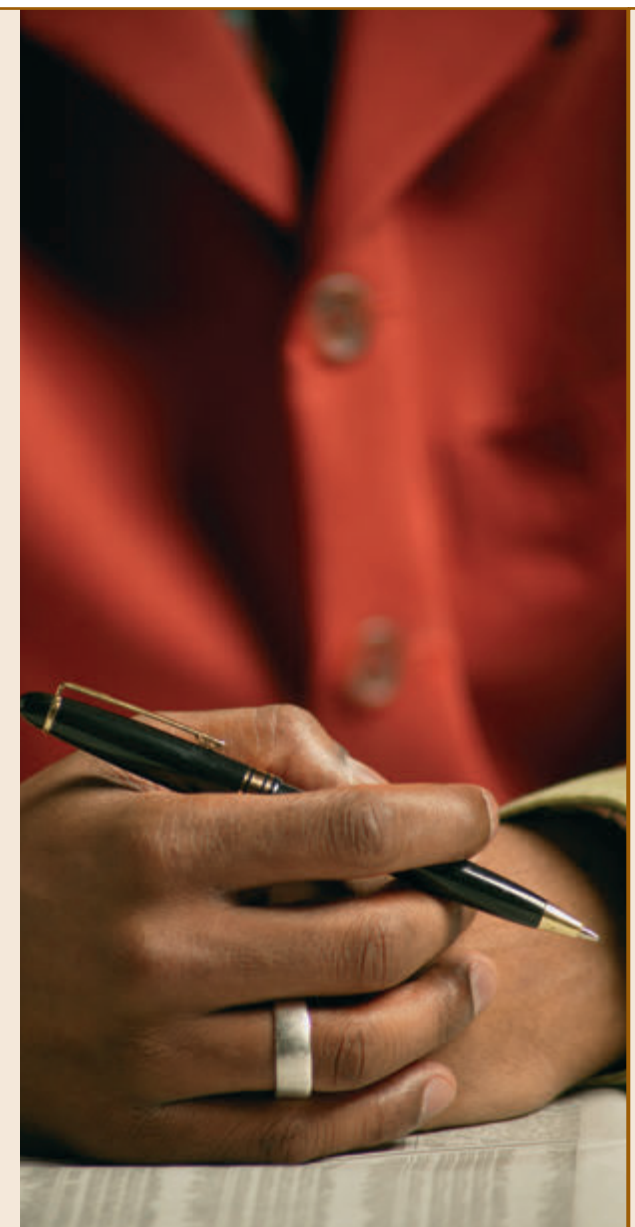
Subsequently, the Committee conducted public hearings on the Gauteng Liquor Amendment Bill on 23 November 2006 at the Vereeniging City Hall; 24 November 2006 at Soshanguve Community Hall in Pretoria; and on 27 November 2006 at the Johannesburg City Hall, and received submissions during aforementioned.

OUTCOMES AND ACHIEVEMENTS

- All the reports referred to the Committee were adequately addressed and reports tabled and adopted in the House.
- The performance of the Agencies under the Department of Economic Development was largely based on the achievement of key provincial goals of economic growth, job creation and poverty alleviation.

CONCLUSION

The challenge in implementing this model, however, was hampered by the fact that the Department still does not display an adequate understanding of its imperatives.



5.4 EDUCATION PORTFOLIO COMMITTEE.

MANDATE AND STRATEGIC OBJECTIVES

The Committee's mandate relates to oversight, the passage of legislation, public participation and ensuring cooperative governance. Priorities during the year under review were to establish quality learning and teaching; the effective management of schools and the Gauteng Department of Education; infrastructure and the maintenance of schools and school safety; scholar transport; provision of Early Childhood Development (ECD) Services and Adult Basic Education and Training (ABET).

The Education Committee held its annual strategic planning session on 30 March 2006. The Committee interrogated the analysis of outcomes of the previous financial year as drafted by the Researcher, and having considered previous achievements and challenges, formulated its 2006/07 Action Plan. The Action Plan was furthermore informed by the Committee's five-year strategic plan, as well as the Provincial and Departmental priorities, which were as follows:

- Effective oversight in terms of the Education Department's five-year strategic plans;
- Fighting poverty and building sustainable communities;
- Improving and enhancing the law-making process;
- Introducing public participation as an integral part of Committee work;
- Ensuring that the Gauteng Department of Education fosters a healthy, skilled and productive people.

OVERSIGHT ROLE

As part of its oversight activities, the Committee during the year under review participated in the following:

Budget Process

Four meetings, as opposed to the three scheduled, were required to conclude the Budget process. The process unfolded as follows:

The Committee received a presentation by the MEC, Ms Angie Motshekga, on the Gauteng Department of Education budget for the 2006/07 financial year on 25 May 2006. The Committee Researcher gave a presentation on the same day to assist the Committee in evaluating the budget. Her analysis was aimed at examining the effectiveness of the budget, the link between the Department's objectives and the resource allocation within the Department, as well as progress made to achieve set objectives.

The Committee noted that the budget reflected an even greater alignment to national and provincial priorities and policy than ever before. Growth in public schools, ABET and ECD was in line with national policy and priorities. However, it was generally agreed that the budget was not sufficient in the context of the exceptional growth in learner population nationally and in different programmes as a result of in-migration into Gauteng.

Quarterly Reports

The Committee did not receive any Quarterly Reports during the financial year.

Annual Report Process

The Committee commenced its interrogation of the Gauteng Department of Education's Annual Report by receiving an analysis of the Annual Report from the Researcher. The Department thereafter presented their Annual Report and responded to questions sent in writing from the Committee, as well as the Standing Committee on Public Accounts (SCOPA).

All key stakeholders were invited to deliver inputs on the Annual Report; however only two submissions were received.

The Committee congratulated the Department on maintaining an unqualified audit opinion over four consecutive financial years and commended the Department on the manner in which allocations were prioritised across programmes and the way in which it attempted to manage in-migration into the system by interventions to increase access to education. However, a number of concerns were also raised.

The Committee, in concluding the Report, managed to include stakeholder inputs in the Annual Report presented to the House, putting forward recommendations informed by these inputs, as well as issues raised by the researcher in her analysis.

Focused Intervention Studies

The Committee embarked on FIS pertaining to ECD and ABET Programmes. This selection was motivated by the Gauteng Department of Education's pursuit of improving the quality of education in the Province and the Committee's intention to improve its understanding of the ECD and ABET environment.

Six ECD sites and three ABET centres were visited in the Tshwane, Ekurhuleni and Johannesburg regions. The Committee also received submissions from Ms Kathy Callaghan from the Governors' Alliance and Mr Sindisa Baloyi from the SA Congress for Early Childhood Development. Further inputs were received from members of the public. The Committee noted that the absence of a conclusive policy regulating and monitoring funding of public ECD centres was an obstacle to the speedy implementation of the ECD strategy. It was further noted that the slow progress of legislation has impaired the Department's ability to monitor and manage funding of public

centres, even though a large share of GDE's ABET programme is allocated to these centres.

Oversight Visits

The first oversight visits for the financial year were to ECD and ABET centres in the Province during September 2006. The Committee's objective was to monitor the roll-out and functioning of ECD and ABET centres and identify the challenges experienced.

The Committee's main focus was to investigate the admissions for 2006, financing, resources, remuneration and training of ECD practitioners, physical education and quality of education. The Committee's focus on ABET centres included availability of facilities, governance matters, admissions, funding and training, and remuneration of educators.

The Committee's second oversight visits took place during February 2007 and were intended to assess the state of readiness, as well as to monitor other issues such as new enrolment ratios, access to electricity, water and sanitation, delivery of teacher and learner support materials and the primary school nutrition programme. The Committee also undertook oversight visits to certain schools affected by the integration of schools from North West and Mpumalanga Provinces into Gauteng. These visits served as a follow-up on those undertaken in January 2006. Twelve schools were visited in this regard.

These oversight visits assisted the Committee to assess the progress that has been made with regard to integration of cross-boundary schools, provision of ECD and ABET Programmes, as well as other cross-cutting issues.

Resolutions

The Committee sent 33 resolutions to the Gauteng Department of Education during the 2006/07 financial year and received satisfactory responses to each of them.

Other Oversight Activities

In addition to the Budget, Annual Report and FIS processes, the Committee continually exercised oversight over the Department throughout the year. Media reports, public inputs, etc. were tracked and the Gauteng Department of Education was given an opportunity to report on the following issues identified by the Committee:

- Scholar transport;
- Integrated Safety Strategy;
- Head-count statistics;
- Provincial Strategy for Grade 11 and 12 repeaters;
- Programme for Infrastructure Development; and
- Investigation on ghost posts.

LAW-MAKING

The Further Education and Training Colleges Bill was referred to the Education Committee for consideration and report. This Bill was considered significant and warranted wider public participation. The objectives of the Bill are as follows:

- To provide for the regulation of Further Education and Training;
- To provide for the establishment, governance and funding of Public Further Education and Training Colleges;
- To provide for the employment of staff at Public Further Education and Training Colleges;
- To provide for the registration of Private Further Education and Training Colleges;
- To provide for the promotion of quality in Further Education and Training;

- To provide for transitional arrangements and repeal of laws; and
- To provide for matters connected therewith.

A public hearing was held at the Gauteng Legislature Building on 21 September 2006. In attendance were members of the Education Committee, stakeholders in education and members of the public. The Committee received comprehensive submissions from key stakeholders. Stakeholder submissions were incorporated in the negotiating mandate and a number of recommendations were tabled.

The Committee deliberated on the responses received from the National Department of Education relating to the recommendations and concerns raised by stakeholders. The Committee thereafter adopted and submitted the final voting mandate. After this process was completed, a B-version of the Bill was submitted for inclusion in the Committee Report and submission. The Committee submitted a report on further amendments to the Further Education and Training Colleges Bill after consulting with the GPL Legal Unit.

PUBLIC PARTICIPATION

The Committee conducted a stakeholder relationship-building workshop prior to the Budget process. 30 stakeholders were invited and 20 organisations attended. The aim of the workshop was to educate stakeholders on the role of the Education Committee within the GPL and to enhance relations between the Committee and its respective stakeholders.

The Portfolio Committee on Education conducted a public meeting as part of GPL's *Taking Legislature to the People* initiative. The objective of this exercise was to educate the public on Legislature processes by availing them the opportunity to observe the proceedings of a formal Committee meeting, and to facilitate public participation by affording members of the

public the opportunity to air their views and raise concerns related to some of the identified issues.

The meeting was structured in a way that allowed the Committee to continue with its FIS on ECD and ABET by receiving submissions from stakeholders and afterwards inviting public participation on the same issues with specific reference to Further Education and Training.

The Committee also facilitated public participation during its public hearing on the Further Education and Training Colleges Bill. This public hearing was advertised in newspapers and on community radio stations in order to reach as many people as possible.

OUTCOMES AND IMPACTS

- The Committee, having noted the problems identified with regard to scholar transport, requested a comprehensive report from the Department and made recommendations. The Committee is still monitoring this issue. A proposal has been submitted pertaining to a Committee inquiry into this issue.
- The Committee strengthened relationships with stakeholders at the relationship-building workshop. Stakeholder participation in the Budget and Annual Report processes, FIS

and the public hearing has improved markedly since previous years.

- All responsibilities in terms of the PEBA Oversight Model were fulfilled in the Committee's oversight work.
- The Committee commenced discussions with the Department regarding school violence and growing infrastructure needs of the Province.
- The Committee contributed to Government's goal of deepening democracy by exercising an effective oversight role with regard to the facilitation of organisations invited to participate in interrogating the budget and Annual Report of the Gauteng Department of Education. The Committee rendered the necessary feedback on the issues raised and forwarded the report to the Department. Said organisations were also invited to provide inputs at the time the report was debated in the House.
- In fulfilling its responsibilities, the Committee also assessed the standard of teaching and learning in public schools. In this regard, the Committee's activities were linked to the Department's priority of providing quality education.
- Effective oversight was exercised with regard to the Education Department's five-year strategic plan, which included

the prioritisation of the Department's implementation of the ECD Strategy.

The Committee's FIS on ECD contributed to identifying problems related to teachers' salaries and registering of the ECD practitioners with the South African Council for Educators (SACE), by engaging with the SACE and the Department.

- The Committee ensured that public participation formed an integral part of Committee work by strengthening relationships with stakeholders at a relationship-building workshop and frequently engaging the public in other activities to strengthen its oversight function. However, stakeholders still need to be empowered.

CONCLUSION

The number of meetings scheduled to deal with the budget was not sufficient. The Committee required more time in order to do a thorough job of interrogating the budget. The fact that both analyses of the researcher and the consultant were presented on the same day of the Department's budget presentation was problematic, as it did not allow sufficient time for Members to engage the researcher and consultant on issues identified in their respective presentations. Lack of media attention both from the Legislature Public Relations Unit, as well as the general media was experienced.



5.5: FINANCE PORTFOLIO COMMITTEE.

MANDATE AND STRATEGIC OBJECTIVES

With regard to the Gauteng Provincial Treasury, the Committee's mandate relates to exercising effective oversight and monitoring to ensure the establishment and maintenance of sound fiscal practices, management of Provincial Public Finances and Revenue for effective delivery, compliance with relevant legislation and Treasury regulations and a credible budget that is responsive to allocative efficiency.

The Committee's mandate with regard to the Gauteng Shared Services Centre (GSSC) is to exercise active oversight and monitoring in terms of providing efficient and effective support services for GPG Departments in the designated areas; engagement on the budget of GSSC to optimise management of allocated resources for achieving stated outputs and outcomes; compliance with relevant legislation and policy and to monitor whether GSSC is performing according to the mandate which has been assigned to it.

The Committee's objectives are to provide the guidelines on areas which the Committee should focus its oversight on. Furthermore, section 55 and 114 of the Constitution state that Legislatures are to hold all organs of State accountable.

This report reviews the activities undertaken by the Portfolio Committee on Finance against the outcomes of the strategic planning process undertaken by the Committee during the 2006/07 financial year.

OVERSIGHT ROLE

Budget Process

- **The Principle of the Budget**

The Provincial Appropriation Bill provides for the appropriation of money from the Provincial Revenue Fund for the requirements of the Province in the 2006/07 financial

year. The Gauteng Province's strategic priorities are: fighting poverty and building safe, secure and sustainable communities in the Province; enabling faster economic growth and job creation to combat unemployment; developing healthy, skilled and productive citizens of Gauteng; building an effective and caring GPG, as well as deepening democracy and promoting constitutional rights. Through growth enhancing strategies and policies, the GPG aims to contribute towards the reduction of the skills shortage, the high unemployment rate and the mitigating pressure exerted by HIV/Aids on the Social Services budget.

One of the key issues for the reduction of poverty and inequality is targeting Government expenditure to the poor in terms of social development and public works interventions. In order for the Gauteng Province to achieve its broader objectives in the medium term, a sustainable set of fiscal interventions needs to be encouraged. In Gauteng, the key policy interventions are: implementing a growth-oriented fiscal policy stance aimed at providing an increase in real spending over the medium term; increased spending on poverty alleviation achieved through the expanded welfare programmes, as well as investment in economic infrastructure in support of urban renewal and boosting of investor confidence.

The Committee welcomed the fact that the three policy interventions above are in line with the Accelerated and Shared Growth Initiative of South Africa (AsgiSA), as elaborated on in the President's 2006 State of the Nation Address. During the year under review, the Committee was mandated with conducting oversight on Programme 3 (Provincial Treasury) of the Department of Finance and Economic Affairs (DFEA), as well as the GSSC.

However, as pronounced in June 2005, the Gauteng Government created and elevated Programme 3 into a new fully-fledged Provincial Treasury Department (Vote 14) with 8 (eight) Programmes. The new Department runs separately from the newly created Department of Economic Development, which enhances the GPG's capacity to develop early warning systems on revenue collection and expenditure of Departments.

The preparation of the Provincial budget was guided by the following key principles: fiscal discipline (exercising effective control of budget allocations); allocative efficiency (reviewing programme policies and services to find more effective ways of achieving desired outputs and outcomes), as well as operational efficiency (the continuous search for efficiencies in the administration of the public sector and in service delivery).

The Committee notes that the meeting of the political and policy shifts in the configuration of portfolio set-ups relating to the GPG is assumed to be one of the most important priorities of the GPL. While Government has implemented a range of changes in delivery programmes and while these have contributed significantly to increasing access to services, a large legislative oversight backlog remains. Addressing backlogs in essential public services oversight, while at the same time maintaining fiscal prudence, requires the proper planning and alignment of budgetary resources within the Legislature. This requires greater efficiency in the service delivery and enhancement of the Public Service Oversight Model (PSOM).

The restructuring enabled GPL to be more effective, based on increased capacity, thus being able to perform the necessary interventions and corrective measures.

It will also assist in preserving institutional memory and contribute to improved knowledge management within the GPL. In addition, these changes will enable GPL to ensure greater public accountability in monitoring and evaluating the implementation of Government commitments.

- **The Detail of the Budget**

Gauteng Shared Services Centre (GSSC)

The report examined the concepts of the PSOM, especially with regard to PEBA in considering the budget allocated to the GSSC. It specifically identified desired political outcomes and scrutinised the detail of the programme outputs and their ability to achieve the desired political outcomes. (The Constitution confers powers to the Legislatures to either accept or reject the presented budget, and can propose changes within programmes. In this regard, the Committee analysed the input side of the budget against the desired political output and outcomes.)

The 2006/07 financial year allocated R751.3 million to the GSSC to provide a world class-support service to the Gauteng Government Departments by being: customer-focused; ensuring continuous improvement through leading-edge technologies and processes; investing in human capital; implementing quality service standards and performance measures, as well as consolidating functional expertise into Centres of Excellence. The Committee re-evaluated the following support functions that were previously duplicated across the eleven Departments of the GPG: Human Resources, Procurement, Technology Support, Financial Services and Internal Audit. According to the MEC of the Department, GSSC's allocation will increase by an average of 10.3% to R822.3 million in the

2007/08 financial year, further rising to R866,6 million in the 2008/09 financial year over the MTEF.

The Committee's concerns related to the following:

- Payments to SMME's by GSSC were still not timeous. Based on the undertaking by the GSSC that "procurement functions are currently underway and will be finalised by the end of March 2006" the Committee remains concerned about the turnaround of SMME payments.
- Vendor issues: The Committee is still awaiting the matrix of delivery and non-delivery by GSSC suppliers.
- Advertising on the GPG portal is the responsibility of both the GSSC and the Premier's Office and R3 million has been set aside for this function, as per GSSC's explanation during the deliberations. It is, however, still not clear who will be responsible for managing the funds and monitoring the outcomes of the advertising.
- GSSC seems to be developing a number of software technology systems which are incompatible with the current IT environment and it does not have an action plan to remedy this situation.
- GSSC plans on equipping community centres with computers in order to increase access to the portal. It is, however, not clear how much has been budgeted for training to ensure that the facility will be used successfully.

Gauteng Treasury

The GPG established a separate Provincial Treasury Department effective from 1 April 2006. In the past, Treasury was a programme under the previous Department

of Finance and Economic Affairs. This initiative is in line with National Treasury's decision to streamline financial management activities into Treasury Departments in all provinces. The total budget for the Provincial Treasury is R70, 4 million. The Vote falls under the same MEC for Economic Development and GSSC.

The role of Gauteng Treasury is to act as a catalyst to implement and advance Government's socio-economic transformation agenda through commitment to the transparent and efficient management of public funds. The Committee noted that even though last year the Public Private Partnership responsibilities were shifted to Blue IQ Investment Holdings Ltd, the responsibility moved back to Treasury during this year.

The Committee noted that one of the key outputs of Provincial Treasury for the past financial year was Research on Provincial Tax. An ongoing focus was on strengthening the alignment of financial planning and Provincial priorities with the aim of improving service delivery in the Province.

The Committee acknowledged that the Department of Gauteng Treasury is a new Department and that there are still vacant posts to be filled in order for it to be fully operational. The Committee is of the view that the Department should expedite the process of filling the vacancies, in order to facilitate efficient financial management and budgetary reforms.

The Committee noted that Treasury plans on producing Provincial Economic Reviews and Outlooks. Currently, Treasury is also monitoring infrastructure spending on regular basis. However, Departments were still not providing monthly infrastructure expenditure reports on

time. This puts the Province at risk, since National Treasury may withhold the Infrastructure Grant instalments.

The Committee also noted that the Cash Management System, aimed at addressing inefficiencies in forecasting techniques of Provincial Departments, was not implemented in the previous financial year. The Department indicated that it was in the process of addressing this issue through the acquisition of relevant skills.

The Committee was also concerned that there still appeared to be a number of duplications of responsibilities between Treasury and GSSC. The Department assured the Committee that they will be signing a Memorandum of Understanding (MoU) with the GSSC which will address this concern.

The Committee noted that the PPP function was previously budgeted for under Blue IQ, but has now resorted back to being the function of Gauteng Treasury.

The GPL welcomed the establishment of the new Gauteng Treasury Department, and committed itself to the realisation of its goals and objectives.

The Committee made the following recommendations:

- To provide the Committee with a monitoring framework on infrastructure expenditure;
- To submit to the Committee copies of the MoU signed with GSSC on transversal responsibilities;
- To ensure that GSSC automates the Provincial Quarterly Reports and some of the systems that Treasury requires in order to increase financial management efficiency;

- To update the Committee regularly on the research on Provincial Taxation; and
- To keep the Committee updated on the Provincial Borrowing Framework that it is developing.

Provincial Adjustments Appropriation Bill [G002-2006]

The Provincial Adjustment Appropriation Bill was tabled after the Minister of Finance; Honourable Trevor Manuel, tabled the National Adjustments Appropriation Bill and Medium Term Budget Policy Statement (MTBPS) in Parliament. The Bill aims to adjust appropriations to accommodate expenditures flowing from 2005/06 and to be in line with the projected outcomes for the 2006/07 financial year in addition to providing for "unforeseeable and unavoidable" expenditures in the GPG Departments.

The Provincial Adjustment Appropriation Bill seeks to appropriate adjusted amounts of money from the Provincial Revenue Fund for the requirements of the Province for the financial year ending 31 March 2007.

The Committee is concerned that adjustments are made even though the Departments have demonstrated an inability to spend the appropriated funds. In addition, the Committee expressed a concern regarding the fact that the allotment included in the "unforeseeable and unavoidable expenditure" does not meet the PFMA criteria.

Annual Report Process

Gauteng Treasury

During the year under review, Gauteng Treasury was a programme which resorted under the Department of

Finance and Economic Affairs. Its mandate was to manage the cash flow and finances of the Province.

The Committee noted that Provincial Treasury subscribes to the Departmental vision and mission through its objective of ensuring sound financial management in GPG through appropriate financial management frameworks and guidelines, capacity development, as well as support and rendering of financial accounting services.

The Committee noted that during the 2006/07 financial year, the Department had been restructured and Provincial Treasury had been separated as a business unit from the Department of Finance of Economic Affairs (now called the Department of Economic Development). This Department has been established to provide assistance to Departments for the achievement of 97% spending of their total budget as their mission. Challenges going forward entail the following:

- Increasing the capacity of the offices of the Chief Financial Officers across GPG Departments to improve financial management in the Province; and
- Attracting and retaining the necessary skills within the Provincial Treasury.

The Committee recommended that the Department should have a retention strategy with regard to capacitating the vacant positions in the offices of the Chief Financial Officers across GPG Departments, which will assist in overcoming many challenges faced by aforementioned.

Gauteng Shared Services Centre (GSSC)

GSSC undertakes back-office operations for GPG Departments in order for these Departments to only

concentrate on their core services. In addition, GSSC procures goods and services in accordance with agreed service level standards on behalf of the public sector in Gauteng.

The Committee noted the programmes through which the GSSC delivers its services, i.e. Gauteng Audit Services (GAS), Human Resource Services, Procurement Services, Technology Support Services, Financial Services, Corporate Services and Programme Management Services.

GSSC has detailed the outcome of the GAS programme as the provision of internal audit services to ensure business risks are identified and managed in order to improve good governance throughout the Province. Actual results of the programme for 2005/06 exceeded set targets for the year. The Committee noted that GPG Departments obtained fewer qualified audit opinions compared to the previous financial year. This implies an improvement of the GAS function at GSSC.

The Human Resource Management (HRM) is designed to be a centre of excellence that provides customer focus and responsive, efficient and cost-effective services to the GPG Departments. The Committee is of the view that if GSSC performs its Human Resource services efficiently and on time, the outcome would be significant decreases in the filling of vacant posts. However, the Committee also noted that Gauteng Government Departments continued to struggle with the issues of unfilled vacant posts, hampering service delivery and resulting in under-spending of voted funds.

The Committee noted that the Department plans to go the route of e-tendering and recommended that this should be

accompanied by extensive training of SMMEs and also enhancing working relationships with vendors, specifically Black Economic Empowerment/Small Medium and Micro Enterprise (BEE/SMME) vendors, in support of the GPG's BBBEE strategy, as per the GSSC's strategic objective. In addition, the Committee recommended that Government procurement should lead to the outcomes of increased SMME development and reducing the gap between the first and second economies.

Focused Intervention Studies

Based on the infancy of the Gauteng Treasury and the nature of operations of GSSC, the Committee did not conduct any FIS during the year under review.

Quarterly Reports

The Finance Committee processed reports on the consolidated Financial Management Information of the First, Second, Third and Fourth Quarterly Reports for the period under review.

The Committee was concerned that reviews of all Quarterly Periods reflected similar trends in expenditure and recommended that:

- Treasury should fast-track the process of capacitating the CFO's vacant positions;
- All Departments should fast-track the process of filling vacant posts;
- Treasury should provide the Committee with the programme of action on how to curb under-expenditure and avoid fiscal dumping;
- GSSC should provide the Committee with the IT strategy on how to align SMME's on the same level;

- Departments should develop plans to fast-track expenditure in line with their policy mandates;
- Departments that cannot realistically utilise given resources in the 2006/07 financial year, should surrender those amounts back to Treasury in order for these to be reprioritised and/or allocated to other areas of need; and
- Departments should stop bidding for additional funding and rather reprioritise and interrogate baselines and assess the achievement of programme objectives and targets.

Other Committee Reports

- Report on the Detail of the Provincial Treasury Programme 3 of Vote 3 2007/08.
- Report on the Detail of the Gauteng Shared Services Centre (GSSC) Vote 13 2007/08.
- Negotiating Mandate on the Division of Revenue [B3-2007].
- Report on the Consolidated Financial Management Information of the GPG Departments for Fourth Quarter ending 31 March 2006.
- Final Mandate on the Division of Revenue [B3-2007].
- Consolidated Financial Management Information of the GPG Departments for First Quarter ending 30 June 2006 Report.
- Annual Report on 2006/07 Programme 3 of Vote 3 Provincial Treasury (Dept of Finance & Economic Affairs).
- FINCOM Report on the Vote 13 - Gauteng Shared Services Centre Annual Report 2006/07.

- The Provincial Adjustments Appropriation Bill 2006/07 Report.
- Consolidated Financial Management Information for the Second Quarter ending 30 September 2006.
- Report on the Consolidated Financial Management Information of the GPG Departments for Third Quarter ending 31 December 2006.
- Principles of the Provincial Appropriation Bill [G002-2007] FINCOM 2007/08 Report.
- Oversight Report of the Detail of the Gauteng Shared Services Centre (GSSC) Vote 13 2004/05.

LAW-MAKING

The Committee passed the Division of Revenue Bill during the reporting period.

PUBLIC PARTICIPATION

The Committee engaged a number of stakeholders in its process of deliberating on the principle of the budget in a series of four meetings.

OUTCOMES AND IMPACTS

- All the Reports referred to the Committee were adequately addressed, tabled and adopted in the House.
- As far as GSSC is concerned, the Committee noted with concern that the results of the Customer Survey points to the fact that clients still face a number of frustrations with the new establishment, and the Committee welcomed the fact that GSSC has embarked on a strategy of developing a shared understanding with customers.
- In addition, there are a number of notable benefits related to issues of financial management in the Province thus far that comes with the establishment of Gauteng Treasury.

CONCLUSION

The Committee notes that despite challenges experienced in previous years, it managed to deal with all four Quarterly Reports that were submitted on time and hence tabled in the House. Despite tight time frames between the formal referrals and reporting to the House by the Committee, it nonetheless managed to deliberate and adopt all referred documents.





5.6 STANDING COMMITTEE ON GENDER, YOUTH AND PEOPLE WITH DISABILITIES (GEYODI)

MANDATE AND STRATEGIC OBJECTIVES

The GEYODI Committee derives its mandate from the Standing Rules of the GPL. The Committee was renamed "Standing Committee on Gender, Youth and People with Disabilities" after its mandate was extended beyond merely functioning as a Gender Standing Committee.

Its strategic objectives for the year under review entailed the following:

- Conducting effective oversight with regard to the Gauteng Provincial Government;
- Promoting public participation in the work of the Committee;
- Enhancing and monitoring the implementation of the law-making process;
- Ensuring that the work of the Committee was informed by developments and best practices in the gender, youth and disability sectors;
- Engaging Chapter 9 Institutions to support Committee work;
- Building networks with, and engaging Local Government and National Parliament; and
- Building capacity of Committee Members and support staff.

The Committee's strategic review and planning session was held on 02 May 2006 at the Gauteng Legislature. The mandate of the then Gender Committee was extended to include youth and disability issues. These new developments also brought about amendments to the Legislature's Rules to recognise the extended mandate and name change of the Committee.

During its strategic review and planning session, the Committee perused the analysis of the outcomes of the previous financial year and formulated its action plan for the 2006/07 financial year. The strategic objectives and action plan were informed by the Committee's five-year strategic plan and included the following:

- Enabling faster economic growth and job creation;
- Fighting poverty and building safe, secure and sustainable communities;
- Developing healthy, skilled and productive people;
- Deepening democracy and nation-building and realising the constitutional rights of our people; and
- Building an effective and caring Government.

OVERSIGHT ROLE

Budget Process

The Committee participated in the Budget Vote process, and nine meetings were allocated to deal with this. The Committee Researcher presented an analysis which assessed the effectiveness of all Departments in terms of the application of their budgets. All Departments were invited to present their reports to the Committee. The Committee's Report was adopted in the House.

Quarterly Reports

None of the Quarterly Reports were received by the Committee from the Departments during the year under review.

Annual Report Process

The Committee successfully dealt with the Annual Report process within the allocated number of meetings (eight). An analysis of the Annual Reports of all the GPG and GPL Departments were presented to the Committee Researcher. Flowing from this, all Departments were sent written questions to respond to and were invited to make presentations to the Committee, with the exception of the Department of Public Transport, Roads and Works which did not honour the Committee's invitation. (No apology was received.) After interacting and engaging with all the Departments and the Legislature, the Committee developed a report with clear and informed recommendations. The report was tabled and adopted in the House.

Focused Intervention Studies

In realising its mandate, the Committee conducted effective oversight over the GPG's programme by undertaking an FIS on Ikhaya Lethemba. This institution provides victim support service for abused women and children in Gauteng. The site was visited on 19 March 2006 and the purpose of this FIS was to provide an opportunity for the Committee to assess progress in the implementation of two of Government's priorities, namely:

- Deepening democracy and nation-building and realising the constitutional rights of our people; and
- Building an effective and caring Government.

The FIS will continue into the next financial year, as it is within the interest and mandate of the Committee to monitor this programme on an ongoing basis.

The Committee invited the following role players on its visit to Ikhaya Lethemba:

- The Department of Community Safety (a leading Department at Ikhaya Lethemba);
- The Department of Education;
- The Department of Social Development; and
- The Department of Health.

Conferences/Workshops/Study Tours

The Committee undertook a study tour visit to Uganda in August 2006, and also called on Sweden and Denmark in January 2007.

The objectives of the study tours were to:

- Learn best practice models on gender mainstreaming within the framework of Parliamentary oversight;
- To share ideas and experiences on gender, youth and disability; and
- To develop a common understanding and ensure gender, youth and disability mainstreaming in the work of the Legislature.

The Committee attended the meeting of the Joint Monitoring Committee on Improvement of the Quality of Life and Status of Women at National Parliament, Cape Town, in May 2006.

The Committee hosted the Women's Indaba in August 2006 and the International Day of People with Disabilities in December 2006.

Furthermore, the Committee went for training on Gender, Youth and Disability Mainstreaming Tools in October 2006. The tools were presented to assist the Committee in assessing progress on the implementation of Gender, Youth and Disability Programmes by Government.

LAW-MAKING

The Committee was not involved in any law-making processes during the period under review.

PUBLIC PARTICIPATION

The Committee met with Chapter 9 Institutions to develop partnerships and working relationships, so as to gain an improved understanding of their roles. This was done as part of the Committee's objective of engaging Chapter 9 Institutions to support Committee work.

The Committee invited and interacted with the following Chapter 9 Institutions:

- Public Protector;
- South African Human Rights Commission (SAHRC);
- Commission on Gender Equality (CGE);
- Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic; and
- The Gauteng Youth Commission.

Two of the Committee's meetings were held outside the Legislature during the Annual Report process. The meetings were held at two Municipalities namely, Erkuhuleni (Duduza Muti-Purpose Centre) and Johannesburg Metro (Orange Farm Multi-Purpose Centre). Men, women, youth and people with disabilities from across the Local Councils were invited and represented in these meetings.

It was arranged that invited Departments present their reports before the Committee in the presence of public observers. The public was afforded an opportunity to ask questions during the second session, thus interacting with the Committee.

OUTCOMES AND IMPACTS

The Committee notes the following as their achievements during the 2006/07 financial year:

- The Committee was able to apply its newly extended mandate by means of gender, youth and disability monitoring tools and applied these during their engagements with Departments.
- The Committee's participation in the short-listing of candidates for the Gauteng Youth Commission on behalf of the Premier.
- The Committee held two meetings outside the Legislature.
- The Committee hosted a Women's Indaba in August 2006 and the International Day for People with Disabilities in December 2006 and received excellent media coverage on these events.
- The Committee developed a working relationship and engaged some of the Chapter 9 Institutions, including the Gauteng Youth Commission.
- Launch of the 16 Days of Activism on No Violence against Women and Children by tabling a motion in the House.
- The Committee undertook productive study tours to Uganda, Sweden and Denmark.

- The Committee participated during the NCOP's visit to Gauteng, specifically during the session aimed at women, youth and people with disabilities.

CONCLUSION

Despite aforementioned achievements, the Committee still experienced challenges in the following areas:

- Lack of substantive submissions by members of the public during the Committee's public meetings;
- Lack of knowledge of legislation and the three spheres of Government (National, Provincial and Local), their functions and responsibilities to the public; and
- Inadequate budget allocated to the Committee to perform its mandate adequately.





5.7 HEALTH PORTFOLIO COMMITTEE

MANDATE AND STRATEGIC OBJECTIVES

The Committee's mandate, as derived from the Standing Rules of the GPL, pertains to the following:

- To exercise effective oversight in terms of the five-year strategic plan and annual operational programme of the Gauteng Department of Health (GDOH);
- To review, improve and enhance the development of delegated legislation;
- To ensure that public participation forms an integral part of Committee work;
- To improve co-ordination and interaction with governance structures of Local Government; and
- To continuously develop excellence and best practice in service delivery.

During the year under review, the Committee specifically focused on the following areas:

- Budget and expenditure review;
- Human resources issues;
- District Health Systems;
- Health status/outcomes;
- Stewardship/Public Private Partnerships;
- Monitoring and evaluation;
- Facilitation of NCOP and Provincial legislation; and
- Community involvement and client satisfaction.

OVERSIGHT ROLE

Budget Process

The Committee scheduled four meetings to deal with Budget Vote 4 for the 2006/07 financial year. The Committee Researcher presented a budget analysis on the Department of Health Budget Vote, 2006/07. The analysis provided the Committee with greater insight on the total provincial budget allocation of the Department of Health, as well as the Departmental allocations in terms of its respective programmes. The presentation also enabled Members to effectively interrogate the Department's budget presentation.

During the Budget process, the Committee noted a number of issues which were not clear enough from the budget statement. Recommendations were put forward for response by the Department. These included the following:

- Provincial Human Resources Plan;
- Category of Nurses;
- Statistical information of nurses employed by the Department;
- Rationale of provincialising TB beds;
- Programme 2: District Health Services;
- Primary Healthcare Centres;
- Conditions of the mortuaries;
- HIV and Aids Report;
- HIV and Aids Strategy (P2);
- Planned patient transport;
- Johannesburg Hospital budget allocation; and
- Fostateng wards.

Quarterly Reports

The Committee did not receive any Quarterly Reports from the Department of Health during the year under review; hence there was no consideration of aforementioned.

Annual Report Process

The Committee held four meetings to consider and report on the GDOH Annual Report for the 2005/06 financial year. Presentations on the analysis of the GDOH Annual Report for this period were received from the Committee Researcher and a consultant, which formed the basis for engagement with the Department. The Committee thoroughly engaged with the Department on its performance during the year under review and made the following recommendations:

- That the Department of Health provide a clear Provincial Human Resources Strategy in view of the National Human Resources Plan of 2006 and indicate the extent of Public Private Partnerships by 31 January 2007.
- Given the profound weaknesses in the overall health information systems, communication and technology branch, it was recommended that the GDOH provide a detailed account of the organisational structure in this regard, as well as a dedicated strategy to strengthen health information systems by 31 January 2007.
- The Health Committee felt compromised in its oversight function by lack of complete information. The Committee recommended that the Department provide the Committee with its business plans for the 2006/07 financial year by 31 January 2007.
- Given the importance of VCT in the strategy against HIV/Aids, the Department should provide a status

report on VCT focusing on training and monitoring by 31 January 2007.

- That the Department provide the Committee with a status report on Patient Revenue Strategy by 31 January 2007.

The Committee identified 13 resolutions during the Budget process and five during the Annual Report process and the Department responded promptly to all.

Focused Intervention Studies

The Committee, as part of its oversight role and in line with the PEBA model, resolved to undertake an FIS on the general shortages of nurses and doctors experienced within the public healthcare and home-based care sectors. The topic was decided on after the 2004/05 budget process highlighted a significant number of issues pertaining to shortages of staff, especially in the categories of nurses and doctors.

The Committee was dissatisfied with the manner in which these issues were dealt with by the Department. The intention of the FIS was to obtain independent verification on the chosen topic, but delays were experienced in that the National Department of Health's HR Strategy had not been finalised, and the Provincial Strategy could only be completed once aforementioned was concluded.

The Portfolio Committee conducted a workshop in November to which stakeholders were invited to make submissions on the identified FIS topics.

Subsequent to the choice of topics, it was decided that the Committee would firstly focus on HR issues; and thereafter the home-based care study would be dealt with.

Other Oversight Activities

The Committee hosted a four-day visit by the Eastern Cape Provincial Legislature Committee (ECPLC) from 18 to 22 June 2006. The purpose of this visit was to learn and share experiences around oversight work of the Committee. Activities scheduled included an oversight visit to the Chris Hani Baragwanath Hospital's Hand Unit. The latter is the first African stand-alone medical unit responsible for constructive surgery on the hands, arms and nerves in the neck damaged by car accidents, burns, acts of violence and other forms of trauma, or as a result of congenital deformities or arthritis. The unit boasts a dedicated team of orthopaedic surgeons, anaesthetists, nurses, physiotherapists and occupational therapists, and provides training to post-graduate orthopaedic hand surgeons from Wits University.

The Committee saw this as a milestone for the hospital that has, for the past 35 years, performed surgery at the CHB main theatre. The unit has relieved pressure in terms of the shortages of staff, as well as the complex sharing of theatres and equipment with other departments. The unit now has its own equipment, wards and staff.

The Committee noted the Department's efforts in engaging the private sector in improving the quality of health of the people of Gauteng. The unit received funding from major mining and medical companies which volunteered to support the GDOH's Revitalisation Programme. These companies included Anglo American Chairman's Fund, Scaw Metals, Gold Fields, Impala Platinum, African Rainbow Minerals, Stryker South Africa and Johnson and Johnson.

The delegation also paid a visit to Zola Clinic to observe how ARV's are rolled out. The Committee noted that the Clinic provides services to a number of areas, such as Zola, Emndeni, Naledi, Jabulani, Slovoville, Greenvillage, Doornkop,

Dobsonville Gardens, Ext 2 and 3 Dobsonville. The Clinic also receives referrals from other clinics, such as Tladi, Moroka, and Chaiwelo.

The Committee noted that patients were encouraged to utilise primary healthcare services in their surrounding areas in an attempt to reduce overcrowding problems at Chris Hani Baragwanath Hospital.

The delegation also paid a visit to the new Pretoria Academic Hospital which is one of the tertiary hospitals involved in active Public Private Partnerships in the Province. This hospital benefited significantly from the National Department of Health's Revitalisation Programme. The hospital provides state-of-the-art medical equipment (such as an MRI Scanner, two 64-Slice CT Scanners, digital radiology, Picture Archiving Communication System (PACS), etc) and renders highly specialised services to referred patients. The hospital is the only academic hospital in South Africa, accommodating both hospital services and University Clinical Departments.

LAW-MAKING

The Committee received the Foodstuffs, Cosmetics and Disinfectants Amendment Section 76 Bill [B35B-2005] for consideration and report on 21 June 2006 and engaged with the Department of Health and the NCOP delegates on the Bill.

During this process, the Committee also interacted with the public in order to obtain their views on the matter. A negotiating mandate and final voting mandate were prepared and forwarded to the NCOP for consideration.

PUBLIC PARTICIPATION

The Committee engaged with both stakeholders and members of the public during the Budget and Annual Report processes. The Committee also conducted a public meeting

in Bronkhorstpruit as part of the *Taking the Legislature to the People* programme, in which members of the public provided significant contributions on issues relating to public health and initiation schools. Aforementioned issues were identified to assist the Committee in obtaining a better understanding of health services in the area, as well as to enhance Committee oversight work.

The Committee noted a number of issues which still required a response from the Department, i.e.:

- Extension of working hours by nursing staff at Zithobeni Clinic;
- Poor treatment of patients by nurses;
- Shortage of doctors;
- A request for a District Hospital in the area;
- Problems experienced by the community due to the provincial cross-boundary demarcations, e.g. Enkangala moving to Mpumalanga Province;
- A request for a mobile clinic;
- Hamanskraal's request for improved health services;
- Poor emergency medical services;
- Lack of youth services in local clinics; and
- A request for monitoring the training of volunteers and community healthcare workers in Bronkhorstpruit.

The Committee prepared a report which was submitted to the Department of Health for follow-up.

OUTCOMES AND IMPACTS

- The Committee engaged successfully with the Department of Health during the Budget process and the Annual Report process, thus achieving its objective of enhancing oversight in respect of the Department.
- The Committee's engagement on the issue of PPP initiatives in the Province, spearheaded by the National Department, further strengthened its contribution to the achievement of the provision of quality healthcare to the people of Gauteng.
- The Committee also reviewed the issue of HIV/Aids in the Province, further to which the Department indicated that it would address existing problems – an issue which was also raised by the Auditor-General's Report during the Annual Report process.

CONCLUSION

The non-submission of Quarterly Reports by the Department posed a challenge in that it complicated the tracking of the Department's performance by the Committee during the year under review.

During the Budget and Annual Report processes, stakeholders felt that they were not timeously consulted as the budget had already been concluded, and participation was therefore restricted.

The tight schedule of meetings resulted in the Committee not being able to fully and effectively engage with stakeholders.





5.8 HOUSING PORTFOLIO COMMITTEE

MANDATE AND STRATEGIC OBJECTIVES

The Committee's mandate is derived from the Standing Rules of the GPL. Its key strategic objectives for the year under review pertained to the following:

- Exercising effective oversight authority over the Department of Housing;
- Ensuring effective law-making;
- Encouraging and improving public and stakeholder participation;
- Encouraging and improving public and stakeholder participation;
- Ensuring capacity building for Portfolio Committee Members.

Further to aforementioned, the following key strategic objectives were identified for the Department of Housing:

- Formalisation of informal settlements in order to meet the objectives of the provision of basic services and infrastructure for all by 2009;
- Eradication of all informal settlements in Gauteng by 2014;
- Building of top structures through the PHP Programme, Community Builders Programme, and Formal Housing Programme (mainly for 1996/1997 beneficiaries);
- MEC Priority Projects Programme for 1996/1997 beneficiaries;
- Densification and infill development through Social Housing;

- Medium density and inner-city regeneration processes;
- Hostel redevelopment and regeneration by 2009;
- Promoting home ownership through the Regularisation and Transfer of Ownership Process (RETRO).

The Committee embarked on a one-day strategic planning session to identify key priorities for the 2006/07 financial year. In addition, the purpose of this session was to highlight the activities which the Committee conducted during the 2005/06 financial year and to assess whether set targets had been achieved.

In order to achieve its mandate of overseeing the Department's implementation of effective service delivery, the Committee was guided by the Public Service Oversight Model (PSOM) which highlights certain principles and frameworks to be implemented for effective service delivery. This model guides the Legislature's planning cycle process and requires all Committees to develop plans with clear measurable objectives, as well as reviewing outputs/outcomes achieved.

The Committee planned its activities for 2006/07 based on its strategic plans which were informed by the Department's strategic objectives for the same period.

OVERSIGHT ROLE

Budget Process

The Housing Portfolio Committee considered Vote 7 of the Appropriation Bill for 2006/07 in the first quarter of the financial year by engaging the Department during its presentation on the manner in which it would be utilising the budget allocated for service delivery.

The Department's presentation on Vote 7 of the Appropriation Bill for 2006/07 highlighted the following:

- Issues based on the five pillars on which the Department is anchored;
- Strategic policy shifts;
- Five-year Provincial and Departmental strategic priorities;
- Performance review for the 2005/06 financial year;
- Level of expenditure as at the end of the 2005/06 financial year;
- Targets for the MTEF period and MTEF allocation;
- Appropriation Bill for 2006/07; and
- Departmental priorities until the 2008/09 financial year, etc.

The analysis of Vote 7 of the Appropriation Bill for 2006/07 considered the reports on President Thabo Mbeki's State of the Nation Address, as well as the Budget Speech by the Minister of Finance, Mr Trevor Manuel, in which national concerns on housing were highlighted. Furthermore, the analysis included references to housing in the speeches of the Gauteng Premier, Mr. Mbazima Shilowa, and the MEC for Housing, Ms Nomvula Mokonyane, during which Provincial and Departmental priorities in respect of housing were highlighted.

Unfortunately, the Minister of Housing, Ms. Lindiwe Sisulu's speech was not taken into account in the Committee Report due to the fact that the analysis had been completed prior to her speech. Housing Acts and legislation were also considered in the analysis of the budget. In addition, the analysis focused on the expenditure per programme for the 2006/07 financial year.

During the deliberations on the budget presentation by the Department, the Committee discovered contradictions between

the budget statement and the Department's presentation. In view of this, the Committee resolved to adopt the budget statement, notwithstanding the clarity that the Department provided. Due to time constraints, additional questions were forwarded to the Department to provide written responses.

The Committee recommended to the Department that other sources of funding should be investigated in order to address budget inadequacies; that funding allocation should be aligned to their focus areas; and that the provincial equitable share should be addressed as this could impact negatively on the Department's ability to support and monitor the delivery of services.

Quarterly Reports

The Committee received all the Quarterly Reports for the year under review, though not timeously. This resulted in the Committee not being able to deliberate on these in Committee meetings and Quarterly Reports were therefore only circulated to Members for information purposes.

Annual Report Process

In preparation for the Annual Report process, the Housing Committee held a workshop in which the Committee discussed policy issues pertaining to the Department's delivery during the 2005/06 financial year. The appraisal was guided by the PFMA and PEBA requirements and key expenditure issues were highlighted. The Committee submitted two sets of questions to the Department for clarification and received responses in accordance with the specified time frames.

With regard to the oversight on the Annual Report process, the Committee raised several concerns, which, amongst others, pertained to the slow progress in respect of the rectification of houses; inadequate monitoring and reporting on cross-cutting issues; poor performance of targeted job creation in the People's

Housing Process; the slow progress in terms of improving the quality of hostels, noting the dire conditions of those living in hostels; over-expenditure on Goods and Services; protracted application process regarding Xhasa ATC registration as a Public Entity, etc.

The Committee made the following recommendations to the Department:

- To improve PFMA reporting and compliance including Treasury requirements, procurement and employment equity targets;
- To improve and enhance the presentation of the Annual Report for purposes of transparency, accountability and good governance;
- To keep the Committee abreast of developments regarding inquiries; and
- To complete inquiries with due haste.

Focused Intervention Studies

The Committee Researcher presented three potential FIS topics and the Committee planned to embark on a technical oversight visit to either one or two of the Housing Department's People's Housing Programmes in the fourth quarter of the year. These visits were, however, postponed due to the NCOP's visit to Gauteng which required the participation of Members of the Committee. The Committee also deliberated and adopted its International Study Report which was based on the Committee's visits to Kenya, Uganda and Brazil.

The Committee held a workshop with Municipalities in the fourth quarter of the 2006/07 financial year to determine the progress made in terms of the development and implementation of the Municipal Housing Development Plans and the challenges encountered since the Committee's

FIS visits to Regional Municipalities in 2005. To this end, the Committee presented the Municipalities with additional questions to report on during this workshop. The additional questions pertained to the following:

- A detailed report on the employment opportunities created by all relevant housing related projects, specifically in terms of women, youth and the disabled;
- An indication as to the readiness to implement the Breaking New Ground Strategy; and
- A strategy to deal with issues emanating from beneficiaries infected/affected by HIV/Aids.

The Committee is in the process of finalising a report to be incorporated in the Regional Oversight Visit Report to Municipalities and to be tabled in the ATC.

Micro-Prioritisation

The Department presented its micro-priorities for the 2006/07 financial year in November 2005. The Committee recommended that the Department revise its targets as they were not realistic. The revised targets were then forwarded to the Committee.

Resolution Tracking

The 2005/06 oversight resolutions and those from previous years (since 2003/2004) were tracked and reviewed as per PEBA requirements. Outstanding matters in respect of these resolutions were sent to the Department in the form of questions and the Department presented the responses to the Committee during its Annual Report presentation.

The Committee also dealt with the oversight resolutions in terms of the 2005/06 Annual Report and the 2006/07 Budget Vote 7.

Oversight Visits

During the first quarter of the year under review, the Committee paid a visit to Cosmo-city, Bricksfield Social Housing and the People's Housing Programme in the Westrand District Municipality. The Committee was accompanied by the Eastern Cape Legislature.

No oversight visits took place during the second quarter of the financial year, as the Committee embarked on international study visits to Kenya, Uganda and Brazil. The objectives of these visits were to obtain knowledge as to how different housing programmes were implemented in said countries by physically visiting the housing projects implemented under different housing programmes; to assess whether these countries also experienced problems in terms of informal settlements/slums; to exchange views on dealing with the upgrading or eradication of informal settlements/slums and to share practices on how to exercise effective oversight over Departments.

In the third quarter of the year under review, the Committee called on the Zithobeni and Rethabiseng Housing Projects as part of the public meeting held in the Metsweding District Municipality.

The Committee did not embark on any oversight visits during the fourth quarter.

Inter-provincial Legislature Visits

The Committee initially planned to embark on an inter-provincial visit to Limpopo and KwaZulu-Natal Legislatures, but had to abandon the visit to KwaZulu-Natal due to their lack of interest. At a later stage the Committee agreed on a joint inter-provincial visit to Limpopo with the Local Government Committee on the basis that in the Limpopo Legislature, Housing and Local Government fall under one Portfolio Committee. The joint visit was initially scheduled for March

2007, but was later suspended due to the Provincial Week which took place during said month.

The Committee further pursued its interest to visit the Limpopo Legislature with the Local Government Committee in June 2007, but Limpopo indicated its unavailability due to their tight schedule and opted to host the two Committees around September 2007.

Capacity-building

The Committee was unable to attend a capacity-building course organised by the Department of Housing and facilitated by the University of Pretoria due to Members' various Committee commitments. However, the Committee then planned its own three-day course on Good Urban Governance with the University of Pretoria, which took place during January 2007. A one-year course on Good Urban Governance has been scheduled for the next financial year.

LAW-MAKING

National Law-making

The Committee did not receive any National or Provincial Bills for consideration during the year under review.

Provincial Law-making

No housing legislation was considered during the year under review. Due to political decisions, a summit on Legislative Review was placed on hold until further notice.

PUBLIC PARTICIPATION

During the second quarter of the financial year, the Committee performed its key oversight role by *Taking the Legislature to the People* to interact with the community of Metsweding District Municipality on the problems they were experiencing in terms of service delivery. The Committee also undertook an oversight

visit to two housing projects during the public meeting to assess the progress made in terms of service delivery.

The Municipality was also requested to present on the following issues:

- Housing Development Plans;
- The implementation of Housing Development Plans; and
- The challenges faced in implementing Housing Development Plans.

Stakeholders and interested parties were invited to participate by means of submissions to the Committee on problems experienced with regard to service delivery. This session was well attended and verbal and written submissions were received.

Stakeholders were also invited to attend the 2005/06 Annual Report process and the 2006/07 Budget process. Stakeholders once again participated by providing verbal and written inputs based on their concerns regarding service delivery in their respective Municipalities and areas of jurisdiction. Submissions received during aforementioned processes were incorporated into the Committee Report as recommendations.

OUTCOMES AND IMPACTS

- The Committee successfully dealt with the Budget and Annual Report processes. Substantial recommendations were made for the Department's consideration and implementation.
- Although stakeholder attendance increased, active participation was still hampered by a lack of knowledge.
- The FIS visits to Regional Municipalities improved the Committee's insight regarding the status of the

implementation of Municipal Housing Development Plans. It was found that most Municipalities were still lagging behind and the Committee resolved to monitor this issue on an ongoing basis.

- Through its oversight role, the Committee acknowledged the enormous backlog in terms of the eradication of informal settlements and opted to embark on an inter-provincial visit to Limpopo to exchange best practices on the eradication of informal settlements, as well as Expanded Public Works Programmes.
- Through its international study visit to Kenya, Uganda and Brazil, the Committee observed best practices in terms of the eradication of informal settlements, job creation, provision of quality housing, etc, and subsequently devised a solution/recommendation that could assist in fast-tracking service delivery in Gauteng.
- During the year under review, the Committee adhered to all the requirements of the PEBA Oversight Model and fulfilled its oversight role to the best of its ability. FISs, however, still require attention.
- It was also realised that more emphasis should be placed on oversight visits to the Department's delivery programmes, which were mainly hampered by clashes of Committee meetings. (A number of Committee Members also sit on various other Portfolio Committees within the Legislature.)

- Late submission of the Department's Quarterly Reports hampered the Committee's consideration of said Reports.
- The Committee's *Taking Legislature to the People* initiative produced positive outcomes, as members of the public were able to voice their concerns, which were then translated into recommendations to the Department for consideration and implementation. This initiative also provided the public with an understanding as to the different roles performed by the Provincial Department of Housing and the Portfolio Committee.
- Overall, the Committee exercised effective oversight over the Department by means of oversight visits, FIS, the Budget and Annual Report processes; and generally focusing on the Department's objectives and priorities for the year under review.

CONCLUSION

Due to time constraints during the Budget process for 2006/07, the Committee was unable to engage thoroughly with stakeholders.

Cancellation of scheduled Committee meetings (due to other institutional commitments which required the availability of the Members of the Committee) posed challenges. Similarly, meeting clashes were caused by Members of the Committee sitting on other Portfolio and Standing Committees. Time constraints also hampered the Committee's ability to achieve all of its strategic objectives.



5.9 LOCAL GOVERNMENT PORTFOLIO COMMITTEE.

MANDATE AND STRATEGIC OBJECTIVES

The Committee's mandate is derived from the Standing Rules of the GPL, namely to establish accountability, evaluate resource application and to monitor and evaluate performance on an ongoing basis. The Committee's mandate further entails conducting oversight over the Department of Local Government (DLG), ensuring public participation in its Committee work, conducting public meetings, reviewing Quarterly Reports from the Department to ensure adherence to strategic plans, processing legislation, analysing and approving the Department's Budget Vote 8, and analysing the Department's Annual Report.

The Committee's strategic objectives are as follows:

- Ensuring 25% reduction of poverty by 2009;
- Ensuring establishment of sustainable communities by 2009;
- Ensuring that economic development increases by 25% by 2009;
- Ensuring that there is a 25% reduction of unemployment by 2009;
- Continuously conducting effective oversight using the PEBA model;
- Ensuring effective law-making and implementation;
- Enhancing institutional research capability; and
- Encouraging and improving active public participation in the Legislature's decision-making processes.

The Committee was unable to conduct its strategic planning workshop for the 2006/07 financial year. However, a Mid-term Review workshop for the years 2004 to 2006 was conducted for all Committee Chairpersons and the relevant administrative support to Parliamentary officials from 28 to 30 March 2007.

The Committee's vision for the period 2004 to 2009 is to be a dynamic and knowledgeable Committee that positively and pro-actively impacts on the Department of Local Government and communities, so as to ensure efficient delivery of Government commitments as well as other service delivery needs.

The Committee's mission is to realise its vision by forming partnerships with relevant stakeholders and engaging Municipalities and the Department of Local Government to ensure that their respective obligations are met.

OVERSIGHT ROLE

Budget Process

The Committee dealt with the consideration and report of the DLG's Budget Vote 8 for the 2006/07 financial year in June 2006. The Committee's Oversight Budget Report was adopted by the House on 15 June 2006. An external service provider was commissioned to analyse the Department's budget and the following issues were highlighted:

- Overview of budget, programme structure and personnel trends;
- Municipal Integrated Development Planning;
- Municipal support;
- Municipal financial management;
- Municipal revenue;

- Growth and development strategies within Metro and District Municipalities;
- Disaster Management;
- Land Management;
- Provincial Indigent Policy;
- Community Development Workers;
- Municipal Infrastructure Grant (MIG);
- Municipal governance; and
- Cross-cutting priorities.

The Budget process was well coordinated. However, a lack of external stakeholder participation was experienced.

Quarterly Reports

The Committee received the first Quarterly Report for the period April to June 2006 on time, but there was a delay in responding to the second and third Quarterly Reports. The Committee is currently awaiting the fourth Quarterly Report for the period January to 31 March 2007. The Committee Researcher will be analysing the Quarterly Reports, as per the GPL's PSOM, and present the analysis at the first Budget process meeting.

Annual Report Process

The Committee considered the DLG's Annual Report 2005/06 and SCOPA's Reports on the DLG and on Municipalities. The Committee's Oversight Report on aforementioned was adopted in mid-November 2006 and recommendations made by the Committee to the DLG were tabled and adopted in the House on 30 November 2006. An external service provider was also commissioned to analyse the DLG's Annual Report and the following issues were highlighted:

- Reporting, performance and the PFMA;
- Organisational structure, function and programmes;
- Indigent Burial Policy;
- Land Management;
- Land Eviction;
- Land Invasion Policy;
- Gauteng Land Act;
- Land Restitution/Post-settlement;
- HIV/Aids Conditional Grant;
- Policy Research;
- Former Cross-boundary Municipalities;
- Inter-governmental coordination;
- Efficacy and quality of engagement with stakeholders;
- Monitoring and Evaluation;
- Global City Region;
- Disaster Management and Incident Management;
- Project Consolidate; and
- Migration.

The Annual Report process was well coordinated. However, a lack of external stakeholder participation was experienced.

Focused Intervention Studies

The Committee's FIS were in concurrence with the Gauteng Legislature's PSOM and the Budget Cycle Model (BCM), which prescribe two FISs per annum, i.e. one after the Committee

has dealt with the Department's Budget Vote 8 and before the arrival of the first Quarterly Report; and the second after the Auditor-General's Report, the Annual Report process and before the arrival of the third Quarterly Report.

• Implementation of the Disaster Management Act

During October 2006, the Local Government Portfolio Committee invited the Johannesburg and Tshwane Metropolitan Municipalities and the DLG to discuss the implementation of the Disaster Management Act and the progress made by the two Metropolitan Municipalities and the DLG regarding this Act.

The Committee sent a list of questions to the Department of Local Government, the Tshwane Metropolitan Municipality (TMM) and the Johannesburg Metropolitan Municipality (JMM) requesting presentations on the concerns previously raised by the Committee after their oversight visits during 2005/06. Furthermore, they were also informed of the impending oversight visit to George Goch Informal Settlement on the same day.

After the presentations, the Committee (accompanied by all the Disaster Management teams) proceeded with the physical oversight visit to George Goch Informal Settlement, Johannesburg. This oversight visit represented the Committee's first FIS topic for 2006/07, i.e. Implementation of the Disaster Management Act.

The Committee Report, including recommendations, was sent to the DLG and also to the JMM and the TMM. (This also formed part of the Committee's Resolution Tracking for 2006/07.)

• Land Restitution/Billing System

The Committee's second FIS related to Land Restitution and the Billing System. The Committee submitted a list of questions to the DLG, the Gauteng Commission on Land Restitution, SALGA Gauteng and the Ekurhuleni Metropolitan Municipality requesting presentations on the concerns raised by the Committee following an oversight visit to Payneville, one of Ekurhuleni's land restitution sites.

A list of questions regarding Ekurhuleni's billing system was sent to the Metro in question. A comprehensive presentation was conducted by the latter on this topic.

Once adopted, the Committee Report with its recommendations will be forwarded to the DLG, the Ekurhuleni Metropolitan Municipality, SALGA Gauteng and the Gauteng Commission on Land Restitution.

Oversight Visits

The Committee on a continuous basis invited primary and secondary stakeholders, e.g. the DLG, SALGA Gauteng, Rand Water, Eskom and Telkom to all Committee meetings for presentations, or for briefings on matters of concern and interest to the Committee. All Oversight Reports and stakeholder recommendations were adopted and copies of the reports were forwarded to the DLG and respective stakeholders.

The Committee identified the need to continuously interact and engage with its primary stakeholders through oversight visits, written submissions and attendance of Committee meetings.

The following stakeholders were invited to the Committee as the Committee recognised a need to engage stakeholders in as far as their role in Municipalities and service delivery is concerned:

- **Tshwane Metropolitan Municipality**

The Committee submitted a list of questions to the Tshwane Metropolitan Municipality requesting a presentation on the concerns raised by the Committee. The questions stemmed from the Committee's observations during the year based on Committee meetings, the Annual Report oversight process 2005/06 and the Budget process, as well as oversight with regard to the Executive during the 2006/07 financial year. This invitation was aimed at ascertaining and confirming certain aspects of local governance from the respective Municipality.

The following topics were focused on during the oversight visit in September 2006:

- Integrated Development Plans (IDPs);
- Development and Promulgation of By-laws;
- Disaster Management;
- Human Resources Development;
- Revenue and Billing Management/Finances/Debt Collection;
- Provision of services on newly acquired land as a result of Land Reform; and
- Other cross-cutting issues.

The Committee Report, including recommendations, was submitted to the DLG and to the City of Tshwane Metropolitan Municipality. (This process also formed part of the Committee's Resolution Tracking during 2006/07.)

- **Metsweding District Municipality**

The Committee submitted a list of questions to Metsweding District Municipality (Nokeng Tsa Taemane and Kungwini) requesting a presentation on the concerns raised by the Committee. The questions stemmed from the Committee's observations during the year based on Committee meetings, the Annual Report oversight process 2005/06 and the Budget process, as well as oversight in terms of the Executive during the financial year 2006/07. This invitation was aimed at ascertaining and confirming certain aspects of local governance from the respective Municipality.

The visits were undertaken based on the following:

- The Committee's strategic planning document articulates the need to engage with Municipalities throughout Gauteng;
- The Committee regards the District Municipality as a strategic partner in the delivery of services; thus requiring forging of links and synergies with the local sphere of Government; and
- To obtain further knowledge regarding the opportunities and challenges faced by the Municipalities.

The following topics were focused on during the oversight visit in September 2006:

- Integrated Development Plans (IDPs);
- Service Delivery;
- Development and Promulgation of By-laws;
- Disaster Management;
- Government Structures;

- Co-operative governance and inter-governmental relations;
- Human Resources Development;
- Revenue and Billing Management;
- Financial Management and Viability;
- Debt Collection;
- Performance Management Systems;
- Legal Claims;
- The Impact of In-migration on Service Delivery;
- Provision of Services on Newly Acquired Land as a Result of Land Reform; and
- Other cross-cutting issues.

The Department also accompanied the Portfolio Committee on its municipal stakeholder oversight visits to Tshwane and Metsweding. The Committee Report, including recommendations, was submitted to the DLG and to the Metsweding District Municipality. (This formed part of the Committee's Resolution Tracking for 2006/07.)

Other Oversight Activities

Rand Water appeared before the Committee during February 2007 to present and engage with the Committee on the consultation process with stakeholders regarding water tariff increases. In addition, Rand Water also presented on land encroachments in June 2006 and the manner in which it affected their budget in terms of informal settlements. Issues pertaining to developers, residential properties and formal settlements were also discussed.

The Committee raised the issue of what assistance Rand Water obtained from Metro's on encroachment challenges

and recommended that Rand Water approach the Province, SALGA and other institutions such as Spoornet, etc, and that the problem should be viewed holistically. The maintenance of old infrastructure was also raised. (Note: A further stakeholder participatory visit was conducted to Rand Water in April 2007 on these issues, amongst others, in conjunction with the Housing Portfolio Committee.) Reports were compiled and recommendations adopted and distributed to all stakeholders, as well as the DLG.

The NCOP Provincial Week was held in August 2006 and the purpose of the week was to engage the Local Government Portfolio Committee and the Safety and Security Committee on the following:

- Report on the general state of Municipalities;
- Progress report on the implementation of Municipal Finance Management Act: What support or progress has been made in ensuring that Municipalities receive unqualified audit reports;
- Progress around the implementation of the Gauteng City Region;
- Challenges in the implementation of the Development Planning Act in relation to the Environmental Impact Assessments (EIAs);
- Progress in relation to the focus areas of Project Consolidate; and
- Progress report relating to the preparations for 2010 by the Province and Municipalities.

Micro-prioritisation

The Department of Local Government's Micro-prioritisation took place in August 2006. The DLG appeared before

the Committee and discussed their plans for 2007/08 and indicated that the Department, amongst others, were looking at duplication of resources amongst sectoral Departments. The Department deployed engineers, graduates and other professionals to struggling Municipalities, and the Department signed an MoU with the Provincial Treasury to ensure that Municipalities comply with the PFMA.

The DLG was invited to present at the public meeting on Project Consolidate and the Executive Mayor of Emfuleni also addressed the people in attendance.

In addition to the Budget process, the Annual Report process and a public meeting, the DLG also presented a report on Community Development Workers, the implementation of the Disaster Management Act, and on Resolution Tracking.

Inter-provincial Legislature Visits

The Local Government and Housing Portfolio Committees hosted the Eastern Cape Legislature (ECL) for a three-day visit during April 2006. Apart from inter-institutional information sharing sessions, the following issues were mainly focused on:

- The Committee's mandate of exercising oversight over Departments;
- Exchanging knowledge in terms of staff complement, as the ECL's Committee on Housing, Local Government and Traditional Affairs had just been divided into two Committees;
- To exchange information on oversight roles;
- To exchange information regarding progress by both the Departments of Local Government and Housing

in fulfilling the objectives of sustainable human development;

- To obtain insight pertaining to progress in respect of mechanisms implemented to conduct correct oversight measures over Municipalities in terms of the MFMA.

Resolution Tracking

The Committee, through its stakeholder interventions, oversight role, Annual Report and Budget Report processes devised its 2006/07 Resolution Tracking Document.

The DLG responded to the Committee on some of the resolutions and a Monitoring and Evaluation mini-workshop was conducted in a Committee meeting held on 22 March 2007. The discussions revolved around an evaluation regarding the implementation of all resolutions from March 2005 to March 2007, with specific reference to the following issues:

- The Committee's Oversight Report on the Department of Local Government;
- Annual Report for the 2005/06 financial year;
- Committee's Oversight Report on the Department of Local Government's Budget Vote 8 for the 2006/07 financial year;
- All Municipal Oversight Reports;
- Committee International Study Tour Report to Brazil and Nigeria; and
- Public Meeting Report re Emfuleni Local Municipality.

Further evaluations and monitoring will take place during 2007 and will be captured in the Resolution Tracking Document as it is an ongoing process, and new resolutions emanating from the Budget process, oversight functions, FIS and Annual

Report process during 2007/08 will be added. This process assisted the Committee to streamline the Resolution Tracking Document and also gave an indication of past performance to inform the deliberations on the Budget process for the 2007/08 financial year.

Public Hearings

Due to the NCOP time frames on proposed legislation, the PC did not conduct any public hearings. However, submissions were solicited from various stakeholders.

Petitions

The Petitions Committee and Speaker's Office deal with Local Government petitions. The Committee did not receive a report on any outstanding petitions during 2006.

Conferences/Workshops/Study Tours

The Local Government Portfolio Committee undertook an international study tour in June 2006 to Brazil and Nigeria.

Various PEBA/PSOM workshops were conducted during 2006/07 for all Chairpersons of Committees.

The Committee also attended a Democracy Development Programme (DDP) organised by the KZN University on the topic, Towards Good Governance, Ethical Conduct and Integrity in the Second Decade of Democracy in South Africa, in Durban for two days during October 2006.

The Gauteng Electricity Summit Conference was attended by the Committee on the matter of Regional Electricity Distributors (REDs) and the National Electricity Regulators' (NER) role and that of the Executive and Municipalities, hosted by EDI Holdings.

The Committee conducted its strategic review and planning workshop on 13 March 2006. Although a strategic planning

workshop has not been scheduled for the 2007/08 financial year, the Committee had a productive meeting in April 2007 on the Committee Operational Programme for 2006/07. The programme was adopted by the Committee based on past performance, which, in turn, will also inform the Committee's 2007/08 operational focus. A Mid-term Review (2004 - 2006) workshop was also held during March 2007 for all Committee Chairpersons.

LAW-MAKING

NCOP Legislation

Electricity Regulation Amendment Bill [Versions A&B], [B20B-2006] S. 76

This Amendment Bill primarily seeks to amend the Electricity Regulation Act (Act 4, 2006) as follows:

- To insert certain definitions; to make certain textual corrections; to insert a new chapter dealing with electricity reticulation by Municipalities; and to extend the Minister's powers to issue regulations; as well as to provide for matters connected therewith.

The Committee's suggested amendments to the Bill were adopted and the final voting mandate was submitted to the NCOP.

Provincial Legislation

Gauteng Local Government Laws Amendment Bill, 2005 [G003-2005]

This Bill primarily seeks to amend and or repeal legislation that applies nationally and legislation (ordinances) which applied in the former Transvaal and have been assigned in terms of section 235 of the Interim Constitution.

The Bill was referred to the Committee on 7 October 2005 and presentations were conducted with stakeholders on 2 May 2006. The Committee received a further presentation on the Bill from the State Law Advisers, the City of Johannesburg Metropolitan Municipality's Legal Unit and the Gauteng Provincial Legislature's NCOP, Programming and Legal Unit.

After deliberations, the Committee considered and adopted the Report on the Bill on 8 May 2006. Once the Provincial Bill has been promulgated by the Premier, the Committee will be monitoring the policy implementation in collaboration with the DLG.

PUBLIC PARTICIPATION

As one of its key focus areas, the Committee through its oversight work, advised the DLG in 2005/06 of a need to support Municipalities in the establishment of Public Participation Units. In 2006/07 it became clear that some Municipalities adhered to this recommendation and fully encouraged public participation in all their activities.

In implementing its legislative mandate of oversight, law-making and public participatory involvement, the Committee conducted one public meeting in September 2006. The public meeting involved inviting a broad range of stakeholders, and advertisements were placed in all media, including press and radio. Stakeholders were invited to submit verbal and written submissions on key service delivery issues. The public was afforded an opportunity to understand the scope of service delivery which leads to the improvement of the quality of people's lives. The Public Participation Unit of the Gauteng Provincial Legislature was also requested to give a briefing on the public's role in participating.

The Committee, in its endeavour to secure the participation of the public, called for submissions and/or comments from all

stakeholders during the Budget and Annual Report processes. The Committee, however, acknowledged that stakeholder participation in these processes could be strengthened. One of the challenges the Committee encountered related to the question of the appropriate model to be employed when engaging the public. This is a matter which the Committee feels should be urgently attended to by the Legislature, in order to maximise its potential impact; specifically, the extent to which Committee meetings held in communities should be opened for inputs from the public versus merely being sessions whereby the public is availed an opportunity to observe the workings of the Legislature.

Furthermore, the Committee's public participation efforts did not achieve its objectives due to the lack of attendance and submissions received from the public during both the Budget and Annual Report processes. The DLG is developing a Public Participation Framework which seeks to standardise the approach to public participation across Municipalities. The Committee, in its oversight role, will continue to monitor the implementation of this framework.

OUTCOMES AND IMPACTS

- The Committee, through its public meetings and inter-governmental relations with all its relevant stakeholders, its law-making and oversight role, significantly contributed to democracy and the constitutional rights of the Gauteng Province during the year under review.
- The Committee's support of infrastructure development, promotion of economic growth and development within the Province informed its engagement with various role players and strengthened its oversight role over the Department, especially on programmes aimed at providing capacity building, economic development and support for Municipalities within the broader framework of Project Consolidate.
- The Committee did not only confine itself to conduct oversight over the Department of Local Government's own goals, but also took it upon itself to verify information from the Department regarding its support to Municipalities by visiting Municipalities with the main aim of verifying and advising on intervention strategies, especially in poor performing Municipalities.
- Members of the Committee also sit on other Committees. The Committee has thus positioned itself and agreed that all Members of the Committee have a responsibility to bring issues pertinent to Local Government to the Committee's attention.
- Since Local Government has relevance to all Committees, successful joint Committee meetings, oversight visits, inter-Legislature and stakeholder participatory visits were conducted, thus contributing to an integrated approach.
- The successful implementation of PEBA could be considered as one of the main successes of the Committee during the year under review. Implementation of the PEBA framework has provided greater focus in terms of the Committee's strategic and operational approach.
- The Committee, through direct engagement with Municipalities, was able to determine first-hand what some of the challenges and successes within Local Government have been. Such engagements have brought into sharp focus the specific areas in which Municipalities require further support from the DLG and SALGA. By providing feedback on its observations, the engagements have enhanced the capacity of the Committee to inform the work of the Department through its reports and recommendations.
- Upon invitation, the Committee also participated in activities convened by the Department, National Parliament, SALGA-Gauteng and the NCOP. Indeed, over the past financial year, invitations to the Committee increased significantly.
- Through the inter-Legislature visits, the Committee has further strengthened networks within the sector and utilised opportunities for information-sharing. Through the intensity of Committee activity over the past year, and the degree of focus applied in relation to the work of the Committee, there is a high degree of cohesion within the Committee. Members from all parties have been sufficiently mobilised around a common cause in respect of Local Government issues.
- Given the intense programme which the Committee had been involved in over the past year, the attendance of Members was commendable. The Committee has also successfully collaborated with other Committees within the governance cluster, specifically Agriculture and Transport, on issues of mutual interest such as Land Restitution (post-settlement issues) and the EPWP.
- The Committee delivered voting positions within the requisite time frames, even when these were somewhat rushed and NCOP time frames for submission of mandates were very restricted. In addition, the Committee also established a mutually beneficial working relationship with the DLG during the year under review.

CONCLUSION

Whilst the Committee views PEBA implementation as one of its successes, the demands of PEBA in terms of the number of meetings and oversight visits required, also placed significant strains on Members' time and availability.

The Committee would in future be keen to have the impact of its work on the DLG and on Municipalities evaluated.

There has been a lack of clear direction from the Legislature in respect of Public Participation and the model to be adhered to when conducting public meetings. Time constraints in terms of processing legislation limited public participation during the consideration process.

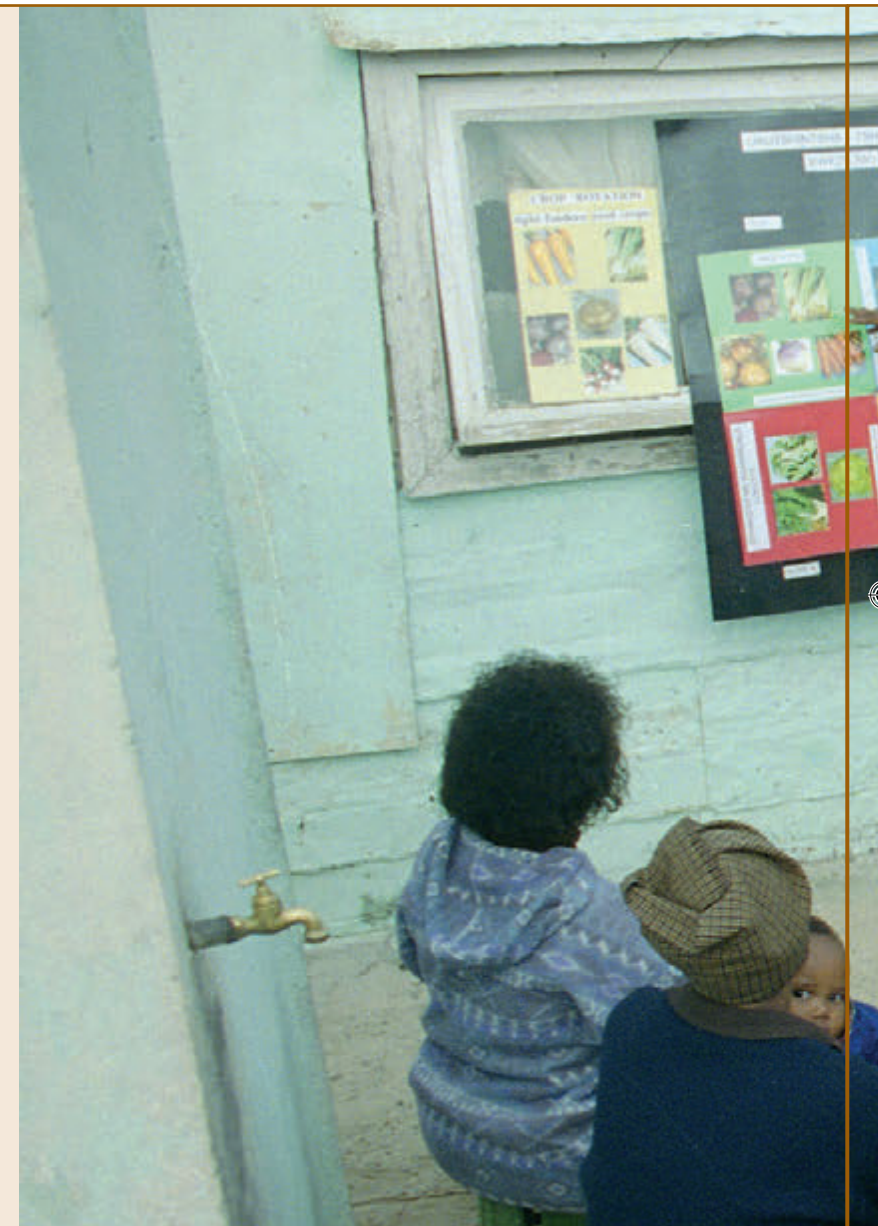
The participation of SALGA-Gauteng was valued, although greater input on key issues (such as legislation tables) would have been desirable. The Committee, however, looks forward

to a strengthened relationship as a result of new leadership within the organisation.

The Committee, during the year under review, attempted to engage other Portfolio Committees on strategic issues. However, the Committee is of the view that an institutional approach to working across Portfolio Committees should be formalised. At present, the initiative is largely at the discretion of Portfolio Committee Chairpersons.

Whilst engagements with the NCOP and other Legislatures are valued, the Committee would appreciate proper consultation regarding the focus and intent of these entities to ensure that the limited time spent in the Gauteng Province is utilised optimally.

Committee activities were also severely hampered by the clashing of Committee meetings.





5.10 OVERSIGHT COMMITTEE ON THE PREMIER'S OFFICE AND LEGISLATURE.

MANDATE AND STRATEGIC OBJECTIVES

The Oversight Committee on the Premier's Office and the Legislature was established as one of the Standing Committees and its mandate and membership were determined in terms of GPL Standing Rules with the same status as other Standing/Portfolio Committees in the GPL.

The Committee is furthermore tasked with law-making, oversight over the Provincial Government Department and the GPL, as well as ensuring public participation in most of its activities.

The Committee is committed to a vision that will contribute to effective oversight and programmes for the delivery of services by Provincial Government Departments and the Legislature.

During the year under review, the strategic objectives of the Committee included the following:

- Conducting effective oversight with regard to policies and programmes for the delivery of service by the Office of the Premier and the Legislature;
- Monitoring the Premier's Office and the Legislature Budget process and compliance with identified priorities, as identified in the Departmental Strategic plans;
- Reviewing annual performance through interrogation of Annual Reports as submitted by the two entities; and
- Identifying problem areas, and where necessary conducting Focused Intervention Studies.

The Committee's strategic planning session was held at the Legislature and the researcher made a presentation to the Committee.

OVERSIGHT ROLE

Budget Process

The Committee conducted five meetings to consider Budget Vote 1 and 2 for the 2006/07 financial year. Reports were developed and adopted by the Committee, and were tabled in the House for debate. The House adopted the Committee Report and the resolutions were submitted to the Department for consideration and a written response. The Department responded to aforementioned in writing.

Quarterly Reports

The Committee received all four Quarterly Reports from the Legislature and the Office of Premier during the year under review. The reports were referred for information purposes only.

Annual Report Process

The Oversight Committee on the Premier's Office and the Legislature successfully dealt with the Annual Report process, whereby the Office of the Premier and the Legislature were invited to make presentations to the Committee. The Committee deliberated on the Annual Report and the Committee Report was produced on time, tabled and adopted in the House.

Focused Intervention Studies

During the year under review, the Committee's FIS pertained to the Human Resources of the Legislature. The FIS Report was adopted by the Committee and awaits adoption by the House.

Oversight Visits

The Committee did not undertake any oversight visits during the year under review.

Study Tours

The Committee undertook a study tour to British Columbia, Canada and Germany during the financial year, but the report still needs to be finalised. The objective of the study tour was to develop a common understanding on how to practise oversight over the Premier's Office and the Legislature.

LAW-MAKING

The Committee was not involved in any law-making processes during the year.

PUBLIC PARTICIPATION

The Committee did not participate in this exercise.

Public Hearings

The Committee did not conduct any public hearings during 2006/07.

Petitions

The Committee received no petitions during the year.

Meetings

All Committee meetings were held within the Legislature precinct.

OUTCOMES AND ACHIEVEMENTS

- The Committee produced the reports on the budget of the Legislature and the Office of the Premier and these reports were adopted by the House.
- The Committee dealt with the Annual Reports of both the Office of the Premier and the Legislature. Both reports were adopted by the House.



5.11 PETITIONS STANDING COMMITTEE (PSC)

MANDATE AND STRATEGIC OBJECTIVES

The Petitions Standing Committee derives its activities from the broad vision and mission of the Gauteng Provincial Legislature, as well as the Committee's five-year strategic plan. The Committee has tailored and identified its specific activities in order to foster a cooperative mechanism between Government and Gauteng's citizens to resolve disputes and grievances which relate to the Provincial Government's core mandate.

Through the petitions process, the Committee encourages citizens to realise their rights and obligations in a system of constitutional democracy. The Petitions Standing Committee therefore acts as a link between the Executive, the Legislature and the citizens to ensure that a combination of a representative and participatory form of democracy is enforced.

In addition, the Committee, *inter alia*, has a responsibility to manage the petitions process in a manner that can contribute to:

- Stability and sustenance of democracy;
- Orderly resolution of citizen's grievances in public policy and governance; and
- Realisation of constitutional rights and obligations.

In pursuit of the implementation of the Committee's strategic objectives, as outlined in the 2006/07 strategic plan, which sought to popularise the petitions process, the Public Participation and Petitions Unit (PPPU) embarked on several initiatives to educate the public regarding active participation in the programmes of the Province.

The Committee, however, is concerned that the public education programmes did not achieve the desired results as evidenced by the pockets of protests that saw some communities resorting to unacceptable forms of protest, with accompanying damage to public property. In this regard, Government has an obligation to ensure efficiency and effectiveness in its response to the petitions from its citizens.

OVERSIGHT ROLE

The PPPU dealt with 122 enquiries during the year under review. Enquiries are classified as complaints that do not fall within the scope and jurisdiction of the Legislature. However, the Legislature is nevertheless approached for assistance and the PPPU, in this instance, assumes the responsibility of assisting the complainants in their representations to the relevant authorities. This involves interviewing the complainants to obtain an understanding of the nature of the complaint, contacting the most relevant authority on behalf of the complainant, or referring the complaint to the relevant authority for assistance.

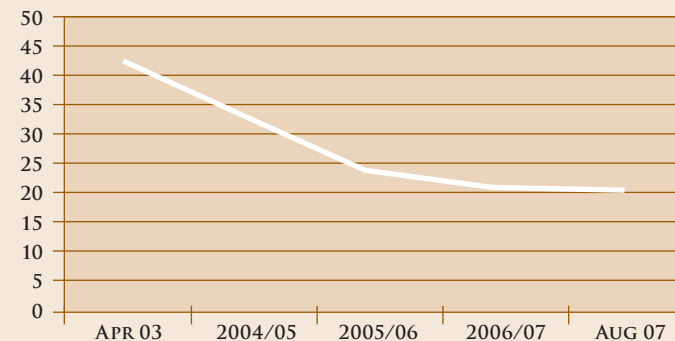
Out of the 122 enquiries received by the PPPU for the financial year, only 21 were referred by the Speaker to the Committee as petitions for adjudication and reporting. The significant decline in petitions lodged requires further attention, in order to ascertain whether this reflects citizens' satisfaction with the quality of Government services, or alternatively, could be attributed to other factors (see Trend Analysis below). The study should also identify whether the Legislature's public education literature is easily accessible. The use of all the official languages of the Gauteng Province is critical in determining whether our Communication Strategy is effective.

Trends in Petitions Lodged

Issues raised	2003 - 2004	2004 - 2005	2005 - 2006	2006 - 2007
Local Government	22	15	10	8
Housing	9	6	6	5
Health	3	4	3	1
Community Safety	2	2	2	1
Public Works	1	1	1	2
Education	1	3	1	3
Social Services	1	1	0	0
Economic Affairs	0	1	1	1
Transversal	4	1	-	-
Total	43	32	24	21

This table indicates the number of petitions which were lodged between 2003 and 2006. However, for purposes of this report, the 2006/07 financial year will be scrutinised. The table reflects a downward trend with regard to the number of petitions registered and adjudicated. This downward trend is best illustrated in the line chart below:

Analysis of trends in total petitions registered and adjudicated:



The reasons for the downward spiral could possibly be attributed to the following:

- The extensive time required for dealing with petitions adequately;
- Petitioners questioning the worth of submitting petitions to the Legislature;
- Communities not being familiar with the petitions process at the Legislature, notwithstanding the public protests in relation to service delivery;
- Determining whether an enquiry has been registered as the petitions process has become more cumbersome, especially those petitions dealing with policy, legislative and oversight matters;
- The Legislature not investing more time and effort on effective public education campaigns; and
- The Legislature quantitatively embarking on public participation programmes for compliance, rather than obtaining qualitative inputs from the beneficiaries of public policy.

During the year under review, twenty-one (21) petitions were referred to various Departments and Local Governments. A number of these petitions addressed matters pertaining to policy gaps, lack of service delivery and lack of strict and consistent implementation of by-laws by Local Government:

In this regard the Committee has received a number of reports from the Department of Economic Affairs on how they are progressing in terms of legislating the Funeral Industry in Gauteng.

Another petition was submitted by small-scale farmers from the Sedibeng area. The petition highlighted a gap in policy in terms of agricultural policy in urban areas of Gauteng.

The petition was referred to the Department of Agriculture (GDA) for processing, consideration and possible review of policy. The GDA subsequently developed the Gauteng Agriculture Development Strategy (GADS) and the Standing Committee was invited to participate in the Department's workshop. However, there still remains a need to increase the pace of implementation, since the Committee is of the opinion that agriculture has the potential to increase household food security, and could thus alleviate poverty and improve the livelihoods and the capabilities of the poor.

The Committee also adjudicated a number of petitions relating to housing matters from individuals, groups, organisations and other stakeholders. These petitions raised matters of poor conditions in hostels, lack of communication by officials of the Department to communities, waiting lists spanning periods of over 10 years and poor delivery of housing. The Committee referred these matters to the Housing Committee for their oversight and consideration.

Another petition was received from Vaal Accommodation Association. The petitioners requested Emfuleni Municipality to review existing by-laws that govern students' residences located within surrounding suburbs of the Vaal University of Technology. The Committee conducted site visits and held a stakeholders meeting to obtain the views of the various parties affected. This petition directly relates to the role of Local Government in developing by-laws through a public participation process, its role in by-law functions, and participatory development planning. The Committee intends to refer this matter to the Portfolio Committee of Local Government for their oversight and consideration.

The Committee did not achieve all of the stated objectives in the strategic plan for the year under review. One of the objectives for 2006/07 was to popularise the petitions process through an interactive method of communication and utilising

existing media. The PPP Unit conducted workshops and road shows on behalf of the Committee with the aim of creating awareness regarding the petitions process.

Despite this, the Committee is concerned that the work of the Unit in this regard is not fully aligned with the political role of the Committee. There is a need for enhanced coordination between the PPPU and the elected representatives' political input, particularly as it relates to the workshops being convened in Parliamentary Constituency areas.

With regard to the second strategic objective, i.e. the aligning of the petitions process with that of Local Government, the Committee consulted with Local Government on the manner in which processes could be aligned. We are currently awaiting full implementation by Local Municipalities. The Committee has proposed that this achievement be launched on 20 March 2008 under the theme, "The right to petition is a human right."

Finally, the capacity-building programme for organised formations has also been implemented. The PPP Unit has conducted a number of stakeholder briefing sessions in all areas of Gauteng.

RESOLUTION TRACKING

Need to regulate the funeral services industry

The Committee referred the petition on the Gauteng Funeral Undertakers' Association to the Provincial Department of Economic Affairs with a research base document for their perusal and investigation.

Need for the Department of Education to improve the learning facilities at Mandisa Shiceka High School

The Petitions Committee invited the office of the MEC to discuss the request of the school. The Head of Department in the Office of the MEC for Education, Mr R M Khala, made a commitment that the school would be provided with the necessary facilities during the 2006/07 financial year. An amount of R2,680,000.00 was allocated to address the concerns of the petitioners. This petition has consequently been closed. The Committee trusts that the Education Portfolio Committee will monitor the implementation of this commitment as part of its oversight role.

STAKEHOLDER PARTICIPATION

During the reporting period, the Committee developed a new approach which requires that petitions which are policy-oriented, or that require the attention of a specific Portfolio Committee, be referred to the relevant Committee. There has been a marked improvement in cooperation between the Committee and other stakeholders. Provincial Departments are gradually responding to the referred petitions, however, some of the Departments are still lagging behind in this regard. One such example is the Gauteng Department of Education on a petition for a school in block KK, Soshanguve, and the other is Local Government on the issue of by-laws.

OUTCOMES AND IMPACTS

The Committee achieved the following during the year under review:

- The Committee improved and continued to engage petitioners in the process of resolving their petitions. Petitioners were invited to attend Committee meetings in order for them to observe and respond to feedback from the Departments. This approach enhanced accountability and transparency as petitioners could actively follow the progress of their petitions.
- The Premier's Office mandated the Department of Economic Affairs to facilitate the process of regulating the funeral industry in response to a petition by the Funeral

Undertakers' Association. The Department committed itself to reporting the progress on a regular basis to the Legislature via the Economic Development Portfolio Committee.

- The Committee embarked upon a process of assisting Local Government to develop their petitions systems and processes. The Petitions Committee called on all Local Municipalities with a view of obtaining insight into the manner in which Local Government dealt with petitions. This was a valuable exercise in that it was established that some Local Municipalities had the necessary systems in place, whereas others did not. To this end, the Committee recommended that all Municipalities develop and establish a common system for dealing with petitions, added to which it should also be aligned with the Gauteng Petitions Act. This recommendation may however be hampered by the slow progress in the separation of powers at Local Government level.
- The year was marked by an improved co-operation with some of the Portfolio Committees with regard to petitions dealing with policy and oversight matters. Meetings were scheduled to discuss the development of a common approach and information-sharing on resolving and adjudicating petitions. Some of the issues referred by the Petitions Committee will in future inform the FIS of other Portfolio Committees.

CONCLUSION

One of the challenges identified during the year was the delay in responding to petitions by Provincial Government Departments. To address this issue, the Committee will henceforth conduct informative workshops for Departments. The Committee has furthermore identified a need to educate and inform certain Government Departments about the petitions process, where there are no systems in place to effectively respond to petitions.

The Petitions Standing Committee will ensure regular feedback to petitioners by means of meetings, the use of ITC and print and electronic media, in order to obviate negative perceptions regarding the petitions process.

The Committee is currently developing a tracking document and regular reports will be presented to the House. In addition, the Committee has embarked on a process whereby a survey will be conducted on citizens' satisfaction with the petitions process. This will be done periodically to ensure that Government Departments are indeed implementing their commitments and that the principles of Batho Pele are being enforced.

Most of the petitions referred during the reporting period related to administrative justice issues, which were resolved at PPPU level as "enquiries". The Committee would, however, prefer an increase in petitions which are more relevant to public policy development, monitoring and evaluation, so as to contribute to the PEBA oversight work of the Legislature's Portfolio Committees. The need remains to increase the public's involvement in public policy discourse through petitions and public participation processes.

The Standing Committee on Petitions is committed to ensuring that the citizenry of Gauteng determines their fate by effectively participating in the governance of their Province. Moreover, in pursuit of ensuring that the petitions system remains an effective mechanism, the Committee in close collaboration with the PPPU, the GPL Portfolio Committees and Local Government Section 80 Committees, will closely monitor and evaluate all petitions lodged.

The Committee is encouraged by the separations of power at Local Government level, since we believe that aforementioned will increase accountability and ensure efficiency and effectiveness in responding to all petitions.

5.12 PUBLIC TRANSPORT, ROADS AND WORKS PORTFOLIO COMMITTEE.

MANDATE AND STRATEGIC OBJECTIVES

The Committee's mandate pertains to the following: To consider, amend and monitor law-making; to exercise its oversight authority over the Department and its statutory bodies; to ensure cooperative governance; and to promote public participation in the Committee business.

The Committee's strategic objectives for the year under review included the following:

- Effective oversight over the Department's five-year strategic plan;
- Effective law-making and implementation;
- Capacity building; and
- Effective public and stakeholder participation in Committee processes.

The objectives of the Department of Public Transport, Roads and Works (which had to be monitored by the Committee) included the following:

- Accelerating economic growth and promoting Gauteng as a globally competitive city region;
- Bridging the gap between the first and second economy, creating jobs, reducing poverty and implementing and accelerating sustainable BBBEE projects;
- Promoting and ensuring quality public transport, preparing for 2010 Soccer World Cup and ensuring a transport legacy;

- Reorganising structures and projects for effective service delivery;
- Integration of the bus and taxi industry through Government's Taxi Recapitalisation Project and the Transformation of the Bus System;
- Creation of Gauteng Provincial Government Precinct;
- Implementation of the Gauteng Rapid Rail Link; and
- Introduction of a comprehensive approach to Intelligent Transport Systems (ITS).

The Committee held a one-day strategic planning and review session on 5 May 2006. The purpose of this session was to plan for the current year and review the impact of the Committee's activities undertaken during the 2005/06 financial year. The deliberations took into account issues arising from three presentations made at the session. These pertained to the following:

- A presentation on the Department's strategic plan for transport for the 2006/07 financial year;
- The Department's programme of action for the 2006/07 financial year; and
- Reviewing the Portfolio Committee's performance during the 2005/06 financial year.

The Department also presented during this session and it was indicated that there is a need to enhance the GPG capacity to implement Gauteng projects by setting up a state-of-the-art facility in the form of a Project Management Centre. The Department also recommended that the budget be adjusted to provide for youth and gender mainstreaming in its activities.

Other issues highlighted included the development of the 20 Identified Townships by beautifying aforementioned, providing decent schools, upgrading of clinics and community health centres, as well as the provision of sports and recreational facilities.

With regard to the Integrated Transport Plan, it was pointed out that the Gautrain would serve as a catalyst for integrated public transport systems, including rail, taxis, busses and city cabs. The Department also indicated that a review was planned on provincial road networks and the finalisation of the strategic transport network, including road and rail networks.

The Committee developed and adopted the Department's strategic action plan for 2006/07.

OVERSIGHT ROLE

Budget Process

The Committee conducted five meetings to consider the Department's Budget Vote 9 for 2006/07 and the fifth meeting was dedicated to challenges experienced. A report was developed and adopted by the Committee, and was tabled in the House for debate. The House adopted the Committee Report and the resolutions were submitted to the Department for consideration and a written response. The Department responded to aforementioned in writing.

In addition to the above, the Committee noted the following during its consideration of the Department's Budget Vote:

- The Department received an Infrastructure Conditional Grant from National Government to assist them in providing provincial infrastructure, such as hospitals and clinics, and further to accelerate social economic infrastructure investment with a view to supporting

service delivery, economic development, job creation and programmes with high labour intensity. The grant increased by 10% in nominal and 6% in real terms from the previous year. It increased by 6% in nominal, but declined by 3% in real terms over the MTEF.

- There was also a grant for the Gauteng Rapid Rail Link to build a modern, state-of-the-art rapid rail link with the construction of approximately 80km of railway lines (14km underground) and 10 stations, to be delivered through a Public Private Partnership (PPP) arrangement. The grant would contribute 50% of the construction cost over the MTEF period.
- The Gauteng Department of Public Transport, Roads and Works received more than half of the infrastructure budget allocation in the Province. This implies that the Department has been tasked to perform the main role in providing infrastructure in the Province, and it is expected that it would play a key role in AsgiSA.
- The Taxi Recapitalisation Programme (RTP) was mentioned several times in the Premier's speech and the Department's strategic plan for 2006/07, but the Committee noted that the Public Transport Programme budget was the lowest allocated. The Committee was aware that RTP is driven nationally, and expressed a concern that the Department had not positioned itself adequately to deliver on this strategic project.
- The Committee also noted that the Community Based Public Works Programme (CBPWP) formed the third largest cost element of the Department's budget. This was owing to the introduction of the Expanded Public Works Programme (EPWP) that had a large share of the budget in both the 2004/05 and the 2005/06 financial years. In 2006/07, the portion declined significantly, and

the projection showed the decline throughout the entire MTEF period. With that shortfall, the Committee was doubtful that this programme would create short- and long-term jobs as expected, unless the EPWP budget allocation in other Departments increased.

- Among others, the Committee noted these cross-cutting issues as reported by the Department in their budget statement which identified support of transformation, particularly in the areas of employee wellness, employment equity, HIV/Aids management, inclusion and development of women, youth, and people with disabilities, BBBEE and SMME development. The Department set aside R29, 500, 000 for programmes focusing on women and girls externally, gender equality and those projects that will benefit women and promote gender equality. R36, 300, 000 is projected for the next financial year, and R42, 500, 000 for the end of the term, namely the 2008/09 financial year. The budget supports the projected outputs by the MEC regarding the empowerment of women, youth and people with disabilities.

Quarterly Reports

The Committee received all four Quarterly Reports from the Department during the year under review.

Annual Report Process

The Committee scheduled five meetings to consider the Department's Annual Report for the 2005/06 financial year. The Committee Researcher was involved in analysing the Report, whereafter the Department made a presentation and responded to questions sent in writing by the Committee, as well as the Standing Committee on Public Accounts.

A report was developed, adopted by the Committee and tabled in the House for debate. The House adopted the Committee Report and the resolutions were submitted to the Department for consideration and a written response. The Department responded to the resolutions in writing for consideration by the Committee.

The following issues were noted by the Committee during the Annual Report Process by the Department:

Transport Programme

- Launch of a Transport Operating License Administrative Body (TOLAB) to render an efficient service in the West Rand District Municipality.
- 100% route conflict resolutions were obtained in the West Rand District Municipality.
- Accreditation of insurance companies and brokers on life cover for public transport passengers.
- Establishment of a Public Transport Call Centre.
- Initiation of negotiations with Putco.
- Progress on the sale of the North West Star Bus Company.
- Funding to GATACO and metered taxis on a new basis.
- Implementation of Gautrain integration.

Road Infrastructure Programme

- Reviewed document on the agenda for the Transport Planning Workshop.

Public Works Programme

- Implementation of provincial socio-economic infrastructure.

Focused Intervention Studies

The Committee identified the Expanded Public Works Programme (EPWP) as their FIS topic for the year. The Committee Researcher prepared an analysis on the subject and presented the findings to the Committee on 22 August 2006.

Oversight Visits

The Committee undertook oversight visits to EPWP projects on Thursday and Friday, 24 to 25 August 2006. In preparation, the Committee held a briefing meeting on 23 August 2006 with the Department of Public Transport, Roads and Works of Local Government. The oversight visits were in line with the Committee's strategic plan for the 2006/07 financial year.

Oversight visits were undertaken to the Hector Pieterse Memorial Project, the Twilight Children's Home Phase III, T-Shad Phase 2, Cullinan School sports field and the Zithobeni Taxi Rank in Bronkhorstspuit.

A report was developed and adopted by the Committee on both the FIS and the oversight visits.

Stakeholder Participation

In line with the Committee's strategic objective of effective public and stakeholder participation, a relationship-building workshop was held at the Mayivuke Rooms, City Hall Building, on 27 March 2007 with key stakeholders in the Provincial Transport industry and direct beneficiaries of Departmental programmes attending.

The main purpose of the workshop was to introduce Committee Members to key stakeholders in the Gauteng Public Transport, Roads and Public Works environment and to forge quality relationships in order to enhance the capacity of the Committee's oversight function over the Department. The Gauteng Province is a relatively well developed, urbanised regional economy

with complex public transport and infrastructure issues that necessitate interactions at the highest levels.

A report was developed and adopted by the Committee on 22 May 2007.

Micro-prioritisation

The Department presented its micro-priorities for the 2006/07 financial year in November 2005. The Committee recommended that the Department should revise its targets as these were not deemed to be realistic. The revised targets were then forwarded to the Committee.

Resolution Tracking

The Committee received responses from the Department on the resolutions made during the Budget and Annual Report processes. The Department presented their response to the Budget resolutions. Both responses were adopted by the Committee.

Conferences/Workshops/Study Tours

The Committee attended two conferences during the year under review. The purpose of attending these conferences was to ensure that the Committee is adequately capacitated to monitor the implementation and development of transport policies, legislation and frameworks in collaboration with other spheres of Government. In line with its strategic objective regarding capacity building, the Committee planned to expand its capacity and knowledge by means of study tours, as well as conferences of this nature.

A Committee Member, coordinator and researcher attended the Gender, Transport and Development Conference at the Nelson Mandela Metropolitan University in Port Elizabeth. The Conference was hosted by the National Department of Transport (DOT) and The South African National Roads

Agency Limited (SANRAL) in partnership with the Gender and Development Unit of the Human Sciences Research Council (HSRC) from 27 to 31 August 2006.

The Committee also attended an International Transport Conference at the Durban International Convention Centre from 11 to 13 September 2006. The conference was hosted by the South African Road Federation (SARF) and the International Road Federation (IRF).

PUBLIC PARTICIPATION

The Committee conducted two public hearings; one on the NCOP Amendment Bill and the second on the Provincial Bill. These public hearings were informed by Section 130(1) of the Gauteng Legislature Standing Rules, which provides for public involvement in the processes of its Committees. The purpose of the public hearings was to provide a platform for stakeholders and members of the public to submit inputs regarding these Bills, as part of the consultative process of the GPL.

In addition, the Committee also conducted a public hearing on the National Land Transport Transition Amendment Bill on 19 May 2006 at the City Hall of the GPL.

Finally, a public hearing was conducted in Johannesburg on 20 November 2006 regarding the Gautrain Management Agency Bill. To this end, two reports were developed and adopted by the Committee.

During the year under review, the Committee also conducted a meeting outside the Legislature in order to familiarise members of the public, and learners in particular, with the business of the Committee. Five schools in Thokoza, Katlehong and Palmridge (Ekurhuleni region) and Chairpersons of Taxi Associations were invited to this meeting. The Department accompanied the Committee and made presentations on the National

Department of Transport's Taxi Recapitalisation Programme and the progress on Gautrain. A report was developed and adopted by the Committee.

OUTCOMES AND IMPACTS

The Committee managed to deal with both the Budget Vote 9 of the Department for the 2006/07 financial year and the National Land Transport Transition Amendment Bill during the same period. Both reports were adopted and tabled in the House as scheduled. In addition the following reports were adopted during the year under review:

- Committee Budget Report for 2006/07;
- Committee Annual Report for 2005/06;
- Responses by the Department on the Committee's Budget Report for 2006/07;
- Responses by the Department on the Committee's Annual Report for 2005/06;
- Focused Intervention Study (FIS) and Oversight Report on EPWP;
- Public Hearing Report on the National Land Transport Transition Amendment Act (NLTTA);
- Public Hearing Report on the Gautrain Management Agency Bill (GMA);

- A Committee Report on NLTTA;
- A Committee Report on GMA;
- Committee Report on *Taking the Legislature to the People*; and
- Stakeholder Relationship-building Workshop Report.

CONCLUSION

The Committee had to consider and report on both the Budget Vote 9 of the Department for 2006/07 and the National Land Transport Transition Amendment Bill during the same period.

During the first meeting, the Committee Researcher was not ready to present an analysis on Budget Vote 9, as the meeting was moved to an earlier date as per the Department's request, and the indication was that the MEC would be out of the country on the scheduled date (19 May 2006).

During the presentation by the Department, the Committee requested the Department to furnish a relevant document (detailing targets, inputs, outputs, and outcomes) which was not submitted on time.

The Committee Researcher presented an analysis on Budget Vote 9 during the second Committee meeting, and support staff had to leave the meeting at 16:30 as per the instructions of the Union, as there was no agreement between Management and the Union with regard to the matter.

No submissions were received from stakeholders, despite being invited to do so.

The Committee was able to deliberate on the first draft of the Committee Report on Budget Vote 9 during the third meeting, and requested that a special Committee meeting be scheduled to adopt the second draft report.

More apologies were received from Members due to other Committee commitments.

There was no quorum for Section Three to engage the Department on the issues presented and it was therefore recommended that all Portfolio Committees have a dedicated day to give effect to the *Take the Legislature to the People* programme, so as to allow for full participation by all Members.

No promotional materials regarding the Legislature as an institution were available for learners during the public participation process.

The MEC and HOD were not present during the Department's presentation on their Annual Report, as they were attending a Minmec meeting at the time.



5.13 SOCIAL DEVELOPMENT PORTFOLIO COMMITTEE.

MANDATE AND STRATEGIC OBJECTIVES

The Social Development Portfolio Committee's mandate is derived from the Standing Rules of the GPL. The Committee's mandate further entails consideration of laws for the Province's Social Development sector, exercising its oversight authority over the Department and promoting public participation in all legislative and governance processes.

The Committee's five-year strategic plan is currently in its third cycle and after reviewing its objectives during 2006, the Committee confirmed that these were still in line with the existing social development challenges faced by the Gauteng Province. The Committee's five strategic objectives are as follows:

- Effective oversight pertaining to Government's five-year strategic plan;
- Improving, enhancing, reviewing and monitoring the implementation of law-making processes;
- Ensuring that public participation forms an integral part of Committee work;
- Ensuring that the Department contributes to fostering healthy, skilled and productive people; and
- Ensuring that the Department contributes to building sustainable, secure and prosperous communities.

The Social Development Portfolio Committee embarked on the following activities during the year under review, which were in line with its legislative mandate and informed by its strategic priorities:

The Committee held its strategic review session on 20 March 2006 to assess whether the five strategic priorities outlined in its five-year strategic plan were still relevant and applicable to the social welfare challenges facing the country, and more specifically the Gauteng Province. The strategic priorities were still found to be relevant and a range of activities were planned which sought to address said priorities.

The Committee managed to achieve most of the identified activities for the year under review.

OVERSIGHT ROLE

The Committee interacted with the Department on the following:

Budget Process

Four meetings, as opposed to the three scheduled, were required to conclude the Budget process. The Committee received the researcher's analysis of the budget on the same day as the Department presented their budget. Members engaged the Department on issues raised in their presentation, but due to time constraints other matters had to be forwarded for written response by the Department. Stakeholders were also afforded the opportunity to make submissions in relation to the budget. Six verbal and fourteen written submissions were received by the Committee from the following sectors:

- **Child Care and Protection Services**

Child Care and Protection Services highlighted the ongoing challenge of staff retention. The sector concurred with the Department that vacant posts needed to be filled as a matter of urgency in order to address backlogs in foster care, to be responsive to victims and perpetrators of child abuse and domestic violence, etc. The sector

indicated that they were not in favour of using the foster care system to access social security grants, as this had a negative impact on the Child Care and Protection System. However, the Department still viewed the existing system as one of the best solutions in addressing the issue of poverty affecting millions of children from poor families.

- **Services to People with Disabilities**

The Disability sector voiced their concern regarding the exclusion of children with disabilities in the 2006/07 budget (whose services are much more complex and requires specialised intervention). The sector further expressed concerns pertaining to the fact that the Department's budget focused mainly on physical disability and disregarded mental disability. Furthermore, Epilepsy South Africa made a recommendation that epilepsy should be classified as a stand-alone condition to increase awareness and reduce the stigma attached to it.

- **Services to Older Persons**

The sector for Services to Older Persons indicated that subsidies to old age homes had not been increased since 1996. Furthermore, the sector indicated that it experienced great difficulty in placing older persons with no family or other financial support, apart from grants, in subsidised homes. They further highlighted that social work services available to older persons in Gauteng were limited, as most social worker posts were allocated to old age homes. It was found that social workers in disadvantaged communities were managing or working in homes, and as such, they were not able to render services to the elderly in their respective communities.

- **Services to the Homeless**

Usindiso Ministries (on behalf of the Homeless) highlighted that programmes aimed at assisting homeless people were costly and that the time provided for rehabilitation was insufficient. Furthermore, they reported that shelters and old age homes did not accommodate homeless older persons. The sector therefore expressed a need to open a shelter for homeless and abused older persons in the Province.

The Committee managed to include stakeholder inputs in its Budget Report submitted to the House, making recommendations informed by stakeholder inputs, as well as issues raised by the Committee Researcher in her analysis.

Quarterly Reports

The Committee received all four Quarterly Reports from the Department. However, the Department only presented the first Quarterly Report which was also analysed by the Committee Researcher. The second and third Quarterly Reports were submitted together, but were not analysed as the submissions were received during the Budget process.

Annual Report Process

The Committee commenced its Annual Report deliberations on 23 October 2006 by firstly reviewing the Committee Researcher's analysis of the Department's 2005/06 Annual Report. The MEC, Mr Kgaogelo Lekgoro, accompanied by a delegation of senior officials presented this report to the Committee on 31 October 2006. Due to time constraints the meeting was adjourned and the Department was requested to respond to issues raised by Committee Members during the next meeting which took place on 13 November 2006.

During the Department's Budget presentation, the Committee also received submissions from two representatives of the Gauteng Social Services Welfare and Development Forum. These submissions were, however, more applicable to the 2007/08 Budget Report process and the stakeholders were advised accordingly. The Committee also considered the report from GEYODI on the Department for the 2005/06 financial year. The Committee's Annual Oversight Report (2005/06 financial year) was adopted on 21 November 2006.

Focused Intervention Studies

The Committee conducted an FIS to the Rissik Street Office on 5 September 2006. The purpose of the visit was to conduct an investigation following concerns raised on service delivery issues. The visit further served to assess the resource challenges faced by the Office.

Following the visit, the Committee contracted the agency, CASE, to conduct an in-depth study on the status of Foster Care Grant Applications in Gauteng in order to ascertain the readiness of Departmental offices to deal with the growing foster care crisis in the Gauteng Province. The agency presented their conclusions to the Committee at a meeting held on 31 March 2007, highlighting key areas which required intervention and providing certain recommendations which would assist in the way forward.

Oversight Visits

The Committee conducted one oversight visit during the year under review. This visit took place on 22 May 2006 to the Stanza Bopape Development Centre in Mamelodi, Pretoria. The purpose of the visit was to learn best practices from this project, as it is regarded as a model centre by the Department.

The Committee found that the centre is indeed much more independent compared to those previously visited by Members.

It was also found that this project was able to sustain itself even though they could improve on some of their retail and business strategies.

The visit planned to child-headed households was postponed due to time constraints. This visit was scheduled to take place on the same day as the Committee conducted its *Taking Parliament to the People* initiative in Sharpeville. However, the meeting took up too much time, rendering the Committee unable to embark on the visit afterwards.

Resolutions

The Committee made recommendations to the Department on the 2005/06 Annual Report and the 2006/07 Budget Report and received timeous responses from the Department on both sets of resolutions. The Progress Report on the implementation of the resolutions indicated that the Department was actively involved in addressing these issues and had already commenced with implementation on some. Subsequently, these recommendations were captured and are currently stored in the Committee's Budget Information Matrix System (BIMS) for utilisation by the Committee, as well as the Committee Researcher during the analysis of the budget.

LAW-MAKING

- **NCOP Legislation**

The Committee considered two NCOP legislation pieces during the period under review. The first pertained to the Amendments to Older Persons Bill which aims to maintain, increase and promote the status, well-being, safety and security of older persons; to maintain and protect the rights of older persons as recipients of services; to regulate the registration of facilities for older persons; and to combat the abuse of older persons. As the Committee's final

mandates were already submitted during 2005 (which subsequently led to the passage of the Bill by the NCOP during the same year), no further amendments or new matters were proposed by the Committee on the Bill. The Committee therefore only compiled and adopted a report on the Amendments to the Older Persons Bill.

- **Children's Amendment Bill**

The Children's Amendment Bill was the second piece of NCOP legislation considered by the Committee. This Bill seeks to amend the Children's Act of 2005 by adding certain definitions to the Act. A public hearing was conducted on 25 October 2006 and the negotiating mandate was adopted on 9 November 2006. The adoption of the final mandate was deferred to the next term. At the end of the process, however, the Committee was satisfied that it had all the relevant information to express a confident view on the Bill and to draft a final mandate that would be informed by a process of thorough public debate.

Conferences/Workshops/Study Tours

The Committee was invited to attend the Gauteng Welfare Summit organised by the Department of Social Development and the NGO sector. This summit took place on 26 and 27 October 2006 at the Grace Bible Church in Soweto. However, only a few Members were able to attend as the event took place during the Annual Report deliberation process. The Committee also scheduled an inter-provincial visit to the KZN Legislature, but the visit had to be postponed due to the NCOP activity of *Taking Parliament to the People*.

PUBLIC PARTICIPATION

The Committee conducted two public hearings during the year under review. The first hearing took place on 8 September 2006 in the Ekurhuleni District Municipality. The purpose of the hearing was to determine the impact of social welfare service delivery on people with disabilities in the Ekurhuleni region. The Department's regional office gave a presentation on their services to people with disabilities in the region, and most issues raised by the latter were addressed by the officials from the Regional Office.

A total number of 10 persons with disabilities made verbal submissions regarding challenges relating to services for disabled people in the region. The Committee further received 30 written submissions from people with disabilities. The Committee undertook to forward other questions, which the Regional Office was unable to address, to the office of the HOD for follow-up. This hearing was attended by 723 people with disabilities.

The second public hearing took place on 25 October 2006 at the Braamfontein Recreation Centre. The purpose of the hearing was to solicit views from the public on what impact the implementation of the Children's Amendment Bill would have on beneficiaries, stakeholders and other affected parties. The hearing was attended by 165 members from the public and 11 NPO representatives. Two senior officials from the Provincial Department of Social Development, responsible for Child Care Services, as well as one official from the National Department also attended the hearing.

The Committee received a total number of 14 written submissions on the Bill. The public hearing provided an opportunity for those affected by the Children's Amendment Bill to comment and present submissions on the Bill. Their submissions covered

a wide range of issues, most of which welcomed the need for the Children's Act of 2005 to be amended as stated in the principles of the Bill.

Stakeholders participated in the following Committee initiatives and processes: The Budget process, the Annual Report process, *Taking Parliament to the People* initiative, and the consideration of the Children's Amendment Bill.

The Committee held its *Taking Parliament to the People* meeting in Sharpeville on 21 September 2006. In this meeting Members dealt with issues of child-headed households and substance abuse. The topics were selected to assist the Committee in its oversight work and to develop a greater understanding of the social welfare challenges in the region.

Officials from the Department's regional office, Local Councillors serving on Local Government's Social Welfare Committee, as well as an official from SASSA also attended the meeting. They made presentations on their services and projects related to child-headed households and substance abuse and further assisted in addressing questions posed by the public. However, most of the questions raised centred on social security grants and were addressed by the SASSA official present at the meeting.

OUTCOMES AND IMPACTS

- The Committee's public participation initiatives were well attended by stakeholders and the public in general. This allowed the Committee to draft reports, and to take voting positions that were informed by public opinion.
- The Committee, for the first time, also conducted a public hearing for people with disabilities affording the

latter an opportunity to ascertain what services were available to them within the Department's regional office.

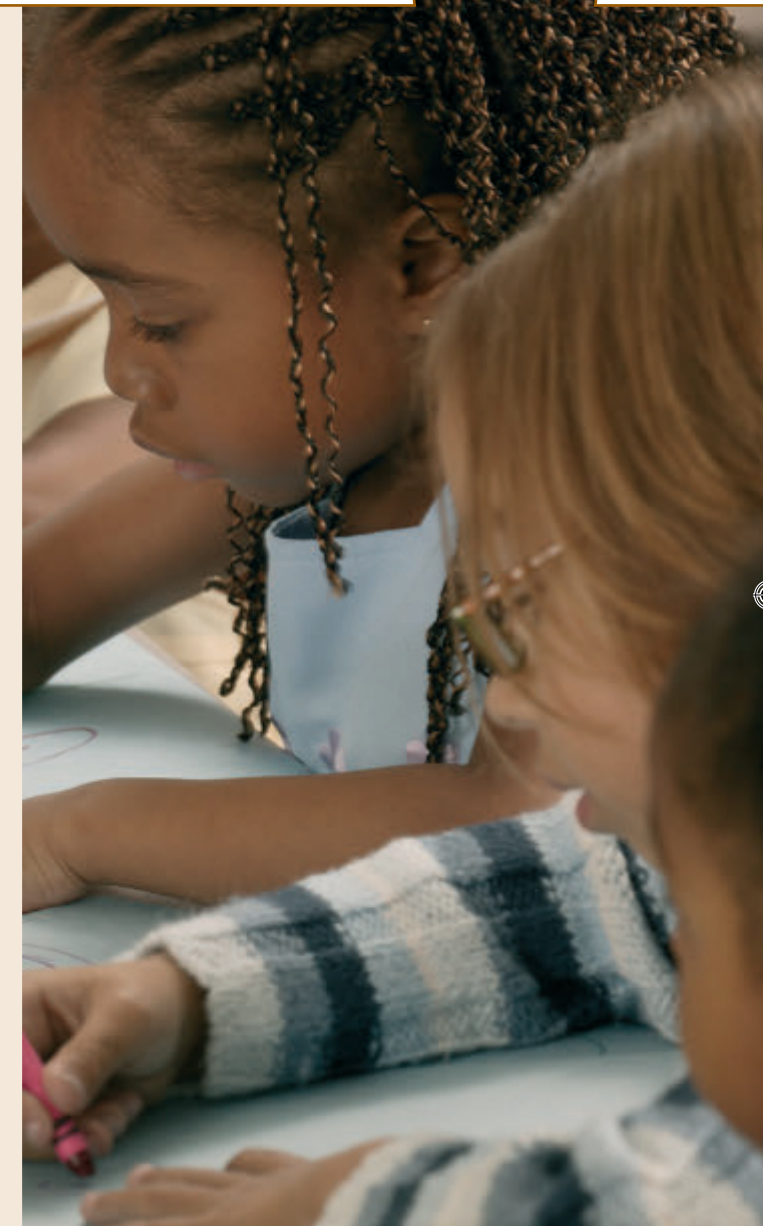
- The Committee succeeded in establishing a positive relationship with NPOs and is now able to draw on their expertise whenever matters that impact on their services are considered.
- There was a notable improvement in timeous submissions of Quarterly Reports by the Department and if this trend continues, it will indeed improve effective oversight by the Committee on the Department by enabling the Committee to become more proactive in the detection of problems.
- The Committee contributed to the Provincial priorities of deepening democracy and promoting constitutional rights by scheduling public hearings and receiving stakeholder submissions on the Budget and Annual Reports, as well as the Children's Amendment Bill.

- The FIS to Rissik Street contributed to the Committee's strategic objective of effective oversight on Government's five-year strategic plan by assessing whether the Department had the necessary resources to address the service delivery challenges in this regard.
- The Committee also utilised its Resolution Tracking System to determine whether the recommendations it had made to the Department were implemented or addressed. In so doing, the Committee therefore also contributed to the Provincial priority of building an effective and caring government.

CONCLUSION

The implementation of the Committee Programme was hindered by external challenges such as the NCOP's *Taking Parliament to the People* initiative.

In addition, the three meetings scheduled to deal with the Budget process were insufficient.



5.14 SPORT, RECREATION, ARTS AND CULTURE PORTFOLIO COMMITTEE.

MANDATE AND STRATEGIC OBJECTIVES

The Committee's mandate and oversight responsibilities are derived from the Standing Rules of the Legislature. The Committee's mandate pertains to exercising its oversight authority role over the Department, law-making, as well as ensuring active public participation in legislative and Government activities.

The Committee's strategic objectives for the year under review included the following:

- Effective oversight with regard to Government's five-year strategic plans;
- Improving, enhancing, reviewing and monitoring the implementation of the law-making processes;
- Ensuring that public participation forms an integral part of the Committee's work;
- Ensuring that the Department contributes to fostering healthy, skilled and productive people; and
- Ensuring that the Department builds sustainable, secure and prosperous communities.

The Committee also reviewed the alignment of its own strategic priorities with those of the GPG in respect of Sport, Recreation Arts and Culture, i.e.:

- Ensuring sport development, including positioning Gauteng as the preferred home for competitive sport; promoting healthy and active lifestyles, nation-building and youth development;

- Readiness in terms of ensuring a successful Soccer World Cup during 2010. In this regard, the GPG will assist in the building of new football facilities and the refurbishment of existing ones;
- Making it worthwhile for Gauteng-based professional teams to play their games in their home province;
- Promoting arts and culture to strengthen nation-building and social cohesion; and
- Contributing to youth development by means of increasing the opportunities for young people to participate in the economy and realising their potential by enabling participation in sport, arts and culture.

OVERSIGHT ROLE

The Committee's oversight activities for the year under review were informed by the Legislature's oversight framework. This role mainly pertained to the Budget and Annual Report processes and the Focused Intervention Study (FIS)

Budget Process

The Committee conducted a Performance Budget evaluation of the Department of SRAC in 2006 and made the following recommendations:

- The Committee recommended that the Department introduce, where appropriate, qualitative key performance measures (KPMs) to provide an indication of effectiveness and quality of outputs;
- The Department was requested to focus on the pursuit of participation of all demographic groups in heritage events;

- The Committee advised the Department to monitor cost-driver considerations such as personnel, goods and services, as well as transfers and subsidies;
- The Committee emphasised PFMA compliance noting prior procurement challenges, interaction with the GSSC and compliance with Generally Acceptable/Recognised Accounting Practice (GAAP/GRAP); and
- The Department of SRAC was requested to submit business plans timeously to allow for effective deliberations on Budget Vote 12.

In addition, the Department was requested to deliver presentations on the following strategies and plans by the end of 2006:

- IIIP;
- Competitive Sports Strategy;
- Cultural Strategy (SMME);
- Youth Commission;
- Approach to delivery partnerships;
- Wider civil society participation in arts, culture and heritage.

Quarterly Reports

The receipt of Quarterly Reports from the Department remained a challenge to the Committee's oversight work. No Quarterly Reports were received during the year under review. However, the Committee is currently addressing this issue.

Annual Report Process

The Committee considered the strategic objectives of the GPG whilst deliberating on the Annual Report, engaged

thoroughly with the Department and made the following recommendations:

- Cognisance be taken of the Annual Report of the Department of Sport, Arts, Culture and Recreation for the 2005/06 financial year;
- The Department be commended for its institutional arrangements which seem to have facilitated focused delivery of projects and programmes and a developmental approach towards community development;
- The Department take vigorous measures to ensure adequate capacity within its employ in order to achieve its strategic goals at an optimal level;
- The Department improve on its spending patterns, as the scale of expenditure ratio from 2003/2004 to 2005/06 reflected a decrease, with a resultant negative impact on service delivery.
- The Department take measures to ensure that it complies with the provisions of the PFMA as noted by the Auditor-General;
- The Department regularly update the Committee on measures taken to address all the issues as highlighted by the Auditor-General under points of emphasis;
- The Department take steps to fill vacant positions, thus reducing the staff vacancy proportion of 17%;
- The Department, in promoting democracy, ensure that their business plans on the commemoration of national days take into account issues of race, gender, disability and geographic representation;

- Time frames be put in place to resolve the issue of devolution of the function to Local Government level;
- That the Born to Read roll-out should cover informal settlements at a much greater level and be periodically assessed for its impact on society;
- The Department vigorously engage Local Government structures on effective and creative ways of managing facilities and improving accessibility, especially to the poor;
- A plan be devised with Local Government with regard to the improvement and maintenance of informal facilities to ease the burden on formal facilities;
- The Department improve on its support to Federations and Sports Bodies aimed at improved performance with regard to sports development; and
- A comprehensive plan be put in place to improve the co-ordination and support of school sports in partnership with the Department of Education in the Province.

Focused Intervention Studies

The Committee resolved to shelve its FIS considering developments in the area within which the envisaged FIS topic would be conducted.

Resolutions

No resolutions submitted during the period under review were responded to.

Other Oversight Activities

International Study Tour

The Committee undertook a study visit to Germany in early 2006 to obtain further knowledge regarding the 2010

Soccer World Cup preparations. A report was adopted on the mission in April 2006. The Committee required further insight on the following issues:

- State of readiness in terms of hospitality, communication, banking, emergency services, healthcare etc;
- The interaction of Government Departments in organising the World Cup;
- The role of Local Government and how they would gain from the infrastructure and the economic developments the World Cup would bring;
- Transportation systems; and
- Security in terms of what has been put in place to ensure that stadiums and hotels can be accessed without any security risks.

The lessons learnt were captured in an adopted report which was submitted to the Office of the Chair of Chairs. One of the recommendations on a 2010 public hearing will be implemented during the second quarter of 2007. In addition to the study tour, the Chairperson of the Committee attended the Soccer Expo in Dubai in 2006 as a similar event will be hosted in Gauteng during 2007-2009.

LAW-MAKING

The law-making process as stated below, relates to the Committee's objective of ensuring that legislation is properly implemented and that there are no loopholes or policy gaps in this legislation.

- **Second 2010 FIFA World Cup South Africa Special Measures Bill [B16B – 2006]**

The SRAC Committee dealt with an NCOP, section 76 Bill in August 2006. The negotiating and final mandate on the Second 2010 FIFA World Cup South Africa Special Measures Bill [B16B – 2006] was adopted by the Committee on 22 August 2006. The purpose of the Bill was aimed at facilitating the hosting and staging of the 2010 FIFA World Cup South Africa in accordance with the Organising Association Agreement between FIFA and SAFA and the guarantees issued by the South African Government to FIFA. The Bill was fast-tracked and no public hearings were held. The Committee, in its report (mandate), voted in favour of the Bill. The only concern was the fast-tracking of the Bill as the Committee felt that the constitutional obligation of public participation was compromised. However, the Bill had no financial and or negative social impact on the Province.

The Committee's law-making exercise contributed to deepening democracy and exercising constitutional rights. In view of aforementioned, it was recognised that fast-tracking of legislation compromised the public participation process.

PUBLIC PARTICIPATION

This area of focus is in line with the Committee's objective of ensuring public participation in the Committee's work. The Committee fulfilled its constitutional obligation of affording the public opportunities to participate in the legislative processes, as well as by conducting an exercise of *Taking the Legislature to the People* during August 2006 to Vischkuil.

Relevant stakeholders were invited to attend the Budget Vote process in June 2006. However, the only submission received was from SASCOC who provided clarity on the devolution of High Performance Centres' functions from the Department to SASCOC.

During the year under review, it became evident that the Committee and GPL needed to improve stakeholder and public participation, especially with regard to submissions and providing feedback to aforementioned.

OUTCOMES AND IMPACTS

- The knowledge gained by the Committee during the international study tour to Germany contributed to promoting Gauteng as the "Home of Champions".
- The Committee's involvement of members of the public during the Budget and Annual Report processes contributed to the principles of deepening democracy and promoting nation-building.
- The Committee's oversight work during the year under review also contributed to deepening democracy;
- Sports further contribute to our economy and a healthy society; and tourism to awareness and appreciation of our diverse heritage.

CONCLUSION

The receipt of Quarterly Reports from Departments remains a challenge to the Committee's oversight work. None of the four Quarterly Reports were received during the period under review.



5.15 STANDING COMMITTEE ON PUBLIC ACCOUNTS (SCOPA).

MANDATE AND STRATEGIC OBJECTIVES

SCOPA serves as a critical element in the GPL's effort to ensure Government transparency through its rigorous examination of Government's financial statements and Auditor-General Reports. It plays an important oversight role, which in turn can impact positively on public, donor and investor confidence in the financial management performance of Government. Assessments of potential reforms for SCOPA can enhance the GPL's overall efficiency and effectiveness in terms of its oversight work. This, in turn, can positively impact on the ability of the GPL to enhance the performance of Government.

SCOPA also performs a vital role in the oversight of the financial statements of Municipalities in the Province. The powers of the GPL with regard to Municipalities in the Province and details of which municipal documents need to be submitted to the Legislature are set out in section 132 of the Municipal Finance Management Act (MFMA) of 2003. In addition, SCOPA operates within the oversight framework adopted by the GPL in 2003 known as the Programme Evaluation and Budget Analysis (PEBA) model.

The oversight logic of PEBA essentially states that priorities/policies drive inputs and then produce certain outputs which should generate desirable societal outcomes. PEBA affords SCOPA the means to better define its oversight remit, thereby reducing any potential overlap/duplication with other Committees. This focus also implies that SCOPA can more concertedly pursue other appropriate subject matters and improve the impact of its reports.

Within this oversight paradigm, in considering the Auditor-General's Audit Reports and scrutinising the financial statements of Departments, SCOPA essentially reviews matters relating to *inputs* management, as opposed to application. The ability of a Department to manage its inputs is primarily determined by its financial management policy, its staff capacity, and its information technology systems. The status of these is distilled from the contents of the OAG's Audit Report and the financial statements.

In this approach, the understanding is that inputs application is dependent on inputs management. By extension, a Portfolio Committee's ability to evaluate the inputs application of a Department is dependent on the work of SCOPA in scrutinising the relevant Department's inputs management.

SCOPA is the mechanism through which the Legislature exercises control over the expenditure of public money which it has appropriated to meet the needs of the Province. Only by ensuring that financial affairs are managed properly, will the Province be able to effectively realise its goals and visions. The Constitution of the Republic of South Africa, Act No. 108 of 1996, recognises the need for parliamentary control of public money by providing for the establishment of an Auditor-General with the powers and functions to, *inter alia*:

"... audit and report on the accounts, financial statements and financial management of all National and Provincial state departments and administrations; all municipalities; and any other institution or accounting entity required by National legislation to be audited by the Auditor-General"

[Section 188(1)]

"The Auditor-General must submit audit reports to any Legislature that has a direct interest in the audit... All reports must be made public"

[Section 188(3)]

SCOPA furthermore promotes effective and efficient financial management by undertaking *ex-post facto* analyses and examinations of Auditor-General's Reports and all other matters concerning Provincial Public Entities, through the interaction with all stakeholders such as the Office of the Auditor-General, Provincial Departments, Local Governments and other Public Entities.

This report covers the activities of SCOPA from 1 April 2006 to 31 March 2007.

OVERSIGHT ACTIVITIES

Reports considered by the Committee (Referred to SCOPA by the Speaker)

The following reports were referred to SCOPA by the Speaker for investigation and reports:

- **Auditor-General's Report on the financial statements of the following Local Municipalities for the year ended 30 June 2004:**
 - City of Johannesburg Metropolitan Municipality
 - Midvaal Local Municipality
 - Emfuleni Local Municipality
 - Metsweding District Municipality
 - Kungwini Local Municipality
 - Westonaria Local Municipality

- Merafong Local Municipality
- Nokeng Tsa Taemane Local Municipality
- Sedibeng District Council
- Randfontein Local Municipality
- Ekurhuleni Metropolitan Municipality
- City of Tshwane

The Auditor-General's Reports on the financial statements of the above Municipalities for the year ended 30 June 2004 were referred to the Speaker and tabled in terms of section 188(1) of the Constitution of the Republic of South Africa, 1996, read with sections 4, 5(3) and 21(3) of the Public Audit Act, 2004 (Act No.25 of 2004), as well as Rule 169 of the Standing Rules of the GPL.

The Committee received briefings by the Auditor-General between March and June. Questions by the Committee were submitted to the Municipalities and the Department of Local Government for a response. Hearings were conducted in which the Committee heard evidence from the Municipalities for the year under review.

The Committee noted that two Municipalities received an unqualified audit, four qualified, three adverse and six disclaimer audit opinions. The table below indicates the performance of Municipalities in terms of audit opinions:

LOCAL MUNICIPALITY	AUDIT OPINION
	2003-2004
Ekurhuleni Metro Municipality	Qualified
Emfuleni Local Municipality	Adverse
Johannesburg Metro Municipality	Disclaimer
Kungwini Local Municipality	Adverse
Lesedi Local Municipality	Unqualified - EOM
Merafong City Local Municipality	Qualified
Metsweding District Municipality	Disclaimer
Midvaal Local Municipality	Qualified
Mogale City Local Municipality	Disclaimer
Nokeng Tsa Taemane Local Municipality	Disclaimer
Randfontein Local Municipality	Disclaimer
Sedibeng District Municipality	Adverse
West Rand District Municipality	Unqualified - EOM
City of Tshwane Metropolitan Municipality	Qualified
Westonaria Local Municipality	Disclaimer

The Committee further noted and provided recommendations on key issues that were salient in most of the Municipalities, which included, amongst others, the following:

- Lack of Supporting Information
- Fixed Assets
- Completeness of Revenue
- Bad Debts Provision
- Leave Provision
- Vat Input Credit

- Revenue Recognition
- Licence Fees
- Unrecorded Liability
- Land Development Suspense Account
- Retirement Benefit Fund
- Post-Retirement Medical Benefit
- Financial Statements – Cash Flow Statement
- Capital Commitments
- Internal Loan Registers
- Going Concern
- RSC Levies
- Non-Compliance with GAMAP
- Capital Development Fund

All the Committee Reports on the above-mentioned Auditor-General's Reports were tabled and adopted in the House.

• **Auditor-General's Reports on the financial statements of the following Provincial Government Departments for the financial year ended 31 March 2006:**

- Vote 1 – Office of the Premier
- Vote 2 – Gauteng Provincial Legislature
- Vote 3 – Finance and Economic Affairs
- Vote 4 – Health
- Vote 5 – Education
- Vote 6 – Social Development

- Vote 7 – Housing - for the year ended 31 March 2005
- Vote 7 – Housing - for the year ended 31 March 2006
- Vote 8 – Local Government
- Vote 9 – Department of Public Transport, Roads and Works for the year ended 31 March 2005
- Vote 10 – Safety
- Vote 11 – Agriculture, Conservation and Environment
- Vote 12 – Sport, Recreation, Arts and Culture
- Vote 13 – Gauteng Shared Services Centre

• **Auditor-General's Reports on the financial statements of the following Provincial Entities for the financial year ended 31 March 2006:**

- Dinokeng Trading Account
- Cradle of Humankind World Heritage Site Trading Account
- Gauteng Economic Development Agency (GEDA)
- Gauteng Film Office (GFO)
- Gauteng Tourism Authority (GTA)
- Gauteng Liquor Board (GLB)
- Gauteng Enterprise Propeller (GEP)
- Gauteng Gambling Board (GGB)
- Cost Recovery Trading Account

- Medical Supplies Depot for the year ended 31 March 2006
- Xhasa Accounting and Technical Centre (XHASA)
- Gauteng Partnership Fund (GPF)
- Government Motor Transport Trading Account (GMTTA) for the year ended 31 March 2005
- Major Road Plant Fund (MRPF) for the year ended 31 March 2005

The Auditor-General's Reports on the financial statements of the above referred Provincial Departments and Entities for the year ended 31 March 2006 were referred to the Speaker and tabled in the GPL in terms of section 188(1) of the Constitution of the Republic of South Africa, 1996, read with sections 4, 5(3) and 21(3) of the Public Audit Act, 2004 (Act No.25 of 2004), as well as Rule 169 of the Standing Rules of the GPL.

The Committee received briefings by the Auditor-General and questions by the Committee were submitted to the Departments and Entities for responses. Hearings were conducted in which the Committee heard evidence from the Provincial Departments for the year under review.

The Committee noted that in the 2004/05 financial year, out of 13 Provincial Departments, six Departments received an unqualified audit opinion with seven qualifications, as compared to ten unqualified, two qualifications and one disclaimer in the 2005/06 financial year. This pointed to considerable improvements in the financial management of the Departments.

Some of the key issues of qualifications in the Report inherent to all Departments included the following:

- Irregular expenditure;
- Accounts receivable;
- Journals;
- Fixed assets management; and
- Supply chain management.

All the Committee Reports on the above mentioned Auditor-General's Reports were tabled and adopted in the House.

Special Reports

Auditor-General's Reports on the following Special Reports:

- Performance Audit of the Approval and Allocation of Housing Subsidies to the Department of Local Government and Housing in the Gauteng Provincial Administration, February 2006.
- General Report of the Auditor-General to the Gauteng Provincial Legislature on the Audit Outcomes for the year ended 31 March 2005 [PR05/2006].
- General Report of the Auditor-General on Provincial Audit Outcomes for the financial year 2004-2005 [RP99/2006].
- Quarterly Report of the Auditor-General on the Submission of Financial Statements by Municipalities and the Status of Audit Reports as at 30 September 2006 [RP258/2006].
- Quarterly Report of the Auditor-General on the Submission of Financial Statements by Municipalities and the Status of Audit Reports as at 31 December 2006 for the financial year ended 30 June 2006 [RP30/2007].
- Quarterly Report of the Auditor-General on the Submission of Financial Statements by Municipalities

and the Status of Audit Reports as at 31 December 2005 for the financial year ended 30 June 2005 [RP16/2006].

- Quarterly Report of the Auditor-General on the Submission of Financial Statements by Municipalities and the Status of Audit Reports as at 30 June 2006 for the financial year ended 30 June 2005 [RP153/2005].
- Report of the Auditor-General to the Gauteng Provincial Legislature on the Consolidated Financial Statements (CAFS) for the Gauteng Provincial Government (GPG) for the year ended 31 March 2004.
- Special Report of the Auditor-General on the Status of the Delays in Tabling of an Annual Report and Consolidated Financial Statements in terms of the Public Finance Management Act [PFMA]: Gauteng Provincial Government: 2004/05.
- Special Report of the Auditor-General on the Status of the Delay in Tabling of the Annual Report and Consolidated Financial Statements of Blue IQ Investment Holdings (Pty) Ltd for the financial year 2005/06.
- Performance Audit Report of the Auditor-General on the Gauteng Department of Health.

Other Reports

- International Study Tour Report to Australia: Commonwealth Parliament, State of Victoria and Parliament of New South Wales from 19 August to 31 August 2005.
- Resolution Tracking Report.

In summary, the Committee considered 54 Auditor-General's Reports, conducted hearings and tabled reports to the Legislature with recommendations, which were subsequently adopted.

OTHER OVERSIGHT ACTIVITIES

Relationship-building

A relationship-building function with key stakeholders was hosted on 29 September 2006 in the Public Foyer. The main purpose of this event was to build quality relationships in order to enhance the capacity of the Committee to exercise its oversight function more vigorously.

Conferences and Workshops

- **Association of Public Accounts Committees (APAC)**

SCOPA forms part of APAC, which was established in 1997 to:

- Improve quality and performance of Public Accounts Committees in South Africa; and
- Improve the capacity of individual members and staff of the Committee enabling them to function more effectively.

APAC organised two major events during the year under review, i.e. a training workshop and a conference. The training workshop, which focused on advanced areas of financial management and auditing, was conducted for Members and staff at Zebra Loge in Nokeng Tsa Taemane from 25-27 July 2006.

The conference was also attended by Members and staff, the Auditor-General and his staff, the Public Service Commission and a number of Municipalities, and was held in the Free State (Bloemfontein) from 8-10 October 2006.

In addition to aforementioned, the Chairperson and two SCOPA delegates participated in the APAC COD which consists of the Executive Committee, as well the Chairperson and delegates from each Legislature. The Chairperson of Gauteng is also the Treasurer of APAC.

- **Southern African Development Community Organisation of Public Accounts Committees (SADCOPAC)**

The Southern African Development Community Organisation of Public Accounts Committees (SADCOPAC) was launched on 20-22 October 2003 at the Wanderers Hotel, in Johannesburg. The intention was to identify the need to network, with the view to harmonising and standardising the work of Public Accounts Committees in the region.

Representatives of SCOPA attended the SADCOPAC workshop and Annual Conference from 13-18 August 2006 in Windhoek, Namibia at the Safari Court and Conference Centre.

- **Australasian Council of Public Accounts Committee (ACPAC)**

ACPAC comprises all Public Accounts Committees in all states of Australia and New Zealand and surrounding islands such as Papua New Guinea. ACPAC hosts a conference biennially, which is attended by all the aforementioned member states. APAC is an associate member of ACPAC. Representatives of SCOPA and APAC attended the ACPAC Conference held in Canberra, Australia from 11-15 April 2007. The conference covered issues relating to the current challenges facing Public Accounts Committees.



OUTCOMES AND IMPACTS

- All the reports referred to SCOPA were adequately addressed and reports were tabled and adopted in the House.
- A successful relationship-building exercise was held, and this will henceforth be an annual event for SCOPA.
- SCOPA maintains a Resolution Tracking Document and a report on the responses from Departments was tabled in the House before the end of August 2006.
- Training and conferences of APAC, SADCOPAC and ACPAC capacitated Members and staff of SCOPA by exchanging knowledge and sharing experiences.

CONCLUSION

During the year under review SCOPA dealt with 58 reports which resulted in excessive workloads for Members and staff. Despite limited resources, SCOPA tabled most of the reports that were referred to it by the Speaker. The Committee was also able to achieve most of its objectives outlined in its Strategic Plan (aligned to the broader GPL objectives).



PART: C

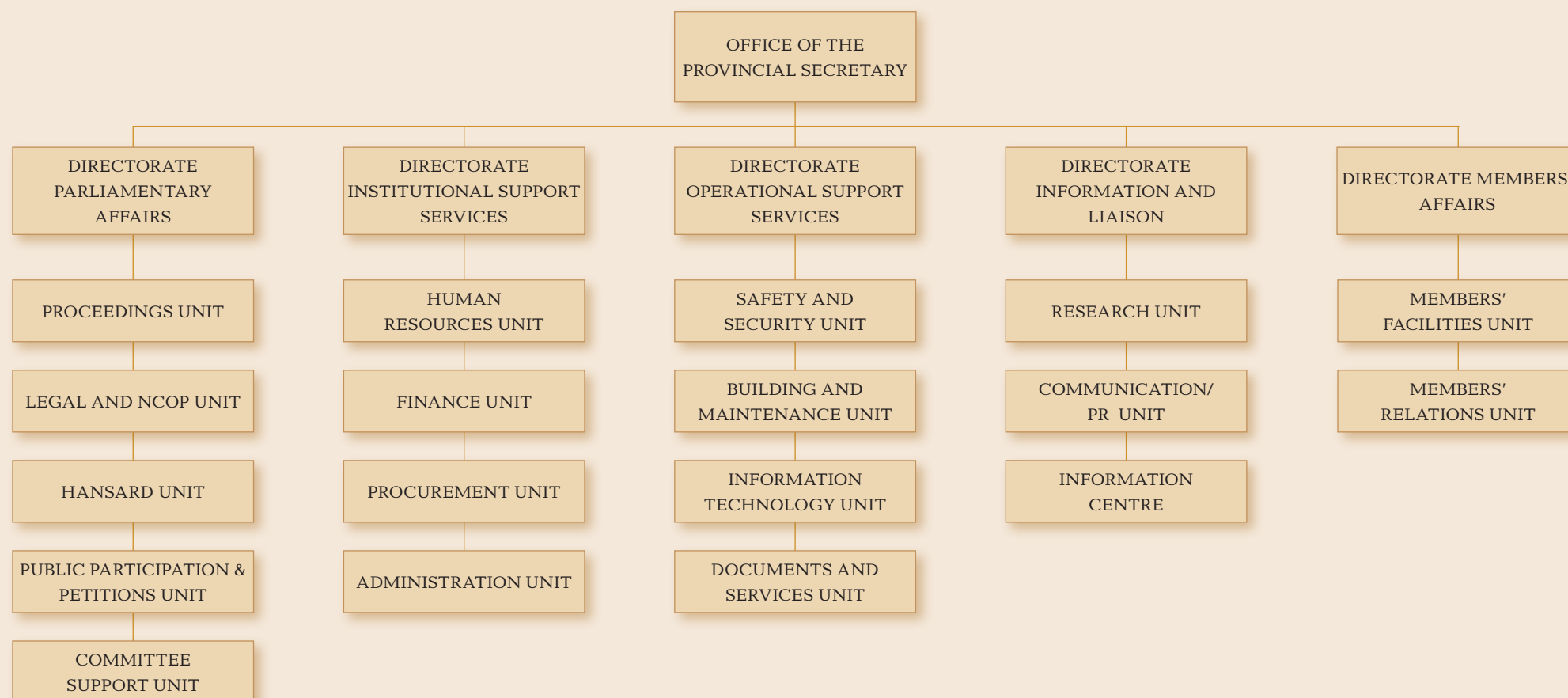
OVERVIEW OF THE ADMINISTRATION

YOUR VIEW - OUR VISION

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Section 6:

GAUTENG PROVINCIAL LEGISLATURE ADMINISTRATION



PROGRAMMES: OFFICES, DIRECTORATES AND OUTPUTS

This section of the Annual Report reflects on the Legislature's Programmes (i.e. the various Offices, Directorates and Units) and respective outputs during the 2006/07 financial year. The majority of the activities, programmes and projects undertaken during the reporting period were geared towards providing the elected Members of the Legislature with the support required to fulfil their constitutional mandate.

PROGRAMME 1: POLITICAL REPRESENTATION

The Programme, Political Representation, comprises the Members' Affairs Directorate and its two support Units, i.e. Members' Facilities and Members' Relations Units. This Directorate was established in 2005 to provide comprehensive support to Members, and initially operated with a staff complement of four people. As the Directorate assumed more responsibility, staff resources have been reviewed and aligned to the growing demand within the Directorate. The Members' Relations Unit was established to ensure an apposite alignment of the institutional resources to the needs of Members.

PROGRAMME 2: LEADERSHIP AND GOVERNANCE

The Programme, Leadership and Governance, comprises the Offices of the Speaker, Deputy Speaker, the Chairperson of Committees, Deputy Chairperson of Committees 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 exercising oversight over the Executive and public participation in the legislative process. The Speaker is the Presiding Officer in the House and is also the constitutional head of the institution. In his capacity as Chairperson of the

Legislature, the Speaker is responsible for ensuring that all Members function effectively and that relevant policies and systems are in place to underpin good corporate governance within the institution.

The Office of the Speaker underwent an Organisational Development (OD) exercise which saw the separation of the Programme of Leadership and Governance from the Programme of the Office of the Provincial Secretary. The restructuring of the Speaker's Office saw the creation of new posts to ensure dedicated staff support to all Presiding Officers.

PROGRAMME 3: THE OFFICE OF THE PROVINCIAL SECRETARY

The Office of the Provincial Secretary comprises the Provincial Secretary, the Secretariat Officer as Programme Manager and the 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 and is also responsible for ensuring that the Legislature adheres to the accepted principles of good corporate governance. The Secretary is also responsible for ensuring that adequate secretariat support is provided to the LSB in discharging its responsibilities as a policy-directing body for the institution. The Provincial Secretary is further responsible for ensuring the effective and efficient delivery of services by staff to the Members of the Provincial Legislature.

PROGRAMME 4: PARLIAMENTARY OPERATIONS

The Parliamentary Operations Programme comprises the Parliamentary Operations Directorate and its five support Units, i.e. House Proceedings; Committee Support; the National Council of Provinces, Programming and Legal

Services; Hansard; and Public Participation and Petitions. The Parliamentary Operations Directorate's primary function is to facilitate the passage of legislation, overseeing the implementation thereof, promoting public participation and co-operative governance.

PROGRAMME 5: INSTITUTIONAL SUPPORT SERVICES

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

PROGRAMME 6: OPERATIONAL SUPPORT

The Programme, Operational Support, comprises the Operational Support Directorate and its four Units, i.e. Security and Building Management, Information and Technology, and Documents and Services. The Operational Support Services Directorate is responsible for providing the information technology, technical systems, security systems and management, as well as enhancements to the physical infrastructure of the Legislature. Furthermore, the Directorate is responsible for ensuring that Members and staff of the Gauteng Legislature have timely, reliable access to the information they need in order to fulfil their roles effectively.

PROGRAMME 7: INFORMATION AND LIAISON

The Information and Liaison Programme comprises the Information and Liaison Directorate and its three support Units, i.e. the Communications/PR Unit; Information Centre and the Research Unit. The Information and Liaison Directorate is primarily concerned with the collecting, collating, synthesising and supplying of information to Members of the Provincial

Legislature, and with increasing the profile of the Legislature amongst the public of Gauteng. In addition, the protocol function for the institution is located within this Directorate.

OVERVIEW OF THE PERFORMANCE OF THE INSTITUTION

The Balanced Scorecard (BSC) for the Gauteng Legislature is applied in the context of the Integrated Performance Management System (IPMS), which is the performance management system adopted by the institution to measure performance. The BSC is used to evaluate each Programme's competence and performance in four quadrants, i.e. Financial Management, Management of Internal Processes, Human Capital Management and Stakeholder Management.

- **Financial Management**

This quadrant focuses on the financial performance of the Programme compared to the allocated budget.

- **Internal Processes Management**

This quadrant focuses on the management of the internal processes required for the achievement of specific outputs and outcomes of a particular Programme, pertaining to the strategic and operational projects for the year in question.

- **Human Capital Management**

This quadrant focuses on the management of the human capital within the Programme, such as recruitment, training and development, performance management, OD interventions, etc.

- **Stakeholder Management**

This quadrant focuses on the management of stakeholder relations, both internally and externally, the service delivery requirements and the extent to which the Programme has performed based on the service interventions, survey results and partnerships established.

The following section of the report will provide an analysis of the performance of the institution in accordance with the various dimensions of the BSC.

FINANCIAL MANAGEMENT

The Office of the Secretary oversaw the implementation of the PFMA and other legislation, implementation of the budget, monthly reporting and monitoring, quarterly and annual reporting on (non-) financial performance, and prudent financial management as part of the support provided to the Provincial Secretary in his role as Accounting Officer.

In addition, effective oversight was exercised over donor-funding with regard to the utilisation of the EU budget, identification of projects to be funded, ensuring that utilisation of donor funds was aligned to strategic goals and objectives, and reports were received on the allocation of donor funds, as per the requirements in this regard.

Relevant control measures were put into place by the Finance Unit to ensure that no expenditure over or below the allocated budget occurred. It needs to be noted that there has been progressive improvement in the allocated efficiency and spending patterns of the GPL over the past six financial years, as indicated by the improved spending patterns and the number of unqualified audits received over the years.

The Provincial Secretary, as Accounting Officer of the institution, has the responsibility of ensuring compliance with the PFMA and relevant Treasury Regulations and is also assisted by the Chief Financial Officer in this regard. The 2006/07 budget was approved by the LSB and submitted to the Auditor-General and Treasury in accordance with the stipulated time frames. The Annual Strategic Plans for 2006/07 were approved by the Board. The Legislature Service Act was amended to further strengthen the powers and functions of the Board. In addition, the Office of the Secretary ensured full compliance with Treasury Regulations and requirements through alignment of Board processes with operational processes of budgeting and strategic planning.

INTERNAL PROCESSES MANAGEMENT

During the 2006/07 financial year, the Office of the Provincial Secretary facilitated the Annual Review and Planning sessions of the Secretariat; three Monitoring, Review and Reporting sessions for the Extended Secretariat and two Strategic Planning sessions for the Extended Secretariat with Supervisors, in order to ensure overall strategic management within the institution and adequate reporting to the LSB.

STRATEGIC PLANNING

Two Annual Strategic Review sessions were held during the reporting period, i.e. an Annual Strategic Review session and a Mid-term Review of the institution. The Annual Review reflected on progress made in the preceding year against the set institutional objectives and also covered an assessment of the financial resources required for implementation of the business plan. The Mid-term Review session provided an assessment of the overall performance of the institution against its five-year and ten-year objectives and the specific interventions that may

be needed to ensure that the institution achieves the objectives set at the beginning of the current term.

Strategic planning processes are now linked to the MTEF cycle and relevant Treasury guidelines, and business plans are compiled in accordance with the relevant Treasury formats. In addition, business plans are now also linked to the individual work plans and performance contracts of Directors. Overall, in terms of the institutional calendar, the 2006/07 financial year saw an improved alignment of the strategic planning and budget processes with the annual programme of action of the Board. This has resulted in streamlined strategic processes and improved efficiency and co-ordination within the institution.

A more structured and enhanced system of communication of Board decisions to the Administration was introduced to effect implementation of LSB decisions. This, in turn, led to improved internal communication and provided a systematic way of monitoring implementation of decisions taken by the Board.

GOOD CORPORATE GOVERNANCE

Annual Strategic Plans, Programme and Unit Business Plans and Management Reports were reviewed on an ongoing basis to ensure the following:

- Good corporate governance;
- Strategic leadership and management with regard to planning, implementation, monitoring and evaluation of strategic processes;
- Alignment of the strategic vision and performance management;
- Submission of comprehensive Quarterly Performance Reports on financial and non-financial performance of the organisation;

- Review of the decision-making structures within the Administration to ensure a sequential flow with regard to consultation and decision-making; and
- Corresponding management systems linked to the strategic management and operational activities to ensure an alignment with the organisational management systems.

With regard to corporate governance, a consequential change was introduced at the administrative level to review and sequence the decision-making structures, such as the Secretariat, its Committees and Directorate meetings. Management systems were enhanced to focus on the following areas:

- Financial and non-financial Quarterly Plans/Reports and Monthly Plans/Reports;
- Sequential meetings of the Secretariat, Extended Secretariat and Directorate meetings; and
- Monthly and Quarterly Performance Review sessions for Senior Managers.

POLICY DEVELOPMENT

During the year under review, the Office of the Provincial Secretary ensured that policies were aligned to strategies; and further exercised oversight over the implementation and evaluation thereof, as well as oversight over the Policy Development Committee and reviewing the GPL policy environment regularly to identify gaps.

SUPPORT TO THE LEGISLATURE SERVICES BOARD (LSB)

There was improvement in the capacity provided to the Board and its Committees in the conduct of its meetings, training, meeting documents and the general administrative and

logistical aspects relating to Board activities and meetings. Consequentially, corporate governance within the Board and its Committees has improved significantly.

As part of the process of ensuring adherence by the LSB to generally accepted principles of good corporate governance, the Office of the Secretary facilitated the Annual Retreat of the Board aimed at reviewing the powers and functions of the Board (as set out in the Legislature Service Act, No 5 of 1996, as amended by the 1999 Act).

Following the retreat, a report was issued with recommendations on the following key issues:

- New Board Charter adopted by the LSB;
- The proper interface between the Board and the Administration which provided an identification of areas for improvement in this regard; and
- Amendments to the Legislature Service Act, No 5 of 1996, as amended by the 1999 Act, aimed at providing a common understanding of the roles and functions of the Board.

In addition, the following enhancements were introduced:

- A system of monitoring the implementation of Board decisions;
- The alignment of institutional strategic processes with Board processes;
- The implementation of an effective and efficient decision-making structure within the Board; and
- A system of annual assessment of the performance of the Board.

Effective corporate governance was exercised in that the LSB and its Sub-committees met at least four times per year. Relevant meeting support was provided and records were kept, as required by the National Archives Act. Adequate and effective secretariat support was rendered to the Speaker as Chairperson of the LSB.

As part of the overall responsibility of ensuring good corporate governance within the LSB, the Office of the Secretary engaged service providers to evaluate the performance of the Board and its Sub-committees. This was the first exercise of its kind since the inception of the Board and it is envisaged that it will highlight achievements and areas for possible improvement in line with accepted principles of good corporate governance. As part of the responsibility of the Board to manage risk within the institution, a corporate governance review is currently being conducted by the internal auditors of the Gauteng Legislature, which also forms part of the overall Risk Management Strategy adopted by the institution. The aforementioned is aimed at ensuring that adequate controls are in place within the institution to manage possible risks.

With regard to the responsibility of the Board to ensure accountability and transparency on funds allocated to the Gauteng Legislature by Treasury, the budget for the 2008/09 financial year was approved by the Board in accordance with Treasury time frames and with due regard to the institutional priorities identified. In line with the Medium Term Expenditure Framework (MTEF), Annual Business Plans for the 2008/09 financial year were tabled at the Annual Strategic Planning session for consideration by the Board. As part of the process of aligning the business plans to the financial resources required, the financial statements of the GPL were also submitted to the Auditor-General for auditing in accordance with the time frames set in this regard.

There was a marked improvement in the decision-making processes within the LSB in that the meetings resolved on items on the agenda, there was an increase in policy approvals and the Sub-committees of the LSB scrutinised main submissions.

LEADERSHIP AND MANAGEMENT OF THE ADMINISTRATION

The Office of the Provincial Secretary is responsible for the management of the institutional budget and strategic planning processes, and ensuring alignment with the Board processes. In this regard, Secretariat meetings were held monthly or at least ten times per year; Extended Secretariat meetings were held quarterly, and Extended Secretariat meetings with Supervisors were held bi-annually. This allowed for the strategic integration of planning, communication and reporting processes.

Reporting functions included ensuring that all the business plans of the various Programmes were aligned to the budget, strategic goals and objectives of the institution. In terms of reporting on institutional performance, Quarterly Performance Reports were submitted to both the Performance and Remuneration Committee and to the Board for approval.

Monthly projections were finalised and submitted in accordance with set time frames; the institutional strategies and budgets were approved and implemented effectively; and appropriate systems were put in place to ensure operational efficiency within the Administration.

EFFECTIVE INFORMATION MANAGEMENT SYSTEM

Effective information management systems entailed ensuring implementation of the IT Strategy, oversight over the IT Committee, implementation of Phase 2 of LIMS and the adoption of the integration of the ITC Strategy.

HUMAN CAPITAL MANAGEMENT

The Human Resources (HR) Unit ensured the implementation of HR strategies and systems, such as leadership development, training and development, performance management, compliance with legislation and service excellence broadly within the institution.

With regard to effective human capital management, the Provincial Secretary continuously oversaw internal HR management, including performance appraisals in accordance with the IPMS, monthly staff meetings and the implementation of training and development programmes during the year under review.

As part of its responsibility to ensure implementation of the decisions of the LSB, the Office of the Provincial Secretary oversaw the process of implementation of fixed-term performance contracts for Senior Managers which was approved by the Board for implementation in the 2007/08 financial year. As part of this process, the Office of the Provincial Secretary facilitated, amongst others, the review of the current system of delegations of authority in order to bring these in line with the fixed-term performance contracts, as well reviewing the current GPL policy environment to accommodate the aforementioned.

STAKEHOLDER MANAGEMENT

The Office of the Provincial Secretary is ultimately responsible for ensuring that the Administration renders effective services to Members of the Legislature. To this end, the Members' Affairs Directorate regularly conducted Client Satisfaction Surveys and specific interventions were made to address the identified service gaps.

With regard to external stakeholders, and also to ensure effective relations with stakeholders of the GPL (i.e. ensuring

participation by other Legislatures in the Speakers' Forum and SALSA), the year saw improved relations with local and international bodies, such as the Commonwealth Parliamentary Association (CPA) at a local, regional and international level.

In the 2006/07 financial year, the GPL provided secretariat support to the South African delegation that attended the 37th CPA Africa Regional Conference held in Ghana and the 52nd CPA International Conference held in Nigeria respectively. The Provincial Secretary was nominated as the overall convenor of the initiative to revive the Africa Regional Society-of-Clerks-at-the-Table, a structure represented by Provincial Secretaries and Commonwealth Parliamentary Clerks.

At a local level, the Provincial Secretary represents the Legislature on fora such as the South African Legislature Secretary's Association (SALSA) and the Finance Forum. Other colleagues of the GPL have been seconded to represent the GPL in other SALSA fora such as the Legal Advisors' Forum and the HRD Forum. The Provincial Secretary serves as the President of SALSA, further strengthening relations with sister institutions within the sector and advancing the GPL's vision of being a world-class African Legislature.

In an effort to benchmark the Gauteng Legislature against other international counterparts, in October 2006, the Provincial Secretary led a delegation to the House of Commons in Cardiff, Wales, to explore core business issues relating to Committees, research facilities, information centres and legal aspects. In addition, several staff members went on inter-Legislature visits in order to learn best practices and to benchmark the institution's systems and processes with those deployed in other provinces.

The institution also hosted two officials from the United Nations Tribunal on the Rwandan Genocide, who were attached to the Hansard Unit to study the recording and transcribing systems

utilised by the GPL with a view to procuring a similar system when the tribunal eventually conducts its post-genocide hearings. (The reconciliation processes will be modelled along the same lines as the post-apartheid hearings of the Truth and Reconciliation Commission (TRC) held in South Africa.)

Overall, the GPL continues to enjoy cordial and effective relations with international countries and their representatives as a result of twinning or bilateral agreements that have been signed in this regard. Locally, the GPL continues to be a forerunner on various areas of policy and systems development and regularly hosts other Legislatures on attachments or exchange programmes relating to our systems and procedures.

OUTCOMES AND IMPACTS

Overall, in terms of ensuring the alignment between the budget and the strategic planning processes of the institution, as well as compliance with relevant legislation, the following outcomes were achieved during the reporting period:

- Compliance with the Codes of Good Practice on BBEE;
- Procedural and substantive compliance with relevant legislation, Codes of Best Practice and Sector Charters;
- Transparency and accountability with regard to budget and financial management;
- Institutional strategy implemented;
- Proper alignment of organisational needs with the relevant HR capacity;
- Assessment Reports of SALSA and Speakers' Forum Minutes, study visit reports and agreements reached;
- Implementation of the HR Strategy, as approved by the Board;

- Development of a comprehensive Leadership Development Programme, including coaching and mentoring;
- Implementation of the Bursary and Succession Planning Policy for the Administration;
- Development of a comprehensive Skills Development Strategy to ensure compliance with the Skills Development Act;
- Implementation of a Training and Development Programme for all new Line Managers;
- Performance appraisals of Directors in terms of the Integrated Performance Management System (IPMS) of the institution;
- Workplace skills audit conducted;
- Development of a comprehensive Employment Equity (EE) plan for the organisation to ensure compliance with the Employment Equity Act;
- Alignment of institutional policies with the developmental needs of staff;
- Appropriate monitoring and evaluation systems put into place;
- Policy schedule revised and updated to address gaps;
- Automation of the GPL strategic process by means of the revival of the use of the Xpert System for project management purposes, thus ensuring easy access to and dissemination of information;
- Integrated IT network resulting in improved efficiency;
- Staff and Public Satisfaction Surveys conducted;

- Strategy on Operational Efficiency and Quality Management developed;
- Implementation of IPMS for new staff;
- Quarterly meetings with identified internal stakeholders in order to improve relations;
- Improved communication with both internal and external stakeholders; and
- Improved service delivery.

A proper definition of the powers and functions of the LSB, as set out in the Legislature Service Act, No 5 of 1996 as amended by the 1999 Act, has further been aligned with the following:

- The Legislature Service Act;
- Approved Board Charter;
- Approved Committee Charters;
- Relevant Sector Charters;
- PFMA and other legislation; and
- Good governance principles.

CONCLUSION AND PROSPECTS

The BSC analysis indicates that the organisation is on course in respect of implementing its strategic direction. However, it has to improve its capabilities across the board and ensure a dynamic and high level HR environment.

The Mid-term Review of the institution recognised that the *living* of the institutional vision starts with Management as a whole and as such, Management needs to ensure that the relevant leadership and management approach related to

the vision of the institution is exercised in a fervent manner. In going forward, it is imperative that the Legislature focuses on the following key leadership imperatives:

- Leadership culture;
- Achievement of strategic goals;
- Service excellence;
- Risk management;
- Human capital management;
- Financial management; and
- Stakeholder management.

The following aspects need to be addressed during the remainder of the term in order to ensure high-impact results:

- Increasing the GPL's leadership and management capabilities, i.e. review, develop and enhance the comprehensive Leadership Development Programme with a view to establish high-performing teams across the institution.
- Evaluate the Leadership Training Programme; and provide coaching and mentoring.
- Improve the GPL's ability to implement competent Management by setting achievable targets.
- Enhancing capabilities to successfully implement strategies aimed at improving outputs in the legislative business, and capacitating Members and staff accordingly.
- Developing and enhancing capabilities to implement the Communication Strategy of the institution.





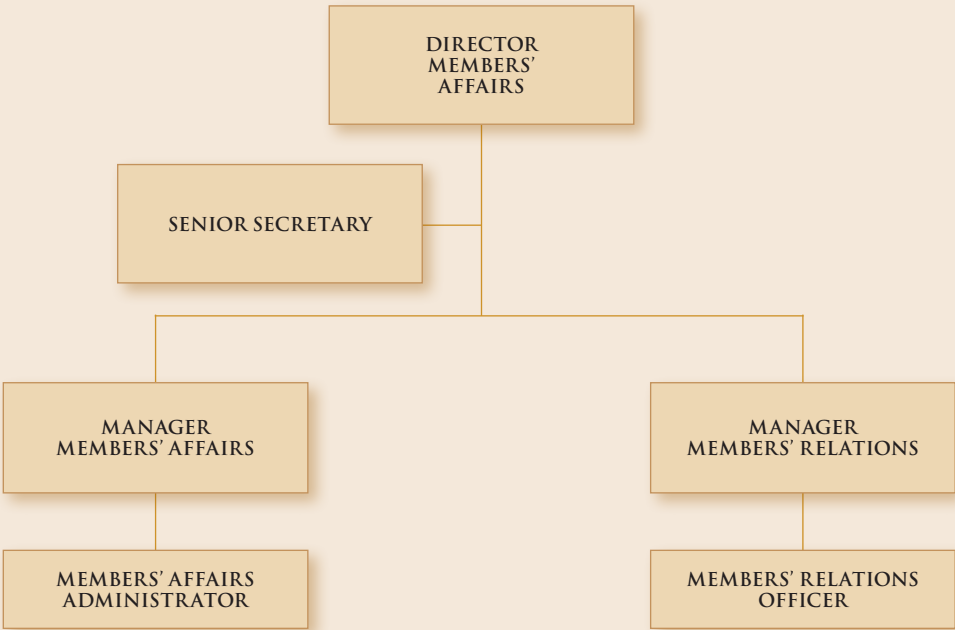
Section 7

PROGRAMMES, OFFICES, DIRECTORATES AND UNITS

The following sections outline the activities of the GPL's various Programmes (Offices, Directorates and Units) during the year under review.

7.1 PROGRAMME 1: POLITICAL REPRESENTATION

DIRECTORATE: MEMBERS' AFFAIRS



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
Director: Members' Affairs	0	1	1
Manager: Members' Facilities	0	1	1
Members' Affairs Co-ordinator	0	1	1
Senior Secretary	0	1	1
Manager: Stakeholder Relations	0	0	1
Stakeholder Relations Co-ordinator	0	0	1
TOTAL	0	4	6

MANDATE

The Board took a decision to establish the Members' Affairs Directorate during 2004. From September of that year, implementation of the Directorate was set in motion. The year under review marks the third year since its establishment and its second full year of its existence where reporting based on the objectives defined and the budget allocated is feasible. 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 Directorate through development of a solid policy base, administration and enhancement of Members facilities, streamlining of procedures and processes, training and development of skills for Members, improved management of Party Caucuses, and management and co-ordination of service delivery areas aimed at ensuring that Members are best equipped to fulfil their constitutional obligations.

The Directorate was initially established to operate with a staff complement of four. In the financial year under review, the staff complement was increased to six members. As the Directorate assumes more responsibility and growth, more staff resource needs will be reviewed and aligned to the growth challenges within the Directorate.

PERFORMANCE OVERVIEW

The 2006/07 financial year was characterised by the implementation of policies (primarily developed during the previous financial year) and as such, the Directorate had to be adequately resourced to enable such implementation. Further policies were also developed as the Directorate evolved and operational challenges were encountered. These initiatives essentially revolved around moving the institution to a higher plane. Proper planning and co-ordination were essential in ensuring that policies with financial impact were adequately resourced.

(The aforementioned included policies such as the Cell-phone Policy, Furniture Policy, Laptop and Remote Access Policy, Constituency Allowance Policy, Research Facility Policy, a Wellness Programme (MAP) for Members, as well as a Career Development Policy.)

The budget to accommodate all of the above had to be substantially increased to ensure that implementation was not hampered by a lack of resources. A review of the above scenario gives a conclusively positive picture of having successfully implemented the policy imperatives for Members and Party Caucuses.

Other policy proposals, such as an S&T Policy, Funeral Policy and Mobile Tools Policy for Members, were adopted by the Members' Affairs Committee (a Committee of the Board) during the year under review and submitted to the Board for approval.

The assessment of the overall performance of the Directorate during the year under review is based on the BSC model which focuses on the quadrants of Financial Management, Internal Processes Management, Human Capital Management and Stakeholder Management.

FINANCIAL MANAGEMENT

The annual budget of the Directorate was R20,065,538. Of this budget, R18,328,169 was utilised for projects and operations within the Administration, as well as for various Party Caucuses. The programme recorded an under-spend of R1,737,369 (8.66%) for the year. In addition, there were areas of over-spend. The following provides a summary of over-spend and under-spend:

- Compensation for employees (payroll) for the programme as a whole registered an under-spend of R62, 487 (+0.94%);
- The Consultants' cost element recorded an under-spend of R23, 024 (+10.21%);
- The Research cost element reflected an under-spend of R1,128,385 (+27,21%) as an aggregate for all Parties;
- The Training and Development cost element recorded an over-spend of R229,499 (-43,08%) as an aggregate for all Parties;
- The Air Travel cost element recorded another positive variance of R592,149 (+54.52) as an aggregate for Parties;
- The Workshops and Functions budget was under-utilised by R117, 045 (+67.81). The larger proportion of the budget was earmarked for sports and recreation activities for Members in line with the recognised sporting codes, i.e. soccer and netball. Activities of the two sporting codes were quite minimal for the year under review.

Although there were other areas of over- and under-expenditure, the areas mentioned above constitute the most visible areas of over and under-expenditure during the year under review.

INTERNAL PROCESSES MANAGEMENT

Implementation of other areas of the conceptual framework took long to realise as a result of institutional processes, which necessitated that the Organisational Development (OD) exercise be conducted prior to execution of the mandate of the Directorate. Extensive consultative processes (due to the nature of the Directorate) took longer than usual before the final report could be adopted by the Board. This impacted negatively on the outputs of the Directorate as determined.

The implementation of the Service Centre project experienced challenges with regard to an integrated plan with LIMS, which had its own timelines and priorities not necessarily aligned to those of the Directorate. The LIMS task team envisaged the development of a Contact Management System for the Service Centre, as opposed to procuring tried and tested CRM software and configuring the latter to GPL specifications. A mutually agreeable choice on the preferred software was brokered in the third quarter of the financial year resulting in little time to procure and configure the Microsoft CRM system to our needs. Configuration of the system eventually commenced in the last quarter of the financial year.

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) were experienced in the following areas:

- Requisitions processed by Procurement on behalf of the Directorate often led to incorrect reports due to misallocation of transactions to wrong cost codes, which were then queried by Parties and blamed on the Members' Affairs Directorate.
- Parties suffered incidents of delays with payments due to files being lost between the Members' Affairs Directorate and HR, with Members' Affairs once again taking blame for poor service delivery.

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

- Difficulty of getting Members to commit to training dates.

- Members not turning up for training scheduled, with the consequence of the Legislature paying for a service not rendered.
- Poor turn-out of Members at events scheduled, e.g. a presentation by the Lekana Pension Fund, and a career guidance intervention project for Members.

The Directorate's results were further hampered by poor co-ordination of events affecting Members, where closer co-operation was required between various Units to obviate problems.

HUMAN CAPITAL MANAGEMENT

The Directorate has a three-dimensional responsibility with regard to the management of human resources (HR). The first comprises HR within the Directorate; the second relates to management of HR issues pertaining to Members and the third to the management of HR of Party support staff. Critical to the proper functioning of HR are the following core deliverables:

Recruitment and Selection

Two positions which were budgeted for by the Directorate could only be filled towards the end of the financial year. This impacted negatively on the financial performance of the Directorate where an under-spend occurred as a result of the situation.

In terms of Party support staff, the Directorate performed a strategic role in terms of advice to Parties relating to engaging staff and scrutinising the contracts developed to safeguard against legalities which could arise as a result of this.

Human Resources Administration

HR files for Members were migrated to Members' Affairs in order to effect full administration of HR responsibilities, whilst HR administration pertaining to Party staff was relatively shared between Members' Affairs and the HR Department.

Payroll Administration

This function has not yet migrated to Members' Affairs due to the extensive training required on payroll functions for the HR Administrator and Manager in the Directorate. A further handicap was the difficulty of splitting the HR profiles between Members' Affairs and Human Resources in a manner that would clearly demarcate levels of responsibility between the two Directorates. SAP related projects of a much bigger scale in Institutional Support Services made it difficult to allocate resources, as this project was dependent on the outcome of the VR exercise. Once the results of the VR exercise have been tabled, the profiles in Members' Affairs will take off as part of the recommendations of the VR exercise.

Training and Development

Training needs for Members and Party Support staff were collated at the beginning of the financial year and training plans were developed accordingly. Members' training was organised according to individual training needs, Party training needs, as well as Legislature training requirements.

Most Members attended training courses identified individually, as well as Party and Committee related training. There were also a few Members who took advantage of the Career Development Policy and enrolled for private studies. Aforementioned resulted in over-expenditure.

The Directorate participated in various team-building sessions at Secretariat, Extended Secretariat, as well as Directorate level. Initiatives to build teams as suggested are being implemented. However, more effort is required to consolidate team strengths and successes.

Staff training and development in accordance with training needs, PPMS and broad-banding implementation for staff were

realised during the year. However, adequate training and PPMS were restricted by policy constraints.

STAKEHOLDER MANAGEMENT

- Consultations with Parties to advise on expenditure optimisation was identified as a lever to management of stakeholder relations;
- Support and co-ordination of the activities of the Members' Affairs Committee (as another lever) was rendered continuously with ongoing improvements;
- Full-fledged support to Parties as an additional lever was implemented after the results of the OD exercise had determined which support services could be offered directly from Members' Affairs and which could be facilitated by this Directorate;
- Implementation of the Service Centre is currently being rolled out in terms of the overall plan approved by the Secretariat, the Presiding Officers as well as the Board;
- Management of stakeholders was also effected through implementation of resolutions of the Board, as well as Sub-committees of the Board;
- A survey was conducted by an external service provider commissioned by the Directorate on behalf of the entire Legislature. The results indicated a significantly positive picture about the Administration generally, whilst also citing instances of certain Units not performing to the satisfaction of Members. A consolidation of the efforts made will be enhanced by the finalisation of the Service Centre, which will be fully functional in the first quarter of the new financial year to take the service requirements of Members to the next level.

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Development of the Agency framework in line with Service Charters	<ul style="list-style-type: none"> Review of the existing Agency Agreement draft. Integration of the Service Charter. Obtain inputs from Whips and adoption of the Agency agreement. 	The draft Agency framework was completed and the Directorate is awaiting further deliberations with the Party Leaders and the LSB.
Establishment of the Service Centre Help Desk facility as a one-stop Service Centre for Members	<ul style="list-style-type: none"> Development of the conceptual model into a proposal for approval by the Secretariat. Appointment of the service provider to support implementation of the Service Centre through independent surveys and integration of the results into BSC assessments. Sourcing of appropriate software and implementation of the system. Resourcing of the proposed Members' Service Centre through appointment of staff to operate the facility. 	<p>The project was conceptually founded around six phases:</p> <ol style="list-style-type: none"> 1. The development of the concept document was completed and approved by the Secretariat in the previous financial year. 2. The development of the policy environment (Service Charter) was also completed in the previous financial year. 3. Training of all staff within the Legislature around customer service was initiated in the previous financial year and is ongoing. 4. The appointment of a service provider on a retainer basis to undertake regular surveys was effected in the previous financial year and is ongoing. 5. Procurement and configuration of the CRM software and its implementation has been completed and is now ready for use. 6. Appointment of staff to run the Service Centre has been completed. <p>The only outstanding aspect of the assignment remains training of staff, as well as the launch of the system in the first quarter of the new financial year.</p> <p>The impact of service enhancement was evident in the results of the survey, which registered drastic improvement in stakeholders' perceptions regarding service and performance within GPL in general.</p>

Strategic Objectives	Outputs	Outcomes and Impacts
Policy development	<p>Three policies were developed and adopted by the Members' Affairs Committee for approval by the Board, i.e.:</p> <ol style="list-style-type: none"> 1. S&T Policy; 2. Funeral Policy; and 3. Mobile Tools Policy. 	<p>Upon approval by the Board, the relevant policies were implemented with immediate effect.</p> <p>The new S&T Policy and the Mobile Tools Policy (with the exception of the Funeral Policy) were set in motion during the past financial year. Due to the unfortunate delays pertaining to the porting exercise, a third of the Members could not be provided with mobile tools as envisaged.</p> <p>Policies proposed and accepted by the Board, were all aimed at improving capacity and facilities of Members in addition to streamlining business operations of the Legislature.</p>
Members' Wellness Programme	<p>Introducing a facility for Members which would provide:</p> <ol style="list-style-type: none"> 1. Psycho-social interventions for Members and their families; 2. Financial planning and estate planning; 3. Career advisory service; 4. Tax advisory service; and an 5. Executive health programme. 	<p><i>Careways</i> conducted the presentation of the Programme to the Presiding Officers. Brochures for the MWP have been finalised. Members have individually been invited to participate in the Executive Programme. The launch of the Wellness Programme for Members was conducted in January 2007.</p> <p>The Programme, being an essential element of Members' well-being, is envisaged to alleviate work-related stresses through medical advisory interventions, psycho-social interventions, a tax advisory service, a financial advisory service, as well as a career advisory service.</p> <p>The impact of this Programme will be ascertained at a later stage, as it was only introduced during December 2007.</p>
Audit function for Parties in terms of Constituency Allowances	<p>Appointing a panel of registered auditing companies to audit books of the Parties and provide reports to the Legislature.</p>	<p>Two companies have been appointed to perform an audit on Constituency Allowances and to submit reports to the Legislature.</p> <p>The impact of this project pertains to streamlining governance requirements of the Legislature in general. Separating independence of reporting by Auditors on Party financials in the spirit of public funds management was important.</p>
Research on PCOs as part of the Public Participation interventions	<p>The terms of reference were developed and approved by all relevant structures viz. the Secretariat, Members' Affairs and the Office Bearers.</p>	<p>It was envisaged that the research project would be funded by the EU. The project has since been put on hold, as approval by the EU was not forthcoming.</p>
Development of a manual for Members	<p>The manual has been developed, but is yet to be presented to all relevant structures for approval viz. the Secretariat, Members' Affairs and the Office Bearers.</p>	<p>The project has been partially completed, with adoption of the manual still outstanding.</p> <p>It is envisaged that the manual, which highlights important areas of policies within the Directorate, will be a handy reference tool for Members with regard to assessment of service delivery.</p>

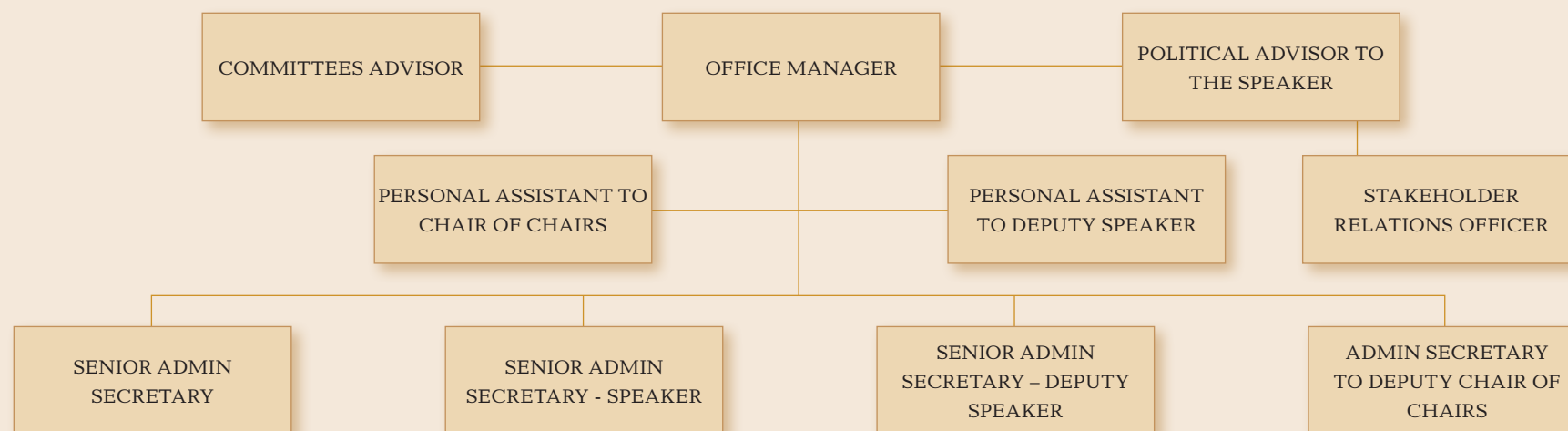
STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Effective planning processes and strategic planning coordination	Develop and implement all strategic objectives as identified.	The quarterly implementation plans were developed out of the broader strategic plan, incorporating both operational as well as strategic objectives.
Adherence to legislation and governance requirements	Compliance to legislative requirements and governance matters in full.	The Directorate adhered to all pertinent legislation, GPL policies as well as governance requirements. More policies were reviewed to be in line with best practice and governance requirements.
Sound and effective policy development and review processes	Develop all necessary policies to assist effective running of the Directorate.	There is a wide policy base which incorporates policies that were developed during the previous financial year. Up to eight policies have been developed and approved by the LSB to date.
Effective financial management	Optimal utilisation of the budget according to business plans. Produce accurate monthly financial statements, according to format required.	Projections, expenditure reports and reconciliations were maintained on a monthly basis (The Directorate did not exceed its budget spend.) Parties were also consulted to provide advice on optimising 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 HR responsibilities of the Directorate increased as additional staff members were employed to add capacity to the Directorate. Very few training and PPMS exercises could be performed during the year under review due to policy constraints on new staff. The year saw increased support and guidance provided to Parties on management of staffing with a focus on training, IR assistance, PPMS and broad-banding.
Implementation of all strategic projects	Implementation of all strategic projects.	Full and partial implementation of strategic projects took place. Plans have been put in place to finalise incomplete strategic projects during the first quarter of the new financial year.
Capacity development for Members	Develop and train Members according to the training plan.	The training plan for Members has been developed and implemented. Most Members attended training courses identified individually, including Party as well as Committee related training. A few Members took advantage of the Career Development Policy and enrolled for private studies. This resulted in an overrun of the budget (of about R750 000) by approximately R300 000.
Management of facilities provided for Parties	Develop capacity in respect of Parties in line with framework approved by the Board.	Facilities were managed according to the existing policy framework. Expenditure reports on Members' facilities were submitted to Parties on a monthly basis.

CONCLUSION AND PROSPECTS

Despite various challenges encountered during the reporting period, the Directorate has now developed into a full-fledged entity, discharging its mandate effectively and adding significant value to the Members of the Legislature. The new financial year will see the completion of carry-over projects, the approval of new policies, and further capacitation of the Directorate as it evolves.

7.2 PROGRAMME 2: LEADERSHIP AND GOVERNANCE: PRESIDING OFFICERS



MANDATE

The Leadership and Governance Programme is spearheaded by the Speaker, Deputy Speaker, Chairperson and Deputy Chairperson of Committees, as well as their support staff, collectively known as the Presiding Officers. The Presiding Officers' key mandate is to provide overall leadership to the institution, oversee implementation of key imperatives and lead the performance outcomes of the institution.

Executive authority and political leadership of the institution were exercised with the strategic objectives of ensuring execution of constitutional imperatives, such as law-making, oversight and public participation.

PERFORMANCE OVERVIEW

During the year under review, the Leadership and Governance Programme continued to evolve into a leadership mechanism tasked with consolidating a democratic Organ of the State which represents the aspirations of the people of Gauteng.

Leadership of the House

The Presiding Officers ensured that the business of the House functioned optimally; that Standing Rules were implemented and observed and that the legislative programme was implemented efficiently.

Leadership of Oversight, Law-making and Public Participation

During the year under review, the Presiding Officers acted as political sponsors of institutional programmes of law-making, oversight and public participation. Each of the Presiding Officers had been allocated strategic roles that were linked to the three areas of core business and as such, reported regularly on progress in this regard.

Inter-institutional Relations

The year under review saw an ongoing improvement of relations with other Parliaments, Legislatures, Provinces and countries as a result of the interaction of the Presiding

Officers with these sectors. The Speaker acted as the political sponsor of public participation in the National Speakers' Forum and spearheaded a process that resulted in the adoption and subsequent implementation of a national programme of action by all South African Legislatures.

The Deputy Speaker, a veteran of the liberation struggle and women's rights, continued her role of mobilising the South African society and many organisations towards total emancipation of women in the country and the continent. She was also elected as an Executive Member of the newly formed Progressive Movement in South Africa.

The Chairperson of Committees was also elected as the Chairperson of the International Commonwealth Women's Parliament and has conducted many workshops world-wide to mobilise the participation of women in governance matters.

Leadership of Institutional Obligations

The leadership processes and mechanisms of the institution were consolidated during the year under review and are now extremely efficient. These processes now allow for the

Presiding Officers to provide effective leadership to institutional processes. The institutional decision-making processes are also aligned to these leadership processes, so as to ensure effective decision-making in the institution.

The Presiding Officers embarked on a process of further strengthening and enhancing leadership processes. In this regard, the LSB is currently being reviewed with the intention of further strengthening the roles of the Presiding Officers, especially the direction setting and monitoring roles.

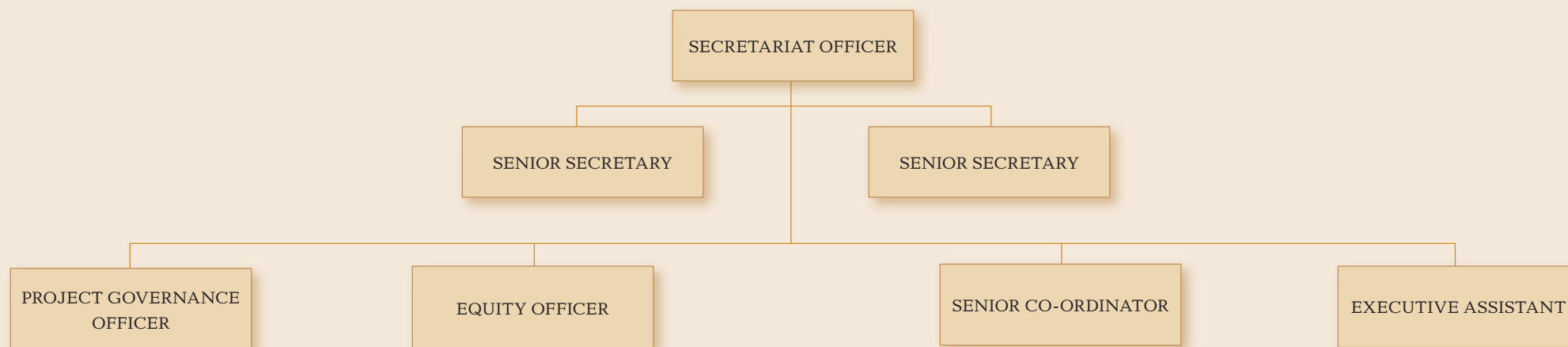
CONCLUSION AND PROSPECTS

House matters in the Legislature are still characterised by a spirit of nation-building, robust debates and cooperative engagement between the Legislature and the Executive and amongst Political Parties.

The Mid-term Review Report of the Legislature concluded that there had been significant progress in the areas of oversight, law-making and public participation over the past two and half years, mainly due to the political leadership provided in these areas.



7.3 PROGRAMME 3: OFFICE OF THE PROVINCIAL SECRETARY



MANDATE

The Office of the Provincial Secretary comprises the Provincial Secretary, the Secretariat Officer as Programme Manager, the Executive Assistant, Senior Co-ordinator, Projects Governance Officer and two senior secretaries. In line with the transformative principles of the GPL, a new post of Equity Officer was created during the year under review to ensure that equity issues are effectively addressed in the institution.

The primary function of the Office of the Secretary is to support the Provincial Secretary in ensuring the effective delivery of services by staff to Members of the GPL.

The Provincial Secretary is the designated Accounting Officer of the institution 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 and the LSB.

PERFORMANCE OVERVIEW

Assessment of the overall performance of the Office of the Provincial Secretary is based on the BSC model which focuses on the quadrants of Financial Management, Internal Processes Management, Human Capital Management and Stakeholder Management.

FINANCIAL MANAGEMENT

Adherence to Legislative Processes

In terms of his role as the Accounting Officer, the Provincial Secretary is *inter alia* responsible for the effective financial management of the organisation and the submission of relevant reports to the Speaker (as Treasurer of the institution) and to

the Provincial Treasury on a monthly and quarterly basis, as required by the Public Finance Management Act (PFMA).

As the Chief Executive Officer, the Provincial Secretary is also responsible for the implementation of the strategic plans of the institution by the Administration. With regard to the legislative business, the Provincial Secretary is tasked with ensuring that the institution develops and implements policies and systems to enhance effective service delivery to Members and stakeholders of the GPL. The Provincial 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 embedded in legislation and regulations, as well as in the Legislature's own internal rules and Code of Conduct; and also that the Legislature's corporate

governance structures comply with best practice principles. Furthermore, the Provincial Secretary provides strategic leadership and management to ensure the implementation of the Annual Business Plan of the institution.

The LSB is the highest decision-making and policy-directing structure within the institution. In discharging its mandate, the LSB adheres to the principles of good corporate governance, both in terms of its composition/structure and its operations. The LSB is bound by the generally accepted standards of good corporate governance, and as such, ensures full compliance with said principles.

The Provincial Secretary is responsible for ensuring good corporate governance within the institution by providing secretariat support to the LSB, and ensuring that both the LSB and the Administration adhere to generally accepted standards of good corporate governance in discharging their respective responsibilities within the institution. This is effected through ensuring that the various Programmes conduct their strategic planning sessions in accordance with the overall strategic goals and objectives of the institution and that they identify the resources required to translate such plans into accountable actions by means of the timeous provision of the relevant reports. Furthermore, the Provincial Secretary is responsible for reporting to the Board on administrative issues and ensuring implementation of the decisions taken by the Board.

The Provincial Secretary is further tasked with ensuring that the LSB and its Sub-committees are provided with the necessary support to discharge their responsibilities as the policy-directing structure of the institution. This involves providing relevant administrative support and ensuring that the LSB is enabled to exercise the relevant oversight over the Administration in accordance with its legislative mandate. Administratively, the Office of the Provincial Secretary

provides required meeting support to the LSB and its Sub-committees, as well as communicating to the Members and to the Administration the decisions taken by the LSB, or policies approved by the LSB.

Effective Financial Management

As the institution's Accounting Officer, the Provincial Secretary is responsible for ensuring that the operations of the Legislature are conducted in line with the requirements of the PFMA and Treasury Regulations. To this end, the Provincial Secretary oversees the following:

The development and implementation of sound and effective financial management systems by:

- The adoption of strategic plans for the 2006/07 financial year;
- The implementation of the Strategic Management Framework as a method of work;
- The production of monthly, quarterly, and annual audited financial statements, and the conduct of an internal audit;
- The introduction and implementation of relevant control measures to ensure that no expenditure over or below the budget is incurred;
- The introduction of relevant financial management systems to ensure progressive improvement in the allocated efficiency and expenditure patterns year on year.

The development of relevant procurement systems by ensuring:

- The development of monthly and quarterly financial and non-financial reports in accordance with the allocated budget;
- Compliance by the institution with Treasury regulations and guidelines in the appointment of service providers for the provision of goods and services;
- The development of the relevant Procurement Codes for the Gauteng Legislature and the training of relevant staff on the adopted codes, as well as the production of the relevant Procedure manuals;
- The integration and interaction by all Programmes with the Procurement Unit in all planning processes;
- Reporting on the Gauteng Legislature's compliance with relevant codes and legislation, especially with regard to preferential procurement and transformative workplace practices.

Furthermore, 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 GPL are in line with the requirements of PFMA, Treasury regulations and codes that call for the promotion of persons and enterprises from designated groups or previously disadvantaged backgrounds.

All the above structures ensure that ongoing support is rendered to the LSB and its Committees, the various Standing and Portfolio Committees and to the members of the Gauteng Legislature in general. In addition to providing a system for broad consultation and communication within the Legislature, all these structures together create a useful chain for proper integration of business processes, operations and systems.

Adherence to generally acceptable accounting practices by ensuring that:

- The Gauteng Legislature is fully compliant with generally accepted accounting practices and Treasury requirements;
- The Gauteng Legislature adheres to all the planning and reporting requirements, as set out in the PFMA and relevant Treasury guidelines.

Effective Risk Management

The LSB adopted a Risk Management Policy and Strategy in 2004 and it is the responsibility of the Provincial Secretary to ensure that all Programmes adhere to the requirements of the Risk Policy; and to report on a regular basis to the LSB on the control measures put in place to address audit matters as part of the GPL's daily business operations.

Furthermore, the Provincial Secretary is responsible for reporting to the Finance and Audit Committee on the LSB findings made by the internal auditors appointed by the institution, as well as any other matters raised by the Auditor-General. To this end, a Risk Management Committee was established to consider areas of risk and to ensure the implementation of an appropriate Risk Coverage Plan and the relevant control mechanisms. During the period under review, the institution continued to improve this function by enhancing the relationship between the Finance and Audit Committee of the LSB, the internal auditors and the Auditor-General.

Effective Strategic Planning and Budget Planning

The Provincial Secretary is also responsible for providing overall strategic leadership and direction to the institution informed by the five-year plan adopted by the institution, as well as the long-term imperatives of Government. This requires

the development and implementation of relevant strategic and business plans each year and a system of monitoring achievement of the overall institutional goals and objectives by the responsible Programmes.

The Provincial Secretary is assisted by the Budget Council, to ensure that there is an alignment between the budget required for the implementation of the institutional plans and the Annual Business Plan. The Budget Council is an internal budget planning and management structure made up of the Secretary, the Chief Financial Officer (CFO) and his staff, all Programme Managers and their respective Unit Managers. The Budget Council is responsible for ensuring the allocation of the necessary financial resources for the institution through a process of planning, projections and adjustments.

The Secretariat, under the leadership of the Provincial Secretary, is the Senior Management structure responsible for ensuring the implementation of the institutional plans and the overall co-ordination and implementation of the institutional strategic plans by other levels of Management. The Secretariat is also tasked with submitting monthly budget projections and expenditure reports, monthly performance reports and the quarterly performance plans, which are then submitted to the LSB for purposes of reporting on the performance of the institution on a quarterly and annual basis. The meetings of the Secretariat, which are held monthly, also enable the Secretariat to consider issues to be tabled to the Board for approval and Board decisions regarding implementation.

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, which represents both Senior and Middle Managers within the institution that have Programme and Unit responsibilities. Meetings

of the Extended Secretariat are held quarterly to consider, amongst others, the implementation of strategic projects and the evaluation of projects. The Extended Secretariat with Supervisors is another level of Management which meets bi-annually: at the Annual Strategic Planning session and during the Budget Adjustment process, where Supervisors are afforded an opportunity to provide inputs into the key strategic processes of the institution.

The Secretariat is mainly responsible for strategic decision-making with operational aspects devolved to other administrative structures. With regard to operational issues, the Secretariat is assisted by various administrative Committees with specific terms of reference. Some of these Committees include the Human Resources Strategic Committee, the Policy Committee, the IT Committee and the Legislature Acquisition Council (LAC). These Committees of the Administration meet on average monthly and report to the Secretariat. If the Secretariat is satisfied with the recommendations of the Committee, the matter is referred to the Extended Secretariat and their Supervisors respectively, for further input and to ensure broad consultation on issues before these are tabled to the LSB for approval.

INTERNAL PROCESSES MANAGEMENT

Effective Implementation of the Gauteng Legislature Policy Framework

As the policy-directing structure within the institution, the LSB is responsible for developing appropriate policy guidelines for both Members and staff of the Administration. In accordance with good governance principles, the Provincial Secretary is required by law to ensure that there is an appropriate policy framework within which the institution should operate in order to ensure transparency, accountability and institutional transformation.

There is an overall Policy Committee which is responsible for considering all policies of the Legislature prior to being submitted to the LSB for approval. 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 applied to the institutional policies that are already in place.

Supporting the Policy Committee in areas where specialisation is required, are various Committees with specific terms of reference to develop sector or subject specific policies. This Committee has been established to ensure that the institution develops new policies and/or reviews existing policies. The collective expertise in these Committees ensures 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 Technology and Communication Committee;
- Historic Site, Cultural Matters and Heritage Committee;
- Human Resources Development (HRD) Strategic Committee;
- Legislature Acquisition Council (LAC); and
- Risk Management Committee.

The work of the above Committees feeds into that of the Policy Committee, which in turn considers all draft policies developed for both Members and staff, and then submits the draft policy to the relevant Sub-committee of the Board. Sub-committees of the Board further consider policies submitted

by the Policy Committee, and if satisfied, will recommend the policy to the Board for approval. As the policy-directing structure of the institution, the Board will consider policies informed by key considerations, such as the objectives of the policy, existing policy gaps, the institution's transformation agenda, the financial implications of a proposed policy and the strategy for implementation of such policy. If satisfied that most of these considerations have been met, the Board will approve the policy which will then become binding on the institution. The Board may also refer a policy back to the Policy Committee for further consultation, or further research.

HUMAN CAPITAL MANAGEMENT

Sound Labour Relations

Social equality is one of the guiding philosophies of the GPL, which forms part of our core values and is further entrenched as part of the guiding principles in our mission statement. To this end, the GPL as a workplace seeks to be a working environment that is people-centred and recognises the constitutional and labour rights of its workers. Furthermore, the Legislature recognises that workers must be allowed to exercise their rights freely and that such rights must be protected should the need arise.

To this end, the Provincial Secretary and the Management of the institution signed a Recognition Agreement with the Trade Union, which allows for a platform to discuss labour issues, a Union and Management relationship that is conducive to optimal delivery of services, and at the same time allows for the consideration of the rights of workers in the institution.

In order to ensure that the LSB is kept abreast of any developments affecting workers, a report on the State of Labour Relations is tabled to the Human Resources Development (HRD) Committee of the Board, and the Board, on an annual basis, is

requested to indicate to the management the mandate for the annual salary negotiations.

In order to ensure that issues affecting workers are incorporated in the strategic and operational plans of the institution, the trade union executive has from 2006 been invited to participate in the annual strategic planning process of the institution.

Effective System of Performance Management

The Provincial Secretary is responsible for managing institutional performance. This is done through cascading the various business plans to individual staff members, in accordance with the key performance areas required to ensure the achievement of the overall strategic goals and objectives of the institution.

An Integrated Performance Management System (IPMS) is now in place, which follows the successful implementation of the Performance Management System for Managers, based on the BSC model. The implementation of the IPMS has necessitated a review of the current approach to training and development in order for it to play a more strategic role in ensuring that the human resources function within the institution is taken to a higher level. This includes a review of the broad Human Resources Strategy, Recruitment Strategy and the creation of a conducive working environment for employees. To this end, the LSB approved an Integrated Human Resources Development Strategy for the institution to be implemented in the 2007/08 financial year.

The LSB also introduced a system of fixed-term performance contracts for Senior Managers in line with general sector practices in this regard. The system allows for the revision of the current system of delegation of authority in line with the proposed amendments to the Legislature Service Act and the approved new LSB Charter.

STAKEHOLDER MANAGEMENT

Effective implementation of Inter-Institutional Relations

The Provincial Secretary represents the Legislature in Forums such as the South African Legislature Secretary's Association (SALSA) and the Commonwealth Parliamentary Association (CPA). The Provincial Secretary has been appointed as the President of SALSA and Chairperson of the SALSA forums of Chief Financial Officers (CFO). Within the CPA, the Provincial Secretary is the overall convenor of the Society-of-Clerks-at-the-Table for the Africa Region, whose objectives are aimed at reviving the efficacy of the structure both regionally and internationally.

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.

As part of this vision, in 2006, the Provincial Secretary led a delegation Cardiff, Wales to identify best practice and to benchmark the Legislature's systems and processes with those of the House of Commons. The delegation included officials from key Units servicing the core business issues of the institution and included staff from the Legal Unit, Research Unit, the Operational Services and Institutional Support Services Directorates. The aim of the visit was to learn best practices in the areas of Committee support, research facilities, precinct management, information centres and legal issues.

Some staff members were also attached to the Australian Parliament to learn best practices around Committee support,

information and technology, library services and information centres. The reports of the staff attachments were distributed to all staff and presented to the relevant Committees in order to provide feedback on the recommendations and observations made by the officials who were part of the attachments.

OUTCOMES AND IMPACTS

The report below outlines the achievements of the Programme in terms of the strategic objectives as set out in the budget statement and the business plan of the Programme for 2006/07. The report links the strategic objectives to the required outputs, as well as provides the impact of such outputs as tangible results. In addition, the report will identify against each strategic objective the specific outputs or activities for the 2007/08 financial year as future prospects and/or challenges for the Programme.

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts	Outlook 2007/08
Effective corporate governance	<p>Quality Management System (QMS) for the Board as per the recommendations of the 2006 Board Retreat.</p> <ul style="list-style-type: none"> Proposed Board Charter developed. System of monitoring the implementation of Board decisions introduced. Institutional strategic processes aligned with the Board processes. System for effective and efficient decision-making within the Board implemented. System of annual assessment of the performance of the Board introduced. <p>Budget 2006/07 approved by the Board and submitted to the Auditor-General and Treasury in accordance with the stipulated time frames.</p> <p>Annual strategic plans for 2006/07 financial year approved by the Board.</p> <p>Recommendations of the 2006 Board Retreat implemented.</p> <p>Legislature Service Act amended to further strengthen the powers and functions of the Board.</p>	<p>100% compliance with the following:</p> <ul style="list-style-type: none"> Legislature Service Act; Approved Committee Charters; Relevant Sector Charters; PFMA and other legislation, and good governance principles. <p>100% compliance with Treasury regulations and requirements through:</p> <ul style="list-style-type: none"> Alignment of Board processes with operational processes of budgeting and strategic planning. <p>Proper definition of the powers and functions of the Board as set out in the Legislature Service Act, as amended.</p> <p>Chairperson of the Board provided with effective and efficient secretariat support.</p> <p>Effective corporate governance of the Board as a public sector institution.</p> <ul style="list-style-type: none"> Proposed amendments to the Legislature Service Act approved. Proposed new Board Charter approved. <p>Improved effectiveness and efficiency of the Board in terms of the administration of meetings and Board processes.</p>	<p>100% compliance with the following:</p> <ul style="list-style-type: none"> Legislature Service Act as amended; and Approved Board Charter. <p>Monitoring and evaluation of the implementation of fixed-term performance contracts for Senior Managers.</p> <p>Alignment of the performance agreements for Senior Management with the GPL strategic plan.</p> <p>Continued revision of the GPL policy environment to accommodate the fixed-term performance contracts.</p> <p>Proper interface between the Board and the Administration with regard to support to the Board and implementation of Board decisions.</p> <p>Implementation of the revised system of delegations of authority by the Board in accordance with the Legislature Service Act.</p> <p>Implementation of the recommendations of the report on the evaluation of the performance of the Board (Institute of Directors - IOD).</p> <p>Annual retreat to evaluate the performance of the Board.</p> <p>GPL financial statements 2008/09 submitted to the Auditor-General for auditing.</p> <p>GPL budget 2008/09 approved by the Board in line with Treasury time frames.</p> <p>Annual business plans for the institution for 2008/09 approved by the Board and submitted to Treasury.</p> <p>Annual Report of the institution approved by the Board.</p>

Strategic Objectives	Outputs	Outcomes and Impacts	Outlook 2007/08
Effective leadership and management of the Administration	<p>Budget processes and strategic planning processes aligned with the Board processes.</p> <p>Effective Secretariat - Secretariat meetings held fortnightly.</p> <p>Extended Secretariat meetings held quarterly – four meetings held in 2006/07.</p> <p>Extended Secretariat with Supervisors held bi-annually - two meetings held in 2006/07.</p> <p>Quarterly and monthly reporting by Programmes aligned to the budget and the strategic goals and objectives of the institution.</p> <p>Quarterly Performance Reports of the institution submitted by the Provincial Secretary to the Performance and Remuneration Committee approved by the Board.</p> <p>Monthly performance reporting by Programmes in accordance with the quarterly plans.</p> <p>Monthly projections done and submitted in accordance with the set time frames.</p> <p>Appropriate systems implemented to ensure operational efficiency within the Administration.</p>	<p>Annual Strategic Plan of the institution for 2006/07 developed and implemented.</p> <p>Strategic planning processes for 2007/08 linked to the MTEF cycle and relevant Treasury guidelines.</p> <p>Business plans done in accordance with the relevant Treasury formats.</p> <p>Annual strategic plans linked to the five-year strategic plan and reporting against strategic objectives.</p> <p>Programme and Unit business plans linked to the annual strategic plan and quarterly and monthly performance against strategic objectives.</p> <p>Business plans linked to the individual work plans and performance contracts of Directors/Unit Managers.</p> <p>Programme and Unit performance linked to the BSC and the IPMS.</p> <p>Quarterly performance reports submitted to the LSB to ensure that the LSB is continuously apprised of overall institutional performance.</p> <p>Institutional strategies and budget approved and implemented effectively.</p>	<p>Procedural and substantive compliance with the following:</p> <ul style="list-style-type: none"> • Legislature Service Act; • Approved Board Charter; • Approved Committee Charters; • Relevant Sector Charters; • PFMA and other legislation, and good governance principles. <p>Procedural and substantive compliance with relevant legislation, Codes of Good Practice and Sector Charters.</p> <p>Assessment Report of Secretariat effectiveness and efficiency and implementation of the recommendations of the Due Diligence Report of the Administration.</p>
Effective strategic management	<p>One Annual Review and Planning session held by the Secretariat.</p> <p>Three Monitoring, Review and Reporting sessions held.</p> <p>Non-financial reporting.</p>	<p>Compliance with PFMA and Treasury requirements: reporting against the budget.</p> <p>Strategic plans are aligned with institutional objectives and available financial and non-financial resources.</p> <p>Effective strategic management within the institution.</p>	<p>Assessment of the performance of the organisation and plan for the remainder of the term and preparations for the 4th Legislature.</p>

Strategic Objectives	Outputs	Outcomes and Impacts	Outlook 2007/08
Effective financial management system	<p>Implementation of the PFMA and other legislation.</p> <p>Implementation of Generally Accepted Accounting Principles (GAAP)</p> <p>Implementation of the budget, monthly reporting and monitoring</p> <p>Quarterly and annual reporting on (non-) financial performance.</p> <p>Prudent financial management.</p>	<p>Compliance with PFMA, Treasury and good governance principles.</p> <p>GPL Annual Financial Statements submitted to the Auditor-General in accordance with the relevant time frames.</p> <p>Compliance with generally accepted accounting principles.</p> <p>Transparency and accountability with regard to managing the budget.</p> <p>Unqualified/clean audit received for the 2005/2006 financial year.</p> <p>No fruitless, unauthorised and wasteful expenditure.</p> <p>Compliance with the Preferential Procurement Framework and relevant Codes of Conduct.</p>	<p>Submission of budget 2008/09 to Finance and Audit Committee, and LSB for approval.</p> <p>Submission of internal audit reports to Finance and Audit Committee and to LSB.</p> <p>Compliance with the Codes of Good Practice on BBBEE and Treasury regulations.</p> <p>Submission of Annual Financial Statements for 2007/08 to AG for auditing.</p> <p>Submission of budget 2008/09 to Treasury for approval.</p> <p>Unqualified/clean audit for the 2006/07 financial year.</p> <p>Assessment Report of AG submitted to Treasury.</p>
Effective management of donor funding	<p>Utilisation of the EU budget.</p> <p>Identification of projects to be funded.</p> <p>Utilisation of donor funds aligned to strategic goals and objectives.</p> <p>Reporting on spending of donor funds as per the project requirements.</p>	<p>Implementation of donor-funded projects in accordance with donor conditions.</p> <p>Donor-funded projects linked with the institutional strategic plan and cascaded to relevant Programmes.</p> <p>Expenditure as per allocated budget.</p>	<p>Identification of new projects.</p> <p>Donor-funded projects linked with the institutional strategic plan and cascaded to relevant Programmes.</p> <p>Annual, quarterly and monthly expenditure reports submitted to donors and to relevant forums.</p> <p>Project close-out reports submitted on successful completion of projects.</p>
Effective relations with GPL stakeholders	<p>Established effective relations with other Legislatures through participation in the Speakers' Forum and SALSA.</p> <p>Improved relations with local and international bodies – CPA, access to funding.</p> <p>Effective relations with countries and their representatives.</p>	<p>Strengthened relations with other Legislatures through the participation of staff in SALSA fora.</p> <p>Best practices in the sector identified through participation by staff in attachments, study visits and exchange programmes locally, regionally and internationally.</p> <p>Resolutions of SALSA and Speakers' Forum implemented by the Provincial Secretary.</p> <p>Inter-institutional relations strategy implemented locally, regionally and internationally.</p>	<p>Improved implementation of the GPL Inter-institutional Relations Strategy.</p> <p>Strengthening of the protocol function.</p> <p>Implementation of the recommendations of reports of study visits and or agreements reached.</p> <p>Annual programme of action for the CPA Gauteng Branch for 2007/08 developed and adopted at the Branch AGM.</p>

Strategic Objectives	Outputs	Outcomes and Impacts	Outlook 2007/08
Effective relations with GPL stakeholders (continued)		<p>Twinning agreements signed with other countries and sister organisations.</p> <p>Protocol function strengthened.</p> <p>CPA Gauteng Branch revived and active.</p>	<p>Participation in CPA and other local, regional and international events to exchange information and to build relationships with other Parliaments.</p>
Effective human capital development and management	<p>Established the HR Committee of the Administration to support the HRD Committee of the Board.</p> <p>Human capital development strategies and systems implemented:</p> <ul style="list-style-type: none"> • Leadership Development; • Training and Development; • Performance Management; • Compliance with legislation; • Service excellence. 	<p>Proper alignment of organisational needs with the relevant human resource capacity.</p> <p>Coaching and mentoring incorporated in the Leadership Development Programme.</p> <p>Appropriate performance management, monitoring and evaluation systems put into place.</p> <p>Employee Assistance Programme (EAP) launched to ensure employee well-being.</p> <p>Improved staff morale.</p> <p>Workplace Skills Audit conducted.</p> <p>Institutional policies aligned with the developmental needs and well-being of staff.</p>	<p>Completion of the institution-wide Organisational Development (OD) intervention completed.</p> <p>Strengthening of the HR Committee for the Administration by ensuring that it meets at least four times per year.</p> <p>Implementation of the HR strategy, as approved by the Board.</p> <p>Development of a comprehensive Leadership Development Programme.</p> <p>Implementation of the Bursary and Succession Planning Policies for the Administration.</p> <p>Development of a comprehensive Skills Development Strategy to ensure substantive compliance with the Skills Development Act.</p> <p>Implementation of a Training and Development Programme for all new Line Managers.</p> <p>Performance appraisal of Directors in terms of the fixed-term performance contracts.</p> <p>Development of a comprehensive Employment Equity plan for the organisation to ensure compliance with the Employment Equity Act.</p>
Policy development and management	<p>Meetings of the Policy Committee held.</p> <p>Policy aligned to strategy, implementation and evaluation.</p> <p>Policy Development Committee.</p> <p>GPL policy environment reviewed regularly to identify gaps.</p>	<p>Institutional policies aligned with the developmental needs and well-being of staff and Members.</p> <p>Policy gaps identified and relevant policy interventions implemented.</p> <p>Equity considerations addressed to ensure procedural compliance.</p>	<p>Policy Committee meetings held at least four times per year.</p> <p>Review current institutional policies.</p> <p>Monitor implementation of policies.</p> <p>Evaluate impact of policies.</p>

Strategic Objectives	Outputs	Outcomes and Impacts	Outlook 2007/08
Policy development and management (continued)	<p>New policies approved for implementation:</p> <ul style="list-style-type: none"> • Succession Planning Policy for the Administration; • Career Development Policy for Members; and • Funeral Policy for Members. <p>Current policies amended:</p> <ul style="list-style-type: none"> • S&T Policy for Members and staff. 	<p>Compliance with legislation.</p> <p>Adequate policy environment.</p>	
Effective Information Management system	<p>Meetings of the IT Committee held.</p> <p>Implementation of the IT Strategy.</p> <p>IT Committee.</p> <p>Phase 2 of LIMS implemented.</p> <p>Integrated ICT Strategy adopted.</p>	<p>Easy access to and dissemination of information.</p> <p>Integrated IT network.</p> <p>Improved operational efficiency within the institution.</p> <p>Improved communication with both internal and external stakeholders.</p>	<p>Integrated approach to IT and Communication, i.e. ICT.</p> <p>Automation of the GPL Strategic processes.</p> <p>Revival of the use of the Xpert system for project management purposes.</p>
Effective service delivery	<p>Annual Client Satisfaction Survey conducted.</p>	<p>Service gaps identified and relevant interventions implemented.</p> <p>Improved service delivery.</p> <p>Stakeholder satisfaction.</p>	<p>Address the results of the Customer Satisfaction Survey conducted in 2006.</p> <p>Staff Satisfaction Survey to determine levels of satisfaction amongst staff.</p> <p>Public Satisfaction Survey to determine public perceptions about the Legislature.</p> <p>Implement comprehensive Strategy on Operational Efficiency and Quality Management.</p>
Effective human capital management for the Office of the Secretary	<p>Performance appraisal of staff conducted in accordance with the IPMS.</p> <p>Monthly staff meetings held.</p> <p>Training and development plans developed and implemented in terms of the IPMS.</p> <p>Meetings with relevant stakeholders held.</p> <p>Feedback reports from internal stakeholders on service delivery received.</p>	<p>Improved and efficient support to the Provincial Secretary as Accounting Officer.</p> <p>Effective management of the Office of the Provincial Secretary.</p> <p>Improved service delivery.</p> <p>Improved staff morale.</p> <p>Improved stakeholder relations.</p>	<p>Induction of new staff: Executive Assistant and Equity Officer.</p> <p>Implementation of IPMS for new staff.</p> <p>Regular meetings with identified internal and external stakeholders to strengthen relations and to ensure operational efficiency.</p>

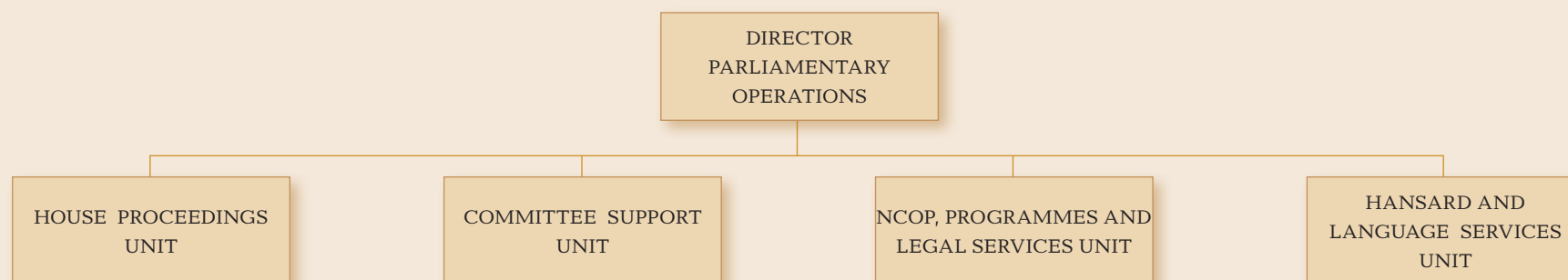
CONCLUSION AND PROSPECTS

The following areas require further attention by the Office of the Provincial Secretary in the new financial year:

- Preparations for the establishment of the fourth Legislature;
- Provision of adequate funding for the GPL precinct and office space requirements, as well as the related maintenance costs thereof;
- Institution-wide Organisational Development (OD) intervention to be completed in the 2007/08 financial year as part of the overall organisational renewal processes;
- Surveys to be conducted in 2007/08 to determine the levels of satisfaction by staff and Members, as well as public perceptions about the Legislature;
- Automation of the GPL business processes and the revival of the X-pert system of project management as a management tool for Programme and Line Managers; and
- Implementation of the resolutions of the LSB Retreat of 2006 with regard to the following:
 - Amendments to the Legislature Service Act;
 - Relocation of the LSB Secretariat function to the Leadership and Governance Programme; and
 - Implementation of a comprehensive Communications Strategy for the institution.



7.4 PROGRAMME 4: DIRECTORATE: PARLIAMENTARY OPERATIONS

**MANDATE**

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 functions;
- The provision of Secretariat support to House plenary 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 support functions for the promotion of public participation as well as the petitions processes in line with the provision of the Petitions Act;

- 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 continued to consolidate and enhance the Legislature's performance with regard to its core mandate, i.e. law-making, exercising oversight over Government, and ensuring the promotion of public participation in all its activities.

PERFORMANCE OVERVIEW

A BSC assessment is provided below, followed by detailed Sub-programme reports.

FINANCIAL MANAGEMENT

Projected expenditure to year-end reflects an under-spend of R563 000. Notable savings in the NCOP are due to limited use of professional services. Committee activities increased in line with the new method of conducting oversight over the Executive. Public participation activities held by Committees occurred at

venues outside the Legislature building which meant that more resources had to be allocated to ensure exposure of Legislature activities to the wider public of Gauteng.

INTERNAL PROCESSES MANAGEMENT**Implementation of the Oversight Model**

During the current financial year, a Mid-term Review by Chairpersons of Committees focused on issues relating to the implementation of the Oversight Model. For example, the Focused Intervention Studies were not implemented as envisaged originally in the Oversight Model. A recommendation was made that seeks implementation of a flexible approach to issues of implementing Focused Intervention Studies. It was also noted that there is an irregular submission of Quarterly Reports by Departments to the Committees of the Legislature. The format for reporting has also not been finalised, which creates a challenge for both Committees and Departments.

Public involvement is still a challenge as real inputs in the form of submissions are not received and feedback is not provided to the public on inputs made during the Budget process.

There are still challenges relating to micro-prioritisation as the public is not participating satisfactorily in the Budget process. The budget cycle is also not aligned to ensure public participation. The oversight work of the Legislature is to be more outcomes-based to ensure tangible results. The various Units of the Legislature will take the necessary steps to ensure that the above challenges are resolved.

Implementation and Monitoring of Ministerial Accountability

The Manual of Ministerial Accountability has been completed and submitted to the Executive for comments. Once the comments are received from the Executive, the manual will be referred to the relevant Committee prior to adoption by the House during the 2007/08 session.

HUMAN CAPITAL MANAGEMENT

There has been significant implementation of the policy, however teething problems were experienced due to the transition from the old to the new, as well as lack of leadership and training on the new policy. Staff members attended a number of courses, which included a Legislation Drafting course, Contract Management, Excel and Financial Management. Staff also attended workshops on the Oversight Model and Performance Management.

STAKEHOLDER MANAGEMENT

The objective of stakeholder management is to develop and strengthen relationships and/or partnerships with SA legislators, Government Departments, resource centres and professional entities to facilitate capacity-building.

Public Participation in Decision-Making

A number of milestones were achieved during the period under review. A Stakeholder Conference was held involving about

75 organisations represented by approximately 300 delegates. A number of resolutions and recommendations were tabled during this conference. It was recommended that the Legislature and its Committees should interact with stakeholders and civil society organisations on a regular basis. It was also suggested that the Legislature should develop mechanisms of communicating critical information to the public on a regular basis by means of the media, workshops, information sessions and the Legislature's website, and through profiling of the Legislature, its Committees and its work. The conference also agreed that Parliamentary Constituency Offices should be utilised to ensure accessibility by civil society and other interested parties.

As part of ensuring a co-ordinated approach and implementation of the conference resolutions, various Units of the Legislature have decided to work together to ensure a common and sustainable approach to engaging with civil society.

A task team consisting of Research, Public Participation and Petitions, Communications, Committees and Units will meet on a regular basis until all resolutions become operational and the Oversight Model is aligned to the Public Participation objectives. The task team is also developing a co-ordinated and integrated concept document that will be presented to Office Bearers for approval and adoption. This task team will be led by the Acting Director of Parliamentary Operations.

A tracking document on the implementation of the resolutions has been developed and will be used as an implementation tool by the task team. The development of new training materials aligned to the GPL's Oversight Model has commenced and will be finalised by end of May 2007. Two Public Participation Officers have been employed to play a key role in ensuring engagement and mobilisation of stakeholders for the purpose of qualitative public participation.

The Directorate was successful in developing and strengthening relationships in a number of areas. These included the NCOP programme of *Taking Parliament to the People*. The Directorate was also able to develop working relations with parliamentary constituency offices and community development workers. Various Units of the Directorate continued to play an influential role in a number of forums at national level. There were also exchange programmes with other Legislatures on issues pertaining to public participation, oversight models, Committee processes and proceedings matters.

CONCLUSION AND PROSPECTS

During the period under review, the GPL conducted a review of its legislative compliance system. An audit was conducted and compliance requirements were identified. A new system of legislative compliance was developed and the institution is satisfied that compliance with the following legislation has been achieved:

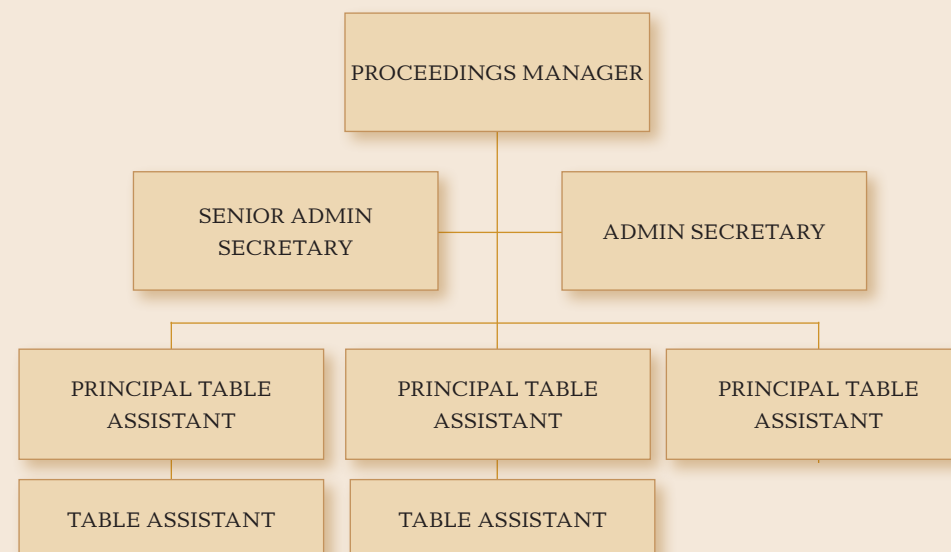
- Basic Conditions of Employment Act;
- Compensation for Occupational Injuries and Diseases Act;
- Employment Equity Act;
- Income Tax Act;
- Labour Relations Act;
- Legal Deposit Act;
- Occupational Health and Safety Act;
- Promotion of Access to Information Act;
- Promotion of Administrative Justice Act;
- Public Audit Act;

- Public Finance Management Act;
- Skills Development Act;
- Skills Development Levies Act;
- Tobacco Products Control Act; and
- Unemployment Insurance Fund Act.

However, the review is still in progress with a view to identify compliance with other legislative requirements.

The Unit succeeded in implementing its strategy for the 2006/07 financial year. The standard outputs were satisfactorily performed, as per the strategic plan and budget provided for the reporting period. Units seem to have stabilised during the year under review and are now moving towards enhancement of processes and quality assurance.

7.4.1 HOUSE PROCEEDINGS UNIT



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
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	
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
TOTAL	8	8	8

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Implementation of recommendations on Ministerial Accountability	Development of manual	The final draft manual on Ministerial Accountability has been completed.
	Research on Chapter 9 Institutions	The Manual is currently under consideration by stakeholders for purposes of endorsement.
	Research on public entities	The consultant's comments on the draft manual, as well as the report on Chapter 9 Entities were received.

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
House publications	House documents processed and distributed timeously.	<p>The Unit succeeded in the publication of all House publications which required the following:</p> <ul style="list-style-type: none"> • Ensuring compliance with the Rules; • Examination of content received from other Units and constant liaison with Units on the information received; and • The provision of procedural advice to Members of the Provincial Legislature and staff in terms of the requirements of the Standing Rules. These publications included: • 215 x Order Papers in comparison with 206 Order Papers for the 2005/06 financial year. • 44 x Question Papers (Consistent with the 2005/06 financial year.) • 254 x ATC's in comparison with 203 for the 2005/06 financial year. <p>The Unit also ensured the effective processing of a total of 586 questions in comparison with 485 questions for the 2005/06 financial year. Procedural advice rendered to Members was based on the following:</p> <ul style="list-style-type: none"> • Scrutiny of questions with regard to the Standing Rules, e.g. time frames for submission; • Scrutiny of questions with regard to acceptability in terms of Parliamentary practice and liaison with Members on these practices; • Ensuring Departments were aware of the number and contents of questions that would be posed during a Question Day sitting; • Proactive liaison with PLO's on the application of Rule 127(5); and • Communication drafted on behalf of the Speaker to the Leader of Government Business on an observation of how Rule 127(5) was implemented during a sitting and indicating the correct procedure that should be followed during question time in a sitting.

Standard Outputs	Goals	Outcomes and Impacts
House publications (continued)	House documents processed and distributed timeously.	<p>The questions processed were as follows:</p> <ul style="list-style-type: none"> • 521 x written questions in comparison with 398 for the financial year ending 2005/06; • 59 x oral questions in comparison with 79 for the 2005/06 financial year; and • 6 x Questions without Notice to the Premier in comparison with 8 for the 2005/06 financial year. <p>The reason for the decrease in oral questions was due to the fact that only 13 sittings were scheduled with Question Time compared to 15 during the previous financial year.</p> <p>During the financial year, Rule 127(5), which requires that MECs provide an explanation as to why written questions are not responded to within the specific time frame, as well as tabling a reply, became effective in 2006 after being adopted by the House on 16 May 2006; thus enhancing the Legislature's oversight function over the Executive.</p> <p>All House documents were processed and distributed timeously, leading to smooth facilitation of Committees', House and Legislature business processes respectively.</p>
Effective law-making	Effective facilitation and adoption of all Bills introduced in the legislature.	<p>The Unit 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"> • Local Government Laws Amendment Act, 2006; • Gauteng Tourism Amendment Act, 2006; • Gauteng Gambling Amendment Act, 2006; • Provincial Appropriation Act, 2006; • Adjustment Appropriation Bill, 2006; • Gauteng Liquor Amendment Bill, 2006; and • Gautrain Management Agency Bill, 2006. <p>The above Bills were effectively facilitated through the following processes:</p> <ul style="list-style-type: none"> • Tabling of the Bills on ATC in terms of the Standing Rules. • Preparation for introduction of the Bills in the House. • Preparation of the formal referral on behalf of the Speaker to the relevant Committees. • Co-ordination of the task team and participation on discussions on the compliance of the Bill with other legislation and the Constitution.

Standard Outputs	Goals	Outcomes and Impacts
Effective law-making (continued)		<ul style="list-style-type: none"> • Appointing a task team report on Areas of Non-compliance in the Bill for the Committee to consider. • Providing procedural advice to Chairpersons and the Committee during deliberations of the Committee on the Bills. • Assisting GCCs with the compilation of the Committees' Reports on the Bills; • Preparation of a procedural brief for Chairpersons on the processes in the House; • Ensuring adopted Bills were certified by the Speaker and forwarded to the Premier for assent within the specified time frames; and • Submitting assented and promulgated Bills to the Constitutional Court. <p>All seven pieces of legislation introduced in the House for adoption during this period were effectively, within specified time frames and in line with the Standing Rules and other legislative framework, adopted and certified by the Speaker.</p>
House plenaries	Effective facilitation of House plenaries.	<p>The Unit succeeded in the effective facilitation of House plenaries by:</p> <ul style="list-style-type: none"> • Ensuring that documents relevant to debates in the House were scrutinised and tabled timeously. • Constant liaison and meeting with Whips with regard to House matters. • Ensuring the accuracy of items, names of participants and time allocations on the speaking list. • Providing procedural advice to Presiding Officers, Whips and Members on House matters. • Ensuring the preparation and finalisation of all documents. Ensuring that Presiding Officers were aware of visitors to the sittings. • Effective capturing of Rulings made in the House. • Advising Presiding Officers on issues that could arise during a sitting, as well as which Rules/Parliamentary practice/precedent would be applicable to each situation. • Monitoring the application of Rules by Members during House debates and providing proactive advice to Presiding Officers on contraventions to the Rules and Parliamentary practice. • Ensuring accurate drafting of Minutes of proceedings for each sitting.

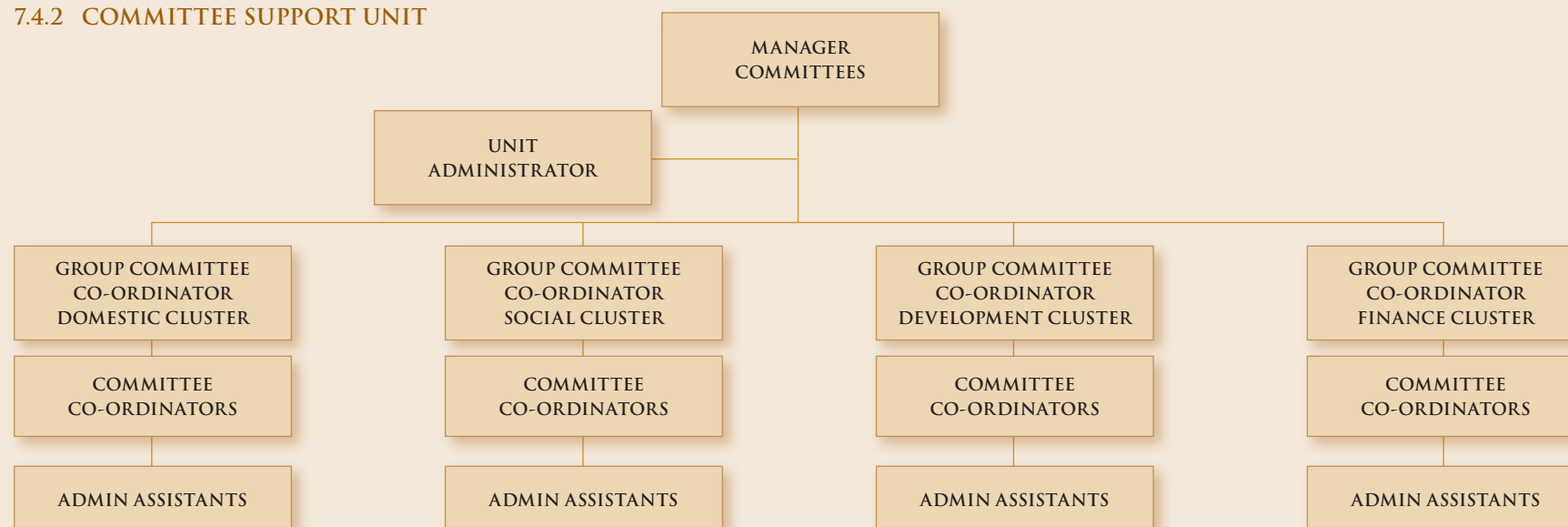
Standard Outputs	Goals	Outcomes and Impacts
House plenaries (continued)	Effective facilitation of House plenaries	<p>The Unit successfully facilitated the following publications for the sittings:</p> <ul style="list-style-type: none"> • 25 x Procedural Briefs in comparison with 24 for the 2005/06 financial year. • 7 x Notices in comparison with 9 in the previous financial year. (Notices usually confirm more than 1 sitting at a time, hence notices being fewer than the number of sittings.) • 25 x Speaking Lists in comparison with 24 for the previous financial year. • 25 x Minutes of Proceedings in comparison with 24 for the previous financial year. <p>A total of 25 sittings were successfully facilitated. Proceedings was further responsible for:</p> <ul style="list-style-type: none"> • Successfully facilitating a visitor's address to the House, which entailed liaison with the Speaker's Office, as well as providing procedural advice on compliance with the Rules on a Visitor's Address. • Successfully developing the Framework document, developing Joint Rules and facilitating the Joint Assembly of the GPL and Gauteng Local Government. <p>All House plenaries scheduled for the year were effectively facilitated. None of the plenaries were cancelled due to shortcomings in facilitation by the Unit. All plenaries were smoothly conducted and resolutions reached were properly recorded.</p>
Procedural services	The provision of procedural research papers, with one paper focusing on Application of New Rules and emerging trends, as well as procedural support to 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"> • Support to the Office of the Speaker and Deputy Speaker: Procedural advice to the Speaker on matters for referral to Committees; Rules related matters; House matters; questions to the Executive and his 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. • Support to Political Parties: 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. • Support to the Office of the Integrity Commissioner; 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. • Support to Presiding Officers: Procedural Briefings to Presiding Officers for each sitting and advice during and after sittings. • Support to Office Bearers: 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 MECs. • Support to Party Whips and representatives: Constant liaison with Whips on the application of Standing Rules related to the House debates.

Standard Outputs	Goals	Outcomes and Impacts
Procedural services (continued)		<ul style="list-style-type: none"> • Support to Portfolio Committees: Relevant Committees on the processing of legislation and reporting to the House. • Support to Provincial Departments and the public (including media): Procedural enquiries from Departments, the public, i.e. questions to the MECs or the House matters for sittings; programme of sittings and interpretation of provisions in the Rules. • Support to Rules; Programming and Privileges and Ethics Committees: 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. • Support to Chairpersons of Committees: Procedural briefings to Chairpersons on the consideration/processing of legislation by Committees and reporting to the House as per the provisions of the Rules. <p>This resulted in the following research papers being produced:</p> <ul style="list-style-type: none"> • Participation of Presiding Officers in the Debates of the House (still to be presented to Office Bearers); • Procedural research papers were developed, mainly focusing on implementation of the new Standing Rules and other topics in provision of procedural advice to stakeholders.
Other services		
Functional Rules Committee	<p>Review and initiate the proposed amendments for the Rules Committee.</p> <p>Assist Rules Committee with the interpretation and application of the Rules.</p> <p>Facilitate Rules Workshop for Members and Staff.</p>	<p>The Unit succeeded in supporting the functioning of the Rules Committee as follows :</p> <ul style="list-style-type: none"> • After monitoring the implementation of the new Rules, 10 Rules in Version 4 – Revision 2 of the Standing Rules were initiated, proposed and adopted as amendments to the Standing Rules. • Advising and assisting Members of the Rules Committee on matters of interpretation and procedure on an ongoing basis. • Rules Workshops have been organised for Members and staff from Parliamentary Operations Directorate. • 13 meetings were scheduled for the Committee and the Unit provided advice during all meetings. <p>Standing Rules were enhanced through continuous review and proposed amendments. However, a workshop for members on the Rules was not held due to the demands of the institutional programme.</p>
Functional Privileges and Ethics Committee	To assist the Privileges and Ethics Committee with regard to issues of ethics contempt.	<p>The Unit succeeded in supporting the functioning of the Privileges and Ethics Committee as follows :</p> <ul style="list-style-type: none"> • Three meetings were scheduled by the Committee during the period under review. • The purpose of these meetings was for the Committee to consider and to adopt the amendments to the Code of Conduct and Ethics. The Unit also dealt with the report of the Integrity Commissioner on his investigations into alleged violations of the Code, and the finalisation of the Committee's report regarding the proposed amendments to the Code of Conduct. • Provided procedural advice to the Committee and the Chairperson in all of the meetings. • Updated Register of Members' Interests was monitored continuously.

Standard Outputs	Goals	Outcomes and Impacts
Other services (continued)		
Functional Privileges and Ethics Committee (continued)		<ul style="list-style-type: none"> Assisted GCC with the compilation of the Committee report. The Member's Register of Interests was compiled and published; violations to the Code of Conduct were investigated and recommendations were made for appropriate action in line with the Act. <p>A report on the investigations was tabled in the House for adoption.</p>
Functional Programming Committee	<p>Co-ordinating meetings, liaising with Whips and providing procedural advice.</p> <p>Co-ordination of counselling meetings with Members.</p> <p>Providing administrative support to conduct research and provide procedural assistance.</p>	<p>The Unit succeeded in supporting the functioning of the Programming Committee as follows:</p> <p>Successfully facilitating of a total of 10 meetings. This entailed the following:</p> <ul style="list-style-type: none"> Preparation of documents for meetings and taking of minutes, e.g. 10 x notices, 10 x agendas, 10 x minutes; Whips were consulted on time allocation and order of debates; and Providing procedural advice on 7 x motions, namely, Heritage Day; 50th Anniversary of Women's March to the Union Buildings; Commemoration of June 16th; the Booking, Testing and Issuing of Drivers' and Learners' Licences; 16 Days of Activism on No Violence against Women and Children; Human Rights Month and Teenage Pregnancies in Schools.
Support to the Office of the Integrity Commissioner	<p>Assisting Members with regard to the Register of Members' Interests.</p> <p>Assisting with the revision of the Code of Conduct.</p>	<p>The Programming Committee sat and determined business of the Legislature over four terms in line with the Standing Rules.</p> <p>The Unit succeeded in supporting the functioning of the Office of the Integrity Commissioner as follows :</p> <ul style="list-style-type: none"> The Unit developed a concept document and a proposal on Enhancement of Members which was adopted by the Office of the Integrity Commissioner; The Unit assisted the Integrity Commissioner in the compilation and publication of the Members' Register for the year 2005; The Integrity Commissioner received support from the Unit with regard to his interaction with individual Members; A Gifts Diary was developed, aimed at assisting Members to track gifts received for purposes of disclosure in the Register of Interests; The Unit supported Members on an ongoing basis with regard to disclosing their business and financial interests in the Register; As an ongoing exercise, the Unit supported the Office of the Integrity Commissioner with the revision of the Code of Conduct to meet the present ethical standards; The Unit had scheduled planning meetings with the Integrity Commissioner which assisted his office to achieve its objectives during the period under review; and A Frequently Asked Questions (FAQ) booklet on the interpretation of provisions of the Code of Conduct is currently being developed for Members. <p>A Member's Register of Interests for the year was compiled and published and the Code of Conduct for Members was reviewed.</p>

Standard Outputs	Goals	Outcomes and Impacts
Rulings booklet	Publication of Rulings booklet as a reference tool for Members.	<p>1 x ruling issued during this period on Committee Reports and the usage of Rule 245 & Rule 246 – procedure for breach of privilege, or contempt.</p> <p>The result being that the reports were referred back to the Committee for re-consideration. This entailed:</p> <ul style="list-style-type: none"> • The provision of procedural advice on the application of the rules on breach of privilege and contempt to Presiding Officers prior to and during the sitting of the House; and • The capturing of this ruling and placement in the appropriate file.
External reports	Processing of all external reports for tabling and referral to Committees (where necessary) to facilitate oversight.	<p>The Unit successfully scrutinised and advised the Speaker on the processing and referral to Committees for consideration and reporting to the House of the following external reports:</p> <ul style="list-style-type: none"> • 22 x Provincial Executive Departments' and other Organs of States' Annual Reports (including GPL); • 26 x Provincial Executive Departments' Quarterly Reports (including GPL); • 8 x Public Service Commission Reports; • 7 x Auditor General Reports; and • 1 x Public Protector Report. <p>External reports, as received by the Legislature, were properly processed to reach appropriate Committees for enhanced oversight over the Executive in the Gauteng Province. A number of House resolutions are currently being tracked by various Committees, thus further enhancing oversight and accountability of the Executive.</p>
Research on Parliamentary Law and Practice	To research and create an information database with regard to issues of Parliamentary research.	<p>Previous research papers have been reviewed and packaged.</p> <p>The Unit adopted a format for conducting procedural research on various Parliamentary issues on an ongoing basis.</p> <p>A research framework for the Unit was developed and adopted for implementation.</p>

7.4.2 COMMITTEE SUPPORT UNIT



STAFF COMPOSITION

Committee Support Unit	2004/05	2005/06	2006/07
Committee Support Manager	1	1	1
Group Committee Co-ordinator	4	4	4
PEBA Project Co-ordinator (Contract Position)		1	
Senior Committee Co-ordinator			
Committee Co-ordinator	13	13	15
PA to Chair of Chairs	1	1	1
Administrative Assistants to Chairpersons	10	10	12
Administrative Secretary	1	1	1
TOTAL	30	31	34

MANDATE

During the year under review, the Committee Support Unit was responsible for the effective scheduling and organising of all Committee meetings, as well as the provision of logistical and administrative support. This was done with a view to ensuring that all Committees were able to pursue and achieve their strategic objectives. This function included major Committee oversight processes, such as the Budget and the Annual Report processes, the Oversight Model and related processes.

The Unit provided administrative support to all the various Committees during their consideration of matters forming part of their individual strategic plans in the context of five-year

plans and the Gauteng Provincial Government's 2014 Vision of halving poverty and unemployment.

In addition to public hearings on legislation and submissions, Committees have now also mainstreamed public participation in their own activities, and have already commenced with Government's initiative of *Taking the Legislature to the People*. This process has seen an increase in the level of public participation.

During the year under review, the objectives of the Committee Support Unit included the following:

- Effective and efficient leadership, management and administration of Committees;

- Efficient co-ordination of Committee activities, such as scheduling public hearings, meetings, and workshops;
- High level professional service in relation to Committee outputs, such as writing reports, input on Committee strategic plans, compilation of Committee action plans, including Oversight Model-specific reporting processes and procedural briefs; and
- Providing a comprehensive service around law-making and the exercise of oversight by Committees by monitoring and implementation of the Oversight Model;
- Facilitating the conduct of inquiries by Committees; and
- Enhancing and encouraging public participation in the activities of the Legislature.

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Implement and monitor the Oversight Model	Thorough evaluation and implementation of Oversight Model imperatives.	An in-depth evaluation of the 2006/07 Budget process was conducted in respect of each Committee with a view to establishing the extent to which the various Committees had implemented oversight principles, and in order to make it possible to provide direction in instances where this was found not to be the case. Findings will be used to inform the 2007/08 Budget process and other relevant oversight processes such as the Annual Report process and Focused Intervention Studies.
	Establish relationship with Line Departments in policy prioritisation processes to facilitate public input in Budget process.	The various Committees have identified the need to involve members of the public fully in conducting their oversight activities. This pertains to the Budget process and the need to ensure that public input into the process is facilitated.
	Update and workshop Oversight Model manual.	This will become possible through the involvement of the various Committees in the micro-prioritisation processes of the Departments over which they conduct oversight. In this way, Committees will make a very significant contribution towards deepening democratic processes in the Gauteng Province.
	Identify additional training needs on Oversight Model.	The Oversight Model manual has since been replaced by the PEBA pocket-sized guide, which will be updated from time to time. The intention is to ensure that the guide is availed to all relevant stakeholders to facilitate ease of reference to the Oversight Model. Through this, a very valuable resource will be placed at the disposal of both Members and staff, thus reducing instances of uncertainty concerning the actual steps to be followed by Committees in the process of utilising the various methods at their disposal to effectively perform their oversight.
		Training workshops have been arranged and Members and staff have undergone the required training on the Oversight Model. Such workshops will be continued to serve as refreshers and to ensure that new Members and staff are introduced to the Oversight Model, and that their skills are continually brought up to date in line with all relevant developments in this regard.

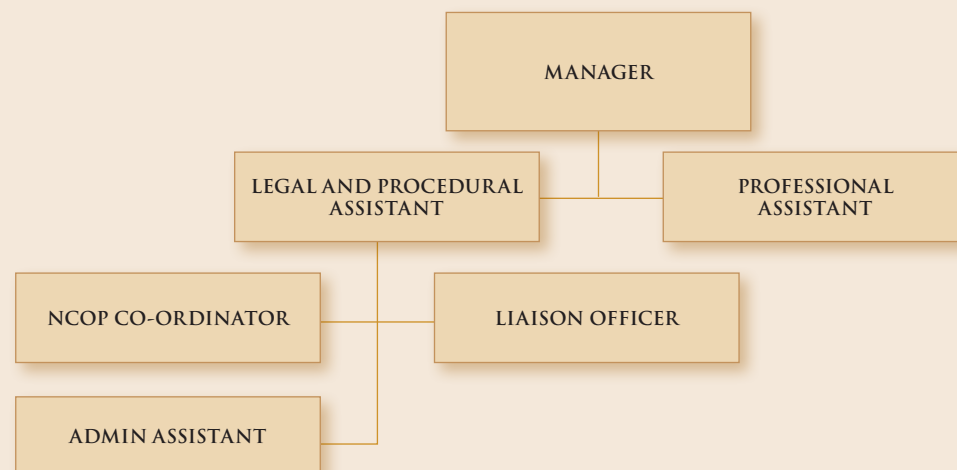
Strategic Objectives	Outputs	Outcomes and Impacts
	<p>Enhance Committee strategic plans.</p> <p>Support implementation of the Oversight Model.</p> <p>Address transversal issues in relation to Government priorities.</p>	<p>Committee strategic plans have been enhanced to support the implementation of the Oversight Model and, in appropriate cases, transversal issues have been addressed in relation to Government priorities by such Committees as SCOPA and GEYODI.</p> <p>Chairpersons formed part of the Mid-term Review session during which a review of the two-and-a-half-year period was outlined, and the way forward was mapped in relation to the remaining corresponding period. This has culminated in the development of a framework in line with which oversight processes such as the Budget Vote process is detailed.</p>
Implement and enhance Committee inquiries	Implement the Committee Inquiries System.	The framework in accordance with which Committee Inquiries will be conducted was approved by the Presiding Officers during the latter part of 2006. This was followed by the submission to the Presiding Officers of eight (8) possible topics with which to pilot the implementation of the system. Piloting will commence as soon as an indication in this regard is received from the Presiding Officers.
	Enhance the Committee Inquiries System.	Enhancement of the Committee Inquiries System will follow its piloting with a view to ensuring that it is fully informed by actual experiences, and that its enhancement is based on fact.
	Monitor and evaluate.	Monitoring and evaluation of the Committee Inquiries System will follow its actual implementation.

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Committee meetings	Effective scheduling and organising of Committee meetings.	A total of 349 meetings and 8 public hearings were held, 31 oversight visits were conducted, 20 workshops and 12 conferences were attended. The Unit was responsible for the effective scheduling and organising of all Committee meetings during the year under consideration, and also for the provision of logistical and administrative support. This was done with a view to ensuring that all Committees were able to pursue and achieve their strategic objectives. Included, were major Committee oversight processes, such as the Budget and the Annual Report processes, and the Oversight Model and related activities.
Committee management	Provision of efficient administrative support to individual Committees.	The Unit provided administrative support to all the various Committees during their consideration of matters forming part of their individual strategic plans, in the context of five-year plans and the Gauteng Provincial Government's Vision 2014 of halving poverty and unemployment.
Committee resolutions	To ensure the drafting of qualitative and accurate Committee resolutions.	<p>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. Evidence of this is found in the 59 reports submitted to the House, emanating from the various Committees.</p> <p>This resulted in the identification of remaining gaps, thus making it possible to address same, as and when they are identified.</p>
Public participation	To ensure participation by the public in processes of the Legislature through its Committees.	Apart from conducting 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 commenced with <i>Taking the Legislature to the People</i> . This process has seen an increase in the level of public involvement and participation.

Standard Outputs	Goals	Outcomes and Impacts
Oversight Model imperatives	To ensure that the oversight function is complemented through site visits aimed at providing Members with first-hand knowledge of the various Departments' respective areas of delivery and operation.	<p>The various Oversight Model imperatives were made an integral part of all Committee work. The following imperatives were given the necessary attention during the year under review:</p> <ul style="list-style-type: none"> • The Budget process: This occurred in the early part of the financial year and was aimed at ensuring that the various Committees deliberated on the corresponding Votes of the Departments over which they conduct oversight. • The Annual Report process: The process was conducted in the latter part of the financial year and enabled the various Committees to consider the Annual Reports of all the Gauteng Provincial Government's (GPG's) Departments in an effort to establish the extent to which there has been actual delivery measured against plans put in place during the preceding year. • Oversight Visits: A number of oversight visits, 31 in total, was conducted by the various Committees with a view to monitoring and assessing the effectiveness and impact of Government programmes on the ground, and the extent to which such programmes contribute to the goals of the GPG's Vision 2014 of halving poverty and unemployment. • Focused Intervention Studies: These were mainly conducted following the major oversight processes such as the Budget and the Annual Report processes, in line with what is envisaged by the Oversight Model in this regard. The purpose of such studies has been the identification of particular areas of focus and conducting oversight over these, while drawing the necessary linkages with the various other related processes in an integrated manner. • The Quarterly Reporting process: The aim of this process, which is rapidly taking root alongside other established oversight processes, is to ensure that the conducting of oversight over the Executive is maintained throughout the year, and occurs at regular planned and quarterly intervals. This will ensure that it becomes more possible to redirect at an early stage, as and when the need arises, and that areas requiring further attention are identified and afforded the necessary attention without delays that may at times tend to be at the expense of service delivery. • It has since become necessary to differentiate the intensity with which such reports are considered, with the second and the third Quarterly Reports isolated for detailed deliberation in an attempt to establish levels of delivery and making the necessary interventions, as required in terms of prevailing circumstances.
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.	<p>The various Committee Chairpersons attended the Mid-term Review session held during the course of the financial year with a view to reviewing the activities for the two and a half year period, and putting in place plans for the remaining corresponding period.</p> <p>This process has resulted in a renewed focus on key activities with a view to ensuring that Committees achieve more during the remainder of the current term.</p>
Procedural and professional advice	To provide advice to Members and Chairpersons.	Procedural advice was provided 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 were required for the various Oversight Model imperatives, such as the Budget and Annual Report processes.

7.4.3 NATIONAL COUNCIL OF PROVINCES, PROGRAMMING AND LEGAL SERVICES UNIT



STAFF COMPOSITION

Unit	Functions	2004/05	2005/06	2006/07
Unit Manager	Responsible for the overall management of the Unit.	1	Vacant	Vacant
Legal & Procedural Assistant	Provision of procedural and legal advice.	1	1	1
Professional Assistant	To assist with the provision of legal services in the GPL.	0	1	1
NCOP Co-ordinator	Responsible for all NCOP logistical and admin related matters.	1	1	1
NCOP Liaison Officer	Key liaison between the GPL and Parliament.	1	1	1
Administrative Assistant (Cape Town Office)	To assist with administrative duties at the Cape Town Office.	0	1	1
TOTAL		4	5	5



STRATEGIC OBJECTIVES

EXTRA-ORDINARY PROJECT

Strategic Objectives	Outputs	Outcomes and Impacts
Redrafting of the Legislature Service Act	To redraft the Legislature Service Act, thus bringing the Act in line with the PFMA so far as it applies to the LSB's existence, functions, performance and status, PAJA, PAIA, Public Audit Act in so far as the AG is required to support Legislatures and other relevant and applicable legislation, as well as the principles of good governance as recommended in the King II Report on Corporate Governance.	Governance reports and recommendations presented to the Board and endorsed. Drafter to be engaged and 1 st Report expected by mid-June 2007.
Development of Unit Procedure manual	To develop a guide for use by all Members, staff and other stakeholders both within the legislative sector and external, The manual will seek to detail established operational procedures for processing NCOP and legal matters.	Existing documentation has been reviewed, and a draft manual is in place. Internal customers to be whorkshopped during mid-2007 and the final version is anticipated to be completed by end October/mid-November.

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Effective NCOP co-ordination	Effective participation in the national legislative processes.	<p>The GPL, through its strengthened relations with and support of the NCOP, continues to fully participate in the NCOP initiatives such as:</p> <ul style="list-style-type: none"> • <i>Taking Parliament to the People</i> - March 2006: Northern Cape and November 2006, Free State Province; • Workshop on the Children's Bill held in Gauteng, Birchwood Hotel; • Workshop on the co-ordination and scrutiny of both provincial and national programmes, particularly in respect of the NCOP; and • Workshop on Intergovernmental Relations. <p>In 2006, the GPL, through the Speaker, co-ordinated the provincial position regarding the Constitutional Court challenge relating to the failure by both Parliament and Provincial Legislatures to facilitate public involvement in the consideration of the Health Bills and the Constitution Twelfth Amendment Bills. To this end, the Constitutional Court made an important pronouncement in 2006, thus defining the exact meaning and application of the constitutional provision relating to public participation.</p> <p>Through the provincial leadership (Premier, Speaker, Deputy Speaker, Leader of Government Business, Chief Whip, Chair of Chairs, Leader of Official Opposition, and the six Permanent Delegates), the GPL Office Bearers convened in Gauteng and invited the Chairperson of the NCOP to address issues of common interest, challenges and means of enhancing existing relationships with the NCOP through a refinement of existing processes and communication channels.</p>

Standard Outputs	Goals	Outcomes and Impacts
Bills processed: <ul style="list-style-type: none"> • Section 74 • Section 75 • Section 76 • Section 77 	<p>To participate effectively and in a structured way in the national legislative processes, both at the National Assembly and most importantly in the NCOP.</p> <p>To ensure that Bills passed by the NCOP have been subjected to extensive and qualitative consideration and public engagement by the GPL Committees.</p>	<p>Of the 37 bills received from Parliament during the 2006/07 financial year, 25 were section 75, 7 were section 76 and 5 were section 77.</p> <p>The Second 2010 FIFA World Cup SA Bill, tagged as section 75, was referred concurrently with the section 76 version to the Sports, Recreation, Arts and Culture Committee for consideration in terms of the Standing Rules.</p> <p>The Appropriation Bill, tagged section 77, was also referred concurrently with the Division of Revenue Bill to the Finance Committee for consideration in terms of the Rules.</p> <p>Substantive mandates, informed by stakeholder and public input, were produced on all section 76 Bills tabled before the NCOP and recommendations for further considerations by the NCOP advanced, e.g. the report on the Further Education and Training Colleges Bill, Children's Amendment Bill, Health Professions Bill and the Electricity Regulation Bill, to which even organised Local Government was invited to make submissions as required by the Rules.</p>
Provision of effective legal services	<p>To ensure effective and efficient legal services.</p> <p>Contracts negotiated and drafted.</p> <p>Internal and external opinions provided to the institution.</p>	<p>The Unit continues to indicate remarkable improvement in the provision of legal services to both the corporate stream of business, as well as the legislative stream. A considerable volume of requests were handled internally instead of outsourcing opinions and/or the drafting of contracts. Capacity challenges in respect of human capital remained and were further compounded by the resignation of the Unit Manager in mid-2006. Responding to growing demands for service has also proved challenging, however, qualitative outputs were satisfactorily met.</p> <p>A business model justifying reorganisation of the Unit has been presented to Senior Management for consideration due to the increasing number of legal requests.</p> <p>A total number of 11 contracts were dealt with internally, and two contracts drafted externally.</p> <p>10 legal opinions were provided internally.</p> <p>4 litigation matters – two were successfully resolved and two are still outstanding.</p>



7.4.4 HANSARD UNIT AND LANGUAGE SERVICES



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
Manager	1	1	1
Deputy	1	1	1
Recorders		3	3
Senior Recorder	4	1	1
TOTAL	6	6	6

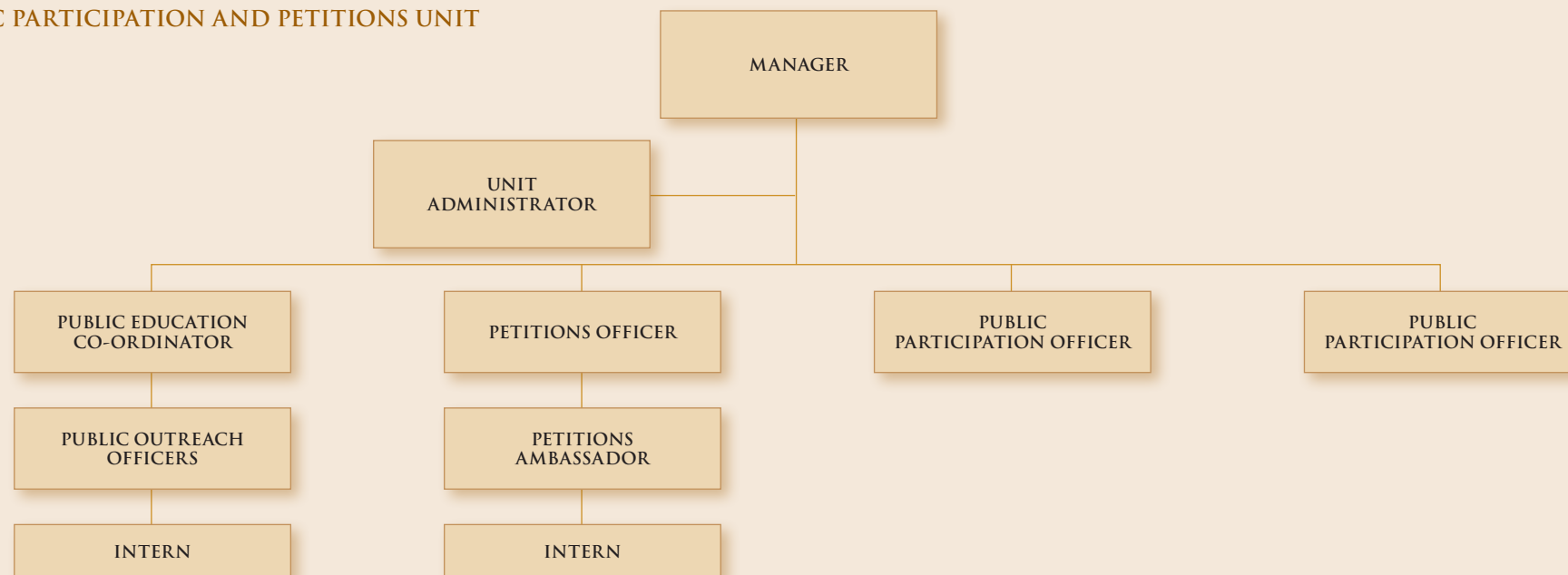
STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Development of system for compliance with Language legislation	To ensure GPL compliance with legislative requirements regarding language usage.	<p>Project was not implemented during the reporting period, as language practitioners had not yet been appointed.</p> <p>Afrikaans/English transcribers' posts still vacant: The Unit is experiencing difficulty in obtaining applications for the posts. A dual advertising process is being followed: Head-hunting and relevant newspaper advertisements.</p> <p>IsiZulu transcriber's post still vacant: Experiencing difficulty in obtaining applications for the post. Dual advertising process is being followed: Head-hunting and relevant newspaper advertisements.</p> <p>Senior Recorder post still vacant pending resolution of a dispute. The absence of a Supervisor for the recording and archiving activities hampers proper provision of service. The Deputy put her responsibilities aside in order to assist with planning, allocation of <i>ad hoc</i> duties, supervising and reporting on recording and archiving responsibilities.</p>
Develop a Procedures Manual for the Unit	<p>To develop a guide for use by all Members, staff and other stakeholders.</p> <p>The manual will seek to detail established operational procedures.</p>	In progress.

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Recording of proceedings of Committees and/or sittings of the House.	Recording of Committee proceedings and sittings of the House in accordance with legislation.	Provided recordings of all proceedings of the House, Committees and <i>ad hoc</i> meetings.
Transcription of recordings	Transcription of recordings.	<p>Provided accurate transcriptions of the sittings of the House, Committees and <i>ad hoc</i> meetings.</p> <p>Whereas sittings of the House are normally prioritised and transcribed within 24 hours of a sitting, the ability to transcribe Committee proceedings still depends on reasonableness of requests and the length of proceedings to be transcribed.</p>
Archiving of recordings	Archiving of recordings.	<p>The Unit is the process of archiving all outstanding recordings. This includes sittings of the House and Committee meetings. The analogue DAT archiving system was used in all instances.</p> <p>The first phase of digitalisation has been finalised, and upon completion of the entire project, the archiving backlog will be easily eliminated.</p>
Printing/publishing of Hansards	Printing/publishing of Hansards.	The Unit was able to edit and publish Hansards and these were posted on the T-drive. However, the hard copy backlog still remains, and will be eliminated by the end of July 2007.
Interpretation	Interpretation.	Interpretation services were provided in accordance with Language legislation and policy.
Translation	Translation.	Translation services were provided for all clients in accordance with Language legislation and policy.

7.4.5 PUBLIC PARTICIPATION AND PETITIONS UNIT



STAFF COMPOSITION

Unit PPP	2004/05	2005/06	2006/07
Manager	1	1	1
Public Education Co-ordinator	1	1	1
Petitions Officer	1	1	1
Petitions Administrator	1	1	1
Public Participation Officers	0	0	2
Public Outreach Officers	2	2	2
Administration Secretary	1	1	1
Interns	3	3	3
TOTAL	9	10	12

STRATEGIC OBJECTIVES

EXTRA-ORDINARY PROJECT

Strategic Objectives	Outputs	Outcomes and Impacts
Expand public participation programmes	Various initiatives were conducted to support increased public participation in the Legislature's Activities.	<p>The Unit conducted various public education workshops and programmes to create awareness and promote participation in Legislature processes. This was done through pre-public hearing workshops, community public education workshops, school visits to the Legislature, Budget Process workshops, road shows, preparations for Youth Parliament, preparation for Women's Parliament and the People's Assembly.</p> <p>Flowing from these activities, the Legislature was able to reach out to new stakeholders and civil society organisations. A number of stakeholders were able to interact with the Legislature through submissions on policy issues and affording the public the opportunity to petition the Legislature on a number of delivery and service issues.</p>
	Enhance public participation in decision-making processes of the Legislature.	<p>A Provincial Stakeholder Conference was held in April 2006 with approximately 300 participants representing 70 civil society organisations. The aim of the conference was to promote interaction between GPL Committees and civil society.</p> <p>A National Civil Society Conference was held in July 2006. The aim of the conference was to explore ways of promoting and enhancing public involvement with regard to the following: mainstreaming public participation, involvement of civil society in public participation processes, submissions through public hearings, petitions process, communicating legislature processes with the public and using sectoral parliaments to promote public participation. Resolutions from the conference are currently being implemented by the various Legislatures.</p> <p>The Unit developed new training materials in line with the decision taken during the previous year to mainstream public participation in the work of all Committees. The new materials focus on the Oversight Model and the manner in which public participation can be enhanced through this process.</p>
Implement the recommendations from the PPP in decision-making and research projects (continued)		<p>Current public participation programmes are now aligned to the Oversight Model and mainstreamed in the work of all Committees. The Unit has been able to ensure increased stakeholder participation in the work of the institution and Committees.</p>
Public Participation Procedures Manual		<p>The Unit has evaluated the existing Public Participation Procedures Manual and has made new additions in order to reflect current services and standards.</p> <p>New additions to the manual will result in an increased understanding (by staff members) of the work of the Unit.</p>

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Public Education workshops	150 workshops were successfully prepared for.	The Unit conducted 107 workshops. These workshops enabled members of the public to gain knowledge about the Legislature and empowered them to participate in activities of Committees and the institution. The NCOP programme also impacted on achievements of targets, as the Unit had to assist with this programme.

Standard Outputs	Goals	Outcomes and Impacts
Public Outreach for Committees	To prepare and mobilise the public for public hearings and Committee meetings taking place in communities.	<p>The Unit mobilised members of the public for Committee meetings that took place outside the Legislature. About 6 meetings took place outside the Legislature and were attended by approximately 1 800 people.</p> <p>The Unit assisted and mobilised the public for the NCOP programme of <i>Taking Parliament to the People</i>. The event was attended by about 35 000 people over a period of five days.</p> <p>A large number of community members were able to make submissions and raise issues of policy and delivery with regard to Government performance.</p>
Budget Process Training workshops	60 Budget Process workshops with 100% quality preparations.	<p>The Unit conducted 30 Budget Process workshops. The target was not met due to the Unit having to focus on assisting with the programme of the NCOP.</p> <p>Members of the public and civil society were able to obtain an improved insight into the Budget process and the manner in which they could participate in this process.</p>
Women's workshops	20 Women's workshops with 100% quality preparations.	The Unit met its target of conducting 20 workshops for women in preparation for National Women's Assembly with approximately 200 participants. Social and political issues impacting on women were raised and submitted to the Legislature and National Parliament for consideration and action.
Roadshows	14 roadshows were successfully prepared for.	The Unit conducted more than 23 roadshows reaching about 23 000 people throughout the Province. These roadshows raised the profile of the Legislature to the broader community of Gauteng.
Effective resolution of petitions	Resolution of 80% of petitions received.	A total of 28 petitions were registered by the Unit during the reporting period and a total of 14 petitions were closed, which represents a 50% success rate. Our petitions processes and systems improved markedly. The e-Petition system was developed, thereby automating processes and systems. A number of petitions raised issues relating to policy matters, service delivery and legislation. The Legislature also interacted with Local Government around the petitions process with the aim of assisting the latter to develop their own systems.

7.5 PROGRAMME 5: DIRECTORATE: INSTITUTIONAL SUPPORT SERVICES

**MANDATE**

The Directorate, Institutional Support Services, comprises four Units/Sub-programmes viz. 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 an important responsibility around matters pertaining to corporate governance, internal and external audits, risk management processes, legislative requirements, black economic empowerment (BEE) imperatives, as well as training and development of Legislature staff. The Directorate renders support to Members and staff of the GPL by providing quality services to internal stakeholders via the Units mentioned.

PERFORMANCE OVERVIEW

The assessment of the Directorate's performance during the 2006/07 financial year is based on the BSC guidelines and follows below:

FINANCIAL MANAGEMENT**Effective Strategic Planning**

The Directorate's business plans were developed in line with prescribed standards. The template was revised and the strategic objectives revisited and interrogated for relevance within the context of institutional goals. More emphasis was placed on the definition of outputs against strategic objectives. A concerted effort was made at the planning sessions to ensure that outputs were aimed at influencing a particular outcome in line with the goals set for the institution. The budget statement was developed in accordance with both the five-year plan and 2014 vision, and strategic plans were approved by the Board. This is in line with the trends of the previous years and indicates that the GPL planning processes are on a solid footing. This approach ensured an improved alignment of Directorate strategic objectives and institutional goals. In addition, Unit outputs and individual outputs have also been aligned and have been captured in employees' work plans. This enabled the institution to measure both the individual, as well as the institutional performance.

Budget Management

The Directorate registered a 3.5% under-spend in the 2006/07 financial year against a 4.14% under-spend in the previous financial year. The under-spend was largely due to non-completion of the workflow project which could only be commenced in February due to the unavailability of SAP resources. The other contributing factor was the late recruitment of budgeted positions, i.e. the Risk Accountant and the Asset Officer, as well as the resigned post of the OD Officer which was not filled pending the outcome of an HR decision. Whilst there was satisfactory performance in the management of expenditure by the Directorate against the budget, there is room for improvement in the management of quarterly projections against the budget, which should lead to a tighter monitoring of actual activities against the strategic plan. Improved management of expenditure against budget has ensured that the Directorate spends in line with the parameters as defined in the Treasury Regulations.

Risk Management

The Risk Management plans that were outstanding from the previous financial year were concluded for the Office of the

Speaker and the Office of the Secretary. The Risk Committee dealt with a number of issues from losses realised and related insurance recoveries reported to the Risk Committee; the controls or even lack of controls around security in the institution; legislative compliance, etc. Risks in the organisation and in the Directorate were not fully managed as per the agreed plans, due to lack of capacity. The Risk Accountant was employed in the third quarter of the financial year to spearhead the risk management processes.

It is envisaged that significant improvements will be realised in this area in the new financial year. Whilst no major risks were identified (bar the theft of laptops), the new appointment should assist us in monitoring performance related to risk management in GPL Directorates and Units, as per the 2007/08 financial year plans.

Internal and External Audits

The Finance and Audit Committee met four times in terms of the Charter. Internal audits conducted in terms of the Coverage Plan included the following: Human Resources, Procurement and Tenders, Expenditure Management and Asset Management.

Tracking of progress on significant findings by external and internal audits and recommendations by the internal auditors was conducted and reported to the Committees on a regular basis. Recommendations of the Audit Committee were implemented accordingly. Steps were taken towards the development of a Business Continuity Plan for the Legislature. A task team will be appointed and the terms of reference are to be developed and the plan finalised during the 2007/08 financial year. The process for the evaluation of internal and external audits, prompted by the Risk Management and Audit Committees, was initiated during the last week of March 2007

INTERNAL PROCESSES MANAGEMENT

Strategic Projects

e-Procurement

The e-Procurement project is complete and the system functional as per the final tests conducted. Delays were experienced due to the unavailability of implementation resources on the part of the service provider. The targeted go-live date is the beginning of the new financial year in April. An advert was placed in the newspapers advising existing and prospective service providers to register on the new system. The implementation of the e-Procurement system will lead to greater efficiencies being realised in the procurement environment. Suppliers will be able to directly interact with the GPL website for registering on the Suppliers' Database, as well as obtaining information regarding tenders. The system has been designed for general improvements in reporting, notably reporting on BEE spending by the GPL.

Debit Card System

The Debit Card system was procured and installed in both the Canteen and the Coffee Bar. Utilisation of the system commenced during the last quarter of the financial year. Members and staff were informed of the system and have started loading credits on the card for purposes of buying food and beverages. Immediate positive spin-offs were realised with the introduction of the system, *inter alia*, a reduction in the circulation of cash which impacts on the risks associated with carrying cash for both individuals and the canteen management. The introduction of this system also saw a significant reduction in the number of uncleared "guests" who visited our canteen to take

advantage of the subsidised food, as customers not carrying our card are charged double the amounts.

Workflow

The SAP workflow was not completed by the end of the financial year. The project commenced in February in the last quarter of the financial year. The delays were largely due to the protracted negotiations with SAP Africa on whether there was a need for the payment for the blue-print. Delays were further experienced due to the non-availability of SAP resources for the implementation. Milestones achieved included the Blue-print definition. Advantages associated with the implementation of the SAP workflow, such as efficiencies and escalation capabilities have not yet been realised as yet, as the project has not been completed. Non-finalisation also led to an under-spend against the budget allocated for the project.

HUMAN CAPITAL MANAGEMENT

Talent Management

Recruitment and Selection

Of the four new budgeted positions, two residing in the Finance Unit were filled. The positions of the Recruitment Officer, as well as the Employee Relations Officer were not filled as these were dependent on the finalisation of the HR Strategy. There were two resignations during the year. An appointment in the resigned position of the OD Officer was also suspended pending the outcome of the HR Strategy. The position of the HR officer was interviewed for, but has not been closed due to the scarcity of HR personnel with relevant SAP experience. The strategy was finalised and a new structure proposed. The position

of the OD officer was made redundant. The positions, as proposed in the new structure, were evaluated and are now at recruitment stages. It is envisaged that improvements will be realised once the HR Unit is fully capacitated as per the proposed strategy.

The development and adoption of an HR Strategy has provided a structure informed by a strategy. Non-finalisation of the implementation of the strategy with reference to recruitment meant that the HR Unit was limited in its capacitation. Of the 42 vacancies at the beginning of the year, i.e. vacancies arising from resignations and newly budgeted positions, 24, were recruited for by HR. As a result, recruitment in the institution has not happened as effectively and efficiently as could have been.

Talent Retention

The GPL staff turnover rate at the end of the financial year was 8.99%. This was within acceptable levels as the national and the Gauteng averages were at 12% and 14% respectively. Challenges, however, still remain with regard to retaining the required skills and capabilities in the institution. To this end, HR conducts exit interviews with all employees that leave the institution. The information is analysed to trace trends and patterns, utilising other sources of invaluable information such as the Cultural and Employee Satisfaction Survey. An integration of all data is utilised to inform strategies and requisite interventions for retaining required skills in the institution; this being counterbalanced with the need to infuse new blood in the institution. The Succession Planning Policy that was developed will assist in our strategies of retaining the skills that are critical in the institution.

Compensation and Benefits

Competitive Remuneration

The Legislature endeavours to remunerate competitively against the Sector and against national and Gauteng averages. The GPL utilises the Remuneration Survey published by Deloitte Human Capital for tracking remuneration trends. The survey, as well as the key inflation indices as published by Statistics South Africa (STATSSA), and other relevant data sourced from public institutions such as the Reserve Bank serves as a basis for strategy formulation around annual inflation increases for staff.

Broad-banding

Broad-banding, which rewards employees for skills acquired through training and development including self education, remains one of the key pillars of the Remuneration Strategy. Through a more proactive approach and with better communication on broad-banding requirements and dates, efficiencies were realised in the execution of the system which should go a long way in restoring credibility of the system and generally contributing to positive morale in the institution. In the April round of broad-banding of the participants, no less than fifty six (80%) benefited in terms of rewards. In the September round, 85% of participants benefited. The success registered should be sustained to ensure even better results in the coming years.

Performance Management

Performance management is a key tool for management to gauge and leverage organisational and individual

performance. The 2006/07 financial year saw the introduction of the integrated BSC Performance Managements System (IPMS) that would apply across the board from the lowest level employee to Senior Management in the institution. Whilst training was provided prior to the implementation, challenges, such as the following were experienced with the implementation of the integrated BSC and Performance Management System:

- There was no uniform population of the work plans as forwarded to HR; and
- No timeous submission of performance review results per quarter as required by the policy.

In an attempt to address the gaps identified, further training was provided in the third quarter of the year. Some improvements, though not significant, in the submissions of reviews to HR were registered. Implementation of the system, e.g. the policy requirements, still remains a serious challenge which requires the necessary attention by all involved. Performance management, more than the submission of templates, should talk to the culture of high performance in the institution. This will require a systematic approach that involves coaching and mentoring.

Training and Development

In a departure from the previous approach around creating plans for training purposes, a Skills Audit exercise was undertaken to inform the institutional Work Skills Plan. A preliminary report was tabled and referred back to the service provider for purposes of reworking the gaps as identified by the Secretariat. A new initiative has been

undertaken to conclude the process which will culminate in the submission of a Work Skills Plan by June 2007. Whilst the processes of the Skills Audit were underway, training continued as requested by Directorates. However, the training was not informed by the competency requirements informed by the strategic objectives.

Leadership Development

Team-building

A team-building session was held for Management in the first quarter of the year at Stonehenge with a view to building high performance teams. Feedback was given to each and every team member on how they were viewed by other team members in order for them to improve their performance and behaviour.

Inter-departmental Communication

Meetings with Managers were held, albeit not on a regular basis. A number of meetings were cancelled giving way to issues of urgency. This created gaps with information not filtering to lower levels in the Directorate.

Coaching and Mentoring

Coaching and mentoring was conducted throughout the year, albeit on an irregular basis. The processes were, however, formalised in the third quarter of the year and yielded immediate benefits as Managers began cascading the approach to lower levels of staff. The team-building sessions that were held in the first quarter of the financial year lead to an increased morale in the Directorate. This, however, was not sustained due to lack of follow-up strategies. This is symptomatic of an incoherent approach to leadership development in the institution. The team-

building initiatives were aimed at the establishing of high performance teams in the institution. The non-formalisation of the coaching and mentoring initiatives through work plans meant that there was no objective way of gauging whether Legislature employees were actually *living* the values.

Organisational Development

In gearing up to the challenges facing the institution in the research arena, OD exercises were conducted and the suggested recommendations and implementation plan tabled at the HRD Committee and approved by the Board. The approved plan is now in its implementation phase.

Labour Relations

Regular meetings were held by the Union/Management Forum up until the middle of the third quarter. A number of meetings were cancelled due to the non-availability of participants. The continued cancellations, which were more pronounced in the last quarter, calls to question the commitment to regular meetings. No major issues of concern emerged during the year. To address the problem of attendance, a full-day workshop has been scheduled for the first quarter in the new financial year.

STAKEHOLDER MANAGEMENT

Cultural and Employee Satisfaction Survey

The Cultural and Employee Satisfaction Survey was not conducted in the last quarter of the financial year as originally planned. The targeted service provider was unavailable due to involvement in other HR processes. A new service provider has been identified to finalise the survey in the new financial year. The change in service provider will undoubtedly lead to delays,

as the report needs to be scrutinised and recommendations forwarded based on an independent, objective basis. This will indicate whether any progress has been made in respect of the general morale of GPL employees.

Development of Relationships with Other Institutions

The relationships forged through participation in the South African Legislature Secretaries Association (SALSA) fora, i.e the CFO Forum and the Human Resources Forum were maintained during the reporting period, as both the CFO and the HR Manager continued to play an influential role in their respective fora. There is a need to demonstrate visible gains from participation in the fora.

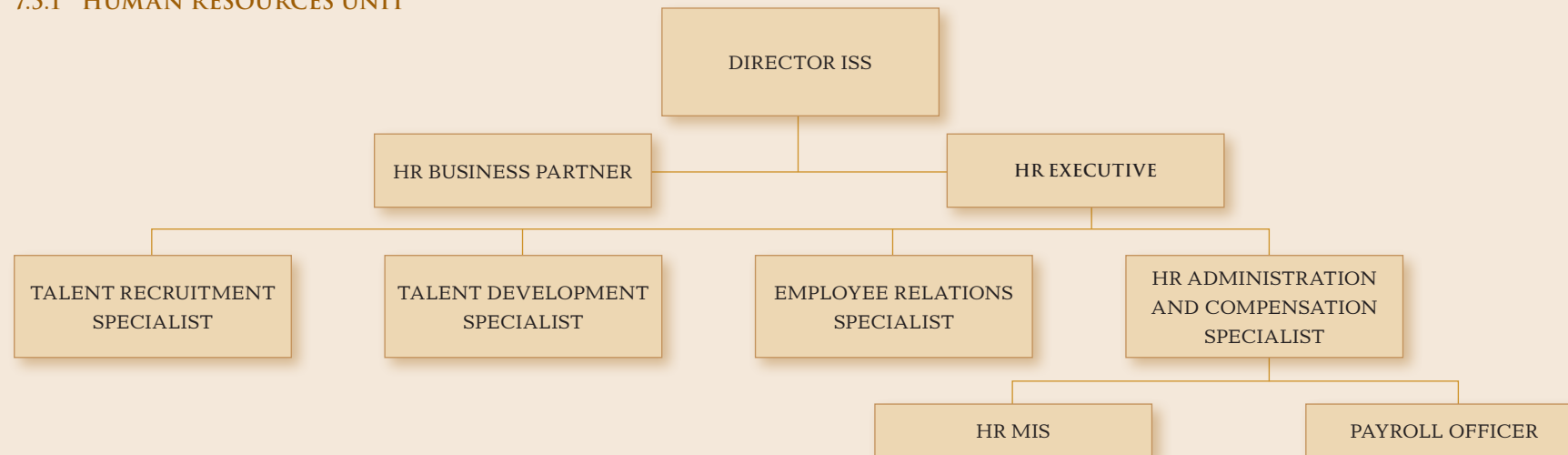
CONCLUSION AND PROSPECTS

Whilst there was satisfactory performance in the management of expenditure by the Directorate against the budget, there is room for improvement in the management of quarterly projections against the budget, which should lead to a tighter monitoring of actual activities against the strategic plan. The Directorate's under-spend was largely due to non-completion of the workflow project which could only be commenced in February due to the unavailability of SAP resources.

The Human Resources Unit faced significant challenges during the year under review. Whilst the development and adoption of an HR Strategy has provided a structure informed by a strategy, non-finalisation of the implementation of the strategy (with regard to Recruitment) meant that the HR Unit was limited in its capacitation.

As mentioned in the first section of the Annual Report, the Human Resources function within the GPL will receive particular attention in the new financial year.

7.5.1 HUMAN RESOURCES UNIT



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
Manager HR/HR Executive	1	1	1
Senior Human Resources Officer	1	1	1
Training and Development Officer	1	1	1
Human Resources Officer (Payroll)	1	1	1
Human Resources Administrator	1	1	1
Administrative Secretary	1	1	1
Employee Relations Officer		1	1
TOTAL	7	8	8

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Improving internal employee capacity by implementing HR Development Systems (Talent Management)	Completion of project by end March 2007.	Completion of project by end March 2007.
Human Resources Procedural Manual	Completion of project by end March 2007.	<p>The HR Procedural Manual was identified as a project for the year under review. Initial work on the project has already been undertaken, but due to a lack of permanent capacity in HR, the project could not be finalised.</p> <p>The review of the Procedures Manual will ensure that there is uniformity in the application of policies and procedures in the Unit, which in turn will lead to efficiency in the delivery of service.</p>
Foster a conducive and enabling working environment through monitoring of organisational climate by conducting Employee Satisfaction Survey	Completion of project by end March 2007.	<p>The project is aimed at ensuring that the institution is able to tap into the morale of the employees of the GPL. This should give an indication as to whether the employees are satisfied with the provision of resources, whether there is sustainability of the culture and values, and more importantly, employee attitudes towards the style of leadership in the institution.</p> <p>Terms of reference were developed and approved; and work has been outsourced for finalisation. It is expected that the survey will be conducted and finalised by an external service provider by the end of the first quarter in the new financial year.</p>

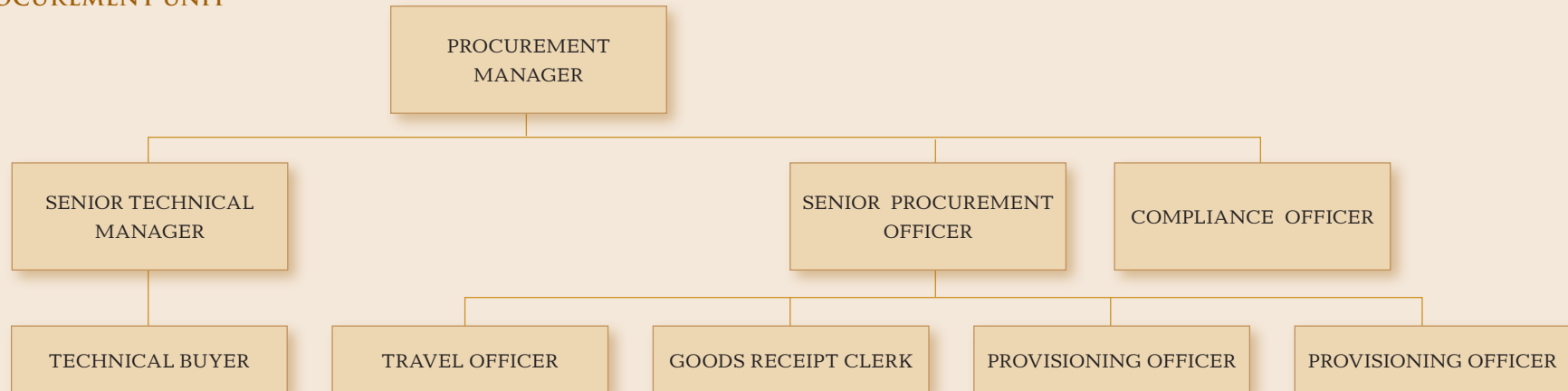
STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Management of Members' and staff payroll	Timeous payment of Members and staff free of queries and errors within specified periods.	The objective was met as the payroll for both staff and Members was submitted on time. Limited errors were encountered. Late submission of overtime and other documentation resulted in queries. This was not reflected in the internal audit reports. Proper execution of payroll services will instill confidence in Members and staff, as well as ensure the sustainability of high morale in the institution.
Implementation of effective HR Development Strategies	<p>Management of Human Resources development through:</p> <p>Training needs developed;</p> <p>IPMS and PPMS reviews integrated;</p> <p>Broad-banding assessments conducted;</p> <p>Career and succession planning implemented; and</p> <p>Needs analysis reports.</p>	<p>The integrated IPMS was introduced in the first quarter of 2006. Whilst training was provided prior to implementation, challenges were experienced in the implementation processes. There is a need to conduct an FIS to ensure the sustainability of the system.</p> <p>Broad-banding exercises were conducted during the year under view. This included payment to employees who were eligible. Improvements in the implementation of the system contributed to the restoration of credibility of the system.</p> <p>The Career and Succession Policy was approved by the LSB in October 2006. The policy is aimed at ensuring that the institution retains critical skills.</p>
Effective financial management control of HR budget	Effective management of financial resources in line with the budget.	There was an overspend in the Unit due to carry-over projects that were paid for in the 2006/07 financial year which impacted on the budget availed.

Standard Outputs	Goals	Outcomes and Impacts
Effective maintenance of HR Policies	HR policies developed, implemented and monitored	Four policies were reviewed during the reporting period and three presented to and approved by the LSB, i.e.: <ul style="list-style-type: none"> • The Bursary Policy; • Succession Planning Policy; and • Performance Management Policy.
Adherence to statutory requirements	Human Resources management and administration implemented in line with LRA, SDA EEA and PFMA. Employment Equity Report. Skills Development Report. UIF Report. WCA Report.	An extension was sought from the Department of Labour and P-SETA for the submission of the Employment Equity Report and the Work Skills Report respectively. The extension was granted and the reports were subsequently submitted. Compliance to legislative requirements fosters public confidence in the processes of the GPL and strengthens the hand of the GPL in conducting oversight on Government.
Effective implementation, facilitation and monitoring of IPMS and PPMS Policy	Co-ordination of IPMS and PPMS processes implemented in line with policy.	During the year under review, the GPL implemented a new Performance Management system based on the BSC Model. Human Resources provided four training sessions on the new system. Whilst training was provided prior to implementation, challenges were experienced in the implementation process. There is a need to conduct a Focused Intervention to ensure the sustainability of the system.
Adherence to effective recruitment processes and procedures	Recruitment processes to be: Well managed; Coordinated; Facilitated; and Expedited. Vacancy Report. Recruitment Report. Staff Movement Report.	There were a total of 42 funded positions vacant from April 2006 to March 2007. Human Resources managed to perform the following: <ul style="list-style-type: none"> • Total vacancies closed: 28 • Total vacancies to be advertised by HR in March 2007: 5 • Total vacancies short-listed by Unit Managers: 5 • Total vacancies at recommendation stage: 2 • Total vacancies on hold: 2 As at 31st March 2007, there were 18 resignations within the organisation, representing 8, 99% turnover in the institution. Two staff members passed away. It should be noted that the industry norms currently are at an average of 12%. Reports on the vacancies and staff movements have been consistently supplied to all relevant Sub-committees of the Board.

Standard Outputs	Goals	Outcomes and Impacts
Effective management of HR administration	<p>Sound HR admin well managed in respect of:</p> <p>Leave</p> <p>Personnel files</p> <p>Payroll</p> <p>Staff benefits administration</p> <p>Staff queries</p> <p>Administration of bursaries</p> <p>Training records</p> <p>IPMS and PPMS records</p> <p>EAP records</p>	<p>During the reporting period, HR commenced with the process of a personnel file audit. This process was concluded during the year. This was a success as it resulted in the AG commenting on the improvements made.</p> <p>During the year under review, HR completed the migration of staff from the Pension Fund to a Provident Fund. The Provident Fund statements for 2005/06 were issued in February 2007. The Surplus Apportionment exercise was also conducted with the assistance of Sanlam. It is envisaged that final payment processes will be concluded in July 2007.</p> <p>Leave administration - HR conducted a SAP system audit through EMS Consulting. The report reflected deficiencies in the configuration of leave, reporting and authorisations. The EMS consultants dealt with these issues in the fourth quarter.</p> <p>The administration of the Bursary scheme was implemented without any difficulties.</p> <p>Bursaries – Applications:</p> <p>The policy was approved by the LSB in June 2006. The revised policy has brought about flexibility and employee needs are adequately addressed. 14 applications for the 2006/07 financial year were received and processed.</p>
Effective management of labour relations (industrial relations)	<p>Sound healthy working environment through development and implementation of Grievance and Disciplinary Policies.</p> <p>Monitoring of labour trends in the organisation.</p>	<p>The labour relations arena within the GPL remained satisfactory. This may be attributed to the Recognition Agreement. There, however, still remains a need to ensure that it matures such that Union representatives adequately represent their members and Management representatives play their role without being adversarial, whilst understanding the two different roles.</p> <p>The following was noted:</p> <p>Four grievances were lodged, two resolved and two remain outstanding:</p> <ul style="list-style-type: none"> • Two disciplinary matters were noted and resolved; and • One matter was referred to the CCMA. The matter was unresolved and subsequently referred to Arbitration. (However, the employee in question has not lodged for the arbitration process.) <p>The salary negotiations were finalised one month after the opening of the negotiations and were concluded with a 7% increase for all employees, including Management. This resulted in confidence that Management and the union were able to address issues in the best interest of the institution.</p>
Effective management of operational training and development within the organisation	<p>Needs analysis developed</p> <p>Training Plan developed</p> <p>Skills Development Report developed and submitted to P-SETA</p> <p>Skills Development Report.</p>	<p>A Skills Audit was undertaken to ensure that the institution has a database of employee skills. This was compared against the competencies as required by the institution in order to execute its strategic objectives. A preliminary report was considered by the Secretariat and referred back for reworking. The process will be finalised in the new financial year. Training was conducted as follows:</p> <ul style="list-style-type: none"> • Total of 25 courses were conducted; • A total of 142 man-days spent on training; and • A total of 77 head-count received training. <p>Whilst training was conducted for employees, there is a need to ensure that training is geared towards the realisation of strategic objectives of the institution.</p>

7.5.2 PROCUREMENT UNIT



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
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	1
TOTAL	8	8	8

STRATEGIC OBJECTIVES

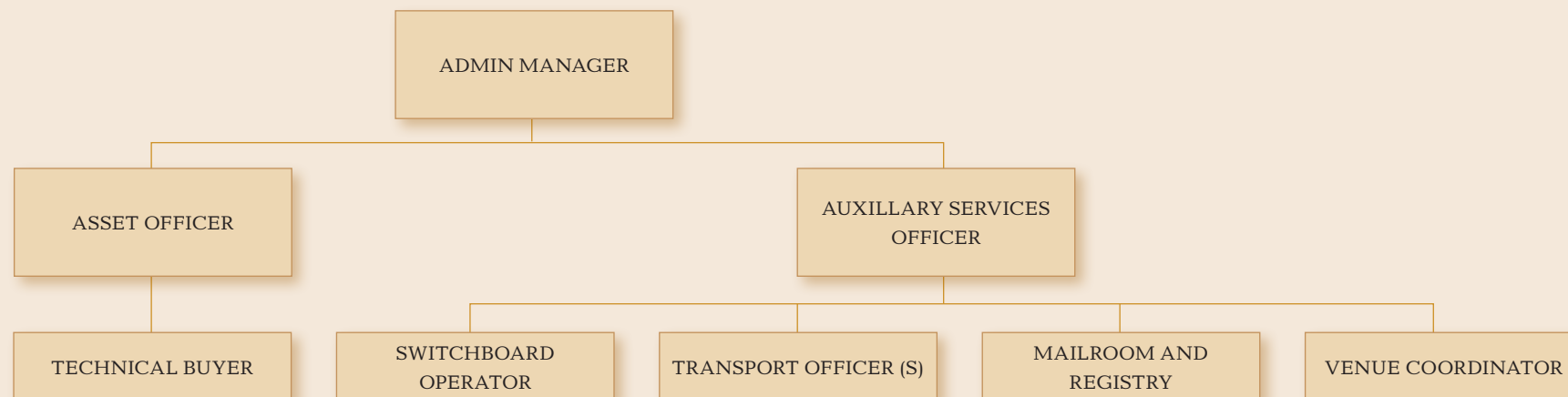
Strategic Goals	Outputs	Outcomes and Impacts
e-Procurement	Completion of project by end March 2007.	<p>The project is now complete. Problems were experienced throughout this project, as SAP had a shortage of skilled resources to complete the interface between the e-Procurement system and SAP system. A resource was called in from India, but this did not bear much fruit as the person lacked the understanding of the South African environment. SAP then placed a consultant on site, which was seconded to another project on a full-time basis.</p> <p>The system is now fully functional. Adverts were placed in the media advising existing and new suppliers to register on the new system. The go-live date is the 1st of April 2007, which marks the beginning of the 2007/2008 financial year. The system has been designed for general improvements in reporting, notably reporting on BEE spending by the GPL.</p>
Procurement Procedural Manual	Completion of project by end March 2007.	<p>The Procurement Procedural Manual was a project for this financial year. We consulted with various public sector departments to obtain best practice principles within the sector. This has been incorporated into the manual. The review of the Procedures Manual will ensure that there is uniformity in the application of policies and procedures for the Unit, which in turn will lead to efficiency in the delivery of service</p>

STANDARD OUTPUTS

Strategic Goals	Outputs	Outcomes and Impacts			
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.			
		Quarter	Requisitions created	Orders processed	Percentage efficiency
		1st	460	442	96%
		2nd		650	95.44%
		3rd	479	423	95.27%
		4th	394	378	95.93%
Effective travel management – Air travel, accommodation and car hire performed within the required time frames	Air travel, accommodation and car hire booked.	Legislature Business			
			Travel requisitions received	Travel booked	
		Domestic	232 requests received	232 booked and utilised	
		International	30 requests received	30 booked and utilised	
		Members party tickets			
		Benefit ticket budgeted for	Utilised		
	252	51 tickets booked and utilised			

Strategic Goals	Outputs	Outcomes and Impacts			
Effective tender management processes – tenders compiled and advertised	Contract awarded.	Tender description	Tender commenced	Tender award date	Duration in Months
Submission and recommendation to LAC		1. Printing of Annual Report	25 April 2006	14 June 2006	2
		2. Audio equipment for the House	29 April 2006	14 June 2006	2
		3. Joinery work in the House	29 April 2006	22 June 2006	2
		4. Communication Strategy	06 June 2007	23 July 2006	1
		5. Desktop computers	31 July 2006	26 September 2006	2
		6. Canteen services	23 August 2006	29 September 2006	1
		7. Mobile business tools	24 November 2006	14 December 2006	1
		8. Language and translation services	01 December 2006	05 February 2007	3
		9. X-ray machines	July 2006	05 February 2007	8
	Targets achieved, except for the X-ray machines, as a consultant was required in order to assist with the evaluation process.				
Contract payment Contractors paid according to the contract	Contracts paid.	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 Canteen Contract with Pitseng. Problems were experienced which have been addressed. (Other contracts which posed problems related to insufficient services, etc.)			
Management of vendor database Vendors' compliance with defined criteria	Vetted supplier database.	Target for 2006/07 was 90% of vendors registered on database to be compliant with defined criteria. All suppliers were required to conform to procurement requirements and were vetted prior to loading on the database.			

7.5.3 ADMINISTRATION UNIT



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
Unit Manager	1	1	1
Auxiliary Services Co-ordinator	1	1	1
Asset Officer	0	1	1
Administrator	0	0	1
Switchboard Operators	2	2	2
Transport Officers (Drivers)	2	2	3
Document Clerks	3	3	3
Venue Co-ordinator (Currently on Contract)	1	1	1
Art Curator (Contract position)	1	1	1
TOTAL	11	12	14

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Refurbishment of the GPL	Rejuvenate the GPL (interior decorating). Refurbishment of Committee Rooms, City Hall, Selbourne Hall, Ceremonial Entrance and the Gym.	Extensive refurbishments were carried out in the Selbourne Hall (House Chambers), Committee Rooms, Ceremonial Entrance and City Hall. The Selbourne Hall received a major revamp and fitted with new furniture, fittings, art works and decor. Transitory facilities were set up in the Auditorium whilst the House received a crux overhaul. All Committee Rooms were rejuvenated and new chairs, tables, conference facilities, curtains and clocks were affixed. The Ceremonial Entrance was fitted with a new red carpet. New plants were placed in the corridors of the main Legislature building. The GPL gym was fitted with new equipment and fixtures. The refurbishment of the main City Hall floor was completed. The renovations of both the male and female bathrooms were also undertaken at the City Hall. In spite of this, normal bookings for the hiring of the Hall were not affected, since alternative arrangements had been made. The walls of the hall were repaired and finishing restorations, as well as painting have since been undertaken. The City Hall organ also received a major service during the course of the year.
Develop a Procedures Manual for the Sub-programme	To develop a detailed and workable Administration Manual.	The 2006/07 financial year brought to fruition the exploration and establishment of a draft Procedural Manual for the Sub-programme. As a result, a comprehensive draft Procedural Manual for the Administration Unit was developed. The draft manual contains detailed and workable procedures within the Sub-programme. The re-evaluation of and extensive consultation on the draft Procedural Manual has yet to be realised prior to the adoption and implementation of agreed procedures. The manual strives to outline a framework aimed at enhancing the institution's ability to deliver and to develop guidelines for administration in the GPL. Adherence to the rules and directives will avoid qualified audits and will guide Managers and staff on the processes required for interaction with the Admin Unit. The review of the Procedures Manual will ensure that there is uniformity in the application of policies and procedures for the Unit, which in turn will lead to efficiency in the delivery of service.

EXTRA-ORDINARY PROJECT

Strategic Objectives	Outputs	Outcomes and Impacts
Implementation of the Debit Card system	To impeccably operate the Debit Card system in the canteen and coffee bar.	Due to the project dependency on the SAP upgrade, the Debit Card system was completed during the course of the 2006/2007 financial year. There were delays in the implementation of the system following the deferment in the SAP upgrade. As such, the system was installed and implemented in the fourth quarter of the year under review. A need was also identified to utilise the security access cards already issued to staff and Members in order to reduce the amounts of cash being carried in and around the Legislature.

STANDARD OUTPUTS

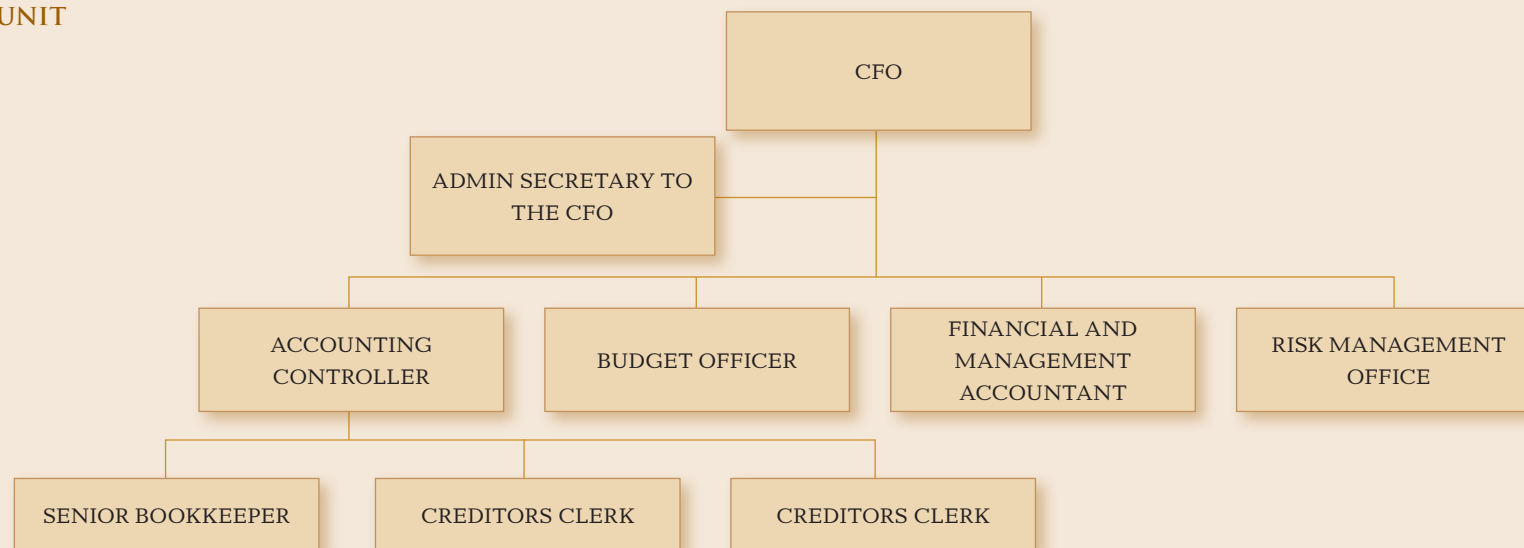
Standard Outputs	Goals	Outcomes and Impacts
Management of contracts and renewals	To have a contract in place for catering.	The catering contract with Pitseng Site Service came into effect from 01 October 2006 and is in place for the supply of meals and beverages to Members and staff of the Provincial Legislature. The contractor is also responsible for supplying beverages and light meals in the coffee bar. The re-drafted specifications and the Service Level Agreement (SLA) for the catering contract and other associated procurement processes were conducted prior to the expiry of the old contract and were effectively implemented with effect from the third quarter of the 2006/07 financial year.
	To have a contract in place for a telephone cost-saving device (Least cost-routing).	The effective management of contracts ensures that service delivery occurs at acceptable and pre-agreed levels. The telephone cost-saving contract expired at the end of the last financial year and has been renewed with Orion for the least cost-routing/telephone cost-saving for a two-year period ending March 2008. The management of contracts ensures that service delivery occurs at acceptable and pre-agreed levels, thus contributing to the Legislature effectively discharging its mandate.
	To have a contract in place for Hygiene Services for the East and West Wing.	The initial Hygiene Service Contract/ Service Level Agreement with Rentokil Initial has been in place since May 2005. The outstanding Total Hygiene and Health Care contracts for the City Hall were signed and concluded during the third quarter of the 2006/07 financial year. The effective management of contracts ensures that service delivery occurs at acceptable and pre-agreed levels, thus ensuring that the Legislature is fully operational.
Management of contracts and renewals	To have a contract in place for Pest Control for the East and West Wing.	Evaluations of tender documents for the renewal of the Pest Control Service contract for the GPL were concluded at the beginning of the fourth quarter. The Pest Control Contract (for cockroaches, fleas, black ants, bedbugs, flies, rats, mice, fish moths, bird lice) applicable to Hofmeyer Parkade, Library Gardens and the 5th floor at the 1066 Building, over and above the East and West Wings of the main GPL building, was concluded in December 2006. The management of contracts ensures that service delivery occurs at acceptable and pre-agreed levels.
	To have a contract in place for Cleaning Services for the East Wing, West Wing and 1066 building.	The cleaning contract with Morena Cleaning Services expired in December and was extended by three months to the end of the financial year. A decision was taken not to issue a tender for the cleaning contract, as the Legislature will run the service in-house.
	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/Alex Forbes continues and will be in force until the end of March 2007. During the fourth quarter of the reporting period, processes were set in place to extend the existing contract with Faranani/Alex Forbes until the end of June 2007.
	To have an insurance contract in place for the City Hall complex.	Same as above.

Standard Outputs	Goals	Outcomes and Impacts
Fleet transport management	<p>To make internal-in-house transport bookings for Members and staff, plus external transport bookings.</p> <p>External transport bookings are made with suppliers providing chauffeur-driven transport.</p> <p>The Legislature further hires kombis and busses for the public to attend the Legislature's public hearings and PPP workshops.</p>	<p>Processes continue to subsist for the expansion of the fleet management transport services, purchasing of stationery, registry, hiring of City Hall and Asset Management. A rapid increase in the number of requests for transport and other related administrative services, which was noted during the course of the 2006/07 fiscal, led to this expansion.</p> <p>Other significant deviations from the processes were experienced during this reporting period due to the increased public participation and other major events such as <i>Taking Parliament to the People</i> which took place in March 2007. All external and internal transport requisitions were attended to during the four quarters of the financial year and alternative external transport service providers were utilised amid the increased demands for transportation services.</p> <p>Unprecedented needs for transport services at the GPL were experienced and placed more demands and pressures on the resources allocated to the Unit. Transport officers are still working excessive overtime and the need for shuttles to the airport and back, to attend functions, outside meetings, conferences, etc; has increased substantially.. Nonetheless, since the appointment of a temporary Transport Officer, there has been a slight reduction in the number of overtime hours from the drivers.</p> <p>The hiring of buses increased due to intensified public participation in GPL activities and the <i>Taking the Legislature to the People</i> programme conducted by Committees. Public Participation and Petitions (PPP), Research and Public Relations (PR) expanded their events such as workshops, oversight visits, local and international study tours, Pan African Parliament (PAP), Youth Parliament, Human Rights Day, Women's Day, Heritage Day, etc. Due to the late submissions of transport requisitions from other Units, the Admin Unit had no option but to utilise minibuses and taxis, since there was an insufficient supply of busses at short notice.</p>
Asset management	<p>In the planning stage to determine the definition of assets in the Legislature.</p> <p>In the acquisition phase, to deal with the recognition of assets, receipt of acceptance thereof and the establishment of ownership.</p> <p>In the operation phase, to deal with monitoring the condition and usage of such assets, and the tracking and safeguarding thereof.</p> <p>Finally, to deal with the disposal of the Gauteng Legislature's assets.</p>	<p>The recruitment of a permanent Asset Officer was finalised during the fourth quarter. This followed interviews which were held in March 2007. Funds were secured through an adjustment budget for the conversion into a new Asset Management system, which was installed and took effect from January 2007. The Asset Disposal Committee sits three times per quarter to analyse the disposal of obsolete and under-performing assets in accordance with the Asset Policy. New assets that were delivered during the course of the financial year were recorded on the Asset Register as and when they were delivered.</p> <p>An asset count was conducted 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 administration, as some employees did not adhere to the policy on the Movement of Assets. Admin has revamped the Asset Removal forms and has strengthened the controls in this regard. The National Treasury is currently developing a system which the GPL will inherit. Challenges of capacity continue to face the management of assets in the institution. The appointment of the Asset Officer will provide us with a proper understanding as to the capacity requirements for asset management.</p> <p>Improvements in processes around asset management will lead to an unqualified audit, which in turn will lead to public confidence in the accountability processes of the GPL.</p>

Standard Outputs	Goals	Outcomes and Impacts
Effective 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>Monthly projections on the budget of the Admin Unit were submitted on time to the Finance Unit through the GPL Accountant during the course of the financial year. Regular meetings were conducted with the Finance Unit to achieve effective management of financial resources in line with the allocated budget.</p> <p>Further consultations were undertaken with the Budget Officer to cater for Unit business plans resulting from the need to implement the business tool, Debit Card system and Asset Management system for the GPL. Business plans were submitted before 30 July 2006. Expenditure projections were duly submitted in line with finance requirements. Monthly and Quarterly Reports were submitted in time to Finance. Aforementioned resulted in improved financial planning and expenditure against budget which led to execution of projects in line with strategic objectives.</p>
Human capital management	<p>To comply with Labour Relations and Basic Conditions of Employment.</p> <p>To conduct PPMS within the stipulated time frames.</p> <p>Staff to be broad-banded.</p>	<p>Appraisals and the final review were conducted in line with approved GPL policies:</p> <ul style="list-style-type: none"> • The required documentation and forms were submitted to HR for the staff members of the Unit who became eligible for broad-banding during the reporting period. • Based on the current work plans, all staff members were evaluated for IPMS, training needs and development. <p>The following training sessions were attended to during the financial year:</p> <ul style="list-style-type: none"> • Business Tools; • Debit Card system; • Asset-ware Management system; • The IPMS Training Workshop: In-house, Gauteng Legislature HR Unit; and • Asset Management Strategic Review Training Workshop: Treasury. <p>The training ensured that those charged with the responsibility of provisioning services were better equipped to render services at expected levels.</p>
Communication systems	<p>To distribute telephone account reports to all Units.</p>	<p>Notwithstanding inconsequential interruptions of the switchboard operations due to breakdowns resulting from the aging system, telephone service operations continued reasonably well. In this regard, new switchboard computer hardware has been installed. Ongoing telecommunication services were provided in the form of managed monthly telephone accounts, communication systems, daily telephone message notices and updated extension lists.</p> <p>An upgraded telephone management system is being investigated and will be implemented to deal with threshold limits. Requests have been made to the Operational Support Services (IT) to re-examine the telephone cost-saving device which is currently in place (least cost- routing) and the coding system to improve security measures and reduce overhead expenditure on phone bills. This will contribute to the provision of service on an economic basis.</p>
Distribution of information ATC, order papers, reports, etc.	<p>To distribute documents to Members and staff.</p>	<p>Documents received by the Unit were distributed and the deliveries of mail were carried out within specified time frames. 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. This has ensured an effective flow of information in the institution.</p>

Standard Outputs	Goals	Outcomes and Impacts
Clients' hiring of various venues in the City Hall	Contracts paid before occupying venue.	The drafting of the GPL Policy on the City Hall has been initiated and it is envisaged that this will be submitted to the Policy Committee by the beginning of the new financial year for further consideration and adoption. There have been no postponements as a result of renovations to the City Hall. Members of the public could therefore still make use of the facility. On the other hand, there has been a drastic drop in incidents of thefts at the City Hall and this is attributed to the increased security in that area.
Printing and stationery provision	Timeous supply of printing and stationery requirements.	Stationery was purchased and supplied during the course of the fiscal, as per request from various Units of the institution. This function ensured that those charged with provisioning of the service were fully resourced.

7.5.4 FINANCE UNIT



STAFF COMPOSITION

Finance Unit	2004/05	2005/06	2006/07
Chief Financial Officer	1	1	1
Accountant	1	1	1
Accounting Controller	1	1	1
Budget Officer	1	1	1
Risk Accountant	1	1	1
Senior Accounts Clerk	1	1	1
Creditors Clerk	1	1	1
Creditors Clerk	0	0	1
Secretary	1	1	1
TOTAL	8	8	9

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Review of a Finance Policy and Procedures Manual	Provide a professional support service in organisational systems in Finance.	The current Procedures Manual was reviewed and finalised during the year under review. A number of intensive review sessions were conducted by the Finance team. Each component of the Finance Unit has been addressed separately. During the review process, a number of processes were identified as not relevant or in need of change. The review of the Procedures Manual will ensure uniformity in the application of policies and procedures for the Unit, which in turn will lead to efficiency in the delivery of service
To achieve an unqualified audit	Unqualified audit.	The Legislature once again achieved an unqualified audit for the reporting year. An unqualified audit will instil public confidence and pride in the running of and accountability of GPL finances.

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
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 15th and 25th of each month in terms of the Remuneration Policy and Remuneration for Political Office Bearers. Proper running of payroll services will sustain confidence in Members and staff, as well as ensure the sustainability of high morale in the institution.
Management of creditors and maintaining payment accuracy	Payment to creditors within 15 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 15 days. These were purely confined to valid reasons in view of unsatisfactory goods or services, or late delivery. Reconciliations for all contracts have been maintained. Proper management of creditors ensures that suppliers have confidence in the Legislature and ensures the sustainability of supply services for the GPL
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 after of each month. This contributes to public confidence in the accountability processes of the Legislature.
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 as endeavoured, but Programme Managers experienced difficulty in coming to terms with the reports. However, reporting on non-financial issues improved during the course of the year. This contributed to public confidence in the accountability processes of the Legislature.
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. This contributed to public confidence in the accountability processes of the Legislature.
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 asset management, human resources and City Hall revenue issues from the previous year and correction and implementation thereof were however not completed at the end of the year. Repeat findings on emphasis of matter posed a risk of an unqualified audit. The Risk Accountant is working closely with all Line Managers to ensure that all audit queries are cleared and that audit recommendations are fully implemented.

Standard Outputs	Goals	Outcomes and Impacts
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 identified. The Risk Accountant is working closely with all line managers to ensure that all audit queries are cleared and that audit recommendations are fully implemented.
Budget compilation and submission to Treasury	Date as determined by Treasury.	The Budget process was initiated together with the Strategic Plan Review in June 2006, and concluded in October 2006. The final budget was submitted in December 2006 in line with Treasury time frames and format. The final budget statement was printed and published by Provincial Treasury in February 2007. This contributed to public confidence in the expenditure of public funds by the GPL.
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. The GPL continued to sustain sound accountability systems.
Audit Committee meetings	Ensure operational Audit Committee meetings.	Four meetings were held during the financial year in line with the Charter: First quarter – meeting held on 22 May 2006. Second quarter – meeting held on 1 August 2006. Third quarter – meeting held on 9 November 2006. Fourth quarter – meeting held on 5 March 2007. The meetings of the Audit Committee ensured transparency and accountability on GPL processes, as well as constant monitoring; thus ensuring that management controls were fully functional as envisaged and that risks to the GPL were minimised.
Risk Management Committee meetings	Ensure operational Audit Committee meetings.	Four meetings were held during the financial year in line with the Charter: First quarter – meeting held on May 2006. Second quarter – meeting held on 11 July 2006. Third quarter – meeting held on 23 October 2006. Fourth quarter – meeting held on 6 February 2007. The meetings of the Audit Committee ensured transparency and accountability on GPL processes, as well as constant monitoring; thus ensuring that management controls were fully functional as envisaged and that risks to the GPL were minimised.
Bank and cash management	Ensure effective and efficient financial management.	Bank reconciliations were conducted on a monthly basis and submitted with IYM reports to the Treasury. This contributed to public confidence in the accountability processes of the Legislature.
GRAP (Generally Recognised Accounting Practice) implementation	Adherence to PFMA transparency and accountability requirements.	Three (3) 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. This contributed to public confidence in the accountability processes of the Legislature.

7.6 PROGRAMME 6: DIRECTORATE: OPERATIONAL SUPPORT SERVICES

**MANDATE**

The Directorate's purpose is to serve the internal and technical needs of the Legislature. The provision of these services are achieved by ensuring that the infrastructure, the systems, security, the building facilities, and health and safety as required by all users of the institution, are fully operational, functional, and in place, at all times. The Directorate also ensures the effective operation of the institution's communication and information technology, printing and archiving services, maintenance of the building, and the management of all aspects of security, including all Legislature-related external political events, for the elected political members.

The Directorate's performance overview for the 2006/07 financial year is based on the BSC model.

PERFORMANCE OVERVIEW**Financial Management**

Once again, the allocation of resources and the spending of monies allocated were effectively achieved, as reflected by the financial statements. The Directorate achieved a year-end actual expenditure of R42,178 million against a budget of R38,792 million representing an overspend of 8%. This was mainly due to expenditure escalations pertaining to the Selbourne Hall Project which had to be completed, Information Technology licensing fees, and building maintenance problems (such as video-conferencing room requirements, air-conditioning failures, lift maintenance, etc). In addition, two projects were added onto this Directorate's budget in the final month of the year, i.e. plasma screens for in-House communications and additional requirements in terms of fitness centre equipment.

INTERNAL PROCESSES MANAGEMENT**Strategic Planning**

Annual review and planning sessions, including the monitoring and reprioritisation sessions were conducted, and the reports finalised during the year under review.

HUMAN CAPITAL MANAGEMENT**Management Initiatives**

Our ICT manager was appointed as the Chairperson for the European Union Legislature Support Programme Video-conferencing Committee nationwide, the SADC ICT Chairperson and the ICT Advisor to the Provinces' ICT Units.

The Document and Services Manager has been developing his staff for appointment transfers within the Legislature. In addition, he has also initiated a Knowledge Management project to be launched later in the year, entirely of his own initiative.

Personnel Performance Management System Reviews

Training and development plans and requirements were conducted throughout the year. Courses were undertaken, as were one-on-one management meetings.

Recruitment

Agreements were finalised to bring into permanent status the five contract maintenance employees in the Building and Maintenance Unit, as well as the fitness instructor. These staff members will be incorporated in the 2007/08 fiscal. There were no resignations during the year.

Vacancies

Vacancies still exist within the ICT Unit (2 positions) and the Documents and Services Unit (2 positions).

Monitoring and Evaluation

The submission of monthly and quarterly plans and reports with evaluations was a standard maintained throughout the year under review.

STAKEHOLDER MANAGEMENT

Visits were undertaken to Australia, the USA and Wales, with specific requirements detailed for the purpose of value-adds to the current processes being followed in the Legislature. The Australian visit was linked to the e-Library programme for the Legislature and Information Management Services, whereas the US visit dealt purely with the latter, and the Welsh trip involved detailed examination of the Parliamentary process with an additional emphasis on technology, security and building matters.

Service Delivery

The provision of services to clients and stakeholders has been measured and found to be satisfactory. The service levels achieved by the Information Technology and Maintenance Units

need specific mention. Overall, as evidenced by the Speaker's statements, there has been a marked improvement in services rendered to Members. Directorate and Unit service levels are constantly under review. Feedback from stakeholders, response times, courteous assistance, security, technical service levels, etc., is of great importance to the Directorate.

Procedures Manual

The Directorate's manual has been completed, pending finalisation of layout and approval by the Secretariat.

EXECUTION OF PROJECT PLANS

Rehabilitation of the West Wing of the City Hall and the Rissik Street Post Office, and the Upgrade of the East Wing of the Legislature

Due to the enormity and complexity of rehabilitations and upgrades, including the surveyed expense (between R150 and R200 million), it has been decided to incorporate these projects under one banner. This will require an expert project management team, as well as an approach to Treasury for the necessary funding requirements in 2007/08. It is anticipated that the projects will be completed within two to three years.

Extensive maintenance and upgrading was performed during the year under review, i.e. ladies' and gents' rest rooms, including catering for people with disabilities; sanding and sealing of the City Hall floors and adjacent passageway, lighting and the opening of the long-closed exits to the Hall. The passages of the East Wing were extensively upgraded by repainting the walls and improving the lighting throughout.

The Beyers Naude Park was beautified through the use of a gardening service. Lighting was upgraded and the storm water drainage system overhauled in the Harry Hofmeyer parking lot.

Formalisation of Health and Safety in the Legislature

The introduction of the Health and Safety programme last year has since been subjected to two audits during the year under review. Both audits exposed aspects requiring attention and these have been resolved. Procurement of equipment for people with disabilities, including motorised wheelchairs, was also introduced. A new and upgraded evacuation system was procured and installed. The training of safety teams on evacuation procedures is currently being conducted. The upgraded fitness centre has become a facility of note with its new equipment, instructor and the expanded training schedules now available.

Security Access Control

Access control was finally secured with the delivery of high quality X-ray and metal detecting machines for deployment at each entry point into the institution. The equipment will be electronically connected and the SAP staff trained. This installation forms part of the new integrated security system currently planned for the 2007/08 financial year.

Completion of Selbourne Hall

The Selbourne Hall Project, Phase One, has been completed. This includes the incorporation of the various infrastructures necessary to provide Members with a modern facility and state-of-the-art equipment and systems. Systems have been designed to both ease, and streamline the control and communication burdens on the Members and the Speaker, in particular. The audio-conference system boasts a system flexibility that probably represents a first in Africa (and in the world). The utilisation of fibre-cable distribution systems to the Chamber, has imparted a degree of broadcast clarity never before achieved by the Legislature resources.

In addition, the hall décor reflects a modern facility with an African and mining theme designed to recall the infrastructural

history of the Province. Phase Two of this project involves the re-upholstering of the gallery chairs. The House summoning bells and evacuation equipment have also been installed and are fully operational. The painting of the three galleries and the completion of the new control room is currently underway. The design and installation of the video component, which forms Phase Three, is currently in the planning phase.

Video Conferencing Project

The conferencing room has been completed to the requirements specification. The European Union Legislature Support Programme funding of equipment has been approved and the latter is awaited for installation and commissioning. The facility will revolutionise the inter-legislative and Parliamentary visit requirements through video conferencing connectivity to all of the Provincial Legislatures throughout the country, including the National Parliament. This will be a first in the governance of the country.

Implementation of the Legislature Information System (Legislature Information Management System)

A number of new initiatives were implemented during the year under review, including:

- A tender process for the extension of contract of the service provider;
- A take-over of the technical service provider resulting in an extended legal investigation and deliberation into the take-over company's compliance with Legislature procurement procedures. During this period, there was no actual progress until the investigations and review were satisfactorily completed;
- A review and realignment of the business processes in accordance with the requirements of the Legislature;

- Post-implementation review of the e-Petition programme;
- Procurement of additional software to cater for the Contract Management System; and

Implementation of core processes, such as law-making and oversight, budget cycle, e-Petition, and performance management.

The Members of the Legislature are the principal stakeholders of this system currently under development. Their primary challenge is to have reliable and timely access to appropriate information, which includes information relating to oversight of Government. The final implementation date is scheduled for July 2007.

Audio-visual Unit

The reasoning, structure, and HR recommendations have been completed. A delay was however experienced due to the critical stage of the Selbourne Hall audio-system design and installation, as well as the video-conferencing system.

Technology

Not only has the political environment in South Africa changed dramatically over the past few years, but it has been accompanied by an increased demand for information technology as the country has become more exposed to the international arena. In order to become internationally competitive, more pressure was put on the ICT Unit. Stakeholders expect tangible results faster than ever before. Meeting user expectations has therefore become increasingly important.

During the year under review, the Unit Manager together with the Library Manager, were mandated by the Secretary to undertake an international study tour to the Federal Commonwealth State of Victoria in Melbourne, Australia.

Based on the Victoria experience, it was realised that Information Technology is no longer the inwardly focused domain of technology specialists, but rather has external implications, whereby stakeholders and remote constituencies can directly interact with the institution's business applications via the web. It has therefore become imperative that the IT infrastructure becomes the face of the institution, taking on a vital role in defining stakeholders' experiences that directly impact on the GPL brand.

In view of the aforementioned, the IT Unit undertook an extensive project of building elements of next-generation network infrastructure, based on the Victoria model and customisation. The project will include the introduction of the concept of remote IT administration, which will be a fundamental cornerstone for next-generation IT infrastructure management.

Information Dissemination

The ICT Unit, in consultation with stakeholders, is currently installing new state-of-the-art audio-visual and multi-media plasma screens in the Legislature. These screens will be deployed in strategic areas throughout the institution. This will include installation of central core software that will control the display of all major events and beam them as visual presentations to the institution. This system will cover the following:

- Committee Rooms proceedings (plasma screens inside and outside Committee Rooms);
- Cameras inside the Committee Rooms;
- MATV House proceedings;
- To be used as information dissemination centres for future events;

- Visual display of the institutional calendar;
- Visual display of GPL commissioned internal events;
- Marketing tools; and
- Vision and mission references.

Failure to recruit a basis support technician (vacant since April 2005), has had a great impact in providing support to users. This function was managed by the Technology Manager, impacting heavily on daily tasks and providing strategic and operational direction to the ICT team.

Building Management

The Unit runs smoothly and apart from contract worker matters, there have been no major staff or functional problems. The five former contract workers will be incorporated into the Legislature's staff complement as from 1 April 2007. The impact of the new Government precinct and the heritage significance of the Legislature complex have been taken into account in the greater plans for the institution's precinct, and in fact has added impetus to the projects under consideration. A tender has been issued for the design and refurbishment of the Legislature complex, commencing in 2007.

Ceremonial Opening

The Annual Opening of the Legislature was held on the 19th February 2007. The event was appreciatively received by Members and guests alike. The aspects involving the Directorate were efficiently performed, particularly the security and the ceremonial functions, combined with outside security services. The provision of technical links to the SABC were of a broadcast quality never before achieved by the Legislature, thanks to the superlative new technical equipment installed in the institution.



7.6.1 SAFETY AND SECURITY UNIT



STAFF COMPOSTION

Safety and Security Unit	2004/05	2005/06	2006/07
Safety and Security Manager	0	1	1
Health and Safety Officer	1	0	1
TOTAL	1	1	2

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Implement new electronic security system X-Ray and walk-through metal detectors at all exit points	To ensure that all staff, Members and visitors are searched in a dignified manner.	The necessary equipment has been installed at four access points and is fully operational. Training of staff is currently being conducted.
Evacuation system	To ensure that the evacuation process for fire and evacuation drills is managed and controlled.	The process is in place, as is the evacuation equipment (bells).

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Management of the gym	Revamp old gym equipment to modern equipment.	25 new pieces of equipment has been procured, and delivered. The cardio-vascular style equipment will greatly enhance the fitness centre facility.
Adherence to Occupational Health and Safety Regulations	Evacuation drills carried out bi-annually. Safety Committee meetings held quarterly. Safety audits conducted annually. Correctly trained first-aid personnel, fire fighters, and evacuation wardens. Certificates valid.	Completed satisfactorily. Safety Committee elected, trained and functioning satisfactorily. Reports and minutes up-to-date and in place. Achieved. Corrections made to all concerns raised. Teams in place, up to strength and practised regularly. Reports submitted and records in place.

Standard Outputs	Goals	Outcomes and Impacts
Security protocol of events	Operational Plans: Opening Ceremony, Closing Ceremony, Speakers' Forums, Heritage Day, Human Rights Day, Workers' Day, Youth Parliament/ Assembly, Africa Day, Woman's Day, Visits by foreign delegations, City Hall events, Gatherings and demonstrations, National Council of Provinces: <i>Taking Parliament to the People</i>	The internal and external events were all satisfactorily secured. No problems of a security nature arose. Arrangements for security coverage and the emergency overview of all events were flawlessly operated by all services involved.

GAUTENG PROVINCIAL LEGISLATURE: THEFT REPORT 2006/2007

13 January 2006	Projector – Committee Room C		Case no 697/01/2006	Committee Room C. No reaction from the police – Case closed.
5 April 2006	Laptop - Procurement	CNF 414061 H	Case no 412 /04/2006	Trevor Edgard. No security at 1066 due to national strike – Case closed.
30 June 2006	Projector – Speaker's Boardroom		Case no 1020/06/2006	Stephen Dube – Signal Engineering (No requisition was signed) – Case closed.
22 August 2006	Hard Drive and Printer		Case no 2188/08/06	Tumelo's Office – Breach of security – Negligence.
05 October 2006	City Hall Brass Rails		Case no 3992/10/06	Phillip – Arrest made and all 6 rails found – Case closed.
07 January 2007	Laptop - UIF		Case no 229/01/2007	P Mncedane – UIF – Incident happened at home.
07 March 2007	Docking Station. TV Monitor. Printer		Case no 431/03/2007	Lullu Nnoruka – Office windows not properly locked.
07 March 2007	TV Monitor. Docking Station. Cash		Case no 430/03/2007	Bessie Bulunga – Office windows were open.

7.6.2 - BUILDING AND MAINTENANCE UNIT



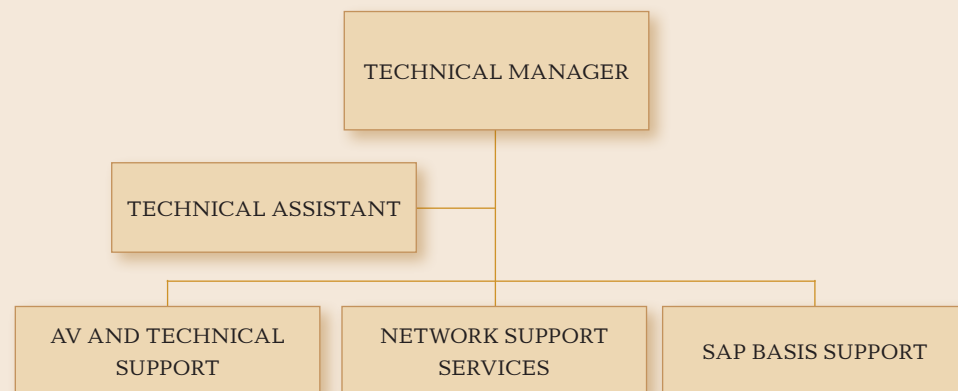
STAFF COMPOSITION

UNIT	2004/05	2005/06	2006/07
Unit Manager	1	1	1
Property Coordinator	1	1	1
Maintenance Assistant	1	2	2
4 x Contract Workers	4	4	4
Electrician Contractor	1	1	1
TOTAL	8	9	6

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
East Wing rehabilitation Continue rehabilitation work	Phased completion as budget permits.	Phase One of Selbourne Hall refurbished at +/- R9 million. This involved new interior decor, joinery, carpeting, tiling, painting and lighting. New chairs and state-of-the art audio technology were included. The Hall now boasts an African and mining theme, tying back to the Gauteng heritage and history.
West Wing rehabilitation Continue rehabilitation work	Phased completion as budget permits.	Male and female restrooms completely refurbished. City Hall flooring resurfaced and tunnel passage sealed. Wiring upgraded and safety exits reopened.
Fire and safety compliance	Phased completion as budget permits.	Survey completed in report format. Funding not in place yet. Service provider appointed this year.
Harry Hofmeyer Parkade	Phased completion as budget permits.	Lighting completely refurbished, including new DB boards. Air-conditioning maintained. Stormwater pump system overhauled.
Building and rehabilitation work	Phased completion as budget permits.	Phase One of Selbourne Hall completed. Male and female restrooms completed in West Wing. Lighting refurbished in Harry Hofmeyer Parkade. The aforementioned resulted in the aesthetic enhancement of the GPL precinct.
Fire and safety compliance	Adherence to all fire and safety regulations by GPL staff.	Survey report completed. Safety exits reopened in West Wing. The aforementioned will result in enhanced safety for GPL employees and visitors.

7.6.3 TECHNOLOGY UNIT



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
Technology Manager	1	1	1
Network Administrator	0	1	1
Technical Assistant	1	1	1
Basis Support	1	0	0
Broadcast Officer	0		1
TOTAL	3	3	4

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Legislature Information Management service	Enterprise architecture to assist the institution to work towards delivery of the desired service-orientated Information Technology environment.	This is a multi-year project run jointly by the Documents and Services and Information Technology Units.
Technical installation and integration of: New business processes Installation and implementation of Contact Management System	Providing Members with information that enables better informed and more effective decision-making based on the availability and reliability of information drawn from a diverse variety of sources within GPL.	Installations completed during the year under review included: <ul style="list-style-type: none"> • Document Management services; • Workflow System services; • e-Petitions Pilot implementation; • Distribution System services; • Data Warehouse System services; • Contact Management system.

Strategic Objectives	Outputs	Outcomes and Impacts
Installation and implementation of Events Management System	Improve the oversight and decision-making processes of the GPL.	<p>The e-Petition project was fully installed with integrated fax lines.</p> <ul style="list-style-type: none"> Outstanding issues involve the following: Kiosk set-up in public forum; SMS lines; Second and final phase of the project.
Setting up an Audio-visual Unit	<p>To in-source skills that will support and maintain the comprehensive digital audio and video systems.</p> <p>To establish a video call to another VC site or to the Parliamentary video bridge during multipoint conferences.</p> <p>To establish the 'technical' connection to the house control room and remain within reach in order to respond to system and meeting status queries.</p> <p>To switch all equipment on, including projector and plasma screens and verify that all system components are in working order.</p> <p>To provide first-line support in the event of any item of equipment malfunctioning.</p>	<p>The following projects were completed during the year under review:</p> <ul style="list-style-type: none"> Commissioning of a consultant to do an Organisational Development study; Consultant to design an organogram, job descriptions and evaluations; Interviews for approved post; and Panel recommendations completed and forwarded to Human Resources. <p>Outstanding issues:</p> <p>The appointment of the candidate.</p>
Development of Procedures Manual	To assist the Unit in providing best practices, quality of service and continuous improvements in all its activities and in streamlining its work and providing an accessible, better service to users and customers.	<p>The following was completed during the year under review:</p> <ul style="list-style-type: none"> Draft Manual in place; and Draft Service Catalogue in place. <p>With reference to the Service Manual, the following was completed:</p> <ul style="list-style-type: none"> Customer Service Charter (SLA); and New User ICT Unit Welcome Letter with Frequently Asked Questions.

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Maximum system availability	Uninterrupted (100%) system availability.	<p>The targeted projections for this outcome were not achieved.</p> <p>Problems relating to e-mail exchange and Members of the Provincial Legislature VPN 3G communication was extremely slow. This was due to severe security breaches. The cause of the problems were isolated to mobile users, who deposited strings of viruses internally, which created unnecessary traffic.</p> <p>An <i>ad hoc</i> project network upgrade was undertaken and completed and the deliverables were as follows:</p> <ul style="list-style-type: none"> • New network design; • New AD design now in place; • New Security definition: MS best practises and AG recommendations compliance - bandwidth management (VPN and 3G); and • DNS migration from gautengleg.gov.za to gpl.gov.za
Effective network security and risk management	<p>Efficiency of firewall configuration.</p> <p>Access rights control matrix document.</p> <p>Minimum encryption standards.</p> <p>Periodic risk assessment and adherence to AG's requirements.</p>	<p>This goal was linked to the above. After an upgrade and network calibration project, the following results were achieved for the reporting period:</p> <ul style="list-style-type: none"> • Successful hacking = 0% • Virus hits = 0% • Incidents of internal control violations = 0% • Remote access security violation = 0% • Wireless LAN access violation = 0% • SSL VPN 3G access violation = 0% <p>A preliminary Information Technology system audit was undertaken by internal auditors and the results indicated minimum house-keeping issues, which were subsequently rectified.</p>
Provide the hardware infrastructure to support the network backbone and business systems	<p>Efficient and robust network backbone.</p> <p>High Speed Network Switches, fibre interlinks with UTP office points, satellite communication links.</p> <p>Server infrastructure.</p> <p>Improved backbone infrastructure.</p>	<p>The Unit has been successful in realisation of this goal.</p> <ul style="list-style-type: none"> • New components have been added to the network backbone; • Upgraded network operating system to Windows 2003; • Upgraded Server to Exchange 2003; • Wireless connectivity;

Standard Outputs	Goals	Outcomes and Impacts
Provide the hardware infrastructure to support the network backbone and business systems (continued)		<ul style="list-style-type: none"> • Redesign network based on best practises; • Secured SSL VPN for remote access; • Blackberry Enterprise Server; • HSDPA (3G) connectivity; • Debit Card system installation in the Canteen; and • CRM installation.
Technical and end-user support	<p>Efficiency and effectiveness of support operations.</p> <p>Adherence to Technology Unit Customer Service Charter.</p> <p>Maximum utilisation of computer facilities.</p> <p>Portal deployment.</p>	<p>Although theft of video projectors was experienced, the Unit was successful in providing seamless support to Committees, events and management meetings with:</p> <ul style="list-style-type: none"> • Improved end-user service, perception and satisfaction; • Better managed infrastructure and control; and • More effective and efficient use of support resources.
Selbourne Hall audio-upgrade project	<p>Completed and fully functional Digital Conference Systems, able to compete with international and national benchmarking, best practice reviews and sector competitiveness.</p>	<p>The project is to provide a Debating Chamber Audio System for up to 100 Members, and consists of:</p> <ol style="list-style-type: none"> 1. Digital Presentation Microphones 2. Radio Microphones 3. Member, touch sensitive LCD displays (in progress) 4. Video displays for Speaker/Secretaries/Hansard (in progress) 5. Interpretation services 6. Control Room relocation (in progress) <p>The system architecture includes:</p> <ol style="list-style-type: none"> 1. Voting with hard copy confirmation (not yet started) 2. Messaging (in progress) 3. Intercommunications (in progress) 4. Remote input of speaking list, orders of day, rules (in progress) 5. Timings (in progress) 6. Programmable interpretation routing (in progress) 7. Member identification and attendance (in progress)

Standard Outputs	Goals	Outcomes and Impacts
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"> • Blackberry Enterprise Server; • CRM for Members' Affairs; • PoV ICT Model blueprint to be implemented in GPL during the 2007/08 financial year; • Value realisation project for My Systems Application Product ERP 2004; • Advice; and • Successfully participated and contributed in SADC ICT workshop held in Johannesburg and were part of the team that designed a draft SADC ICT Strategy. <p>The Unit is still providing leadership on this LSP funded project (LSPVC9) for National Video Conference Installation. Achievements include:</p> <ul style="list-style-type: none"> • Successfully coordinated (ISM FORUM) meetings; • Successfully co-ordinated the awarding of tender for VC bandwidth requirements (Project LSPVC9); and • Successfully co-ordinated the awarding of tender for VC bandwidth requirements (Project LSPVC9).

EXTRA-ORDINARY PROJECTS

Strategic Projects	Outputs	Outcomes and Impacts
Coordinate integration and roll-out of Blackberry Business Solution	To provide a wireless e-mail solution for mobile Members and user professionals with easy access to the institutions e-mail from remote areas.	<p>Together with the Administration Unit, Information Technology has successfully completed the research and roll-out of Blackberry.</p> <p>Members and users have gained a synchronised calendar without the need to cradle the device.</p> <p>Members and users have integrated phone and push-based e-mail systems without any interaction on their part and no need to find an Internet connection.</p>
ICT backbone upgrade	State-of-the-art and scalable GPL corporate backbone infrastructure.	<ul style="list-style-type: none"> • Microsoft best practises; • Business consideration of faster access between GPL and 1066 building; • Allow faster e-mail and logons through caching; • Review the issue of DNS (gautengleg.gov.za to gpl.gov.za and <i>vice versa</i>); • Completed an architectural design with disaster recovery and fallback capabilities; • Completed migration plan to use co-existence between old and new environment; and • Improved high speed mobile access using 3G cards with GPRS, GPRS+, EDGE 3G and (HSDPA) High Speed Downlink Packet Access communication.

Strategic Projects	Outputs	Outcomes and Impacts
Network operating system and e-mail exchange upgrade	Provide the network infrastructure that will seamlessly support the backbone and business of GPL. Upgrade e-mail exchange system.	<ul style="list-style-type: none"> Decommission old network and switch all mail to flow through the new exchange server. Switch all users to the ISA server for Internet. Completed Configuration of Exchange, AD, Group Policies, Logon Scripts, ISA Server and security settings as per MS best practices. New network documentation in place. Install the requested Netpro modules.
Systems Application Product Value Realisation Project	To assist GPL in obtaining a complete perspective of all the potential benefits of an investment made on My Systems Application Product ERP 2004.	<ul style="list-style-type: none"> The ICT Unit Manager was tasked to manage this project. Project governance structure in place. Planning and scoping completed. ICT stream completed. Process Work stream - Phase 1 completed. Process Work stream - Phase 2 in progress.

7.6.4 DOCUMENTS AND SERVICES UNIT



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
Document & 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
TOTAL	13	14	14

STRATEGIC OBJECTIVES

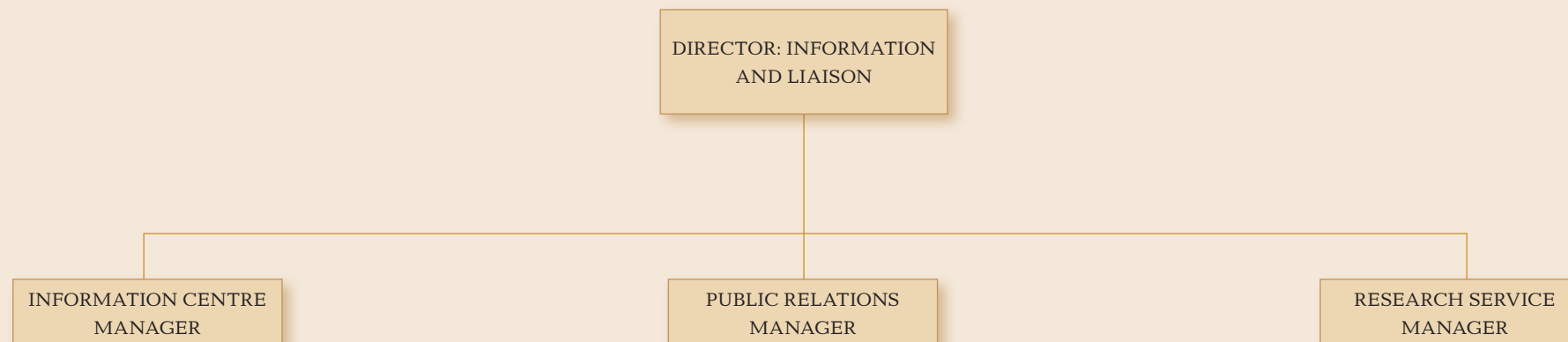
Strategic Objectives	Outputs	Outcomes and Impacts
To implement the Information Management System (Legislature Information Management Service)	<p>Phase 3:</p> <p>Implementation/ Digitalisation of legislative processes.</p> <p>Conduct workshops on law-making processes.</p> <p>Conduct functional specification on law-making processes.</p> <p>Conduct workshops on Oversight Function/ Programme Evaluation and Budget Analysis methodology.</p> <p>Conduct functional specification on Oversight Function/Programme Evaluation and Budget Analysis methodology.</p>	<p>Law-making process:</p> <p>As per mapping document.</p> <p>As per mapping document.</p> <p>Functional specification document:</p> <p>All for development into a software programme.</p> <p>Oversight Function/Programme Evaluation and Budget Analysis Methodology:</p> <p>As per mapping document.</p>
Preparation of a Procedures Manual for the Unit.	To raise awareness of the Unit's functions and overall responsibilities within the GPL.	<p>Functional specification document:</p> <p>All for development into a software programme.</p> <p>In progresss.</p>
GPL tours for Speaker's delegates	<p>Taking the Deputy Speaker's continental and international delegates on a tour of the Gauteng Legislature.</p> <p>Informing them about the history of Johannesburg City Hall.</p> <p>Conducting functional specifications on Oversight Function/Programme Evaluation and Budget Analysis methodology.</p>	<p>Completed the following tour:</p> <p>Canadian delegation - to customer satisfaction.</p>

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Refreshment services	Provision of refreshments to all GPL meetings.	<p>Available refreshments for every meeting - high profile supply:</p> <ul style="list-style-type: none"> • LBS Meetings; • Secretariat meetings; • Office Bearers; • Sittings of the House; and • Committee Meetings <p>The Unit achieved consistently in this regard.</p>
Printing and binding of documents	Printing and binding of all legislative documents, Hansard debates, Provincial Bills, and Provincial Acts.	<p>Printing of:</p> <ul style="list-style-type: none"> • Legislative documents (Notices, Minutes and Reports); • Hansard debates (booklets printed in-house); • Provincial Bills (printed in-house); • Provincial Acts (printed in-house); • Member & Committees of the Legislature (booklets printed in-house); • Induction Programme Employee handbook (booklets printed in-house); • The Office of the Integrity Commissioner (Register of Members' interests); and • The standards and turn-around times were consistently met by the Department.
Enhancement of business processes	Utilisation of Digital Output equipment.	<p>Leasing of 2 x high volume digitalised copier machines in the Print Room.</p> <p>Leasing of 12 x stand-alone digitalised copiers.</p> <p>Contract and Maintenance Agreement in place.</p> <p>The machines are being heavily utilised.</p>
Registry and Archiving Services Adherence to Legal Deposit Act Adherence to National Archive Act	<p>Acquire, update document, store and retrieve files.</p> <p>Updated list of deposited GPL publications.</p> <p>Updated indexes.</p> <p>Updated files in our archives.</p>	<p>Easy access and retrieval of documents and files.</p> <ul style="list-style-type: none"> • Updated T-drive (Electronically) • Updated files (Hard copies) • Compliance with Legal Deposit Act. • Compliance with National Archive Act. • All activities were completed as per the legal and customer requirements.

Standard Outputs	Goals	Outcomes and Impacts
Support Service	Available Service Officer attending each meeting appearing on the Order Paper.	Available Service Officer attending: <ul style="list-style-type: none">• All internal meetings and Public Hearings;• Sittings of the House; and• Providing administration duties.
Maintenance of Members of the Provincial Legislature Register Cybergate Software	Updating Member of the Provincial Legislature Attendance Registers.	All meetings and sittings have been attended to on time and as per requirements. Monthly Member of the Provincial Legislature Attendance Registers. Quarterly Member of the Provincial Legislature Attendance Registers. Annual Member of the Provincial Legislature Attendance Registers. Attendance details have been accurately recorded.

7.7 DIRECTORATE: INFORMATION LIAISON



MANDATE

The mandate of the Directorate of Information and Liaison is to support the provision of information to the Legislature so as to support the activities of oversight and law-making, and to enhance public participation. Furthermore, the Directorate is tasked with increasing the general profile of the GPL by means of the production and distribution of promotional materials, media liaison and media communications. In addition, its Research Unit assists staff and Members with all research related matters.

PERFORMANCE OVERVIEW

The 2006/07 reporting process has been significant in more ways than one. Not only did the Directorate scrutinise its performance during the year under review, but its activities were also reviewed in a historical context. In particular, special attention was afforded to developments over the past two and a half years in lieu of the Directorate's contribution to the provision and

dissemination of information; and progress made in availing information in a more accessible and retrievable manner.

Finding ourselves in a more globally competitive environment, the Directorate noted that its communication and research activities required significant enhancement in order to raise awareness of the core activities of the GPL, and the adequate positioning of the institution within the Province.

To this end, we are pleased to report that the Directorate made a noteworthy contribution in the following areas: research activities, as well as the provision of information and communication. Furthermore, the Directorate transformed itself into a balanced and integrated entity, strategically focusing on providing internal and external stakeholders with relevant information, resulting in positive working relationships with both internal and external stakeholders.

In addition, resources and capacities were aligned with goals and priorities, thus responding proactively to the imperative projects identified by the institution. Strategies have been established to ensure that the Directorate achieves its objectives and that performance is simultaneously enhanced. Hence, new systems and procedures have been put in place to improve the Directorate's core functions. Further to the aforementioned, the Directorate and Management conducted regular meetings, thus ensuring ongoing communication and emphasis on institutional priorities.

This year also saw improvements in our media strategy. Coverage increased by regular issuing of press releases and hosting of press conferences, added to which the GPL received the highest broadcast media coverage ever. In this regard, we intensified our efforts to profile the GPL's Office Bearers and Chairpersons in both print and electronic media.

With regard to our marketing strategy, all events were appropriately branded and new promotional materials (including a new z-card, corporate gifts, booklets, newsletters, etc.) were packaged and distributed. Substantial support was rendered to the GPL's calendar activities, notably the NCOP's initiative of *Taking Parliament to the People*, and the GPL's expanded focus on public participation activities. The latter will henceforth be an ongoing activity.

The Protocol function within the Directorate played an important role during the year, especially in view of the numerous interactions with international stakeholders. To this end, extensive training in respect of protocol was conducted.

The Protocol function was tasked with ensuring adequate preparations for the various study tours across the institution, assisting all institutional counterparts with the relevant guidelines on the manner in which to interact with international counterparts, added to which promotional materials were provided to aid the branding of the institution in an international context. Both the CPA national and international conferences were highlights in this regard, as the Directorate assisted with preparing papers for discussion at said events.

An audit was conducted in the Directorate during the 2006/07 financial year and included investigations of evidence supporting compliance in all material aspects.

The Directorate also participated in the compilation of the Information Manual on the Legislature.

The Annual Report, for the first time, introduced the Portfolio Committee's Annual Reports on political outcomes of the institution, thus ensuring transparency and accountability, and enhancing the public understanding of the role of the Legislature.

The assessment of the Directorate's activities for the year under review is based on the Balanced Scorecard (BSC) Model, which focuses on the quadrants of Financial Management, Internal Processes Management, Human Capital Management and Stakeholder Management.

FINANCIAL MANAGEMENT

The budget allocation for the Directorate for the 2006/07 financial year amounted to R12 million and the total expenditure to March 2007 was R11 million, which represents a total under-expenditure of R1 million, due to the fact that the Communications Strategy and Perception Survey were not conducted during the year under review. This was owing to a lack of knowledgeable service providers as far as the Legislature's business is concerned. The Directorate also received donor funds from the European Union during the reporting period.

The new proposed structure for both the Research Unit and the Communication Unit will inevitably increase the budget of the Directorate in the new financial year, and the carry-over projects (i.e. the Communication Strategy and Perception Survey, as well as the upgrading of the website) will be effected in a phased and incremental manner.

INTERNAL PROCESSES MANAGEMENT

The Directorate of Information and Liaison continued to play a critical role in the provision of information to the institution by means of continued support of the inter-Legislature strategy and participating in events organised for the Commonwealth Parliamentarians (CWP). The Directorate also assisted in hosting the CWP meeting held in the GPL.

The Directorate served as the Secretariat for the Commonwealth Parliament Association (Africa), as well as the international

meetings held in Ghana and Nigeria respectively. All logistics and other related issues were conducted successfully.

The Directorate championed and facilitated a number of innovations pertaining to the implementation of the Communication Strategy by distributing promotional items, hosting events and contributing to the overall brand identity and image development of the Legislature.

The latest acquired database and electronic journals now facilitate simple use of information and have vastly improved access to information.

The Directorate successfully compiled all four Quarterly Reports and in addition, completed a Mid-term Review Report.

Productive seminars on the five-year Government priority areas were also conducted throughout the year by the Research Unit. Academic institutions were invited to serve as adjudicators to the papers, which are currently being reviewed and revised with the view of publishing same.

The Directorate, in conjunction with the Operations Unit Directorate, successfully launched the more user-friendly website for the institution. This project provides information on the GPL from a single portal found on www.gautengleg.gov.za

HUMAN CAPITAL MANAGEMENT

For the period under review, the management of human resources focused on procurement and retention of staff, and limiting the departure of employees. The Directorate conducted Organisational Development (OD) exercises for both the Research and the Communication/Public Relations Unit in order to measure capability and capacity within the Units. This exercise also enabled the Directorate to establish

the availability of skills and to address shortcomings which might hinder performance objectives set for the next term.

Staff members within the Directorate have been provided with flexibility in terms of working hours in recognition of the fact that knowledge workers should not be confined to normal working hours.

A Skills Audit was also completed by the Directorate to analyse weaknesses and continue training on the areas identified. The objectives of the Skills Audit were ultimately to strengthen recruitment and selection procedures, and furthermore to determine opportunities for training and development, as well as performance management.

All Units within the Directorate continued their Internship Programmes with the main aim of providing skills to our unemployed youth.

The Directorate also organised a team-building exercise to enhance team-spirit and to ensure that the team functions effectively in the workplace environment.

A number of staff members within the Directorate have registered for formal training in business leadership and supervision.

Staff members were also exposed to international benchmarks and visited countries such as Australia with the aim of comparing our local practices with international standards.

STAKEHOLDER MANAGEMENT

The Directorate's main objective for the year under review has been to provide stakeholders with balanced and objective information to assist them in understanding the role and mandate of the Legislature; and to partner and build relationships at each level in the stakeholder engagement process. The Directorate now strives to build productive relationships with internal and external stakeholders by engaging in open and transparent communication on an ongoing basis.

Engagements with external stakeholders included research and academic institutions and community-based organisations. During the past year, the Directorate consciously contributed to sustainable relationships, also supporting the Committee and the Public Participation Unit in their endeavours to create awareness of the role of the Legislature in the public arena. In the next financial year the intention is to evaluate the success of our stakeholder engagement efforts.

The Directorate will continue to promote partnerships as a way of obtaining and building capacity required to achieve the development of sustainable knowledge and skills.

CONCLUSION AND PROSPECTS

The Directorate confirms its commitment to contributing to the overall objectives of the Legislature by widely publicising these. Capacitating the Directorate to fulfill its entire mandate is now viewed as our most important challenge. The new financial year will see a shift from our existing PR focus to a more communication-focused approach, which will impact on our existing skills. This will require extensive re-skilling of our workforce.

Media monitoring and analysis will become imperative to determine the impact of our new Communication Strategy. The Perception Survey will provide the necessary indicators to determine the manner in which the Directorate needs to communicate to the different segments of our society.

Moving into the next term, the overall aim of the Directorate is to mobilise society in order to enhance the GPL's Public Participation Activities, thus ensuring accountability and transparency.

7.7.1 COMMUNICATION/PUBLIC RELATIONS UNIT



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
Unit Manager	1	1	1
Secretary	1	1	1
Media Liaison	1	1	1
Media Liaison Coordinator	1	1	1
Public Relations Officer	1	1	1
Public Relations Coordinator	1	1	1
Internet Officer	1	1	1
Protocol Officer	0	1	1
Interns	2	2	1
TOTAL	9	10	9

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Internal Communications Strategy	To develop and implement a comprehensive internal Communications Strategy for effective communications.	To provide for effective internal communications, thus avoiding ambiguity. This project will be carried over to the next financial year.
Building a dynamic partnership with Public Participation and Petitions	To support activities of Public Participation and Petitions to effectively raise awareness of processes and procedures of GPL.	A dynamic cooperation established towards the profiling of the GPL involved in projects which enhanced governance.
Implementing a Marketing Strategy	Well marketed Legislature.	An implementation programme was developed and implemented with regard to the promotion of the Legislature with printed and branded materials, such as banners and pamphlets.
Implementing a Media Strategy	Engage with all media houses in raising awareness to educate the public and media regarding the Legislature.	Managed to increase coverage regarding the Legislature processes (Annual Report process). Media visits not undertaken for period under review. This will be conducted during the next financial year.
Implementation of Communication Strategy	Enhancing information dissemination regarding the Legislature.	Communications plan developed and implemented. It has guided communications activities for the past quarter. The plan has succeeded with reference to marketing and profiling activities, media liaison activities and protocol services.

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Enhancing information dissemination regarding the Legislature	Develop and implement a Communications Strategy.	Communications plan developed and implemented. It has guided communications activities for the past quarter. The plan has succeeded with reference to marketing and profiling activities, media liaison activities and protocol services.
Profiling the Legislature through events	Well conceptualised and coordinated events.	Well conceptualised and coordinated events implemented, e.g. the Gauteng Legislature Opening, CWP, Speaker Dinner and Annual Function. The Unit has also rendered events support services to the institution with regard to the People's Parliament and Language Seminar.
Increasing awareness of the Legislature	Marketing the Legislature.	Development of publicity materials as per the programme has been sustained (T-shirts, banners, etc). However, more needs to be done in terms of the production of print materials. Protocol gifts have been branded and new mechanisms will be implemented in 2007/08 for the Memorabilia shop.
Profiling of the Legislature	Raising awareness of the programmes and processes of the Legislature.	The Communications team developed programmes aimed at raising awareness and profiling the GPL as part of a caring institution:- Participation in Transport Month as part of cooperative governance, World Aids Day (Legislature staff donated food parcels to a hospice for children and Health and GEYODI Committees presented the gifts), awarding of certificates to Matshidiso High School (Public Participation and Petitions involved). These events enjoyed extensive print and radio publicity.

Standard Outputs	Goals	Outcomes and Impacts
Development of tools to disseminate information about the Legislature	Develop and maintain systems for efficient information dissemination.	Website and Intranet systems were successfully implemented, although the Intranet still needs a revamp. Maintenance has not been budgeted for, and was therefore not provided since June 2006. Regular updating continued, but more remains to be done in terms of rendering the necessary support.
Development of tools to disseminate information about the Legislature (continued)		Media visits/ networking opportunities were not achieved during the year under review. This activity was identified to further strengthen media relations and also to capacitate the media in understanding the role and processes of the Legislature. <i>Kgotla</i> continues to be a monthly internal newsletter. Capacity enhancements will see the publication being delivered on time per quarter.
Stakeholder participation and engagements	Develop and sustain effective stakeholder relations.	Stakeholder relations are being developed with the GTA. Development of printed materials to disseminate information about the Legislature.



7.7.2 INFORMATION CENTRE



STAFF COMPOSITION

Unit	2004/05	2005/06	2006/07
Unit Manager	1	1	1
Senior Information Officers	4	4	4
Information Officers	1	1	3
Assistant Information Officer	1	1	1
TOTAL	7	7	9

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Facilitate access to the Information Centre products and services	<p>Determine information seeking patterns.</p> <p>Plan and provide a strategy for meeting needs according to users' patterns.</p> <p>Implement strategy.</p> <p>Evaluate success of strategy.</p>	<p>Feedback generated through a Needs/Service Awareness Survey was used to inform key strategies and service patterns were adopted to be in alignment with identified current needs and to improve access to products and services.</p> <p>Promotional information brochures and instructional guides on how to access and utilise electronic databases were produced and widely disseminated to stakeholders. These brochures also served to promote awareness and led to increased utilisation of electronic databases and electronic journals.</p> <p>Utilisation statistics indicated an increase of use of the databases and general utilisation of the Centre's varied services. Increased awareness, access and utilisation of our services and products are central in presenting the Information Centre with new service growth opportunities to be explored to further enhance service content in support of Research and Committee work.</p> <p>The Information Centre will continue to monitor utilisation of products and services and to find ways to improve access to these using customer needs knowledge and creatively employing appropriate marketing strategies.</p>
Investigate and develop Procedural Manual.	<p>Audit of user policies and help guides.</p> <p>Compile on-line interactive procedural guide for accessing Information Centre's services.</p> <p>Distribute procedural service guide.</p>	<p>User policies and help guides were reviewed for currency, continued relevance, appropriateness and usefulness.</p> <p>Online guides to basic Internet and library catalogue (OPAC) searches were produced. These empowered stakeholders and contributed to effective information retrieval strategies and self-conducted searches resulting in broadening of their information and knowledge base.</p> <p>A comprehensive Unit Service Manual was produced. This was distributed to Unit staff for consolidated inputs. Once the overall Information & Liaison Directorate Integrated Service Manual has been edited, it will be distributed to all stakeholders.</p> <p>The manual informs stakeholders on the varied services offered and procedures to be followed in order to gain full access and enjoy full benefits of the information service.</p> <p>In recognition of the principle of accountability, service standards are included in the manual. These provide a framework for a guaranteed effective and efficient information service delivery.</p> <p>The Information Centre will continuously compare existing service standards with new services offered and accommodate customer base articulated demands and potential needs.</p>

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Informed decision-making by Committees, Presiding Officers and Management	<p>New publications:</p> <p>80% of materials acquired supporting Committee and Legislature priorities.</p> <p>20% supporting research, management and other support functions.</p>	<p>Stock selection and optimisation was a cooperative effort with relevant targeted stakeholders. Materials acquired were aimed at supporting and enhancing research, debates, legislation, public participation, as well as the institution's corporate functions.</p> <p>80% materials acquired supported Committee and Legislature priorities.</p> <p>20% of information materials provided kept stakeholders abreast of topical issues, strategic management developments and supported reference needs on diverse subjects of interest regarding corporate functions and programmes.</p> <p>Stakeholders were alerted to newly acquired books monthly in order to promote awareness and encourage use.</p> <p>971 new books were acquired, compared to 917 during the last financial year.</p>
Partnerships and social networks established with relevant organisations for access to information and information materials	<p>Quarterly visits to NGOs, Research Institutes for information-sharing purposes and obtaining research reports.</p>	<p>Established and sustained relationships with the following NGOs and Research Institutes:</p> <p>CIVICUS – for Civil Society Watch monthly bulletin, CIVICUS publications workshops and information on conferences.</p> <p>Democracy Development Programme – for information on events, conferences, workshops and publications on democracy.</p> <p>IRIN's (Integrated Regional Information network) – for publications and research papers on democracy and governance, economy, education, gender issues, health and security.</p> <p>SAEON (South African Environmental Observation Network) – for research papers, reports, websites on international environmental science.</p> <p>CORE (Cooperative for Research & Education) – for a press clipping service and research reports covering a wide range of subject areas relevant for Legislature business.</p> <p>Centre For Public Policy – for research reports.</p> <p>AISA (Africa Institute of South Africa) – for research reports, subscription to BSC</p> <p>Africa Insight journal covering political trends and events, democratisation, economic issues, regional cooperation, international relations, conflict resolution, aspects of education and training, health hazards, community development, food security, institutional capacity building and a detailed overview of Africa and its countries.</p> <p>CSIR – for shared skills and consultation on electronic publications on-line management systems.</p> <p>Education Policy Unit – quarterly review of education.</p> <p>SAIIA (South African Institute of International Affairs) – for international news of briefings, newsletters, conference information and the annual review publication on international affairs.</p> <p>ECONOMETRIX – for newsletters with in-depth analysis of economic events, quarterly analysis of the SA macro-economy; free attendance at workshops and conferences; consultation.</p> <p>NRF – current and completed research projects, research organisations in SADC. Centre for Development Enterprise – Information-sharing and research reports.</p>

Standard Outputs	Goals	Outcomes and Impacts
Inter-library loans to support information needs of Members and staff	Inter-lending statistics reflecting number of materials obtained externally from other institutions in support of projects undertaken in the institution and for individual Members' information needs.	Established network connections with academic libraries to facilitate expedient delivery of inter-library loans. Cooperative agreements with these libraries afforded access to broader externally-sourced publications dealing with political, economic, social and environmental trends and background information. 32 books were loaned from academic institutions, a decrease compared to the last financial year and year preceding it (533). This could be due to increased participation of stakeholders in the collection-building activity with resultant increased relevance of information materials acquired.
Loaning own materials in support of information needs of individual Members and staff	Statistics reflecting use patterns and informing on future book selection strategies for collection building.	There were 1009 loans. Increase in usage statistics indicates an increase in relevance of books required.
Electronic databases for current and timeous information, supporting plans and programmes of the Legislature	Unlimited licences and full access to electronic databases with inputs from stakeholders.	News articles on legal, socio-political, economic issues and budget media comments were extracted from databases and electronically disseminated targeting relevant user groups and Committee clusters to support the oversight function. With inputs from stakeholders, new databases acquired were: Factiva International Newswire service: This service provides a powerful database and facility for tracking and retrieving a broad range of topical and retrospective international news, plus access to a range of international scientific journals and magazines also covering a variety of subjects and topics relevant for supporting pro-active research for Committee work and institutional programmes. SA Media Monitoring service: This service monitors delivery of Government departments, identifies and provides articles on what NGOs and CBOs maintain about the services and also provides articles on performance and impact of AsgiSA. These are made accessible through an alert service and an archival database. The Information Centre also subscribes to 16 major national and international databases. These databases provide a full spectrum of South African legislative information; the latest macro-economic and socio-economic statistics development issues and online national and international news.
Journals collection for current and timeous information, thus supporting plans and programmes of the Legislature	Reviewed with inputs from stakeholders, renewed and newly bound journals.	Journals were reviewed with targeted stakeholders and all renewed as they were still deemed relevant to support the business of the Legislature.
Subject bibliographies to enrich information support to public participation, Legislature priorities and Presiding Officers	Subject bibliographies on youth, gender, disability and public participation.	Subject bibliographies compiled supported priority areas identified by the Speaker, namely, poverty reduction, job creation, mainstreaming gender, youth, people with disabilities, public participation, HIV/Aids. Identification of synergies and opportunities in information delivery led to the Unit proactively compiling and circulating subject bibliographies to complement and support institutional events and projects such as HIV/Aids Day, 16 days of Activism against Abuse, seminar on Global City Regions, 30th Anniversary Youth Day, Human Rights Day, Women's Month. Overall, subject bibliographies are compiled on request to support <i>inter alia</i> , decision-making, policy analysis, research, service delivery and compliance processes of the Legislature. Bibliographies were continuously updated and disseminated on receiving the latest acquisitions. Stakeholders thus gained access to topics of choice. Subject bibliographies enrich understanding and interpretation of issues as they provide different views by different authors.

Standard Outputs	Goals	Outcomes and Impacts
Capacity-building for staff in order to render professional service, keep abreast of service trends and share developmental information	<p>Conferences organised by professional bodies were attended.</p> <p>Meetings of professional forums were attended.</p>	<p>Three professional conferences were attended:</p> <p><i>Library and Information Association of Southern Africa:</i></p> <p>The theme was "Libraries: Partnership in Learning, Nation Building and Development".</p> <p>The conference stressed the importance of libraries in contributing to nation-building and development by providing free access to information; providing information on peoples' rights; enabling people to have access to their history; providing information on developmental experiences in developing and developed countries.</p> <p><i>Special Libraries and Information Sector:</i></p> <p>The theme was "Are you I-challenged?"</p> <p>Staff gained insight on how to fully exploit technological developments to provide clientele with information "anytime, anywhere".</p> <p><i>Intranet Conference:</i></p> <p>Staff gained insight on how the on-line information management environment should be supporting an organisation's strategic objectives.</p> <p>Other events attended included:</p> <p><i>Knowledge Management Forum:</i></p> <p>Researchers and Information Workers of all SA Provincial Legislatures met and are currently engaging in discussions on how knowledge management can be adapted to support strategic goals in the legislative sector.</p> <p><i>South African Online User Group:</i></p> <p>Motivational breakfast meeting. In this meeting, Library and Information professionals learnt and shared innovative and creative ways of delivering appropriate information services to clients based on continuously changing needs.</p> <p><i>EXXARO:</i></p> <p>Meeting with Knowledge Management Practitioners. EXXARO shared information and experiences on successes, hiccups and failures in Knowledge Management implementation. GPL Information centre staff was accorded an opportunity to interact with highly professional staff, who are willing to assist the GPL further during the institutionalisation of our Knowledge Management system to support the Legislature business strategy.</p> <p><i>Library and Information Association of Southern Africa, Gauteng South Branch:</i></p> <p>Meeting on consortia formation for cooperative negotiations for costly databases and commercial service.</p>

Standard Outputs	Goals	Outcomes and Impacts
Proactive information provision to support Legislature political and administrative business	<p>Statistics on enquiries satisfied.</p> <p>Updates inserted on legal documents to ensure accuracy of interpretation of policy, regulations and Acts impacting on the Legislature.</p> <p>Journal articles pro-actively circulated to Presiding Officers and Management to alert them on latest developments in areas of interest.</p>	<p>2205 requests and enquiries were received and addressed as compared to 1620 during the last financial year. Staff experienced an increase in their workload which subjected them to working under tremendous pressure.</p> <p>Information provided ranged from legislative summaries, policy formulation/application, regional issues, current Government service delivery issues, etc.</p> <p>Information provided assisted researchers and legal staff to develop proposals, analyse delivery of Government Departments, analyse legislation, prepare background material on Bills and interpret economic, legal and political information, develop speech material, compile reports on wide topics, select key issues and topics for FIS.</p> <p>Accurate updated information was provided to inform the institution's legal compliance and related policies. To this end, sustained accurate maintenance of legal publications of strategic value to GPL was carried out as part of operational requirements for administration, of superseded regulatory amendments. Loose-leaf regulatory legal and financial updates were provided. The impact of not carrying out this task efficiently would have led to incorrect interpretation by the institution's legal advisor.</p> <p>Information needs profiles were linked to selective dissemination of journal articles and contents pages to Presiding Officers, Chairpersons, Management and Researchers to draw their attention to current issues.</p> <p>2,965 contents pages of new journal issues received were circulated compared to 435 during the last financial year. Out of these, 713 articles were requested compared to 410 articles requested during the previous year. This indicates a higher level of awareness and usage of our journals.</p>

7.7.3 RESEARCH UNIT



STAFF COMPOSITION

Research Unit	2004/05	2005/06	2006/07
Research Manager	1	1	1
Senior Researchers	2	4	4
Researchers (Permanent)	6	4	4
Researchers (Contract)	-	3	4
TOTAL	9	12	13

STRATEGIC OBJECTIVES

Strategic Objectives	Outputs	Outcomes and Impacts
Develop the capacity of the Legislature to effectively oversee the reduction of poverty and unemployment	<p>Develop the research tools to assess poverty and unemployment reduction in the Gauteng Province.</p> <p>Develop skills training on the use of the research tools for assessing poverty and unemployment reduction in the Gauteng Province.</p> <p>Produce bi-annual assessment reports on poverty and unemployment reduction in the Gauteng Province.</p>	<p>Terms of reference for the project were developed in the second quarter. Consultants (Business Intertwined Trading Solutions) were contracted and carried out the research in the fourth quarter to develop appropriate research tools to assess poverty and unemployment reduction in Gauteng. A draft report was issued on 31st January. The consultants were requested to re-draft the report, including carrying out some additional field work. The redrafted report was submitted in March and it was found still to be incomplete.</p> <p>The required skills training workshop on the use of the research tools cannot take place, as it depends on the completion of the research project and the development of the research tools for assessing poverty and unemployment reduction.</p> <p>Producing bi-annual assessment reports on the reduction of poverty and unemployment in the Gauteng Province is also dependent on the development of the research tools and provision of skills training to researchers on the use of these tools.</p>
Pilot participatory research methodologies	<p>Identify one priority issue as a subject for a pilot study.</p> <p>Initiate a pilot study on the priority issue identified.</p>	<p>A priority policy issue (poverty alleviation) was identified and proposal for the project drafted in the first quarter to pilot the use of participatory research methods. Literature review was carried out and a report produced on participatory research methodologies.</p> <p>In the second and third quarters, a pilot study was conducted by the Research Unit in the Ivory Park informal settlement. The study focussed on two projects supported by Departments of Social Development (Development project) and Agriculture (Food Security Gardens). Several participatory research methods such as Focus Group Studies, Resource Mapping, Participant Observation and Financial Diaries were piloted. A draft report was produced.</p>
Implement the findings of the Organisational Development study	<p>Identification of important issues requiring immediate action.</p> <p>Implementation of Organisational Development recommendations.</p>	<p>LSB approval was obtained for the implementation of key recommendations contained in the Research Unit's Organisational Development report. This included approval of new and existing Researchers, Senior Researchers, Principal Researchers and Administrator posts for recruitment.</p> <p>In the fourth quarter, the Research Unit started recruiting for the approved posts as part of the process of implementing the newly approved Organisational Development structure in the 2007/08 year. The Principal Researcher posts have been submitted for job scoping and evaluation by Human Resources. On completion of this process, these posts will be advertised as part of the recruitment process.</p> <p>It is anticipated that the recruitment process will continue and be finalised in the first quarter of the new financial year.</p> <p>The process of recruitment has been slower than anticipated. This may impact negatively on the timeous filling of all the vacancies in the Research Unit.</p> <p>It is anticipated that many of the posts already advertised will be filled by the beginning of May 2007, and that all of the vacancies will be filled by 1st June 2007.</p>

STANDARD OUTPUTS

Standard Outputs	Goals	Outcomes and Impacts
Research for Portfolio Committees (outputs included): <ul style="list-style-type: none"> • Budget Vote analysis • Inputs into Focused Intervention Studies • Analysis of Departmental reports • Analysis of Bills 	160	<p>Budget Vote analyses of all relevant Bills and Auditor-General reports for all Departments and public entities were conducted in the appropriate quarters of the current year.</p> <p>Numerous Focused Intervention Studies were conducted throughout the year in all the clusters, including the following:</p> <ol style="list-style-type: none"> Finance Cluster: FIS on Blue IQ & SME Social Cluster: FIS on ABET, ECD and various other topics Development Cluster: Several FIS's conducted Governance Cluster: Two FIS's were conducted.
		<p>Analyses of all Quarterly, Annual and other reports submitted by GPG Departments and public entities were conducted throughout the four quarters of the current financial year.</p> <p>Finance Cluster: More than 35 outputs delivered</p> <p>Social Cluster: 36 outputs delivered</p> <p>Development Cluster: More than 30 outputs delivered</p> <p>Governance Cluster: 36 outputs delivered</p> <p>A number of Government Bills were analysed throughout the current financial year, including the following:</p> <p>Finance Cluster: 3</p> <p>Social Cluster: 3</p> <p>Development Cluster: 0</p> <p>Governance Cluster: 0</p>
Pro-active papers	5	<p>A total of four pro-active papers were produced:</p> <p>Finance Cluster: Paper on emerging paradigms on microfinance.</p> <p>Social Cluster: Paper on Physical Education and In-school sport.</p> <p>Development Cluster: Paper: Literature review on issues of coordination between Housing and Agriculture Departments and proposed concept paper on motorised transport in South Africa.</p> <p>Governance Cluster: No pro-active papers were produced.</p>

Standard Outputs	Goals	Outcomes and Impacts
Research support for Office Bearers (Outputs included): <ul style="list-style-type: none"> • Speech writing • Briefing documents • Other papers 	Demand - driven	<p>Numerous speeches, briefing and background papers were prepared for Office Bearers during this financial year, including some of the following outputs:</p> <p>Finance Cluster: No outputs delivered in this category</p> <p>Social Cluster: 3 outputs delivered – Background information focussing on GEYODI in Uganda and Kenya; Background information on public participation in Kenya and Uganda; Paper prepared on domestic violence.</p> <p>Development Cluster: No outputs delivered in this category</p> <p>Governance Cluster: Outputs delivered included a paper on the role of Parliament in addressing issues of vulnerable orphans and children; Domestic Violence – is legislation enough to combat abuse and child abduction?; Public participation in Kenya and Uganda; Journal article on Gender Budgeting; Changes, challenges and opportunities in gender mainstreaming; Paper for the Ghana Commonwealth Parliament Association Conference on HIV/Aids and poverty; Paper on Parliamentary Supremacy and Judicial Independence.</p>
Commissioned research		<p>A total of two research projects were commissioned by the Unit.</p> <p>Research on research tools for poverty and unemployment reduction in Gauteng.</p> <p>Research conducted on foster care grant application processes.</p>
Seminars and lectures		<p>One seminar was convened by the Research Unit in the fourth quarter.</p> <p>Mainstreaming HIV/Aids in the oversight processes of the Gauteng Legislature.</p>
Publications		No publications were produced this year.
Attendance/Participation/Presentations at workshops/conferences and seminars	8 - 12	<p>A total of 10 conferences/workshops were attended by staff members from the Research Unit, including the following:</p> <p>Public Participation and Petitions National Conference (25-26 July 2006).</p> <p>Legislature Service Act workshop (13 – 14 July 2006).</p> <p>The NEPAD/DBSA/HSRC/Wits Education Conference on Investment choices for education in Africa (24 August 2006).</p> <p>Conference on the Economic Outlook for South Africa in 2007.</p> <p>Two-day conference on Creating Inclusive Cities in Africa.</p>



OVERVIEW OF THE ADMINISTRATION



PART: D

REPORT OF THE FINANCE AND AUDIT COMMITTEE

YOUR VIEW - OUR VISION

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REPORT OF THE FINANCE AND AUDIT COMMITTEE

We are pleased to present our report for the financial year ended 31 March 2007.

FINANCE AND AUDIT COMMITTEE MEMBERS AND ATTENDANCE:

The Finance and 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 year under review, it met 5 times.

Name	Position	Number of meetings attended
John Davis	Chairperson	5
Gengezi Mgidlana	Provincial Secretary	2
Alwyn Martin	External Independent Member	2
Hermene Koorts	MPL	5
Dikeledi Tsotetsi	MPL (replaced by MPL Refiloe Ndzuta)	0
Refiloe Ndzuta	MPL	3

FINANCE AND AUDIT COMMITTEE RESPONSIBILITY

The Finance and 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 and 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.

The risk assessment process formed the basis of the determination of the internal audit coverage plan for the three years ending 31st March 2008. Implementation of year two 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.

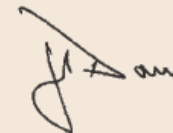
EVALUATION OF FINANCIAL STATEMENTS

The Finance and 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; and
- Reviewed significant adjustments resulting from the audit.

The Finance and 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 and Audit Committee



PART: E

FINANCIAL OVERVIEW

YOUR VIEW - OUR VISION

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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

This report reviews the progress made during the reporting year by describing the main financial achievements (and challenges) against the key financial objectives of the Gauteng Legislature.

Much has been achieved during the year from a procedural and systems perspective to ensure that there was compliance with sound corporate governance and financial practices. Systems were successfully implemented to ensure access to management and financial information. Policies, procedures and guidelines were reviewed to make this more relevant, user friendly and accessible. The Finance Policy and Procedures manual was revised during the year to ensure relevant controls and best business practice.

In line with the strategic goal of fostering public confidence and pride in the Legislature, systems of good corporate governance, effective administration and good financial management systems continued during the financial year.

Actual and projection reports were submitted to Treasury on a monthly and quarterly basis in line with formats and timelines provided by Treasury. Programme and Sub-programme Managers updated monthly projections on the network designed to input projections and provide action plans for implementation of the budget. These were reported at Extended Secretariat meetings, as well as to the Audit Committee and the Board on a quarterly basis.

ENHANCEMENT OF FINANCIAL MANAGEMENT AND CONTROL OVER BUDGETS

The office of the CFO was capacitated with the appointment of the Budget Officer, Accountant and Risk Management Officer.

An additional Accounts Clerk position has also been approved for the new financial year. An institutional Organisational Development (OD) exercise for the institution is planned for the 2007/08 financial year. The outcomes of this process may determine new standards on staffing, capacity constraints and required operating proficiency.

Enhancement of financial management and control over budgets were executed through the following:-

- The CFO developed a model to map activities and associated costs linked to the business plan of each Unit;
- Actual expenditure was regularly compared to original budgets and original projections;
- Monthly financial reports were submitted to Programme Managers;
- Building capacity on financial matters whereby Programme and Sub-programme Managers attended a course on financial management;
- An OD exercise for the Finance Unit has been approved to identify capacity constraints and required operating efficiency;
- The Finance Policy and Procedures manual was revised during the year to ensure relevant controls and best business practice; and
- Procurement systems emphasised improved planning by Line Management and interaction with the Procurement Unit.

BUDGET FOR 2006/07

The budget allocation for the 2006/07 financial year increased by 28.2% to R146.233 million as compared to the previous financial year. In addition to the annual appropriation, the Legislature received an amount of R35.337 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.

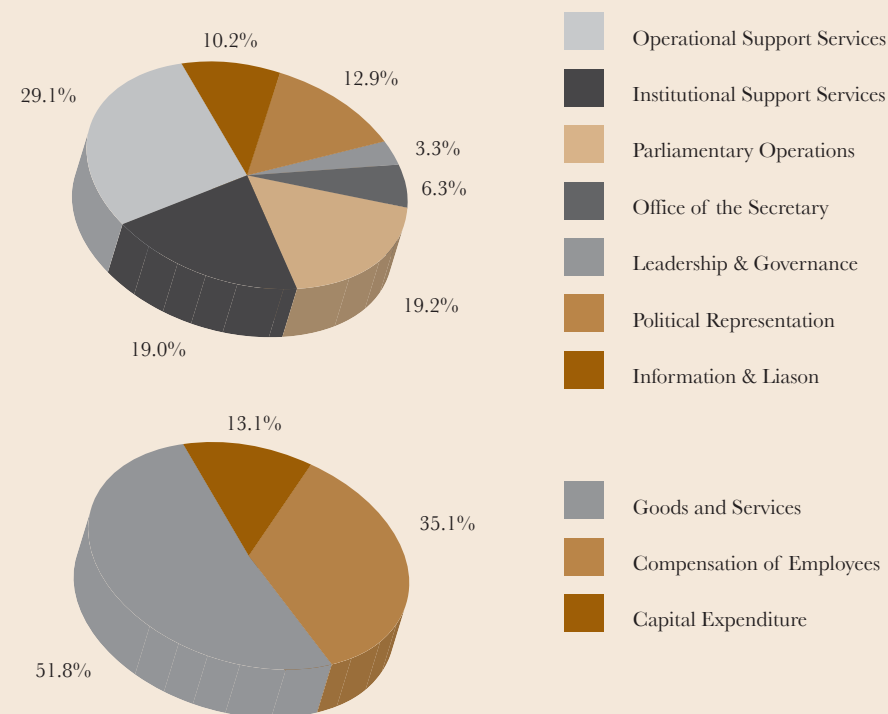
In terms of section 43 of the Public Finance Management Act (PFMA), the approach adopted in order to meet the additional funding requirements was firstly to identify savings and under-spending internally, before requesting additional funds from Treasury. However, in view of the spending priorities and pressing issues highlighted during the Adjustment Budget process, an additional amount of R16.737 million from the retained income of the Legislature was approved by the Speaker; thereby increasing the indicative allocation baseline from R129.010 million to R146.233 million. Included in the adjustment budget, was an amount of R486,000 allocated by the Provincial Treasury to increase capacity in the Office of the Chief Financial Officer (CFO).

EXPENDITURE IN 2006/07

The Legislature spent R144.793 million against a budget of R146.233 million reflecting a total spend of 99%. The total expenditure for the current year as compared to the previous year increased by 30.3%. An analysis of total expenditure revealed that administrative personnel expenditure constituted 35.1% (38.9% - 2005/06) of expenditure whilst goods and services constituted 51.9% (47% in 2005/6) of expenditure. Capital expenditure constituted the remainder 13% (14.1% in 2005/6). Spending by Programmes and Economic Classification is depicted below:

EXPENDITURE BY PROGRAMMES			
PROGRAMME	% of Expenditure	2006/7 000(R)	2005/6 000(R)
Political Representation	12.9%	18,692	15,051
Leadership & Governance	3.3%	4,715	1,453
Office of the Secretary	6.3%	9,061	7,035
Parliamentary Operations	19.2%	27,795	21,373
Institutional Support Services	19.0%	27,573	21,844
Operational Support Services	29.1%	42,177	33,354
Information & Liaison	10.2%	14,780	11,029
TOTAL	100%	144,793	111,139

EXPENDITURE BY ECONOMIC CLASSIFICATION			
ECONOMIC CLASSIFICATION	% of Expenditure	2006/7 000(R)	2005/6 000(R)
Compensation of employees	35.1%	50,879	43,213
Goods and Services	51.8%	75,016	52,254
Capital Expenditure	13.1%	18,898	15,672
TOTAL	100%	144,793	111,139



The Legislature has once again not exceeded the annual budget allocated to it. 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 2007 reflect that the Legislature operated within budget resources. The Legislature has also met all its financial obligations for the year under review.

An analysis of the financial growth linked to the institutional strategy revealed the following strategic growth areas:-

- A notable geared increase in Members' facilities, capacity building and funding allocation to parties;
- Increased allocation for Commonwealth Parliamentary Association (CPA) activities;
- Enhancement and emphasis on strategic planning processes;
- Increase in allocation to Committees' support and related activities, PEBA and Public Participation Programmes;
- Investment in corporate governance processes;
- Enhancement of business tools and processes;
- Increased capacity in Research and Public Relations;
- Human Resources (HR) intervention, implementation of the HR strategy and capacitation of the HR Unit;
- Increased allocation in capital projects, e.g.
 - Selbourne Hall Project;

- LIMS; and
- Electronic Security System.
- Prioritisation of profiling and corporate branding.

VIREMENTS WITHIN MAIN DIVISIONS OF THE LEGISLATURE

In terms of section 43 of the PFMA, an accounting officer may utilise a saving under a main division within the vote to defray excess expenditure under another main division

within the same vote, unless the relevant Treasury directs otherwise. In terms of section 3(b) of the Act, the relevant Treasury of the Legislature is the Speaker. Agreements were reached between Programme Directors to effect these virements. The table below reflects a summary of virements effected between Programmes:

Programmes	Adjusted Appropriation R'000	Virement R'000	Final Appropriation R'000	Reason For Virement	Virement To/From Programme
Political Representation	20,405	-1,527	18,878	Under-spending incurred on research allowance and air travel facilities for political parties	To Operational Support
Leadership and Governance	5,349	-427	4,922	Underspend on CPA related trips that did not take place during the year	To Information and Liaison
Office of the Secretary	10,589	-847	9,742	Underspend on Personnel expenditure	To Information and Liaison
Parliamentary Operations	28,975	-1,180	27,795	Underspend as a result of the delay in filling of vacant posts. Savings were also realised in the NCOP unit due to limited use of professional services	To Operational Support
Institutional Support Services	28,576	-679	27,897	Primary underspend on vacant posts in HR Unit	To Operational Support
Operational Support	38,792	3,385	42,177	Over-expenditure incurred on the following: Selbourne Hall Project due to variation and extended scope of the project Building and air conditioning maintenance Network systems maintenance	From Parliamentary Operations and Institutional Support Services
Information and Liaison	13,547	1,275	14,822	Additional demands for financial resources due to the following : Opening of the Legislature and associated media campaign to intensify public awareness of the Legislature Overspend on Advertising, Printing and Publications and Subscriptions Promoting Peoples' Assembly on diverse radio Communication Strategy carried out which was not budgeted for	From Office of the Secretary and Leadership and Governance
TOTAL	146,233	0	146,233		

2. UNDER/(OVER)-SPENDING

The Annual Financial Statements of the Legislature for the year under review reflect an underspend of R1.44 million equating to 0.98% of the total allocated budget. The under-spending emanates primarily from the following:

- Underspend on research allowance and travel facility allocated to parties; and
- Underspend on compensation of employees primarily due to the delay in placement of vacant posts.

The following areas of saving can be reported:

- Savings on professional services in the Legal Unit as internal capacity limited the need for external resources.

3. CAPACITY CONSTRAINTS

The GPL encountered the following capacity constraints during the year:

- Inadequate funding for the GPL precinct - Provincial Treasury has been made aware of the problem. Further bilaterals were also held in order to bring to the attention of Provincial Treasury to this spending pressure. It is anticipated that the funding allocation will be reviewed during the Adjustment Budget period.
- Office space requirements have reached acute proportions. The City Hall is fully occupied and not adequate to meet current demands. Contingency plans have been finalised in terms of securing additional office space in the 1066 Building in Pritchard Street, Johannesburg.

4. CORPORATE GOVERNANCE

A consequential change was introduced at the administrative level to review and sequence the decision-making structures such as the Secretariat and its Committees and the Directorate meetings. A corresponding management system which links the strategic management, operational activities and decision-making processes were introduced in order to align management systems to this method of work, namely:

- Quarterly plans and monthly/quarterly reports (financial and non-financial);
- Sequential meetings of the Secretariat, Extended Secretariat and Directorate meetings; and
- Monthly and quarterly performance review sessions.

The policy directing body of the Legislature is the Legislature Services Board (LSB). In the 2006/07 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.

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.

4.1 Audit Committee

The Finance and Audit 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 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 the internal audit. The Committee also reviewed the reports submitted by the external auditors on compliance, materiality and the effectiveness of systems. In addition, 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 (LSB). The Committee received regular financial reports, risks reports, internal and external audit reports, legal compliance, health and safety issues and the fraud prevention reports.

4.2 Risk Management and Internal Audit

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

The Legislature, through the Risk Management Committee, developed a Risk Management Strategy which was adopted by the Board. The risk assessment process was finalised in the prior year to determine the material risks to which the institution was exposed, and to evaluate the strategy for managing these risks. 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 2 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.

4.3 Fraud Prevention Plan

A Fraud Prevention Plan has been adopted which is aligned to the Risk Management Strategy. Both documents have been communicated to staff and also loaded on the Legislature intranet for awareness and reference purposes. Significant progress has been made on the implementation strategy of the Fraud Prevention Plan. A significant programme to contain and prevent fraud was developed and was supported by a capacity building programme and information sharing sessions to improve fraud awareness.

4.4 Management Processes to minimise Conflict of Interest

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

The Legislature enjoyed a sound and stable relationship with the trade union over the past year. In ensuring that there are good labour relations between the Union and Management, the Legislature has in the past formalised the relationship through a 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 in the induction of employees.

4.6 Effectiveness of Health, Safety and Environment Issues

Health	The hygiene standard within the Legislature is viewed as satisfactory.
Safety	There has been no reported crime or instances of injuries to people within the Legislature's precinct during the year under review.
Environment	The Legislature building is in need of refurbishment and in some areas rehabilitation. Plans have been prepared for the refurbishment and rehabilitation of the Legislature building and it's environs, subject to the availability of funding.

5. 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.

6. Asset management

As part of the move towards proper management and recording of assets, a new Asset Management system (Asset Ware) was installed and brought into operation towards the end of the financial year. The new system addressed all the shortfalls identified in the previous Asset Management system (MR Fast-track). The system has made it easier to keep track of all assets within the Legislature, allocate asset numbers and perform regular checks.

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 compliance with the PFMA.

7. EVENTS AFTER THE ACCOUNTING DATE

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

8. 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

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.

9. IMPORTANT POLICY DECISIONS AND STRATEGIC ISSUES FACING THE LEGISLATURE

There are key challenges to be addressed in the remainder of the term in order to ensure high-impact results:

- Increasing our leadership and management capabilities – review, develop and enhance the comprehensive Leadership Development Programme with a view to ensuring high performing teams across the institution.
- Evaluate the Leadership Training Programme and provide coaching and mentoring.
- Improve our ability to implement management by objectives.
- Enhancing our capabilities to successfully implement our strategies aimed at improving our output in the

legislative business and capacitating Members and staff accordingly.

- Developing and enhancing our capabilities to implement the Communication Strategy of the institution.
- Improve our ability to interact with constituency offices in the legislative business and provision of technical and administrative support to constituency offices.

10. SCOPA RESOLUTIONS

The following resolutions were deemed necessary by SCOPA.

SCOPA RESOLUTION	SUBJECT	PROGRESS
1. The GPL provided SCOPA with a progress report with regard to the new template sheets on the Asset Register by 31 January 2007.	Asset management	A new Asset Management system (Asset Ware) was installed and brought into operation during February 2007. The new system addressed all the shortfalls identified in the previous Asset Management system (MR Fast-track).
2. The GPL provided SCOPA with a progress report on the revenue relating to the City Hall by 31 January 2007.		<ul style="list-style-type: none"> • A contract is drawn up prior to every letting of the City Hall. • All contracts are pre-numbered and further recorded in the Contract Register. • The Auxiliary Services Co-ordinator and Administration Manager (as higher authority) check and sign quotes as well as contracts before these are forwarded to clients. All tariffs applied are checked against approved tariffs. All calculations are checked to ensure no incorrect charging takes place. • Except for Government Departments, the hall is let on an advance payment basis only. Payment is first verified with the Finance Unit before finalisation of contracts. • Meetings are scheduled on a monthly basis with the Finance Unit to reconcile contracts and receipts from letting of the City Hall. • A monthly receipt reconciliation is prepared to ensure the completeness and accuracy of fees due to the GPL and monies received.

SCOPA RESOLUTION	SUBJECT	PROGRESS
3. The GPL provided SCOPA with a separation of figures regarding under-spending and savings by 31 January 2007.	Under- spending versus savings	<p>The GPL incurred a total savings/under-spending of R2, 958 million, i.e. 2.59% of the total annual appropriation in the 2005/06 financial year. The material under-spending and savings per area are illustrated below:</p> <ul style="list-style-type: none"> • Underspend on research allowance and travel facility allocated to parties as the election activities impacted on their spending patterns. • Savings realised in the NCOP Unit as the use of external consultants was limited by utilising internal resources. • Underspend 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. • Underspend incurred in the e-Procurement project was not finalised during the year. The acquisition of furniture was deferred to after the completion of the Selbourne Hall project. • Underspend on compensation of employees due to the delay in placement of the IT SAP Basis Support and Safety Officer positions. • Underspend on payment for consultants on LIMS project was rolled over to the 2005/06 financial year.

11. OTHER

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

12. APPROVAL

The annual financial statements set out on pages 212 to 251 have been approved by the Accounting Officer.



Gengezi Mgidlana
Provincial Secretary (Accounting Officer)

Date: 31st May 2007

REPORT OF THE AUDITOR-GENERAL TO THE GAUTENG PROVINCIAL LEGISLATURE ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE 2 - GAUTENG PROVINCIAL LEGISLATURE FOR THE YEAR ENDED 31 MARCH 2007

REPORT ON THE FINANCIAL STATEMENTS

Introduction

I have audited the accompanying financial statements of the Gauteng Provincial Legislature which comprise the statement of financial position as at 31 March 2007, statement of financial performance, statement of changes in equity and the cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages 212 to 251.

Responsibility of the accounting officer for the financial statements

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting, as determined by the National Treasury, as set out 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). This responsibility includes:
 - designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
 - selecting and applying appropriate accounting policies
 - making accounting estimates that are reasonable in the circumstances.

Responsibility of the Auditor-General

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996 read with section 4 of the Public Audit Act, 2004 (Act No. 108 of 1996), my responsibility is to express an opinion on these financial statements based on my audit.
4. I conducted my audit in accordance with the International Standards on Auditing and General Notice 647 of 2007, issued in *Government Gazette No. 29919 of 25 May 2007*. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.
5. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
6. An audit also includes evaluating the:
 - appropriateness of accounting policies used
 - reasonableness of accounting estimates made by management
 - overall presentation of the financial statements.

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

Basis of accounting

8. The Gauteng Provincial Legislature's policy is to prepare financial statements on the basis of accounting determined by the National Treasury, as set out in note 1.1 to the financial statements.

Opinion

9. In my opinion the financial statements present fairly, in all material respects, the financial position of the Gauteng Provincial Legislature as at 31 March 2007 and its financial performance and cash flows for the year then ended, in accordance with the modified cash basis of accounting as determined by the National Treasury, as set out in note 1.1 to the financial statements and in the manner required by the PFMA.

OTHER MATTERS

Delay in finalisation of audit

10. Due to the national public sector strike action during June 2007 the Auditor General had to delay the finalisation of effected departments. As a result, the Auditor General's consistency review process of the audit reports could only be conducted subsequent to 31 July 2007, the consequence of which was a delay in the finalisation of the audit of this department for the 2006/07 financial year.

OTHER REPORTING RESPONSIBILITIES**Reporting on performance information**

11. I have audited the performance information as set out on pages 96 to 197.

Responsibilities of the accounting officer

12. The accounting officer has additional responsibilities as required by section 40(3)(a) of the PFMA to ensure that the annual report and audited financial statements fairly present the performance against predetermined objectives of the Gauteng Provincial Legislature. Responsibility of the Auditor-General
13. I conducted my engagement in accordance with section 13 of the Public Audit Act, 2004 (Act No. 25 of 2004) read with General Notice 646 of 2007, issued in Government Gazette No. 29919 of 25 May 2007.
14. In terms of the foregoing my engagement included performing procedures of an audit nature to obtain sufficient appropriate audit evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.

15. I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the audit findings reported below.

Audit findings

16. No audit findings.

APPRECIATION

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



G J Lourens for Auditor-General

Johannesburg

31 August 2007



AUDITOR-GENERAL

ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MARCH 2007

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 and modified where appropriate.

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.

1.5 Comparative figures - Appropriation Statement

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 and adjusted 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 2006/07 financial year have been applied as indicated above and are 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 which expired 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 Annual 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).

The cash payments made during the year relating to local and foreign aid assistance projects are recognised as expenditure in the Statement of Financial Performance. The value of the assistance expensed prior to the receipt of the funds is recognised as a receivable in the Statement of Financial Position. Inappropriately expensed amounts using local and foreign aid assistance and any unutilised amounts are recognised as payables in the Statement of Financial Position.

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.

4.7 Capital assets

A capital asset is recorded on receipt of the item at cost. Cost of an asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the capital asset may be

stated at fair value. Where fair value cannot be determined, the capital asset is included in the asset register at R1.

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 Legislature; 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 Legislature 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 Legislature.

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 utilising 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 2007

Programmes	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1 Political Representation	20,405		-1,527	18,878	18,692	186	99%	16,197	15,051
Current payment	20,405		-1,527	18,878	18,692	186	99%	16,197	15,051
2 Leadership and Governance	5,349		-427	4,922	4,715	207	96%	1,453	1,453
Current payment	5,349		-427	4,922	4,715	207	96%	1,453	1,453
3 Office of the Secretary	10,589		-847	9,742	9,061	681	93%	7,053	7,035
Current payment	10,589		-847	9,742	9,061	681	93%	7,053	7,035
4 Parliamentary Operations	28,975		-1,180	27,795	27,795	-	100%	21,412	21,373
Current payment	28,975		-1,180	27,795	27,795	-	100%	21,412	21,373
5 Institutional Support Services	28,576		-679	27,897	27,573	324	99%	22,788	21,844
Current payment	27,531		-679	26,852	26,836	16	100%	20,348	19,924
Expenditure for capital assets	1,045		-	1,045	737	308	71%	2,440	1,920
6 Operational Support	38,792		3,385	42,177	42,177	-	100%	34,097	33,354
Current payment	21,805		2,287	24,226	24,016	76	100%	19,861	19,602
Expenditure for capital assets	16,987		1,098	18,085	18,161	-76	100%	14,236	13,752
7 Information and Liaison	13,547		1,275	14,822	14,780	42	100%	11,097	11,029
Current payment	13,547		1,275	14,822	14,780	42	100%	11,097	11,029
Subtotal	146,233	-	-	146,233	144,793	1,440	99%	114,097	111,139
1 Political Representation									
Direct Charges - MPL Remuneration									
Current payment	35,337	-	-	35,337	34,916	421	99%	35,738	33,026
Subtotal	35,337	-	-	35,337	34,916	421	99%	35,738	33,026
TOTAL	181,570	-	-	181,570	179,709	1,861	99%	149,835	144,165
Reconciliation with Statement of Financial Performance									
Add : Other receipts				2,236				1,915	
Add : Local and Foreign aid assistance received and expensed				451	451				
Actual amounts per Statement of Financial Performance				184,257	180,160			151,750	144,165

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 MARCH 2007

Direct charge against the Provincial Revenue Fund	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1 Provinces Equitable Share	146,233	-	-	146,233	144,793	1,440	99%	114,097	111,139
2 Direct charges - MPL Remuneration	35,337	-	-	35,337	34,916	421	99%	35,738	33,026
Total	181,570	-	-	181,570	179,709	1,861	99%	149,835	144,165

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current									
Compensation of employees	53,863	-	-2,755	51,108	50,879	229	100%	43,473	43,213
Goods and services	74,338	-	1,657	75,995	75,016	979	99%	54,178	52,254
Interest and rent on land								-	-
Payments for capital assets									
Buildings & other fixed structures	2,500	-	6,161	8,661	8,661	-	100%	6,344	6,345
Machinery and equipment	8,561	-	-1,191	7,370	7,091	279	96%	4,320	3,944
Software and other intangibles	6,971	-	-3,872	3,099	3,146	-47	102%	5,782	5,383
Total	146,233	-	0	146,233	144,793	1,440	99%	114,097	111,139

PROGRAMME 1 - POLITICAL REPRESENTATION FOR THE YEAR ENDED 31 MARCH 2007

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
Members Facilities									
Current payment	13,212		-1,287	11,925	11,739	186	98%	10,590	9,680
Management Unit									
Current payment	7,193		-240	6,953	6,953	-	100%	5,607	5,371
Total	20,405	-	-1,527	18,878	18,692	186	99%	16,197	15,051

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	6,646		-53	6,593	6,596	-3	100%	5,266	5,203
Goods and services	13,759		-1,474	12,285	12,096	189	98%	10,931	9,848
Total	20,405	-	-1,527	18,878	18,692	186	99%	16,197	15,051

PROGRAMME 2 - LEADERSHIP & GOVERNANCE FOR THE YEAR ENDED 31 MARCH 2007

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Office of the Speaker									
Current payment	5,349		-427	4,922	4,715	207	96%	1,453	1,453
Total	5,349	-	-427	4,922	4,715	207	96%	1,453	1,453

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	1,711		276	1,987	1,986	1	100%	-	-
Goods and services	3,638		-703	2,935	2,729	206	93%	1,453	1,453
Total	5,349	-	-427	4,922	4,715	207	96%	1,453	1,453

PROGRAMME 3 - OFFICE OF THE SECRETARY FOR THE YEAR ENDED 31 MARCH 2007

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Office of the Secretary									
Current payment	10,589		-847	9,742	9,061	681	93%	7,053	7,035
Total	10,589	-	-847	9,742	9,061	681	93%	7,053	7,035

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	3,571		-738	2,833	2,603	230	92%	4,169	4,167
Goods and services	7,018		-109	6,909	6,458	451	94%	2,884	2,868
Total	10,589	-	-847	9,742	9,061	681	93%	7,053	7,035

PROGRAMME 4 - PARLIAMENTARY OPERATIONS FOR THE YEAR ENDED 31 MARCH 2007

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	17,731		-1,073	16,658	16,658	-	100%	14,477	14,473
Committees									
Current payment	8,485		319	8,804	8,804	-	100%	4,852	4,836
Proceedings									
Current payment	189		-18	171	171	-	100%	164	163
PPP									
Current payment	1,274		-27	1,247	1,247	-	100%	1,187	1,186
NCOP									
Current payment	820		-358	462	462	-	100%	421	419
Languages and Hansard									
Current payment	476		-23	453	453	-	100%	311	296
Total	28,975	-	-1,180	27,795	27,795	-	100%	21,412	21,373

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	17,678		-1,144	16,534	16,534	-	100%	14,423	14,421
Goods and services	11,297		-36	11,261	11,261	-	100%	6,989	6,952
Total	28,975	-	-1,180	27,795	27,795	-	100%	21,412	21,373

PROGRAMME 5 - INSTITUTIONAL SUPPORT SERVICES FOR THE YEAR ENDED 31 MARCH 2007

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	10,014		491	10,505	10,505	-	100%	7,775	7,600
Finance									
Current payment	2,865		-479	2,386	2,386	-	100%	1,727	1,727
Human Resources									
Current payment	3,885		-93	3,792	3,792	-	100%	2,793	2,694
Administration									
Current payment	9,636		-597	9,039	9,023	16	100%	7,290	7,297
Expenditure for capital assets	1,045		-	1,045	737	308	71%	1,741	1,221
Procurement									
Current payment	1,131		-1	1,130	1,130	-	100%	763	606
Expenditure for capital assets	-			-	-	-		699	699
Total	28,576	-	-679	27,897	27,573	324	98.8%	22,788	21,844

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	10,257		-1,080	9,177	9,176	1	100%	7,662	7,515
Goods and services	17,274	-	401	17,675	17,660	15	100%	12,686	12,408
Payments for capital assets									
Machinery and equipment	1,045		-120	925	693	232	75%	2,041	1,522
Software and other intangibles	-		120	120	44	76		399	399
Total	28,576	-	-679	27,897	27,573	324	98.8%	22,788	21,844

PROGRAMME 6 - OPERATIONAL SUPPORT FOR THE YEAR ENDED 31 MARCH 2007

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	6,486	-	-330	6,156	6,156	-	100%	5,307	5,306
Technology unit									
Current payment	7,396	-	1,886	9,282	9,282	-	100%	5,286	5,037
Expenditure for capital assets	12,596	-	-5,330	7,266	7,266	-	100%	7,371	7,093
Documents and Services									
Current payment	1,509	-	302	1,811	1,811	-	100%	1,393	1,390
Expenditure for capital assets	-	-	-	-	-	-	-	85	85
Safety and Security									
Current payment	1,818	-	-201	1,617	1,617	-	100%	2,066	2,159
Expenditure for capital assets	1,891	-	261	2,152	2,152	-	100%	347	61
Building Management									
Current payment	4,596	-	630	5,226	5,150	76	99%	5,809	5,710
Expenditure for capital assets	2,500	-	6,167	8,667	8,743	-76	101%	6,433	6,513
Total	38,792	-	3,385	42,177	42,177	-	100%	34,097	33,354

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	6,459	-	-431	6,028	6,028	-	100%	5,293	5,293
Goods and services	15,346	-	2,718	18,064	17,988	76	100%	14,798	14,310
Payments for capital assets									
Buildings & other fixed structures	2,500	-	6,161	8,661	8,661	-	100%	6,344	6,345
Machinery and equipment	7,516	-	-1,071	6,445	6,398	47	99%	2,279	2,422
Software and other intangibles	6,971	-	-3,992	2,979	3,102	-123	104%	5,383	4,984
Total	38,792	-	3,385	42,177	42,177	-	100%	34,097	33,354

PROGRAMME 7 - INFORMATION AND LIAISON FOR THE YEAR ENDED 31 MARCH 2007

Programme per subprogramme	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	7,617		443	8,060	8,060	-	100%	6,690	6,690
Information Centre									
Current payment	1,063		96	1,159	1,159	-	100%	995	995
Research Services									
Current payment	377		-74	303	302	1	100%	372	365
Public relations									
Current payment	4,490		810	5,300	5,259	41	99%	3,040	2,979
Total	13,547	-	1,275	14,822	14,780	42	100%	11,097	11,029

Economic classification	2006/07							2005/06	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Payment	Variance	Payment as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	7,541		415	7,956	7,956	-	100%	6,660	6,614
Goods and services	6,006		860	6,866	6,824	42	99%	4,437	4,415
Total	13,547	-	1,275	14,822	14,780	42	100%	11,097	11,029

NOTES TO THE APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 MARCH 2007

1 DETAIL OF SPECIFICALLY AND EXCLUSIVELY APPROPRIATED AMOUNTS VOTED (AFTER VIREMENT):

Detail of these transactions can be viewed in Note 1 (Charge to Provincial Revenue Fund) to the Annual Financial Statements.

2 EXPLANATIONS OF VARIANCES FROM AMOUNT VOTED (AFTER VIREMENT):

2.1 Per Programme:

No.	Programme	Voted Funds after virement R'000	Actual Expenditure R'000	Saving/(Excess) R'000	Explanations of material variances from Amount voted (after Virement)
1	Political Representation	18,878	18,692	186	
2	Leadership and Governance	4,922	4,715	207	Underspend on international travel and associated costs as a result of planned international trips not undertaken due to political priorities.
3	Office of Secretary	9,742	9,061	681	Underspend on international travel and associated costs as a result of planned international trips not undertaken due to administrative priorities as well as the vacant post of the Deputy Secretary.
4	Parliamentary Operations	27,795	27,795	-	
5	Institutional Support Services	27,897	27,573	324	
6	Operational Support	42,177	42,177	-	
7	Information and Liaison	14,822	14,780	42	
	TOTAL	146,233	144,793	1,440	

2.2 Per GFS Classification

Programme	Voted Funds after virement R'000	Actual Expenditure R'000	SAVING / (EXCESS) R'000	Explanations of material variances from Amount voted (after Virement)
Current expenditure				
Compensation of employees excluding Members remuneration	51,108	50,879	229	
Goods and services	75,995	75,016	979	Underspend on as reported under programmes 2.1 above.
Payment for capital assets				
Buildings & structures	8,661	8,661	-	
Machinery and equipment	7,370	7,091	279	
Software and other intangible assets	3,099	3,146	-47	
TOTAL	146,233	144,793	1,440	

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2007

REVENUE

Annual appropriation
Statutory appropriation
Other revenue
Local and foreign aid received

TOTAL REVENUE

EXPENDITURE

Current Expenditure

Compensation of Members and employees
Goods and services
Local and foreign aid

Total Current Expenditure

Expenditure for capital assets

Buildings & Structures
Machinery and equipment
Software and other intangible assets

Total Expenditure for capital assets

TOTAL EXPENDITURE

RETAINED INCOME FOR THE YEAR

Note	2006/07 R'000	2005/06 R'000
1	146,233	114,097
2	35,337	35,738
3	2,236	1,915
4	451	-
	184,257	151,750
5	85,795	76,239
6	75,016	52,254
4	451	-
	161,262	128,493
7	8,661	6,345
7	7,091	3,944
7	3,146	5,383
7	18,898	15,672
	180,160	144,165
19	4,097	7,585

STATEMENT OF FINANCIAL POSITION AT 31 MARCH 2007

ASSETS**Current assets**

Unauthorised expenditure
Cash and cash equivalents
Prepayments and advances
Receivables

TOTAL ASSETS**LIABILITIES & RESERVES****Retained income****Current liabilities**

Voted funds to be surrendered
Revenue to be surrendered
Payables

TOTAL LIABILITIES & RESERVES

Note	2006/07 R'000	2005/06 R'000
	33,066	44,747
9	2,637	2,637
10	30,419	42,110
11	-	-
12	10	-
	33,066	44,747
18	22,183	34,823
	10,883	9,924
13	245	245
14	-	-
15	10,638	9,679
	33,066	44,747

STATEMENT OF CHANGES IN NET ASSETS/EQUITY FOR THE YEAR ENDED 31 MARCH 2007

Retained Income

	Note	2006/07 R'000	2005/06 R'000
Opening balance		34,823	28,271
Current year retained income		4,097	7,585
Voted funds surrendered for rolled over funds as per budget adjustment	18	-16,737	-1,033
Closing balance	18	22,183	34,823

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2007

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts

Annual appropriated funds received

Statutory appropriated funds received

Legislature revenue received

Local and foreign aid received

Net (increase)/decrease in working capital

Voted Funds surrendered

Current payments

Net cash flow available from operating activities**CASH FLOWS FROM INVESTING ACTIVITIES**

Payments for capital assets

Proceeds from sale of capital assets

Net cash flows from investing activities**CASH FLOWS FROM FINANCING ACTIVITIES**

Distribution/dividend received

Increase/(decrease) in net assets

Net cash flows from financing activities

Net increase/(decrease) in cash and cash equivalents

Cash and cash equivalents at beginning of period

Cash and cash equivalents at end of period

Note	2006/07 R'000	2005/06 R'000
	146,233	114,097
	35,337	35,738
	2,236	1,915
4	451	-
	184,257	151,750
16.1	949	2,371
	-16,737	-1,033
	-161,262	-128,493
16	7,207	24,595
	-18,898	-15,672
3	-	56
	-18,898	-15,616
	-	-
	-	-
	-	-
	-11,691	8,923
	42,110	33,187
	30,419	42,110

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

1 Annual Appropriation

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

Programmes	Final Appropriation R'000	Actual funds received R'000	Variance over/ (under) R'000	Total Appropriation 2005/6 R'000
1. Political Representation	18,878	18,878	-	16,197
2. Leadership & Governance	4,922	4,922	-	8,506
3. Office of the Secretary	9,742	9,742	-	-
4. Parliamentary Operations	27,795	27,795	-	21,412
5. Institutional Support Services	27,897	27,897	-	22,788
6. Operational Support	42,177	42,177	-	34,097
7. Information & Liaison	14,822	14,822	-	11,097
TOTAL	146,233	146,233	-	114,097

2 Statutory appropriation

Direct charges - Remuneration for Members of the Legislature

TOTAL

2006/07 R'000	2005/06 R'000
35,337	35,738
35,337	35,738

3 Other revenue

Cheques written back

Interest received

City Hall income

Sale of capital assets - Motor Vehicle

Insurance recoveries

Revenue other

Total revenue collected

2006/07 R'000	2005/06 R'000
2	-
1,702	1,136
530	482
-	56
-	237
2	4
2,236	1,915

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

4 Local and foreign aid received

Opening Balance
Revenue
Expenditure
Closing Balance

2006/07 R'000	2005/06 R'000
-	-
451	-
-451	-
-	-

5 Compensation of Members and employees**5.1 Salaries & Wages**

Appropriation to Executive and Legislature – Members' remuneration
Basic salary
Performance award
Other non-pensionable allowances

2006/07 R'000	2005/06 R'000
34,917	33,026
36,064	30,700
362	23
8,156	6,570
79,499	70,319

5.2 Social contributions

5.2.1 Short-term employee benefits
Pension
Medical
UIF
Insurance

3,403	3,162
2,615	2,524
278	234
-	-
6,296	5,920

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

5.2.2 Post employment retirement benefits

Pension	-	-
Medical	-	-
Insurance	-	-
	-	-

Total compensation of employees

85,795	76,239
---------------	---------------

Standard number of Members paid by the Legislature

62	62
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Average number of employees

225	195
-----	-----

6 Goods or services

	Note	2006/07 R'000	2005/06 R'000
Access control consumables		24	34
Advertising		2,644	1,870
Audit fees	6.1	641	837
Bank charges		70	56
Catering contract		670	767
Cleaning contract		1,405	1,296
Communications		29	380
Computer consumables		391	314
Conferences		1,473	548
Constituency allowance		7,166	6,570
Consultants		7,248	2,345
EAP expenses		279	40
Entertainment		80	84

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

6 Goods or services (Continued)

Note	2006/07 R'000	2005/06 R'000
General equipment	33	30
General stationary	396	237
Hygiene services	147	322
Insurance	849	719
Interior décor	134	132
Internal Audit fees	1,530	716
Interpretations	332	263
IT outsourcing	2,239	1,692
IT services	1,536	573
Library reference books	263	237
Licensing fees	1,622	984
Maintenance & consumables - Building	2,251	1,926
Municipal Services	1,888	3,082
Official gifts & flowers	178	147
Parking management fees	46	438
Photocopier consumables	410	548
Photographs - official	26	24
Plant services	59	10
Postage & courier	195	234
Print room rentals	1,052	570
Printing general	1,134	1,008
Professional services	80	116
Public hearing venues	123	38
Recruitment costs	133	443

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

6 Goods or services (Continued)

	Note	2006/07 R'000	2005/06 R'000
Refreshments		356	310
Rent		867	596
Repairs of equipment		164	71
Research		3,018	1,947
Security maintenance		1,354	1,693
Special events: Closing		271	93
Special events: Opening		676	490
Staff bursaries		371	139
Staff training		1,793	1,880
Storage consumables	6.2	206	181
Strategic planning		1,151	1,307
Subscriptions		1,002	836
Technical outsourcing		2,116	999
Technical services		148	98
Telephone		2,606	2,175
Telephone system		153	-
Translations		82	14
Transport and shuttle		2,378	1,363
Travel & subsistence	6.3	9,983	5,574
Uniforms		-	1
Workshops & functions		7,546	2,857
		75,016	52,254

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

6.1 External audit fees

Regularity audits
Performance audits
Other audits
Total external audit fees

2006/07 R'000	2005/06 R'000
641	837
-	-
-	-
641	837

6.2 Inventory (purchased during the year)

Public Relations & Memorabilia Consumables

2006/07 R'000	2005/06 R'000
206	181
206	181

6.3 Travel and subsistence

Local
Foreign
Total travel and subsistence

2006/07 R'000	2005/06 R'000
2,637	2,155
7,347	3,419
9,984	5,574

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

7 Expenditure for capital assets

Buildings and other fixed structures
Machinery and equipment
Software and other intangible assets

Note	2006/07 R'000	2005/06 R'000
7.1	8,661	6,345
	7,091	3,944
	3,146	5,383
	18,898	15,672

7.1 Capital building and structures expenditure analysed as follows:

New buildings - acquisition of City Hall
Rehabilitation & maintenance
Other - Lift installation
Selbourne Hall

2006/07 R'000	2005/06 R'000
-	5,000
-	489
-	855
8,661	-
8,661	6,345

8 Financial transactions in assets and liabilities

Material losses through criminal conduct

Note	2006/07 R'000	2005/06 R'000
8.1	69	81
	69	81

8.1 Material losses through criminal conduct

Theft of laptops and computer hardware
Theft of projector
Theft of office equipment
Theft of memorabilia shop items
Theft of petty cash

46	81
10	-
7	-
3	-
3	-
69	81

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

9 Unauthorised expenditure

Unauthorised expenditure

Note	2006/07 R'000	2005/06 R'000
9.1	2,637	2,637
	2,637	2,637

9.1 Reconciliation of unauthorised expenditure balance

Opening balance

2,637 2,637

Unauthorised expenditure - current year

- -

Unauthorised expenditure approved by Legislature - current year

- -

Unauthorised expenditure approved by Legislature - expenditure for capital assets

- -

Transfer to receivables for recovery

- -

Closing balance

2,637 2,637

In terms of the Gauteng Unauthorised Act, an amount in excess of the prior years' unauthorised expenditure of R2.638million 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.

10 Cash and cash equivalents

Cash with commercial banks

30,413 42,104

Cash on hand

6 6

30,419 42,110

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

11 Prepayments and advances

Staff advances

Prepayments

2006/07 R'000	2005/06 R'000
-	-
-	-
-	-

12 Receivables

Staff debtors

Other debtors

Note	2006/07 R'000	2005/06 R'000
12.1	10	-
	-	-
	10	-

12.1 Staff debtors

Salary advances and staff recoveries

less than one year	2006/07 R'000	2005/06 R'000
10	10	-
10	10	-

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

13 Voted funds to be surrendered to the Revenue Fund

	2006/07 R'000	2005/06 R'000
Opening balance	245	245
Transfer from Income Statement	-	-
Voted funds not requested/not received	-	-
Paid during the year	-	-
Closing balance	245	245

14 Legislature revenue to be surrendered to the Revenue Fund

	2006/07 R'000	2005/06 R'000
Opening balance	-	-
Closing balance	-	-

15 Payables - current**Description**

	Note	2006/07 R'000	2005/06 R'000
Other payables	15.1	10,638	9,679
		10,638	9,679

15.1 Other payables

	30 Days	30 + Days	2006/07 R'000	2005/06 R'000
Trade creditors - Outstanding cheques	10,021	23	10,044	9,093
Employee vendors	3	-	3	-
Sundry creditors	-	591	591	586
	10,024	614	10,638	9,679

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

16 Net cash flow from operating activities to surplus / (deficit)

Net surplus / -deficit as per Statement of Financial Performance

(Increase)/decrease in receivables – current

(Increase)/decrease in prepayments and advances

Increase/(decrease) in payables – current

Voted funds surrendered

Net cash flow generated by operating activities

2006/07 R'000	2005/06 R'000
22,995	23,201
-10	41
-	-
959	2,330
-16,737	-1,033
7,207	24,539

16.1 Cash (utilised) to decrease working capital

(Increase) / decrease in receivables – current

(Increase) / decrease in prepayments and advances

Increase/(decrease) in payables - current

2006/07 R'000	2005/06 R'000
-10	41
-	-
959	2,330
949	2,371

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

17 Appropriated funds and Legislature Revenue surrendered

Appropriated funds surrendered

Revenue funds surrendered

Note	2006/07 R'000	2005/06 R'000
17.1	16,737	1,033
	-	-
	16,737	1,033

17.1 Surplus of appropriated funds surrendered from 2006/07 (2005/06) year to facilitate a roll-over of funds for capital projects not concluded in that year.

16,737 1,033

16,737 1,033

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.

18 Retained Income

Opening balance

Add : Current year retained income

Less: Voted funds surrendered for roll-overs

Closing balance

2006/07 R'000	2005/06 R'000
34,823	28,271
4,097	7,585
-16,737	-1,033
22,183	34,823

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.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

19 Fruitless and Wasteful Expenditure

Opening Balance

Fruitless and Wasteful Expenditure – current year

Current

Fruitless and Wasteful Expenditure – written off

2006/07 R'000	2005/06 R'000
-	12
-	-
9	-
-9	-12
-	-

19.1 Analysis of Current Fruitless and Wasteful Expenditure

Late payment made to Xpert group - interest and legal costs incurred on deferred payment consequential to dispute with supplier of service

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

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

20 Contingent liabilities and assets**20.1 Contingent Liabilities**

No contingent liabilities are recognised for the reporting period.

20.2 Contingent Assets

No contingent assets are recognised for the reporting period.

21 Commitments**Current expenditure**

Approved and contracted/ordered - purchase orders

Approved but not yet contracted - requisitions

Approved and contracted/ordered - contracts

Capital expenditure

Approved and contracted/ordered - contracts

Approved and contracted/ordered

Approved but not yet contracted

City Hall - rehabilitation programme

Approved projects in MTEF

Total Commitments

	2006/07 R'000	2005/06 R'000
Approved and contracted/ordered - purchase orders	2,343	3,364
Approved but not yet contracted - requisitions	-	387
Approved and contracted/ordered - contracts	1,753	2,802
	4,096	6,553
Capital expenditure		
Approved and contracted/ordered - contracts	2,429	-
Approved and contracted/ordered	123	-
Approved but not yet contracted	-	568
City Hall - rehabilitation programme	44,792	53,453
Approved projects in MTEF	13,640	28,640
	60,984	82,661
Total Commitments	65,080	89,214

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

22 Accruals

Listed by economic classification

Compensation of employees

Goods and services

Buildings & structures

30 Days	30 + Days	2006/07 R'000	2005/06 R'000
-	66	66	-
-	901	901	1,005
-	584	584	-
-	1,551	1,551	1,005

Listed by programme level

1. Political Representation

2. Leadership & Governance

3. Office of the Secretary

4. Parliamentary Operations

5. Institutional Support Services

6. Operational Support

7. Information & Liaison

51	53
-	239
10	-
386	72
217	208
871	348
16	85
1,551	1,005

23 Employee benefit provisions

Leave encashments

Thirteenth cheque

2006/07 R'000	2005/06 R'000
3,263	1,352
410	490
3,673	1,842

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

24 Leases**24.1 Operating leases**

Old Mutual Life Company - Property Management

Technologies Acceptance

Not later than 1 year

Later than 1 year and not later than 5 years

Later than 5 years

Present value of lease liabilities

Building and other fixed structures	Machinery & Equipment	2006/07 R'000	2005/06 R'000
880	715	1,595	789
1,064	417	1,481	1,943
-	-	-	-
1,943	1,132	3,075	2,732

25 Related Party transactions

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

26 Key management personnel**26.1 Remuneration****Political**

Political Office Bearers

Speaker, Deputy Speaker and Members of the Legislature

Administrative

Secretariat

Extended Secretariat

No. of Individuals	2006/07 R'000	2005/06 R'000
62	34,917	33,026
6	4,096	4,380
19	7,537	6,812
	46,550	44,218

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

27 Inventory at year-end

Memorabilia shop inventory

2006/07 R'000	2005/06 R'000
5	47
5	47

28 Receivables at year-end

Hiring of City Hall for functions

2006/07 R'000	2005/06 R'000
24	-
24	-

29 Prepayments at year-end

Old Mutual - rental

2006/07 R'000	2005/06 R'000
65	-
65	-

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

30. CAPITAL ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2007

30.1 CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2007

BUILDING AND OTHER FIXED STRUCTURES

Other fixed structures

Heritage assets

MACHINERY AND EQUIPMENT

Transport assets

Computer equipment

Furniture and office equipment

Other machinery and equipment

TOTAL CAPITAL ASSETS

Opening balance R'000	Additions R'000	Disposals R'000	Closing balance R'000
25,188	8,661	-	33,849
2,388	8,661	-	11,049
22,800	-	-	22,800
10,330	7,550	-191	17,689
1,043	-	-128	915
5,448	2,493	-46	7,895
2,529	784	-7	3,306
1,310	4,273	-10	5,573
35,518	16,211	-191	51,538

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

30.2 ADDITIONS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2007

BUILDING AND OTHER FIXED STRUCTURES

Other fixed structures

Heritage assets

MACHINERY AND EQUIPMENT

Transport assets

Computer equipment

Furniture and office equipment

Other machinery and equipment

TOTAL CAPITAL ASSETS

Assets in Kind to the value of R459 000.00 was donated by the EULSP.

Cash R'000	In-Kind R'000	Total R'000
8,661	-	8,661
8,661	-	8,661
-	-	-
7,091	459	7,550
-	-	-
2,149	344	2,493
717	67	784
4,225	48	4,273
15, 752	459	16,211

30.3 DISPOSALS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2007

MACHINERY AND EQUIPMENT

Transport assets

Computer equipment

Furniture and office equipment

Other machinery and equipment

TOTAL CAPITAL ASSETS

Cost/Carrying Amount R'000	Cash R'000	Profit/(loss) On Disposal R'000
-191	-	-191
-128	-	-128
-46	-	-46
-7	-	-7
-10	-	-10
-191	-	-191

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

30.4 CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2006

BUILDING AND OTHER FIXED STRUCTURES

Other fixed structures

Heritage assets

MACHINERY AND EQUIPMENT

Transport assets

Computer Equipment

Furniture & office Equipment

Other machinery and equipment

TOTAL CAPITAL ASSETS

Additions R'000	Disposals R'000	Total Movement R'000
6,345	-	6,345
1,345	-	1,345
5,000	-	5,000
3,944	-81	3,863
529	-	529
2,368	-81	2,287
776	-	776
271	-	271
10,289	-81	10,208

30.5 CAPITAL INTANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2007

Computer software

TOTAL

Opening balance R'000	Additions R'000	Disposals R'000	Closing balance R'000
5,903	3,146	-	9,049
5,903	3,146	-	9,049

DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

30.6 ADDITIONS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2007

	Cash R'000	In-Kind R'000	Total R'000
Computer software	3,146	-	3,146
TOTAL	3,146	-	3,146

30.7 DISPOSALS MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2007

	Cost/Carrying Amount R'000	Cash R'000	Profit/loss on Disposal R'000
Computer Software	-	-	-
TOTAL	-	-	-

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

	Additions R'000	Disposals R'000	Total Movement R'000
Computer software	5,383	-	5,383
TOTAL	5,383	-	5,383

ANNEXURE TO THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

ANNEXURE 1

STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED

NAME OF DONOR	PURPOSE	OPENING BALANCE R'000	REVENUE R'000	EXPENDITURE R'000	CLOSING BALANCE R'000
Received in cash					
EU	PPP Conference	-	451	-451	-
Subtotal		-	451	-451	-

Conclusion and Prospects for 2007/08

The 2006/07 financial year marked the mid-term of the current political regime which saw the Gauteng Legislature reviewing its institutional goals against the political imperatives and the broader transformation agenda of Government. As part of this commitment towards transformation of our institution and the broader Gauteng society, the GPL added the goals of transformation and a developmental approach as part of its overall strategic plan.

The Mid-term Review of the institution recognised that the *living* of the institutional vision starts with Management as a whole, and as such, Management needs to ensure that leadership principles are aligned to the vision of the institution. In going forward, it is imperative that we discharge our mandate with regard to the following key leadership imperatives:

- Leadership culture;
- Achievement of the strategic goals;
- Service excellence;
- Risk management;
- Human capital management;
- Financial management; and
- Stakeholder management.

The following aspects are to be addressed during the remainder of the term in order to ensure high-impact results:

- Increasing our leadership and management capabilities, i.e. review, develop and enhance the comprehensive

Leadership Development Programme with a view to establish high-performing teams across the institution;

- Evaluate the Leadership Training Programme;
- Provide coaching and mentoring;
- Improve our ability to implement competent Management by setting achievable targets;
- Enhancing our capabilities to successfully implement GPL strategies aimed at improving our output in the legislative business and capacitating Members and staff accordingly; and
- Developing and enhancing our capabilities to implement the Communication Strategy of the institution.

In order to ensure that we address the above issues as raised in the Mid-term Review of the institution, the GPL has the following key challenges in the new financial year:

REHABILITATION OF THE GPL PRECINCT

The estimated cost of the entire precinct rehabilitation is around R300 million and thereafter annual maintenance is required for the Post Office and the following key areas of the Main Building: the West Wing, the City Hall, Beyers Naude, Harry Hofmeyer Parking and the Barbican. The time frames allocated to most projects are realistically up to 2014, unless an additional budget is allocated to fast-track the process.

ADDITIONAL OFFICE SPACE

Currently, office space requirements have reached acute limitation and indications are that the Post Office is fully occupied and not adequate to meet the GPL space demands. It is thus imperative that in the 2007/08 financial year the office space requirements of the institution be addressed effectively in line with the envisaged growth in personnel and Members.

IMPLEMENTATION OF PEBA

Adequate funding for comprehensive implementation of the Programme Evaluation Budget and Analysis (PEBA) Model by ensuring full capacity of the support provided to Committees in terms of information consultants, adequate and appropriate researchers, suitably qualified co-ordinators, communication and media personnel, Hansard and other related support services. This will further strengthen the oversight role that the Legislature is required to exercise over the Executive.

OPTIMISATION OF SYSTEMS APPLICATION PRODUCTS (SAP)

During the year under review, challenges arose due to the lack of optimal usage and training on the Systems Application Products (SAP). However, the SAP Master Plan, which includes strategies to curb shortages in terms of training consultants is being finalised, and it is anticipated that the adoption and implementation of this plan will ensure optimal usage of the system.

DONOR-FUNDING

There is a need for the GPL to develop dynamic relationships with donors in order to facilitate access to scarce resources, improve organisational capabilities and share its experiences with other institutions.

IMPLEMENTATION OF A COMPREHENSIVE COMMUNICATION AND MEDIA STRATEGY

The Gauteng Legislature needs to secure full funding for the implementation of its comprehensive Communication Strategy in order to address internal and external communication issues, communication on the legislative business, sound relationships with the electronic and print media.

EFFECTIVE IMPLEMENTATION OF THE INTER-INSTITUTIONAL RELATIONS STRATEGY

Adequate funding is required for the implementation of the Inter-institutional Strategy, which will enable the appropriate protocol function, an effective Commonwealth Parliamentary Association (CPA) branch, appropriate inter-institutional interaction, capacity development and mutually beneficial exchanges between institutions and Parliamentarians.

SUPPORT TO CONSTITUENCY OFFICES

There is a need to enhance the interaction between the GPL and the Constituency Offices by providing improved administrative support and systems. This would require the allocation of additional financial resources in the new financial year.

ORGANISATIONAL RENEWAL

The Annual Strategic Planning session of the GPL indicated that there was a need for the re-alignment of the organisational structure to the vision and mission of the institution. Furthermore, a need was identified to develop a comprehensive Leadership Development Strategy in order to enhance overall leadership within the institution and to address areas of performance.

In line with the Gauteng Legislature's commitment of being a word-class institution, there is a need to constantly evaluate the organisational competencies and capabilities and to effect the necessary improvements in this regard. It is thus imperative that the institution-wide OD exercise be completed in the 2007/08 financial year.

Parallel to, and also as part of the process of organisational renewal, the Gauteng Legislature must commence with the preparations for the establishment of the fourth Legislature in the new financial year in order to allow for a smooth transition

to the next political era and the proper induction and training of new Members.

SKILLS DEVELOPMENT AND EMPLOYMENT EQUITY

In terms of aligning the human capital to the institutional needs and also as part of the broader transformation agenda of the institution, the areas of skills development and employment equity require both procedural and substantive compliance. The institution needs to adopt a comprehensive and integrated approach towards aforementioned, as required by the Skills Development Act and the Employment Equity Act. The implementation of the HR strategy approved by the Board in the 2006/07 financial year therefore needs to be fast-tracked to ensure that the HR challenges within the institution are addressed effectively.

PERFORMANCE MANAGEMENT

Implementing an effective Performance Management System that commences from the Speaker and the LSB to the Secretary and Secretariat remains a challenge. In addition, understanding of decision-making systems, structures and roles within the Administration remains a critical competency which line management and staff in general need to master in order to ensure delivery. Accordingly, the roll-out of the fixed-term performance contracts for Senior Management need to be monitored to ensure the effective implementation of the institutional Performance Management System across all levels of staff. In order to ensure aforementioned, the following are the key performance challenges to be addressed in the remainder of the term in order to ensure high-impact results:

- Increasing our leadership and management capabilities by reviewing, developing and enhancing the comprehensive Leadership Development Programme

with a view to ensuring high-performing teams across the institution;

- Evaluating the Leadership Training Programme; and providing coaching and mentoring;
- Improving our ability to implement management by objectives;
- Enhancing our capabilities to successfully implement our strategies aimed at improving our output in the legislative business and capacitating Members and staff accordingly;
- Developing and enhancing our capabilities to implement the Communication Strategy of the institution;
- Improving our ability to interact with constituency offices in the legislative business; and providing effective technical and administrative support to constituency offices;
- Assessing the impact of the services offered to the public and our secondary stakeholders; and
- Reviewing and developing our ability to interact with the public in a manner that will turn the GPL into the people's tribune.

At a political level, we need to consistently ensure that our oversight, public participation and law-making processes continue to be aimed at prioritising and impacting on our struggle towards reducing unemployment, fighting poverty and building safe, secure and sustainable communities as part of our contribution to the broader Government imperatives. To this end, the Legislature must double current efforts of holding the Executive accountable through the diligent application of our PEBA model, in order to strengthen our oversight processes.

Glossary of Terms

BSC Balanced Scorecard

This is a Balanced Scorecard applied in the context of the Integrated Performance Management System. It is used to evaluate each employee's competence and performance in four quadrants, i.e. Financial Management, Management of Internal Processes, Human Capital Management and Stakeholder Management.

CFO Chief Financial Officer

The CFO is responsible for the keeping of financial records of the institution, the reporting thereon and the preparation of the Annual Financial Statements of the institution.

CPA The Commonwealth Parliamentary Association

The Commonwealth Parliamentary Association, established in 1911 and previously known as the Empire Parliamentary Association, is an organisation of British origin, which works to support good governance, democracy and human rights.

EAP Employee Assistance Programme

The Employee Assistance Programme is a cross-disciplinary programme concerned with protecting the health and general welfare of people engaged in work or employment. As a secondary effect, the programme may also be utilised by immediate family members. It includes assisting employees (and immediate family members) with health, legal, psychological and financial issues of concern.

EEA Employment Equity Act

The aim of the Employment Equity Act of 1998 is to achieve equality in the workplace by promoting equal opportunity and fair treatment in employment through the limitation of unfair discrimination. In addition, it entails implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups, in order to ensure their equitable representation in all occupational categories and levels of the workforce.

EFT Electronic Funds Transfer

This is an electronic payment method that is used as an alternative to payment by cheque.

EULSP European Union Legislature Support Programme

The European Legislature Support Programme provides assistance to Legislatures of member countries.

FIS Focused Intervention Studies

The Committees of the GPL each year identifies areas of particular concern and site visits are conducted to determine the nature and extent of problems in the identified areas, upon which certain interventions and/or remedies are recommended.

GRAP Generally Recognised Accounting Practice

These are Accounting Standards developed by the Financial Services Board. These standards are aimed at providing guidelines in terms of the Presentation of Financial Statements (GRAP 1), Cash Flow Statements (GRAP 2) and Accounting Policies, Changes in Accounting Estimates and Errors (GRAP 3). The implementation of these standards will be aligned with the framework for the transition of cash to accrual base of accounting.

HC Human Capital

This term refers to the Human Resources in the institution.

HR Human Resources

This term refers to the employees of an institution, in this instance, the GPL.

HRD Human Resources Development

A sub-Committee of the Board is responsible for overseeing the implementation and progress of Board Strategies relating to Human Resources Development.

IPMS Integrated Performance Management System

A Performance Management System aimed at measuring individual performance.

ISS Institutional Support Services

The Directorate which provides corporate services support in the Administration of the GPL. This Directorate comprises of the following Units: Administration, Finance, Human Resources and Procurement.

IT Information Technology

Information Technology concerns the computing environment of organisations, in order to stay abreast of the latest global trends.

LAC Legislature Acquisitions Council

The purpose of the LAC is to ensure that the Gauteng Provincial Legislature (GPL) applies its procurement system fairly, equitably, transparently, competitively and cost-effectively, as required in section 217 (1) of the Constitution of the Republic of South Africa, 1996 (the Constitution), and that persons or categories of persons who were disadvantaged by unfair discrimination are advanced and promoted in terms of section 217 (2) of the Constitution.

LIASA Library and Information Association of Southern Africa

The Library and Information Association of Southern Africa is a professional association for librarian and information professionals working in organisations, companies, governments, and academic institutions in the southern African region.

LIMS Legislature Information Management Service

The Legislature Information Management Service is a new IT initiative, which focuses on streamlining electronic and technological communications within the Legislature.

LRA Labour Relations Act

The Labour Relations Act (LRA), Act 66 of 1995, aims to promote economic development, social justice, labour peace and democracy in the workplace. It sets out to achieve this by providing a framework for regulating the relationship between employees and their unions on the one hand, and employers and their organisations on the other hand. Simultaneously, it also encourages employers and employees to regulate relations between themselves.

LSA Legislature Services Act

The Gauteng Provincial Legislature was established in accordance with this Act of Parliament.

LSB Legislature Services Board

The Legislature Services Board is the highest decision-making structure and policy-directing body of the GPL.

NCOP National Council of Provinces

The National Council of Provinces is the upper house of the Parliament of South Africa under the post-apartheid Constitution which came into full effect in 1997. It replaced the former Senate, but is very similar to that body, in that its purpose is to represent the specific viewpoints of individual provinces and urban areas.

OD Organisational Development

The Organisational Development Plan is the process through which an organisation develops the internal capacity to be the most effective it can be in fulfilling its mandate and to sustain itself over the long term. This definition highlights the explicit connection between organisational development and the achievement of the organisational mission.

IOD Institute of Directors

The Institute of Directors provides a platform for Directors from all Legislatures to exchange views, experiences and best practices regarding the core business activities of Legislatures.

OHASA Occupational Health and Safety Act

The Occupational Health and Safety Act is a cross-disciplinary Act concerned with protecting the safety, health and welfare of people engaged in work or employment. As a secondary effect, the Act may also protect co-workers, family members, employers, customers, suppliers, nearby communities, and other members of the public who are impacted by the workplace environment.

PEBA Programme Evaluation and Budget Analysis

The Programme Evaluation and Budget Analysis Model focuses on stringent control measures, aimed at aligning the strategic objectives of institutional programmes (projects, strategic objectives, extra-ordinary projects, etc.) with the budget allocation for same. It furthermore ensures

that no significant over- or under-expenditure occurs, when evaluating expenditure patterns to the set objectives stated in the strategic plan of the institution.

PFMA Public Finance Management Act

This is the Act that governs Financial Management in Government Departments. The Legislature has volunteered to subscribe to the requirement of the Act.

IPMS Integrated Performance Management System

This is a system that is aimed at regulating the measurement of performance of all employees of the Legislature.

PPP Public Participation and Petitions

Mobilising social forces to actively participate in the core business activities of the Legislature has become known as 'Public Participation'. In addition, stakeholders (including members of the general public) may, at any time, submit petitions to the Legislature. The GPL has both a Committee and a Unit which deals exclusively with public participation and petitions.

SALSA South African Legislature Secretaries' Association

This association comprises all Provincial Secretaries from Legislatures across South Africa and serves as a platform for the exchange of experiences, knowledge and best practices.

SAP Systems Application Product

SAP is a business enterprise system that allows for the integration of all business activities (including the spheres of finance, purchasing, sales, and human resources), thus ensuring that all business transactions in an organisation are accessible to all areas of that organisation and that there is no duplication of data in separate systems. Customers install the

modules that are needed for their line of business and these modules are integrated. This allows for more efficient business processes.

SAPS South African Police Services

The South African Police Services is responsible for ensuring law and order in South Africa.

SDA Skills Development Act

The Skills Development Act aims to develop the skills of the South African workforce and to improve the quality of life of all citizens and their prospects of work. It further aims to improve productivity in the workplace and the competitiveness of employers, as well as the possibility of self-employment.

SETA Sector Education and Training Authority

SETA oversees education, training and development for particular economic sectors within South Africa. SETA provides accreditation for training programmes, thereby facilitating the appropriate education and training of employees, entrepreneurs and the unemployed within the various economic sectors in the country.

SLIS Special Libraries and Information Sector

The Special Libraries and Information Sector is a professional association for librarian and information professionals working in organisations, companies, governments, and academic institutions.

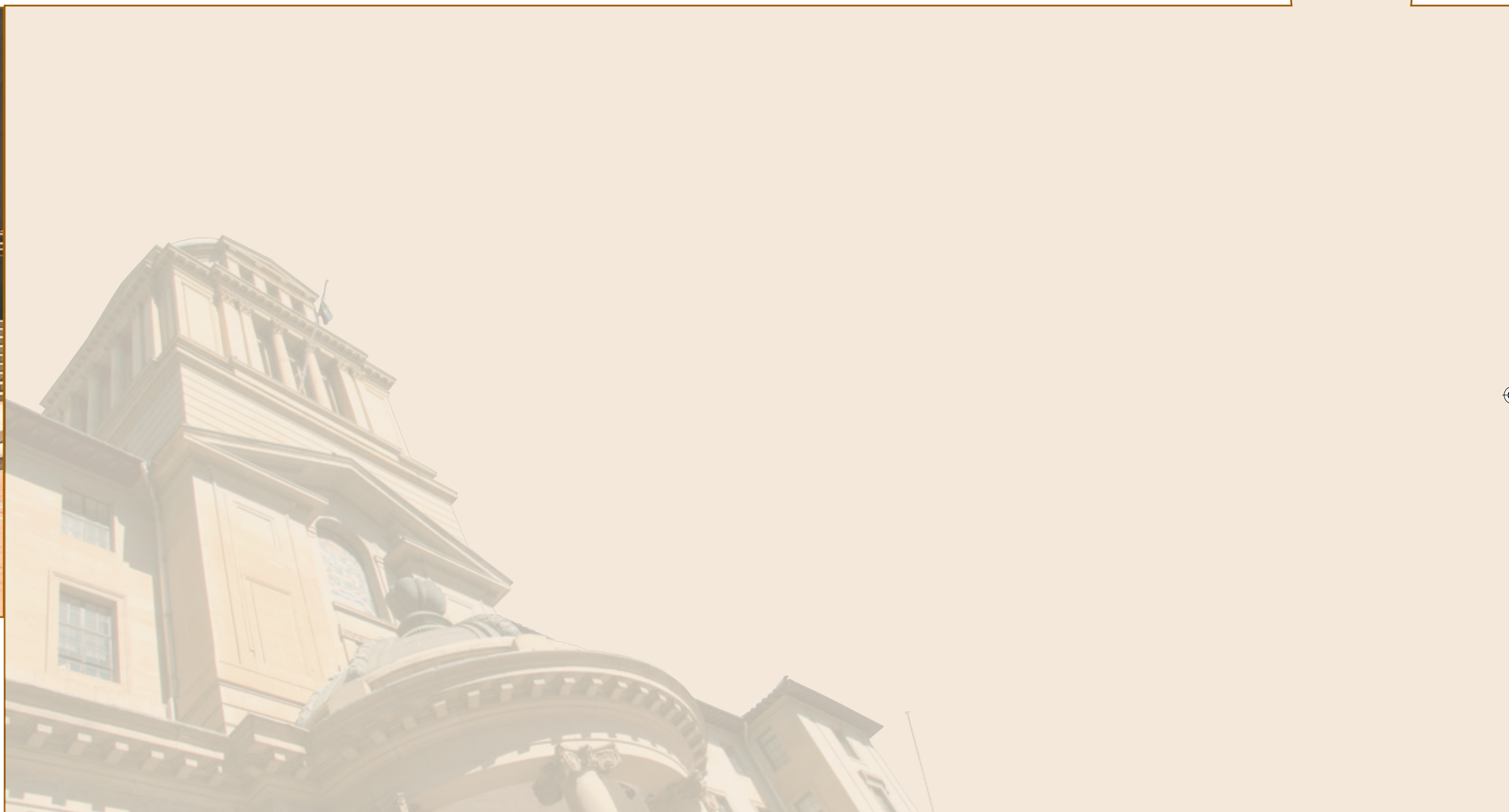
UNISA University of South Africa

The University of South Africa is the largest distance-learning university in South Africa.



"At the beginning of the year under review, 2006/2007, we adopted our theme: "All Shall Have Equal Rights"
This was in celebration of the tenth year of our Constitution which was underpinned by the imperatives of our agenda of transformative laws.
This was our attempt to determine the extent to which our laws are affecting the ordinary citizen of our country..."

Budget Speech by the Speaker
Mzameni Richard Mdakane



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