GAUTENG PROVINCIAL LEGISLATURE

ANNUAL REPORT 2007/2008



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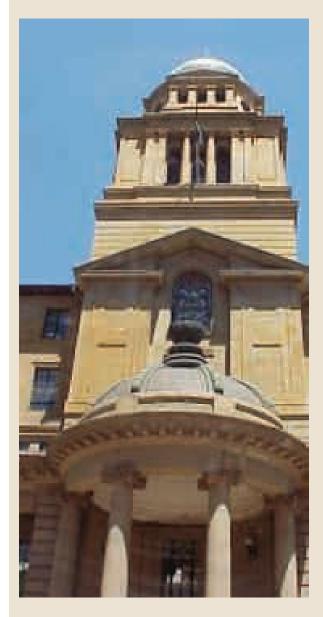


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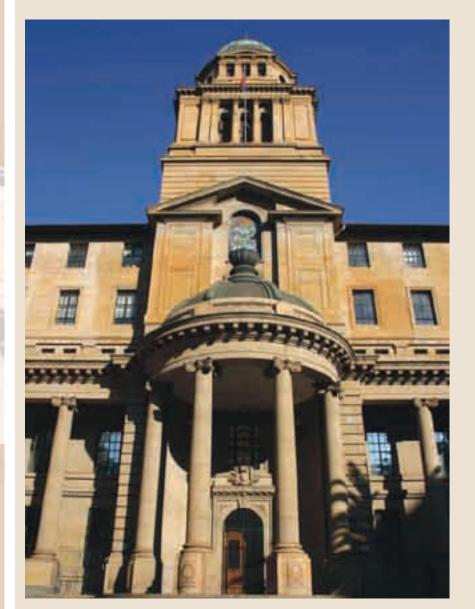
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Your View – Our Vision

The Gauteng Provincial Legislature (the Legislature) was established in 1994 in terms of the 1993 interim Constitution. It now exists in terms of section 108 of the 1996 Constitution. The Legislature is an autonomous institution, empowered by the Constitution to make laws, oversee the provincial government and to carry out public participation for the electorate of Gauteng Province. Since its establishment, the Legislature 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 Legislature has had to gear itself to respond to broader development within the national and provincial environment.

The Legislature is located in a province characterised by a rapid process of transition, growth and development. South Africa's second decade of democracy has brought with it high expectations from citizens that the vision of a 'better life for all' will become a reality. In this context, there is an increasing expectation that the 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 Legislature has chosen to assert its role as a key institution of democracy. To achieve this, it has to, among other tasks:

- deliver on its constitutional mandate;
- position itself as a voice of the people;
- ensure that the public understands its roles and functions;
- harness, coordinate and motivate its internal resources, and
- report and communicate its achievements.

In view of the aforementioned, the Legislature has accelerated its political mandate of mobilising social forces around public participation, whilst also transforming itself into an agent for 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

Core Values

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

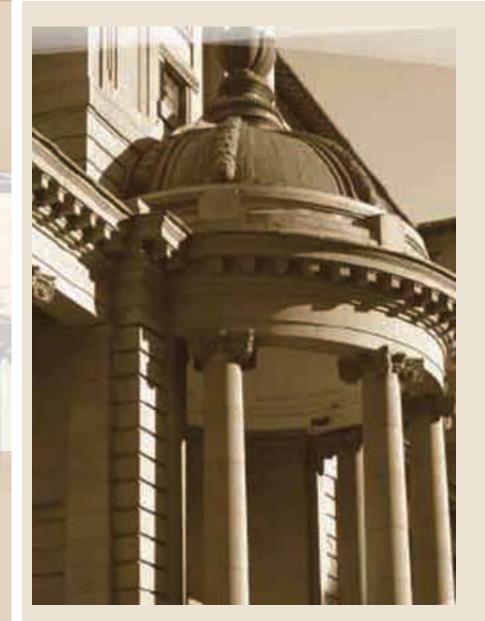
- Strive for and maintain a modern, dynamic Legislature in the 21st century, which reflects the values, aspirations and cultures of South African people;
- Strive for and maintain the most competent, accessible, transparent and accountable Legislature;
- Foster public confidence and pride in the Legislature;
- 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.

We believe in and strive for:

Moral integrity:	Being honourable and following ethical values		
Goal oriented:	Working diligently to achieve results		
Teamwork:	Being cooperative 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 careful in spending		
Excellence:	Continuous improvement in performance and standards		
Openness:	Being sincere and candid in discussion		
Participation:	Involvement of everyone in decision-making processes		
Professionalism:	Being knowledgeable, with a non-partisan positive attitude, as well as proficient in executing 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.



Speaker's Foreword



It is my pleasure to once more present the annual report of the Gauteng Legislature to the residents of the province and to stakeholders outside the province. In the year under review, 2007/8, there has been a marked increase in public participation in our Legislature work, mainly because of the extra effort devoted to broadening participation and implementing the theme for the year, namely 'Masijule ngengxoxo mzansi', which loosely translated means 'Let us deepen the debate South Africa'.

In March 2007, more than 20 000 Gauteng citizens descended on Emfuleni in the Sedibeng region to debate issues and share their daily life experiences with local councilors, members of the provincial Legislature, members of the Executive committee (MECs), members of the National Assembly and national ministers. This five-day parliament of the people, a partnership between the National Council of Provinces and the Legislature, was an eye-opening display of democracy in action for both residents and their representatives. We thank the people of Gauteng for attending in such large numbers and for raising their issues with passion. The public's involvement is paramount to the success of our work and it is only in partnership with Gauteng residents that we will create a better life for all through service delivery of the highest standards. All the issues raised at the Emfuleni event are being processed through local councils, provincial government and national government.

We rolled out a massive programme to implement the theme throughout the province, including a media plan in terms of which our members and staff led debates on public policy issues on radio and in print media and our committees held quarterly meetings with their stakeholder groups during which inputs into the legislative work done through committees were received and processed formally into our House debates. In addition, our public education team visited all the Parliamentary Constituency Offices (PCOs) and has trained community-based organisations (CBOs) and individuals on parliamentary democracy and how ordinary people can participate and make their voices heard. We are satisfied that we have set the ball rolling to enhance public participation, but we are aware that much work is still needed to ensure that the Legislature becomes a true tribune of the people of Gauteng.

The oversight work of the Legislature moved into a higher gear in the year under review, characterised by lively and robust debates in the House. Members of the provincial Legislature take their oversight work very seriously because they understand that they are representing the views and interests of the residents of the province. As a result, the MECs come to the House prepared to answer very hard questions on how they are delivering a better life to the people of Gauteng. This exciting democratic practice is open to all residents of the province and we encourage all to attend our House and committee sittings. The highlights of our oversight work in the year under review included the joint sitting of the provincial Legislature and all the municipalities of Gauteng to debate and adopt formally the report on the global city region; visits to 2010 projects in the province by the Sports, Recreation, Arts and Culture Committee; the robust Standing Committee on Public Accounts (SCOPA) debates on the need for the departments to improve their financial management as well as the debate on the economic status of the province, and how it is assisting to create jobs and fight poverty. Excellent work was done by all the other committees of the Legislature to keep track of progress, or lack thereof, on the work of the departments.

Our law-making process continues to produce a transformative policy environment for service delivery, nation-building and deepening democracy. In the year under review, the Legislature passed a Bill on the funding of political parties. The legislation is going to transform the political landscape of the province and promote multiparty democracy. Regulations and monitoring systems have been put in place to ensure that all parties use the funds for democracy building in the province.

The Legislature Services Board (LSB) approved an organisational development intervention report that seeks to transform the Legislature's administrative support services in pursuance of a truly world-class African Legislature. The rollout of the plan will begin in the new year to ensure a well oiled machine in time for the fourth Legislature in 2009. This forms part of our plan to ensure that the Legislature has the necessary capacity to achieve its core mandate of law-making, oversight and public participation under the banner of cooperative governance, which seeks to move away from the narrow focus on government to a broader approach involving several participants.

As an organisation of elected public representatives, we are aware of our responsibility to serve with integrity and respect the dignity of our communities, and we are mindful of the need to improve public perceptions of politicians. During the year, we not only conducted ethics training for all members, but, in the interests of transparency and sound governance, ours became the first Legislature to appoint an Integrity Commissioner to oversee the register of members' interests and guard against conflicts.

The commissioner's work will do much to reassure those we serve that we are committed to working in their best interests.

These are really exciting times for the Legislature as we move towards the last year of the third Legislature. The mood among members is positive and there is a sense that we are on track to achieve the plans we formulated in 2004. The Legislature team is excited by the new possibilities associated with the institutional transformation and organisational development interventions, and the residents of Gauteng are increasingly starting to take note of our work.

This annual report details the exciting initiatives and progress made during the 2007/8 financial year. It is essentially a report by the representatives of the people of Gauteng on the many ways in which they have helped to make the province stronger and the lives of its residents better.

Masijule ngengxoxo mzansi.

Mzameni Richard Mdakane Speaker of the Gauteng Provincial Legislature

Speaker's Foreword

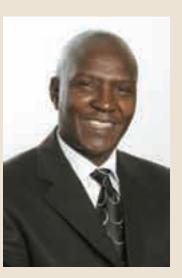


The members of the Gauteng Provincial Legislature





Executive Summary



The annual report of 2007/8 represents a work-in-progress to support the implementation of the Legislature's constitutional obligations of law-making, public participation, oversight and cooperative governance. The details of the report indicate that the Legislature is on course to achieve its mandate for the term (2004-9).

Improving oversight work

To improve the performance of the government in delivering services to Gauteng residents, the Gauteng Legislature has made oversight work stronger and more focused through a programme called Performance Evaluation Budget Analysis (PEBA). PEBA makes it possible for the government to account regularly and therefore provides the Legislature with an opportunity to monitor the implementation of government programmes. In this regard there are systems and processes in place to support committees and the House in holding the Executive accountable for service delivery. Members of the Legislature continue to receive training to assist them in undertaking oversight responsibilities. During the

year under review, the highlights included the amendment of House rules that led to improved and robust debates in the House (the spin-off was improved accountability in the House). Another highlight saw all departments submitting quarterly reports to the Legislature, enabling it to monitor service delivery as it happened and implement interventions when necessary.

Public participation

In the year under review the Gauteng Legislature has created more opportunities for Gauteng citizens to participate in law-making and oversight processes. The highlights of public participation included:

- Committees of the Legislature convene meetings with civil society organisations (CSOs) and their relevant stakeholders to share views on legislative work and service delivery matters. This approach assists the Legislature to understand service delivery challenges on the ground.
- The public education team of the Gauteng Legislature visited 70 Parliamentary Constituency Offices (PCOs) to conduct workshops with community-based organisations (CBOs) and the public, to empower the organisations and residents through an understanding of how Parliament functions and how to participate in its processes effectively.
- Some 122 residents were received by the Gauteng Legislature when seeking relief in relation to policy and service delivery matters.
- For all laws passed during the year, the Gauteng Legislature convened public hearings to receive the views of Gauteng residents.

Law-making

The highlight of the law-making process during the year under review was the passing of the Political Party Funding Act (2007), whose purpose is to provide funding to all parties represented in the Legislature. It is envisaged that the

funding of political parties will strengthen democratic participation across the province. In addition, the Legislature has set up appropriate systems and processes to ensure that political parties use the funds according to regulations.

Cooperative governance

During the year under review, the Legislature pursued innovative ways to improve cooperative governance, especially in relation to local government. Through the Provincial Speakers' Forum, the Legislature has supported the implementation of the petitions process in local government, creating a uniform and seamless provincial petitions process that will lead to strengthened cooperative governance and confidence in the Legislature's ability to exercise oversight.

The Legislature has supported the establishment of legislatures in local government. The Johannesburg Metropolitan Council has rolled out a pilot study in this regard and this work has been supported by the Legislature. The establishment of local legislatures will deepen democracy and improve accountability on service delivery. Lastly, during the year under review, the Legislature and all local councils convened a joint sitting to receive and debate the global city region approach as presented by the Premier of Gauteng.

Improving internal processes

In our quest to maintain a modern and dynamic Legislature in the 21st century, we rolled out information communication technologies to improve our service and communication. This included the provision of business tools (laptops, 3Gs, blackberrys), and the installation of an electronic funds transfer system for ease of business transactions to members of the Legislature and staff.

Legislature information management system (Lims)

The infrastructure to support the Legislature information management system project (LIMS), was completed during the year under review, making it possible for the Legislature to move towards a knowledge management (KM) and learning organisation.

Organisational development

The Legislature Services Board (LSB) approved an organisational review process to re-align the administrative service to achieve strategic goals effectively and efficiently. The rollout will take place in 2008/9 and will result in a 'well-oiled' administrative machinery in time for the fourth Legislature in 2009.

Customer relations management survey

A customer relations management survey was conducted by the Members Affairs Directorate to assess how the service is being delivered. Directorates and business units received statistical results on how they rated from lowest to highest in terms of customer service. In addition, there was detailed feedback provided to directorates and business units to assist them to improve their service to members of the Legislature and among each other.

Improved service to the core businesses of the Legislature

The administration service has started innovations towards improving support services to the core business of the Legislature. Among the new and exciting ways of work includes the management by project and the integrated committee support services approaches. Both initiatives will result in a competent, efficient and effective support service to law-making, public participation and oversight.



Executive Summary

Legal and procedural advice

Legal and procedural services in legislative business included the legal challenges to the Constitutional Court on the amendment of provincial borders and on the floor crossing outcomes and change of party membership. In both cases the position taken by the Legislature has been ruled as the correct route.

Stakeholder management

The Speaker and the presiding officers participated in various campaigns to promote the work of the Legislature. Committees have been visible in communities, visiting government delivery sites and responding to public policy issues. The intention of these stakeholder relations initiatives is to improve communication between the Legislature and the public, so as to make the Legislature a true 'tribune of the people' of the province.

Challenges

Whilst much progress has been made in realising goals, the following remain challenges to be attended to expeditiously:

- Entrenching an understanding of the business/operational model;
- Improving collective leadership, responsiveness and accountability of management;
- Improving the integrated approach to work;
- Implementing the organisational development implementation plan;
- Improving communication with external and internal role players and stakeholders in business and the community;
- Completing all outstanding projects and resolving obstacles to the renovation of the post office, a project that will address the shortage of office space, and improve resource allocation to committee work, including

staffing, budgeting and support services, to reflect the core business nature of committee work, and

Improving the alignment of budget and strategic planning.

The administrative service is confident that these challenges will be overcome in the year ahead and that the Legislature will grow in strength and stature to play a meaningful part in the development of South Africa for current residents and future generations.

Peter Skosana Provincial Secretary

The Gauteng Legislature Services Board (LSB) was established in terms of the Gauteng Provincial Services (Act 5 of 1996). The Board of directors is appointed in terms of section (4)1 of the Act and comprises the Speaker of the Legislature, who acts as chairperson of the Board, the Deputy Speaker, Chairperson of Committees, Leader of the Democratic Alliance, Member of the Inkatha Freedom Party, the Provincial Secretary, the Chief Financial Officer and two external members.

The Board is assisted in carrying out its mandate by the following sub-committees:

- Human Resource Development Committee
- Members Affairs Committee
- Performance and Remuneration Committee
- Audit and Risk Committee

Each committee is governed by its own charter, which determines its terms of reference and responsibilities.

Meetings of the Legislature Services Board 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 Board, which is the final decision-making structure on policy issues.

Good corporate governance

During the year, the Board appointed service providers to conduct its first corporate governance review. The review assessed the Legislature's corporate governance structures, processes and practices against best practice, and took into account the perceptions of members regarding corporate governance. The exercise aimed to provide the Legislature with governance recommendations appropriate to its unique circumstances as a public statutory institution. Key issues were raised, recommendations were made and an action plan developed to address the challenges. Implementation of the plan has begun.

Performance management

To improve the Legislature's performance management system, the Board approved a process to eradicate backlogs in performance assessment of senior managers, which

aims to regulate the performance management of fixed-term contract employees by:

- eliminating outstanding performance assessments for 2006/7 and 2007/8, and
- implementing the new performance assessment process as of quarter one of 2008/9.

The Board subsequently approved a mechanism for the assessment of performance of senior managers going forward.

Delegations of authority were reviewed and approved by the Board at its retreat in December 2007.

Organisational development

During the year under review, a number of observations were made about the institution's response to identified transformation challenges. These include the piecemeal organisational intervention of different units, the lack of common understanding of the organisation's core function, the lack of understanding of the business model of the institution, and low staff morale and leadership challenges in administration. Systems, policies and procedures are in place to ensure an effective and efficient administration, but there is still a need to improve the speed at which decisions are implemented.

As part of the transformation process, the Board resolved to undertake an organisational development process for the entire organisation, with a view to building a new administration. Terms of reference were developed, a consultant was appointed and the report was presented in this financial year.

The Board regards the results of the organisational development process as an important breakthrough. The organisational structure of the Legislature was divided into core and support functions. The core function is part of parliamentary operations, with three new clusters established, namely parliamentary business, communications and knowledge management. A directorate of finance was established under the leadership of the Chief Financial Officer. It is part of the support function that includes institutional support services, operational support services and Members Affairs Directorate.



Legislature Services Board

Sound labour relations

The Secretariat and the Office of the Speaker have reached a recognition agreement with the union to create an environment conducive to engagement. In the past, the Board has successfully negotiated annual salary increases with labour through the Secretariat and it has authorised management to start annual salary negotiations for the 2008/9 financial year, with the expectation of an amicable solution.

Approved policies and strategies

During the year, a policy framework for members was implemented, leading to the review and amendment of several policies such as travel allowance, mobile business tools and laptop policy, and a procurement management policy was approved.

A draft communication strategy incorporating the Board's requirements and expectations is being workshopped with members and staff.

Conclusion

The Legislature Services Board and the presiding officers are working hard to ensure successful implementation of the new organisational design. It is expected that the organisation will be responsive, since the political term of the current presiding officers is nearing an end. The aim is to finalise all outstanding issues relating to current mandate and to build a strong foundation for the new leadership. The Chairperson of Committees (known as Chair of Chairs), acting on behalf of all chairpersons of committees of the Legislature, presents an overview report of the work of committees for the year 2007/8 to the people of Gauteng. The report represents the core business activities of the committees for the year under review and is presented to the people of Gauteng as a work-in-progress report towards the end of the Legislature term in 2009.

Introduction

The Gauteng Legislature has a total of 17 committees composed of members of the Legislature. The committees of the Legislature are divided into portfolio and standing committees. The mandate of the committees of the Legislature is to drive the core business of the Legislature, namely law-making, oversight and facilitating public participation in the work of the Legislature.

At the beginning of the year under review, committees of the Legislature held a meeting to review the work they have done from 2004 up to 2007. The outcome of this meeting was an affirmation by all chairpersons of committees that the work they started in 2004 was progressing well, notwithstanding challenges and constraints. The chairpersons further agreed that the tools of the committees to do oversight work were assisting them to keep the departments on track in relation to implementation of the government's programme of action; secondly, that the laws passed by the Legislature since 2004 were contributing to creating a policy environment that supports transformation of our society into a caring and prosperous one. Thirdly, the participation of ordinary people and organisations in legislative work has been improving consistently. This includes the input that the members of the public have been making in the Legislature's oversight and law-making processes. In conclusion, the meeting agreed that it was necessary to consolidate these gains by strengthening the work of the Legislature on oversight, law-making and public participation. The report herein is an overview account of the work done by committees in the year under review to consolidate the gains since 2004.

Oversight work

The oversight model of the Legislature provides for committees to scrutinise the work of the departments at various stages, namely to evaluate and authorise the budget that the government prepares annually as a tool to deliver services; and to analyse progress through the annual and quarterly reports of the departments, wherein progress or lack thereof in relation to service delivery is outlined. The committees further identify areas in the work of departments that in their

view require special attention and engage in oversight visits to such areas to investigate, or verify or gather information. Lastly, committees participate in the micro-prioritisation processes, wherein departments make plans for the years ahead. The report takes a closer look at all these processes below.

Budget process:

Progress

Our committees are continuing to strengthen the use of our oversight methodology (Programme Evaluation and Budget Analysis – PEBA; based on the Public Service Oversight Model – PSOM) to evaluate budgets of the departments with a view to ensure compliance and alignment to service delivery priorities. During the year under review, the committees of the Legislature engaged robustly with the budgets of the various government departments and the outcome of this process was a general agreement that the government is allocating sufficient resources to service delivery priorities. In this regard, the committees welcomed the increased budget allocations to the education, safety and health departments. The committees noted with concern that the in-migration of people from other provinces to Gauteng was putting huge pressures on the provincial budget broadly and especially on the allocation of the budget to issues such as housing. This impacts negatively on the capacity to create jobs and fight poverty

Forward looking on the budget process

There is an ongoing debate on providing legislatures with the power to amend the budget of the departments wherever necessary, with a view of further strengthening the oversight role of the legislatures. The committees of the Legislature will be investigating mechanisms of making public participation during this process more meaningful and more qualitative.

Quarterly reports

Progress

The Legislature has been progressively rolling out improved reporting systems from the departments – quarterly reports are one such area that is assisting committees to track and monitor departmental performance. These reports assist the committees to identify areas of intervention in time before things get worse. In the year under review, all departments submitted their quarterly reports in time for the committees to consider them. The view of the majority of committees is that the departments must improve their spending pattern such that it is spread evenly among the four quarters of the year. In this regard, the tendency of under-



expenditure by departments as well as spending most of the funds in the last quarter towards the end of the financial year was discouraged. The oversight committee reports on the quarterly reports are debated in the House for adoption and resolutions. In the year under review the Legislature prioritised the committee reports of health, education and safety for debate in the House.

Forward looking on the quarterly reports

The Legislature will be looking into providing more time for the committees and the House to debate the quarterly reports as well as developing a standard format of quarterly reports from departments so that the information required by committees in their analysis and deliberation is covered and reported upon. This is another way the Legislature will be strengthening its oversight role.

Annual reports process

Progress

The annual report process of the Legislature makes provision for the 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. The reports provide the Legislature with a tool to assess the performance of the departments in the past financial year. This work is done through committees of the Legislature, including the role of the Standing Committee on Public Accounts (SCOPA) of assessing use of resources by departments. The reports of these committees are then adopted by the House as resolutions for departments to implement.

Our oversight model has improved our capacity to scrutinise these reports and identify areas that require the departments to improve on or do things differently. In this regard, the Legislature is impacting on service delivery. The challenge, however, is our ability to measure this impact.

In the year under review, SCOPA has played a critical part in assessing the performance of departments as it relates to the use of finances. The committee has taken to task some of the least performing departments as it relates to the use of state resources.

Forward looking on the annual reports

The Legislature will be strengthening the resolution tracking system to keep pace with implementation of decisions of the House as it relates to annual reports. This would be mostly tracking improvements on areas identified by the Legislature as weak in the departments.

Focus intervention studies

Progress

Focus intervention studies is part of the Legislature's oversight model wherein a portfolio committee identifies a particular area in the work of the department for closer monitoring. This is a new area of work for most committees and therefore at infancy stages in relation to its implementation. It should be noted though that the Legislature committees are vigorously pursuing this work as an area of strategic thrust.

Forward looking for focus intervention studies

The Legislature will strengthen implementation of results or recommendations from these intervention studies and track the resolutions made.

Micro-prioritisation process

Progress

Micro-prioritisation is a process wherein the Legislature attempts to influence the plans and budget of the departments for the following years. This is done in the second quarter of the financial year when the government engages in planning processes for the following years. The engagement with the government planning processes would have been informed by the outcomes of the budget vote process, that is, committees identify areas that require further attention as a result of underbudgeting or other factors in the departmental budgets, and raises these issues during the micro-prioritsation process so that the departments' planning processes can take these into consideration. In reality this is the only meaningful time when the Legislature can influence the budget of the departments. The committees participated fully in this processes, led by the chairpersons.

Forward looking for micro-prioritisation

The Legislature will be looking into the timing of when this process occurs with a view to ensuring that the participation of our committees becomes meaningful and influential in determining government's priorities.

Conclusions on the oversight work

The year under review saw our committees continuing to improve on their oversight work and thus making sure that the departments account to the people of Gauteng on their service delivery record. This is mostly as a result of the rollout of the PEBA oversight model, with all its tools and processes, since 2004. The model ensures that our oversight work is consistent, sustainable and predictable.

Our public representatives are being trained on an ongoing basis as pioneers of this groundbreaking oversight work and the results of this empowerment become evident continuously through their vigour and determination to oversee the Executive and contribute to the broad goal of a better life for all.

The people of Gauteng can rest assured that the Legislature, through the committees, is working hard to hold the departments to account on their work, is involving the public to participate in governance processes as well as passing laws that will transform the lives of citizens of Gauteng and indeed achieve a better life for all.

Law-making

Progress

In the year under review, the Legislature passed a number of transformative laws as part of building a caring government; one such legislation is the Political Party Funding Bill. The Bill is aimed at providing resources to political parties with a view of building them into stronger parties. This Bill will benefit mostly the smaller parties as it will give them access to resources for their political work. The full implementation of this legislation will result in a stronger democracy for the province.

Public participation

The mandate of committees on the public participation function is to seek the views of broad sectors of the people of Gauteng, especially the vulnerable groups. In order to do this work, the committees of the Legislature have established dynamic relations with civil society organisations and draw them in when doing

their legislative work of oversight and law-making. In the year under review, committees have convened quarterly stakeholder sessions with civil society organisations with a view to seeking their input on the legislative work. The work of committees, including their meetings, is open to the public. In the year under review, committees involved the public when considering National Council of Provinces (NCOP) and provincial Bills through public hearings. Some of those hearings were held in the various communities of Gauteng, once more demonstrating that the Legislature is the state organ that people must use to change their lives.

The committees of the Legislature supported the programme of the National Council of Provinces of taking parliament to the people, In March 2007, the NCOP, ministers, MECs, committees of the Legislature and councillors held five day meetings with the communities in and around Sedibeng region. More than 20 000 people participated in the daily meetings; a further demonstration of a Legislature that is a tribune to the people of Gauteng, giving them a voice in governance matters.

Forward looking on public participation

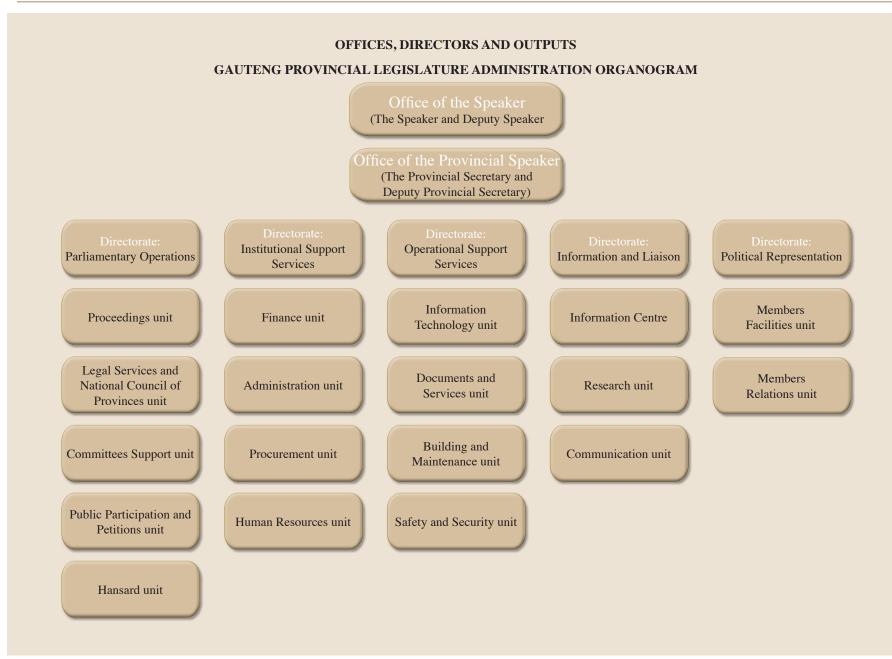
The public participation in committee work has become a norm in the Legislature. In the coming years, the committees will be looking into further broadening access of governance to more and more people. One of the ways to do so will be to roll out a public education campaign on the petitions process as a way of bringing service delivery closer to the people. The campaign will be undertaken jointly with all the municipalities of Gauteng so as to create a seamless petitions process for the province. Secondly, committees will be convening most of their meetings in the communities so as to be closer to the people.

Closing remarks

The Chair of Chairs congratulates all the chairpersons of committees as well as the members of the committees for the sterling work they are doing in lawmaking, public participation ad holding the departments to account on service delivery. The report above demonstrates the resolve and conviction of the Legislature to continue representing the interests of the people of Gauteng.



GPLA Organogram





Programme 1: Political Representation Directorate



Mandate

The main purpose of the directorate is to provide dedicated support to members as 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 processes, training and development of skills for members, improved management of party caucuses, and management and coordination of service delivery areas aimed at ensuring that members are best equipped to fulfil their constitutional obligations.

The directorate currently has five staff and one vacancy. As the structure grows and assumes more responsibility, staffing will be reviewed.

Key service areas

The directorate focuses on the following:

- management of members' facilities and their improvement;
- implementation of policies approved by the Board ;
- management and improvement of service standards within the Legislature, and
- effective reporting to various stakeholders, namely the Secretariat, Members Affairs Committee, oversight committees, office bearers and Legislature Services Board.

The directorate is committed to providing a professional, effective and efficient human resources management system, and effective budgetary control to strengthen the accountability of party whips and leaders for expenditure, economical use of resources, and informative and timeous reporting to all stakeholders. In addition, it focuses on the promotion of competency and productivity among political party support staff.

Performance statement

The focus during 2007/8 was on the implementation and review of existing policies. Sustainable programmes were introduced to support members' activities. The overall assessment of the directorate's performance is based on the balanced scorecard model cornerstones of financial management, internal processes management, human capital management and stakeholder management. The scorecard for the year indicates positive growth for the directorate.

During the year, the directorate completed several multi-year strategic projects, with a balance in performance between operational and strategic outputs. The strategic projects were:

- implementation of the organisational development (OD) exercise;
- completion of procedures manual;
- revamp of members' facilities in line with best practice;
- launch of service centre for members;
- implementation of members' wellness programme; and
- audit function for political parties in terms of constituency and political funding.

Two strategic projects were not implemented, namely Parliamentary Constituency Offices research as part of public participation and the review of manuals for members. These projects will be completed in the new financial year.

The Member Relations unit – the first contact point between members and administration – established a service centre helpdesk, a one-stop facility providing dedicated support to members. The service was launched to all stakeholders and service centre staff were introduced to members.

Fostering public confidence in the Legislature through stakeholder management

The two major elements of this function are stakeholder analysis to identify needs and stakeholder planning to build support. The stakeholder-based approach allows for the use of stakeholder views to shape directorate activities, improve the quality of service and gain support from fellow directorates to ensure highquality service at all times, which have resulted in continuous improvement.

During the year, the stakeholder satisfaction survey exercise was completed and the results presented to appropriate fora.

Valuing employees through effective human capital management

This function includes:

- human resources administration: exit processes were facilitated for members and assistance was provided with processes and procedure. Induction was conducted for new members;
- training and development, including initiatives centred on mandatory, generic and individual training for members, and customer service training for support staff; and
- recruitment and selection for political party placement processes, which were concluded during the period under review.

The function, which includes payroll administration following Systems Applications Products (SAP) configuration of payroll and human resources profiles, remains a challenge and the procurement process has impacted negatively on the directorate's control over budget processes.

Financial management

Expenditure, at R27,309 million, stood at 90% of the R30,195 million budget. Management unit expenditure of R8,517 million represented 94% of the budget of R9,041 million.

The member facilities unit spent R18,792 million, 89% of the budget of R21,154 million, with underspending on:

- training and development: R551 406 spent of the R605 597 budget. Plans are in place to use European Union funds for training in the next financial year;
- research: R2,3 million spent of R3,9 million. This is historically an area of underspending, with total spending to date at 58% of budget, and cost element underspent at 42%;
- travel: R789 133 used against a budget of R1 290 800, an underspend of 39%.
 Trends will be monitored in the next financial year to avoid recurrence.

Outlook

The emphasis in 2008/9 will be on the completion of carryover projects, and the appointment of a new staff member to further resource the directorate and to ensure systems applications products access.



Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Effective financial management for party support	Effective management of financial resources in line with budget: - projections - reconcile expenditure reports - compliance with Legislature policies	Plans were approved for first and fourth quarters	Sound governance for the directorate and political parties through accountability Enhanced transparency Deepened democracy and capacity building to enable parties to meet their mandates
Effective management and development of human resources practices	 Training management of directorate through: the performance management system (PPMS) and integrated performance management system (IPMS) mentoring and coaching career and succession planning 	Training initiatives were conducted monthly, quarterly and annually, as per standards	Increased employee satisfaction and productivity, leading to enhanced service to members Improved staff retention for continuity of service to members Increased support for members to execute their constitutional obligations
Effective implementation and monitoring of members affairs systems, procedures and policies	Members affairs managed according to policies, service charter, procedures and legislation	The unit monitored systems quarterly, as per standards and format agreed	Sound decision-making and best practices
Implement all strategic projects	Strategic projects implemented according to budget statement and within budget	Strategic reports were implemented monthly, quarterly and annually, as per agreed format	Alignment to institutional, provincial and national priorities and mandate

Measurable objectives	Output description	Output	Outcomes and impacts
Capacity development for members	Members trained according to policy, training needs, budget resources and donor funds	Training conducted monthly, quarterly and annually, within budget	Lifelong learning to enable members to contribute to nation-building Members capacitated to fulfil constitutional mandate
Management of facilities for parties	Member facilities managed according to policy, budget, legislation and good governance	Member facilities managed monthly, quarterly and annually, within budget	Good governance for party caucus Transparency and accountability among political party leaders

Strategic and extraordinary projects

Strategic goal	Output description	Output	Outcomes and impacts
Train and develop members to enable them to fulfil their duties effectively and efficiently and empower them to make best use of their natural abilities in the present and future democratic South Africa	Training and skills development strategy for members	Strategic training plan drawn up based on National Qualifications Framework and legislative sector Training of members was conducted as scheduled and improved attendance was recorded at mandatory, generic, political party related and legislative	Promotion and enhancement of multiparty democracy and capacity building for members Improved quality of service to the public through skills development initiatives for members
Service excellence		programmes	
Develop and strengthen relationships and/or partnerships with SA legislatures, government departments, resource centres and professional bodies to facilitate capacity building	Bring members facilities in line with best practices on the continent and worldwide	Legislative inter-dependency through the Speakers' Forum, South African Legislatures Secretaries Association (SALSA) and legislative fora	Stronger relationships in the legislative sector and national parliament Good corporate governance to promote uniform standards in the Legislature sector



Strategic goal	Output description	Output	Outcomes and impacts
Develop uniquely African programmes to establish and maintain global thinking and	Develop world-class, but uniquely African service standards for members	Participation in Commonwealth Parliamentary Association (CPA) to assist with logistical arrangements for	Improved relationships with other legislatures and with parliamentarians
best practice		the association's international and provincial branch activities	Interaction and ideas sharing with Commonwealth parliamentarians to benchmark institution standards against
			best practices

Members Relations unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impact
Effective and efficient service for members	Facilitate, coordinate and resolve members' service requests, queries and complaints through the service centre	Training sessions were facilitated for members	One-stop facility for members Service excellence throughout the institution Supportive working environment for members Uniformity of service to all political parties Promotion of a common standard and outputs in the organisation Enhanced capacity of members to realise their core mandates
Coordinate and facilitate stakeholder relations	Develop and strengthen stakeholder relations	Courtesy visits were paid to political party whips and leaders to develop, grow and maintain relationships, resolve concerns about service offering, address service requests. improve stakeholder satisfaction and promote a common standard and outputs in the organisation	Relationships conducive to efficient functioning of the institution to fulfil its mandate

Measurable objectives	Output description	Output	Outcomes and impact
Monitor and evaluate systems through member satisfaction survey	Improve support and service offering to members.	Surveys were conducted annually to determine service standards, feedback sessions on survey results were delivered for all structures and action plans were drawn up	Enhanced institutional service standards and dedicated support to members to enhance members' ability to fulfil their mandates Transparency and accountability among members and party leaders
Implement customer relationship management software (CRM) to run member service centre	Provide excellent service to stakeholders through the customer service management system, which monitors service offering efficiency and effectiveness	A service charter was developed to coordinate directorate and unit service offerings through service level agreements (SLAs) Monthly reports were generated by the system to monitor and evaluate service delivered	Improved member capacity to conduct oversight function over Executive Improved service to the public, as members' queries are recorded and resolved efficiently Transparency and accountability in the institution

Members Facilities unit

Strategic objectives

Measurable goals	Output description	Output	Outputs and impacts
Train and develop members and political support staff	Develop and implement all identified strategic objectives for first and fourth quarters	Last quarterly plan developed out of broader strategic plan and incorporating operational and strategic plans	Lifelong learning for members and enhanced knowledge and skills for the nation
	Develop and implement training plan for members Approved European Union proposals and training plans	Member strategic training plan based on National Qualifications Framework and legislative sector	Members capacitated to realise their constitutional mandate of nation-building and public participation
	Align policy framework to regulate financing of members' career development matters	Member career development project plan was implemented and a policy developed Thirteen members registered for higher and post-graduate qualifications with different higher learning institutions	Enhanced multiparty democracy
	Establish career guidance process	 Members were trained as scheduled and attendance improved at mandatory, generic, political party related and legislative programmes as follows: budget oversight programme (Programme Evaluation and Budget Analysis): 34 members; 	
	Staff training and development on training needs, integrated performance management systems and broadbanding	 code of conduct and integrity: all members (34 members); SA's new constitutional order; ethics and privileges: all members; gender, youth and disability (Geyodi) legislative analysis; Oversight Committee on the Office of the Premier and Legislature (Ocpol) budget analysis; project management: 36 members. 	



Measurable goals	Output description	Output	Outputs and impacts
Train and develop members and political support staff		 Career development: a career development plan for members was developed and implemented; 42 members and 28 party support staff attended different courses; members' career development policy for capacity building was developed and approved by the Board ; a skills development plan to capacitate members is planned for first quarter of new financial year. 	
		Thirteen members registered for higher and post-graduate qualifications and five members registered for other tertiary qualifications Six party support staff registered for higher and post-graduate qualifications	

PROGRAMME 1

Measurable goals	Output description	Output	Outputs and impacts
Effective policy development and compliance with policy and	Sound and effective policy development and review processes	All pertinent legislation, Legislature policies and governance requirements were adhered to	Good corporate governance and best practices
legislation	Full compliance with legislative requirements and governance matters	Political Party Funding Act was developed Adherence to legislation was integrated into the work of the Legislature	Deepened democracy and uniform standards for political parties and members
	Policy framework to regulate financing of members' career development matters	The unit's operational requirements were guided by policies and procedures based on Public Finance Management Act (PFMA), preferential procurement framework, Office Bearer's Act and labour relations	
	Establish career guidance process	Career development and research policies were reviewed and developed to meet member and party needs	
	Implement development plan		
	Develop necessary policies to ensure effective running of directorate		
	Adherence to legislation and governance requirements		
	Implement all directorate systems, procedures and policies		

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Measurable goals	Output description	Output	Outputs and impacts	
Effective financial management for party supportOptimal use of budge according to business plan		Projections, expenditure reports and reconciliations were maintained monthly (spending was within budget)	Good corporate governance through accountability	
	Produce accurate financial statements monthly and according to format required		Deepened democracy and increased capacity among political parties to achieve members' and party mandates	
	Effectively manage financial resources in line with budget	Effective financial management, with parties provided with regular expenditure reports and advice on spending allocated budgets in line with procurement policies		
	Projections			
	Reconcile expenditure reports			
	Ensure compliance with Legislature policies			
Management of facilities for parties	Develop memorandum of agreement outlining relationship between	Facilities were managed according to policy framework Expenditure reports on members' facilities were submitted monthly to parties	Good governance among parties and members	
	Legislature and political parties	Revised memorandum of agreement was developed to suit party needs in line with party funding and management of facilities	Transparency and accountability among parties and members	
		Party whips and accounting officers were workshopped on Public Finance Management Act, roles and responsibilities of accounting officer and change management		



Programme II: Leadership and Governance



Mandate

Towards the end of the year under review, the presiding officers under the leadership of the Speaker convened an annual strategic planning session to review, among other things, the work of the presiding officers and the political mandate since 2004. The current political mandate, being deemed still appropriate towards the conclusion of the current term of office, was reinstated as 'putting in place appropriate systems of Executive accountability, monitoring the implementation of the government's programme of action to create a better life for the people of Gauteng, deepening democracy through enhanced public participation programmes, evaluating the efficacy of laws passed since 1994 in line with a transformative agenda to develop an enabling environment for the creation of a better life for the people of Gauteng and positioning the Office of the Speaker to assume political leadership of all processes in the Legislature.

Performance overview

The concept of collective leadership was consolidated and entrenched in the fora of the presiding officers, office bearers and Legislature Services Board. This process contributed positively to ensuring that members' affairs remain a political priority and that committees of the Legislature are involved in the core business of their mandate, namely law-making, public participation and oversight over the work of the Executive. Although the committees did well throughout the year, challenges exist in strengthening public participation and producing a scientific body of evidence of political outcomes of committee work.

Legislature Services Board (LSB)

As part of providing strategic direction and transformation in the institution, the Legislature Services Board supported the political initiative of the presiding officers in the finalisation of the fixed-term contracting for senior managers, which includes performance plans, systems of delegation and performance assessments. The Board further resolved to establish an institution responsive to the political imperatives that set in motion the organisational development process.

Institutional political management

The governance review report refers to the Office of the Speaker as an agent for change responsible for building the Legislature into the centre of transformative policy-making and public participation. To achieve this, a Presiding Officers' Forum was established to ensure collective leadership and accountability. The forum has contributed to ensuring that the officers deliver on the agreed strategic role and to positioning the Office of the Speaker to assume political leadership of all processes, thereby building a democratic Legislature as a multiparty institution. The collective leadership of the Legislature is exercised through the office bearers, comprising Speaker, Deputy Speaker, Chief Whip and the Leader of Government Business, to ensure that both Legislature and governing party programmes are implemented.

Stakeholder management

The 10-year review indicated that the Office of the Speaker needs greater capacity to interact robustly with the different social forces and political stakeholders – political parties, the Executive, local government and civil society – around deepening democracy, nation-building and transformation. To this end, a stakeholder management office was established.

Furthermore, the work of the Provincial Speakers' Forum was strengthened through a workshop on the separation of powers aimed at clarifying the role of the Office of the Speaker, the Executive Mayors and Chief Whips. A framework

was adopted on petitions, including regulations, signifying that all municipalities in the province have developed petition referral systems. A workshop was held for the offices of the speakers of the municipalities on ethics, code of conduct and accountability.

Conclusion

Whereas the institution has improved in fulfilling its constitutional mandate of law-making, public participation and oversight, the extent of public participation and engagement remains a challenge requiring close attention for the remainder of the term. The various forums, including sub-committees, have repositioned and consolidated the strategic leadership role provided by presiding officers.





Office of the Speaker

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Develop and maintain relations and/or partnerships with other parliamentary institutions, legislatures, other spheres of government	Participation in Speakers' Forum meetings and sub- committee meetings Participation in Commonwealth Parliamentary Association (CPA) meetings and seminars Participation in the Provincial Speakers' Forum	The unit participated in the Provincial Speakers' Forum, Commonwealth Parliamentary Association and other bodies	Enhanced cooperative government and international relations to better the lives of the people
Host visiting dignitaries, special visitors and delegations	International delegations, local delegations, consuls-general and VIPs	International and national delegates were hosted	Increased confidence in legislative processes
Provide leadership and direction to the Board	Board meetings	Effective Board meetings were held as planned	Effective implementation of legislation mandate through capacity building
Keep abreast of the business of the Legislature	Attendance of Executive com- mittee meetings Attendance of scheduled one- on-one meetings with Executive members	International study tours undertaken Participation in international delegations	Enhanced public confidence in law-making, oversight and public participation by profiling the Legislature as a 21 st century world-class African Legislature based on best practice

Measurable objectives	Output description	Output	Outcomes and impacts
Enhance profile of institution	The Speaker represents the Legislature at public events	The profile of key Legislature issues was raised during national events	Enhanced profile of the Speaker as political head of the Legislature, thus building public confidence
Monitor service delivery to political stakeholders	Stakeholder satisfaction survey	One survey conducted	A comfortable environment for members conducive to fulfilment of political and constitutional responsibilities
Ensure sustainable transformation processes	Transformation monitoring report	Monitoring reports were produced	Enhanced service delivery
Direct and lead the inter-Legislature programme	Programme of Legislature visits	Visits were held The inter-institutional strategy was implemented.	Knowledge and best practices shared
Monitor implementation of strategy of the institution	Monitoring tools	Reports were produced Compliance was maintained with relevant policies and regulations in line with political mandate	Improved quality of life for Gauteng people



Measurable objectives	Output description	Output	Outcomes and impacts
Ensure strategic management of committee work	Committee work	Sessions were held	Stronger oversight, law-making and public participation roles of committees to ensure effective, high-quality service delivery
Encourage civil society to participate in the Legislature	Streamline public participation in all Legislature committees	Public participation was enhanced	Deepened democracy and nation- building by involving Gauteng citizens in oversight and law-making processes



Programme III: Office of the Provincial Secretary



Mandate

The primary function of the Office of the Secretary is to support the Provincial Secretary as the Accounting Officer to ensure effective delivery of services by staff to members of the Legislature. As Accounting Officer, the Provincial Secretary drives the implementation of the institutional strategy and political mandate from the Speaker and ensures that the latter is carried out in line with the constitutional imperatives of the Legislature, including the framework of the vision and mission statement. As the Chief Executive Officer, the Provincial Secretary also acts as a custodian of good corporate governance in the administration.

Key service areas

Strategic objectives during the year under review included:

- effective financial management of the organisation;
- submitting relevant monthly and quarterly reports to the Speaker and to Treasury;
- accounting to the Board and its sub-committees about performance of the Legislature;
- appearing before the oversight committees to account for performance of the Legislature in line with its strategic plan.

The office has a further mandate to ensure that the institution develops and implements policies in support of service delivery to members and broader stakeholders.

During the year under review, the Secretary was deployed to the Office of the President. An incumbent was temporarily appointed to the position, and the existing vacancy for the Deputy Secretary was filled to provide further capacity to the office. As a result of this internal promotion, the director of the Information and Liaison Directorate was deployed to the position of director of the Members Affairs Directorate.

Organisational renewal

Shortly after the departure of the former Secretary, the Board approved the implementation of the organisation-wide organisational development exercise, which took about three months of intensive consultations with stakeholders, and perusal of Legislature strategic planning documents, the vision and mission statements, the report of previous organisational development interventions and committee efficacy study report etc. The exercise was concluded in February and presented to the Board towards the close of the financial year.

In addition to the proposed new structure and recommendations, certain general findings were presented to the Board, as follows:

Business model

The business model needs to be clearly articulated to the organisation and the lines of accountability and responsibility need to be communicated to all. The model should form part of an induction programme, to create a new thinking about the nature of the business and to entrench the change process.

Leadership model and training

The Executive must take back the power accorded it through the legislation, and exercise it throughout the organisation. A leadership model must be identified for all to embrace. To do this, the presiding officers and other senior executives must undergo leadership training that will allow them to manage the organisation and empower the human capital for the organisation to grow to the next level.

Institutionalisation of the strategic planning process

There must be a systematic process to change how both the political arm and the administration think about their business and how services must be delivered. The strategy is not followed through and has not permeated throughout the organisation. Buy-in must be secured and business- and workplans must reflect the strategic imperatives.

Institutionalisation of an operational mode

Staff members have to change their approach to work and a team and project management approach should be adopted to remove the imaginary lines between the two spheres and the units. This approach will minimise the silo operations, improve operational efficiency and minimise expenditure.

A non-negotiable process of integrated planning and operations must be pursued that will result in optimal and creative resource utilisation.

Institutionalisation of change management model

Management must adopt a holistic and systematic approach to changes in the organisation, which must be led, managed and controlled by management through a planned process.

The role of human resources has to be clearly defined and a change management plan put into place to manage issues that create tension in the organisation and increase the turnover rate.

Human resources strategy

The Human Resources unit is developing a human resources strategy. The unit must also be tasked with developing all job profiles according to an acceptable organisational standard and defining the skills requirement of the organisation. An organisational wide skills audit needs to be conducted to determine the current skills set and the gaps between the expectations of the position and the skills of the incumbent. Based on the results of the skills audit, a comprehensive skills development plan must be put in place that is specific to the needs of the business. In addition, a formalised induction programme is required.

Development of a communications strategy

The Communications unit has engaged a service provider to assist in the development of an internal and external communications strategy that incorporates all stakeholders responsible for communicating a message to a target

group and integrates all units engaged in communication activities, involving them in strategy development, operational planning and implementation. The principle of collective ownership needs to be embraced.

The Board generally approved the organisational development recommendations, with a few changes in the resourcing of the Office of the Integrity Commissioner. The Board further noted the general findings as areas to be further explored in the new financial year.

Performance statement

The Office of the Provincial Secretary achieved the following during the year under review:

- coordination of the logistical aspects relating to the hosting of the Commonwealth Parliamentary Association Gauteng branch two-day social programme;
- provision of Secretariat support to the Commonwealth Parliamentary Association Gauteng branch delegates attending the Association's Africa regional conference in Cape Town and provision of logistical support to National Parliament;
- implementation of the service centre for members;
- staff attachments and conferences to various countries to benchmark and view best practice:
 - Scotland
 - India
 - USA (National Conference of State Legislatures NCSL)
 - Canada;
- provision of leadership to South African Legislatures Secretaries Association to advance programmes of its sub-structures, including the CFO forum, human resources forum, legal forum, information and communications technology forum, and implementation of the mandate of the Speakers' Forum;
- completion of a comprehensive review of the system of delegations of authority for approval by the Board in accordance with the Legislature Services Act;

alignment of performance agreements for directors in accordance with the strategic plan; and the review of policy environment to accommodate fixed-term performance contracts;

- completion of Board review processes for compliance with the proposed new Board charter, the report on the evaluation of the performance of the Board and its sub-committees, and necessary amendments to the Legislature Services Act;
- full compliance to corporate governance processes for the Board to ensure that it and its sub-committees meet quarterly to review the policy regime of the Legislature and its performance against strategic objectives;
- Board approval of the Legislature budget for the 2008/9 financial year compiled in accordance with Treasury timeframes;
- an unqualified audit with no matters of emphasis for the second successive year.

Outlook

Going into the new financial year, the Legislature will focus on several challenges, among them:

- donor funding;
- internal and external communication gaps;
- partnerships with civil sector organisations;
- non-completion of precinct projects;
- non-implementation of the security project;
- incomplete projects across programmes in particular:
 - communication strategy
 - knowledge management strategy
 - external Legislature survey
 - incomplete filling of vacancies.

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Effective corporate governance	Effective and efficient decision- making Well-functioning Board Effective corporate governance	Compliance was upheld with the charter and the Legislatures Services Act The Legislature Services Board and its sub-committees met as per the institutional calendar to consider reports from the administration and approve new and revised policies	Well-performing organisation with entrenched governance processes that impact on achievement of Board mandates
Effective leadership and management	Effective implementation of the cycle of strategy and budget Effective Secretariat Effective implementation of strategies and budget Operational efficiency	Compliance was upheld with the charter and Legislatures Services Act Monthly Secretariat meetings were held to evaluate Legislature performance against set targets	Strategy development process provided a platform for articulation of the political mandate into strategic and operational plans



Measurable objectives	Output description	Output	Outcomes and impacts
Effective relationships with Legislature stakeholders	Effective relationships with: - other legislatures and participation in the Speakers' Forum and South African Legislatures Secretaries Association; - local and international bodies such as the Commonwealth Parliamentary Association; - countries and their representatives	Four meetings for the South African Legislatures Secretaries Association and Speakers' Forum Institutional strategy was implemented	Increased focus on effective management of the inter-institutional relationships strategy via the Speakers' Forum and the South African Legislature Services Assocation to deepen uniform standards in Commonwealth Parliamentary Association activities and programmes, with a view to deepening transversal issues in the sector in Africa and internationally.
Effective financial management system	Implementation of the Public Finance Management Act and other legislation Implementation of the budget, and monthly reporting and monitoring	Compliance maintained with the Public Finance Management Act and Treasury regulations.	Unqualified Auditor-General audit
	Quarterly and annual non-financial reporting Prudent financial management	Monthly and quarterly reporting conforming to approved business plans and based on the balanced scorecard model delivered to relevant stakeholders The unit ensured that projected and actual expenditures corresponded	

PROGRAMME 3

Measurable objectives	Output description	Output	Outcomes and impacts
Effective human capital development and management	Implementation of human capital development strategies and systems: - leadership development; - training and development; - performance management;	Action plans were implemented Line managers were trained Performance was managed Human resource management was monitored as part of the balanced scorecard quadrants Submissions were made to the Board by the Human Resource Development Committee that resulted in policy direction and contributed to dynamic contributions to dealing with human resources challenges	Improved policy direction and progress in dealing with human resources challenges
	 compliance with human resources legislation; service excellence Human Capital Development Committee 	Compliance maintained with legislation High-quality service was provided	



Measurable objectives	Output description	Output	Outcomes and impacts
Policy development and management	Policy aligned to strategy, implemented and evaluated	The strategy was implemented	Streamlined policy development and approval processes
	Policy Development Committee	The Policy Development Committee was established to deal with policy development challenges and it met quarterly to evaluate how to streamline policy development interventions and plan the introduction of a framework for policy initiatives to be submitted to the Board for approval	
Effective information	Implementation of information	The unit continued to implement the	Well-advanced information
management system	technology strategy	information technology strategy	technology backbone, structure and systems, including systems
	Information Technology Committee	The committee met four times during the year to direct the strategy, address challenges and assist in tracking certain audit issues	applications programmes, Legislature information management service (LIMS) and customer relationship management software to ensure efficient and effective service delivery
Effective service delivery	Service delivery to members and Gauteng residents	Quarterly and annual reports were produced Clusters were created to deal with capacity gaps in committees	Enhanced service delivery to members, enabling them to focus on services to the province's residents
		Members' calls were monitored and tracked through a service centre established by the Members Affairs Directorate and resolution of issues was managed by the directorate's customer relationship management system	

Measurable objectives	Output description	Output	Outcomes and impacts
Effective strategic management	Annual review and planning session Monitoring, review and reporting sessions Non-financial reporting	Planning and monitoring and review sessions were held as scheduled during the year Implementation of strategic projects was monitored and evaluated monthly, quarterly and annually, and supplemented by one-on- one evaluations and quarterly and annual performance assessments Plans aligned with institutional objectives	High standard of administration reporting to presiding officers and the Board, the highlight being the annual report
Effective human capital management for the office	Performance management system reviews Training and development plans Personnel records Management of employee relations and wellbeing	Monitoring and management of human capital was ongoing Training and development plans were compiled for office staff Monthly meetings were held with staff to ensure office efficiency Performance management reviews held in spite of the departure of the Secretary and the Secretariat officer	Upskilling of staff to enhance service delivery capacity
Effective stakeholder management	Stakeholder meetings Feedback reports from members on service delivery	Meetings were held through structures such as the Members Affairs Committee to brief members on service delivery challenges and their resolution	Increased focus on service delivery issues



Measurable objectives	Output description	Output	Outcomes and impacts
Effective management of donor funding	Use of European Union budget Identification of projects to be funded Preparation and implementation of plans Reporting on spending	The unit adhered to strict European Union conditions of expenditure and project selection, and plans were monitored with assistance of the European Union office in Cape Town Monthly, quarterly and annual reports were produced	Programme implementation placed high on the agenda of the South African Legislatures Secretaries Association and the Speakers' Forum to ensure projects have the desired impact



Programme IV: Parliamentary Operations Directorate



Mandate

The directorate aims to enhance the Legislature's core mandate of law-making, exercising oversight over the Executive and ensuring the promotion of public participation in all its activities. The primary function is to facilitate the passage of and oversee the implementation of legislation and service delivery, as well as to facilitate public participation and cooperative governance.

Key service areas

The directorate provides:

- Secretariat support and procedural and expert advice to all committees of the House in their law-making and oversight functions;
- Secretariat support on House plenary and related documentation, advice to presiding officers and members, and assistance with the processing of legislation;
- advice to presiding officers and members, and assistance with the processing of legislation;
- 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;
- support functions for the promotion of public participation and petitions processes in line with the Petitions Act;
- recording, transcription and archiving services for all proceedings of the House and its committees, including interpretation and translation services.

Performance statement

The directorate has expanded in staff number and activity profile. Achievements for 2007/8 include:

- effective law-making with the passage of four Bills into provincial Acts;
- twenty-two sittings, including the official opening of the Legislature;
- the Provincial Appropriation Bill and the Provincial Adjustment Bill were adopted;

- ensuring effective Gauteng participation in national law-making within the National Council of Provinces - 57 Bills were processed;
- holding the Executive accountable for the tabling and adoption of:
 - 31 quarterly reports of departments of the Gauteng Provincial Government (GPG),
 - 22 Public Service Commission (PSC) reports,
 - three Auditor-General's reports, and
 - three National Government reports.
- providing high-quality support to office bearers and chairpersons of committees;
- increasing citizen participation in the Legislature activities through roadshows, public hearings and education workshops;
- consolidating a culture of ethics and integrity through support to the Office of the Integrity Commissioner, and increasing awareness of the code of ethics for publicly elected representatives;
- effectively overseeing the rolling out of the oversight model across all portfolio and non-portfolio committees;
- increased links with organised community-based formations, women, youth and people with disabilities, and participation of Parliamentary Constituency Offices in information-sharing;
- effective support to the Speaker on legal challenges relating to the transfer of the Merafong community from Gauteng to North West Province;
- successfully hosting the National Council of Provinces' 'taking parliament to the people' programme in Sedibeng and facilitating Gauteng participation in the Western Cape and North West provinces.

Fostering public confidence in the Legislature through stakeholder management

Continued stakeholder liaison strengthened the Legislature's public participation and oversight functions. By fostering partnerships with community-based formations, the directorate was able to disseminate information about Legislature services, and encourage citizens to participate in law-making processes and in monitoring government's service delivery.

Valuing employees through effective human capital management

The directorate's five units are staffed by 75 people, supported by several contracted service providers. Great emphasis is placed on lifelong learning and development of staff to improve levels of service to citizens and their representatives. Training programmes run during the year include legislation drafting and project management. Challenges include the need for a directorate-wide training plan and the need to restore the full implementation of an integrated performance management system.

Financial management

Expenditure was tracked through monthly and quarterly reporting, which has formed the basis for sound financial management in the directorate. The directorate has introduced a risk management culture through regular tracking of the 10 top risks facing the Legislature.

Outlook

The directorate is well placed for future challenges, having been involved in several activities during the year under review. These include:

- a restructured directorate of nine business units that support the Legislature's core business. The units will belong to three clusters, namely parliamentary business, communications, and information and knowledge management;
- preparations for the end of the third term of the Legislature and the beginning of the fourth term;
- promoting multilingualism by implementing the Legislature's language policy;
- increasing support and resources for various committees of the House;
- undertaking a comprehensive review of the impact of laws passed in the province since 1994;

- introduction of an oversight mechanism for social inclusion of people with disabilities, women and young people;
- the development of a new communication, information and public education strategy for the Legislature;
- an 18-month public education campaign on the Petitions Act, linked to strengthening cooperative governance with local municipalities;
- introducing learning for democratic participation programmes in schools as part of deepening the human rights culture.



Proceedings unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
House publications	House publications – order papers, ATCs, question papers, minutes of proceedings etc – processed and distributed timeously	The unit published and distributed 540 House publications within stipulated timeframes, by: - ensuring compliance with the rules; - examining the content received from other units and constantly liaising with these units, and providing procedural advice to members and staff on the requirements of the standing rules; - providing procedural advice to members and departments The unit effectively processed 463 questions Communication was drafted on behalf of the Speaker to the Leader of Government Business on the correct procedure to be followed when MECs respond to written questions for oral explanation and tabling during question time in a sitting.	The enhancement of House papers for members to fulfil their functions effectively, being fully up-to-date and equipped to bring the public up-to-date on developments in and outside the Legislature, eg committee meetings outside the Legislature, national and international study visits etc Increased public participation for effective law-making processes, heightened oversight over the Executive and enhanced service delivery
Effective law-making in accordance with the Constitution, the standing rules of the House and other relevant legislation	Informal/formal referrals Legislative analysis Legislative planning, committee meetings and reports Amendments schedules produced	The unit processed four Bills successfully and effectively in accordance with the standing rules and passed these into provincial Acts: - Provincial Adjustment Appropriation Amendment Act, 2007 - Provincial Adjustment Appropriation Amendment Act, 2008 - Gauteng Political Party Funding Act, 2007 Assented and promulgated Bills were forwarded to the Constitutional Court	Enhanced member ability to examine legislation thoroughly and ensure its compliance with the Constitution and relevant legislation

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Measurable objectives	Output description	Output	Outcomes and impacts
Effective coordination and facilitation of House plenaries	House papers Procedural advice to presiding officers and members	 The unit successfully coordinated 22 plenaries through: ensuring that documents relevant to debates in the House were scrutinised and tabled timeously; constant liaison and meeting with party whips on House matters; ensuring the accuracy of items, names of Legislature members and time allocations appeared correctly on the speaking list; providing procedural advice on House matters to presiding officers, party whips and members; ensuring the preparation and finalisation of all documents; ensuring the preparation and finalisation of all documents; ensuring that presiding officers are 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 and the rules/parliamentary practice/precedent that would be applicable to each situation; monitoring the application of rules by members during House debates and proactively advising presiding officers on contraventions; ensuring accurate drafting of minutes of proceedings for each sitting; successful incorporation of detailed briefs into the procedural briefs on all processes affected by the new rules, eg legislation, rules of debate, questions etc, and successful facilitation of House proceedings for the Youth Assembly. Consideration given to introduction of a procedural bulletin to enable members to apply rules to the issues before the House 	The Legislature passed credible laws that could withstand legal challenges Well-coordinated plenaries and thorough briefing of presiding officers and chairperson where legislation is being dealt with, which ensured the passing of laws able to stand constitutional challenges Improved parliamentary practice.



Measurable objectives	Output description	Output	Outcomes and impacts
Procedural services	Provision of procedural research papers, one focused on application of new rules and emerging trends	Two research papers were produced proactively each quarter.	Through supply of procedural services, improved oversight and enhanced service delivery is achieved Through supply of procedural advice, the advancement of
	Procedural support to stakeholders	 The unit provided procedural services to stakeholders, with the main focus in the following areas: procedural advice to the Speaker on matters for referral to committees; rules-related matters; House matters; questions to the Executive, his role in the legislative process, filling of vacancies in the Legislature and Public Service Commission, and provisions of the code of conduct relating to the functioning of the Privileges Committee; procedural advice to political parties on questions to the Executive, filing of vacancies, the floor-crossing process, provisions of the code of conduct, ie members' register of interests, supplementation and/or review and publication of party candidates lists; advice to the Office of the Integrity Commissioner on the provisions of the rules and application of the code of conduct as an annexure to the rules; procedural briefings to presiding officers for each sitting and advice during and after sittings 	processes, facilitating robust debate by legislators on service delivery issues

Measurable objectives	Output description	Output	Outcomes and impacts
Effective committee support - Rules Committee; - Functional Programming Committee; - Functional Privileges and Ethics Committee	Procedural advice on research papers and parliamentary practice Schedule meetings, and provide documents, procedural advice and briefs	The unit provided high-quality support for nine meetings. Clarity was provided on proposed amendments to the Rules Committee, eg the amendment to the code of conduct and the committee was assisted with the interpretation and application of the rules The unit provided high-quality procedural advice for nine meetings on motions and matters scheduled in the House The unit provided high-quality support for five meetings that dealt with amendments to the code of conduct and investigation reports of the Integrity Commissioner	Enhanced ability of members and staff to apply rules correctly to Legislature processes by constant review and interpretation of the rules. Enhanced ability of committee members to coordinate items and planning for the House Enhanced deliberation ability through procedural advice, thus preserving the integrity of the institution Enhanced ability of committee members to coordinate and plan efficiently for House proceedings Enhanced committee deliberations through procedural advice, thereby preserving the integrity of the institution leading to improved engagement on legislative processes



Measurable objectives	Output description	Output	Outcomes and impacts
Support to the Office of the Integrity Commissioner	Coordination of meeting with members Administrative support Research Publications	The unit coordinated the required meetings, providing administrative support and procedural assistance	Office enabled to engage effectively with members on issues of ethics, thereby promoting transparency and accountability
Analysis of external reports	Examine, scrutinise and process external reports Referrals	The unit examined, scrutinised, processed and provided procedural advice on 86 reports Committee reports were accurately tabled	Enhanced committee oversight ability through effective processing and tracking of reports

Strategic and extraordinary projects

Strategic goal	Output description	Output	Outcome and impacts
Implement recommendations on ministerial accountability (multi- year project)	Adopt and conduct workshops on manual	The unit is finalising the manual, after which implementation will start	The manual will enhance oversight and increase accountability of the Executive to the Legislature, and will enhance the government's ability to deliver
Development of procedure and practice for the Legislature	Papers on procedural development and practices Formulation of a booklet/ manual	The unit developed procedure and practice for the Legislature and identified topics requiring further work (project will be completed in new financial year)	Restore the importance of the legislative sector, by contributing to best practice and innovation Enhance the government's ability to deliver



Committees Support unit

Operational objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Effective portfolio committee meetings responsible for the oversight, law- making and public participation functions of the Legislature, as	Scheduling of meetings	Schedule of meetings was updated regularly Committee meetings were effectively scheduled and organised, which resulted in fewer cancellations and date clashes	Stakeholders able to plan their activities in support of the work of committees Support functions worked in an integrated manner, resulting in better service to the committees Committees better able to fulfil their mandates of law-making, oversight over the Executive and public participation
follows: - regular committee meetings - focused intervention studies - oversight visits - budget vote process meetings - annual report process meetings - quarterly report process meetings - meetings for consideration of referred legislation	Notices and agendas	Notices of meetings and agenda were distributed seven and three days respectively before meeting date. Compliance with this system increased preparedness among members of committees	Improved quality deliberations and enhanced quality of house debates, leading to enhanced service delivery and democratic governance
	Minutes of proceedings	The unit met the goal of having minutes ready two days after meetings and in certain instances, reduced it to one day, thus tracking previous decisions, which enabled committees to remain focused on activities in line with the objectives of their five-year and annual strategic plans	Enhancement of the work of committees through credibility and delivery on resolutions, resulting in implementation of decisions aimed at bettering the lives of citizens Promotion of service delivery and professionalism
	Provision of procedural and professional advice to committees	The unit dispensed high-quality procedural and professional advice during and in-between meetings With the support of line functionaries, staff members made a concerted effort to provide accurate advice on matters such as standing rules and legal principles and this strengthened the efficacy of laws made for the benefit of citizens of Gauteng Province	The development and maintenance of a sound law- making process through adherence to best international standards and provision of sound advice. This in turn improved the quality of laws and their ability to withstand constitutional and other challenges, which enhanced public confidence in the Legislature

Measurable objectives	Output description	Output	Outcomes and impacts
Effective management of committee business	Drafting of qualitative committee reports	Committee resolutions were accurately captured and followed up monthly Feedback was provided to communities, eg during the Education Portfolio Committee's 'Taking the Legislature to the people' in Ekurhuleni, and the Local Government Portfolio Committee's engagement with stakeholders on its activities during the year under review. This was also done during the committees' public hearings on referred legislation, stakeholder relationship building workshops, and budget vote and annual report processes Resolution tracking documents were regularly updated and included as a standing item on all agendas, making it possible for committees to source responses from departments over which they conduct oversight, in line with the requirements of the Legislature's oversight methodology, namely Performance Evaluation and Budget Analysis and thereby enhancing its ability to hold the Executive to account	Effective oversight over the Executive and promotion of service delivery to the Gauteng public by the various departments Greater public participation
	Chairpersons Committee meetings Reports for chairpersons' meetings	Chairpersons Committee met quarterly, coordinating the activities of all other committees and providing required political direction to the committees' work Preparation for all meetings was of a high standard, with all committees preparing high-quality reports, resulting in a noticeable improvement in the nature of deliberations at the meetings	Empowered elected public representatives took ownership of the programmes of the various committees Integrated planning of committee business contributed towards robust oversight work and responsiveness by the Executive and led to improved service delivery and improvement in the lives of the people of Gauteng.

Measurable objectives	Output description	Output	Outcomes and impacts
	Chairpersons Committee meeting		Credible and knowledgeable committee deliberations displaying knowledge in the subject matter of the various committees, and consolidated representative and participatory democracy
Monitoring of committee plans	Implementation review reports	The unit compiled quarterly implementation review reports	Chairpersons and their committees were able to focus on the attainment of set political outcomes in the interests of improved democratic governance and service delivery
			Improvements in service delivery to the Gauteng public were evident as a result of the intervention of committees such as the Health Portfolio Committee and its interaction with its counterparts in local government
			Focus on political outcomes ensured, resulting in timeous interventions to improve lives through oversight, through regular monitoring of committee plans and their quarterly presentation by chairpersons

Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Implement and monitor the oversight model	Exercise effective oversight over the Executive	The implementation of Performance Evaluation and Budget Analysis made it possible for the Legislature to enhance the government's ability to deliver. This, in turn, allowed the Legislature to conduct oversight over the Executive, a process through which the Executive is held to account for its activities to members of the public
Implement and enhance committee enquiries	Enhance oversight over Executive and improve service delivery	This project was not implemented due to lack of legislative framework to facilitate committee enquiries in an appropriate environment for witnesses, members of the public and government officials who may be called to give evidence before a committee



NCOP and Legal Services unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Effective National Council of Provinces coordination	National national legislative Council of processes Provinces The unit participated in: - the National Council of Provinces' provincial week programme initially		National Council of Provinces programmes able to share meaningful information with communities through Legislature's contribution Enhanced oversight learning and information exchange experiences
	Bills processed	The unit effectively participated in the national legislative processes and ensured that Bills passed by the National Council of Provinces were subjected to extensive and qualitative consideration and were informed by public engagement through Legislature committees Of 57 bills received from parliament during 2007/8 financial year period, one was a section 74, 33 were section 75, 17 were section 76 and six were section 77 bills.	Public confidence and pride fostered in the governance, integrity and independence of the Legislature by ensuring Legislature adherence to legislative compliance dictates and prescripts as well as Constitutional Court pronouncements
		The unit participated fully in and supported the rectification of the legislative processes related to the controversial Bills invalidated by the Constitutional Court, including the Choice on Termination of Pregnancy Bill and the Traditional Healers Practitioner's Bill.	Public involvement in the consideration of Bills ensured through extensive participatory processes, thus entrenching and balancing the principles of participatory and representative democracy required of an organ of state

PROGRAMME 4

Measurable objectives	Output description	Output	Outcomes and impacts
Effective legal services	Redrafting of Legislature Services Act	Further amendments to the Act were considered by the Legislature Services Board The Legislature Services Act Amendment Bill was drafted, paving the way for an Act closely aligned to the national single regulatory framework envisaged in the Financial Administration of Parliament and Provincial Legislatures Act The unit drafted and tracked the national legislation seeking to regulate the financial administration of parliament and provincial legislatures	Good corporate governance, making the Legislature subject to the basic values and principles governing public administration as set out in the constitution, and ensuring transparent and responsible financial management and accountability
	Drafting of legal opinions	Dedicated support was provided to both legislative and corporate streams through legal opinions on matters related to provincial and national legislation as well as on all contracts, litigation and legislative compliance requirements	Public confidence in the Legislature and its integrity and credibility by ensuring compliance and adherence to legal dictates and prescripts Laws that pass legal scrutiny and stand the test of constitutional challenge



NCOP and Legal Services unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
	Contracts management: - drafting; - vetting;	Approximately 40 contracts were drafted and/or vetted by the legal unit and most were concluded. Through the contracts management system, all services are tied to agreements to manage relationships between the parties and performance requirements	Efficient and reliable contracts management tracking system in place, which facilitates adherence to good governance principles
	- contracts register;	The contracts register was updated periodically to reflect the status of existing contracts, costing and duration Legal support continued in spite of occasional challenges	Accountability for expenditure in the procurement of goods and services and best value for money principles followed through the regulation of service provider performance
	- reporting; - risk management	There was consistent reporting of contract management at the risk and the finance and audit committees Audit findings were rectified, and regular maintenance took place of risk-related challenges in the system	as per signed agreements Good governance based on sound principles through the executive authority and Legislature Services Board
		Monitoring and evaluation of the system were ongoing, new areas of focus and improvement were identified and recommendations were made to the relevant decision-making structures	Guaranteed risk management and fraud prevention through the contracts management safeguard

Measurable objectives	Output description	Output	Outcomes and impacts
	Legislative compliance	 The compliance framework was reviewed and enhanced. High levels of awareness exist of the Legislature's compliance requirements and a notable achievement has been the successful finalisation of and full compliance with the Promotion of Access to Information Act. A section 14 manual has been translated into the four languages of the province, published in the provincial gazette and submitted to the Human Rights Commission Monitoring and evaluation of compliance levels continued and new areas of compliance were identified A focused approach was adopted to review internal policies against statutory prescriptions to ensure alignment and consistency with legal requirements Tracking of legislative developments was ongoing to keep abreast 	Confirmation of the Legislature's consciousness of its responsibilities and adherence to the laws it passes
	Reports on legislative compliance	of required compliance standards Reports on legislative compliance were given at the risk and the finance and audit committees	
	Updated register	Audit findings were rectified, including regular updating of the legislative compliance register	
		Structured work relations were established with all line managers directly affected by legislative compliance requirements and with the risk accountant	



Hansard unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Recording of proceedings: sittings, committee meetings and administration meetings	Recorded proceedings: sittings, committee meetings and administration meetings	The unit provided high-quality tape recordings of meetings in line with the Promotion of Access to Information Act 2 of 2000 (PAIA)	Enhanced Legislature recording service to the public by compliance with the Records Service of South Africa Act (Act no 43 of 1996), contributing to a society informed on the Legislature's processes
Transcription of recordings	Verbatim transcripts of: sittings, committee meetings and administration meetings	Accurate transcripts were provided within stipulated time	Compliance with the National Archives Act and Records Service of South Africa Act Enhanced government service delivery through reliable transcript availability and transparency Greater public participation
Archiving of Hansard recordings	Archived data: sittings, committee meetings and ad hoc meetings	The unit archived high-quality tape recordings	Compliance with the Records Service of South Africa Act to create easily accessible records for use by the Legislature and the public and to inform policy development
Publishing of draft speeches	Publish draft speeches on the T-drive	The unit ensured publication of members' speeches within 24 hours	Compliance with the Records Service of South Africa Act, enhancing government ability to
Publishing and distribution of Hansard	Edit, proofread and publish as legislated Hansards	Publication of Hansards within two months of sitting	fulfil mandate through provision of verbatim electronic and hardcopy versions of speeches

Measurable objectives	Output description	Output	Outcomes and impacts
Interpreting, translation and	Interpret in all official languages	The unit ensured the following:	Compliance with the Constitution and the
development of terminology	where possible, including sign	- high-quality and accurate	National Language Policy Framework (NLPF)
	language and Braille	interpreting; - high-quality translations in	Improved access to legislative business through
	Translate into official and other	stipulated time;	recognition of all languages, including Braille,
	languages, including Braille	- accuracy of term equivalents	to provide accessibility to differently abled individuals
	Develop new terminologies in official		individuals
	languages of the province		Enhanced Legislature mandates through
			development, promotion and preservation of
Resource management	Manage resources such as equipment	Accuracy	previously marginalised languages
	and stationery		Restored dignity, pride and identity for
			previously marginalised languages through
			terminology development
			Efficient service delivery through management
			of resources in line with good governance
			practices



Strategic and extraordinary projects

Strategic goal	Output description	Output	Outcome and impacts
Establish a language unit	Established language unit with language practitioners to provide interpreting, translating and terminology development services	Development of previously marginalised languages	Compliance with the National Language Policy Framework Enhanced government ability to deliver Entrenched democracy by restoring pride in and dignity of African culture

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Public Participation and Petitions (PPP) unit

Strategic objectives:

Measurable objectives	Output description	Output	Outcomes and impacts
Inform public on legislative processes	Public education workshops	Several community public education workshops were conducted Consultation sessions were coordinated through Parliamentary Constituency Offices and civil society organisations	Marginalised social groups afforded the opportunity for effective political participation and to exercise their rights of citizenship Gauteng people exercising their democratic rights Ownership of decisions and projects implemented by the provincial government Public participation in decisions on issues that affect their lives Deepening civic responsibility (eg paying for government services) Effective public participation in legislative processes: people of Gauteng are educated on lodging petitions, making submissions on law-making, and budgets of provincial government departments, and are invited to give feedback on the implementation of programmes during the consideration of the annual reports Participation by the people of Gauteng in monitoring the implementation of programmes Increased public input in legislative decision-making processes People of Gauteng informed about the separation of powers and the role of the Executive and the Legislature High-quality public participation in all committees' oversight processes People of Gauteng equipped to contribute to building a prosperous province



Measurable objectives	Output description	Output	Outcomes and impacts
			Improved service delivery through access to and use of information about provincial programmes
			Public influence on drafting of new Bills
	Effective public education	Public outreach workshops were organised for the portfolio committees	People-centered law-making processes
	workshops		Safer communities through heightened respect for the rule of law
	High-quality submissions from	Pre-public hearings were held in August 2007 on the Traditional Healers Bill and Choice on	Opportunities for verbal and written inputs at public hearings
	public hearings channelled	Termination of Pregnancy Bill	Citizens able to interact with the policymaking process through submissions to committees during the annual reports process
	through committees	National Council of Provinces' five- day programme 'taking parliament to the people' was attended by 35 000 people	Citizens made inputs on Bills for consideration by the Legislature through committees
		Submissions were coordinated on policy and service delivery issues on provincial government performance	
		Submissions were coordinated from undertakers initiated the drafting of a provincial Bill to regulate the industry	

PROGRAMME 4

Measurable objectives	Output description	Output	Outcomes and impacts
	Qualitative participation in committee processes (oral and written submissions on the budget vote process) Budget workshops to inform people about participation in budget-making process	Budget process training workshops were conducted across all six regions of Gauteng	Communities directly influence allocation of money during the budget process Deepening democracy through participation and understanding of legislative processes Knowledge base on governance issues enhanced Enhanced capacity of government to deliver Policy shifts resulting from public and stakeholder submissions Improved service delivery through identification of barriers



Measurable Outpobjectives Outp	put ription	Output	Outcomes and impacts
engag decis proce A leg proce affor- the p intera their repre A pro gives voice	eholder agement in sion-making esses gislative ess that rds citizens olatform to ract with political esentatives occess that s citizens a e on policy- ed and service ers	Sector parliaments were organised, with the following results: - about 230 youth representatives from various organisations attended the 2007 Youth Parliament. The Legislature collaborated with the Youth Commission and its affiliates to celebrate Youth Day; - 20 workshops were held for women in preparation for the National Women's Assembly; - a successful preparatory session was held for the People's Assembly in September 2007, the main event taking place in Bizana in the Eastern Cape Pre-sector parliament (youth, women and People's Assembly parliaments) workshops were held, during which participants were trained to participate in the committee process and were afforded an opportunity to express views on service delivery matters impacting on women and the youth were raised and submitted to the Legislature and National Parliament for consideration and action	Opportunity for youth, women, children and the disabled to express their views on government response to their needs Heightened participation in committee processes by people living with disabilities Deepening democracy A role for the youth in shaping Gauteng's policy environment Attention by National Parliament and the provincial government to service delivery matters

Measurable objectives	Output description	Output	Outcomes and impacts
Increase Legislature profile	Monthly roadshows and 'blitz' sessions with Gauteng citizens to profile the Legislature	Gauteng citizens regions of Gauteng, reaching about processes	
Effective resolution of petitions	Citizens' submissions on service delivery Submissions on administrative justice and policy matters	Petitions were registered by the Petitions Committee and closed. Enquiries were resolved without being registered as petitions	Confidence in the Legislature's ability to receive, process and resolve petitions Culture that fosters accountability and promotes participation
	Public education workshops on petitions Learning activities with the departments Committee feedback to stakeholders	Public education workshops were held Committee meetings were held Feedback was provided on all petitions received	Understanding of the petitions process Confidence in the Legislature's ability to receive, process and resolve petitions Quick resolution of petitions



Measurable objectives	Output description	Output	Outcomes and impacts
Integrated petitions system (in context of a global city region)			Strengthened cooperative governance Uniform petition system for Legislature and local government. Strengthened partnership between Legislature and local government
petitions process		A customer care centre project was conceptualised during the year under review	
Semi-rural consultation strategy	emi-rural consultation strategy Public education programmes and all initiatives of Public Participation and Petitions unit informed by the needs of the poor (mobile public participation office)		Access to information and facilities by previously disadvantaged citizens, resulting in enhanced confidence in the Legislature and its decision-making processes Heightened participation in committee processes by people living in semi-rural areas



PROGRAMME 4



Programme V: Institutional Support Services Directorate



" Masijule Ngengxoxo Mzansi"

Mandate

To 2007/8 year-end, the directorate has been responsible for good financial management, ensuring effective and efficient procurement systems and practices in line with the Preferential Procurement Framework Act and the Legislature's supply chain management framework, good administration support services and effective human capital systems and practices. An organisational development exercise was carried out in the last quarter of the year, which recommended the migration of the Finance and Procurement units from this directorate and the formation of a finance directorate under the Chief Financial Officer.

Key service areas

- Support the functioning of the Legislature through a professional, effective and efficient financial management system;
- Carry out financial management and administration according to the Public Finance Management Act, policies, regulations, Treasury regulations and all applicable legislation;
- Apply effective budgetary control to strengthen the accountability of managers for expenditure, and for overseeing the economical, efficient and effective use of resources;
- Provide informative and timeous financial reports to all stakeholders in line with the Public Finance Management Act and Treasury regulation timeframes;
- Strive for unqualified audit report;
- Improve staff morale and monitoring;
- Adhere to all legislation affecting the workplace and labour relations;
- Staff retention and equitable remuneration;
- Provide excellent support and service to members to ensure effective execution of legislative obligations;
- Manage staff development and training;
- Efficient procurement of goods and services in the most economical and effective manner;
- Assets management in line with generally recognised accounting practice (GRAP).

- Policy development and updates, and coherence with legislation;
- Manage process enhancement initiatives and continued improvements;
- Software enhancements to ensure continuous improvement in all areas of work;
- Manage risk assessment processes and maintain systems of internal control;
- Relationship building with the union.

Performance statement

The Finance unit was charged with the development of an integrated budget tool for automation of the budget process. The project started in quarter three with three proposals received through the tender process. The tender was awarded to IDU (Pty) Ltd and software was acquired. At year-end, the system was fully customised and structured in line with the Legislature's processes. A reliable system that empowers line managers to be more self-reliant and efficient in budget management, the system also allows for better projections and expenditure against budget.

The Procurement unit started work on a supply chain management framework to enhance procurement systems. This policy will enable the Legislature to control and coordinate effectively the various components of its supply chain, and through increased agility, decreased operating expenses, improved customer relations and empowered suppliers, enhance service delivery.

It will shift focus from acquisitions management to the following important elements not previously emphasised:

- demand management;
- acquisition management (including contracts and contract management);
- logistics management;
- disposal management;
- risk management and regular assessment of supply chain performance, and
- evaluation criteria and process guidelines.

During the year, the framework was drafted and circulated to managers and the Secretariat for input and to the internal audit function for enhancement to best practice levels. The framework will be implemented in 2008/9.

Fostering public confidence in the Legislature through stakeholder management

Through the Human Resource unit, the directorate conducted an employee satisfaction survey as a barometer of levels of satisfaction by employees on issues such as customer focus, winning institution, performance management, employee relations, leadership style and organisation culture. In addition, directorate units participated in the customer relations survey conducted by the Members Affairs Directorate as well as customer satisfaction surveys conducted by each unit to gauge stakeholder satisfaction levels. The exercises were aimed at ensuring that the directorate continues to be responsive and to improve levels of services in line with stakeholder expectations.

Valuing employees through effective human capital management

The Human Resource unit focused on two projects during the year – human resource strategy implementation and succession planning strategy implementation. The human resource strategy aims to raise the level of capability and competence of staff and stakeholders so that the organisation is able to operate more strategically, and create and leverage a best-in-class human resources function. After a delay in the recruitment process, human resources practitioners suited to the organisational culture joined the organisation at the end of the third quarter. The fourth quarter was devoted to orientation of the team on the strategy, which included a series of workshops and a coaching and mentoring course to ensure team members' effectiveness in their roles. The strategy will be implemented in three phases over three years – foundation, stabilisation and enhancement phase.

The succession, or workforce, planning strategy will ensure the continued effective performance of the organisation through development and replacement

of key people over time. The first phase, undertaken in the third quarter, was desktop research for benchmarking with other institutions and legislatures. It included a review of various policies to investigate integration with other processes such as recruitment, promotion, performance management and talent development. Focus group interviews were conducted in the last quarter to foster understanding of the objectives of succession planning and to clarify stakeholder roles and manage expectations.

Financial management

The directorate posted a 0,9% or R360 000 under-expenditure for the year against a budget of R41,2 million, which is in line with Public Finance Management Act and Treasury regulations. A challenge exists in ensuring that everyone manages the budget in line with projections. Over-expenditure on transport due to the increased demand from committees for the 'taking parliament to the people' programme, was offset by delays in filling human resources vacancies. The Finance unit has continued to play a pivotal role in the governance process though the risk, and finance and audit committees.

Outlook

Significant improvements should result from the human resources strategy and succession planning policy, which should lead to capacity building and sustained business continuity to carry out the legislative mandate. With better capacity in asset management, marked improvements will be realised in closing control weaknesses, which will result in fewer audit queries and contribute to an unqualified audit.



Measurable objectives	Output Description	Output	Outcomes and impacts
Effective human resources systems	Implement human capital management Oversight of management of the Human Resources unit	All human resources positions, except employee relations, were filled with new staff, who were orientated on the new strategy in the last quarter The strategy implementation plan was revised and weekly meetings were held in the last quarter to track implementation. The process will continue in the new financial year The unit, in conjunction with a consortium between PricewaterhouseCoopers (PWC) and Enele Consulting, started a review of the succession planning policy, with a view to making recommendations aligned to best practice and the Legislature's strategic objectives. Interviews were conducted with directors and staff and feedback sessions held for directors and will be held for staff and union members. The exercise also included a review of various policies in terms of integration with processes such as recruitment, promotion, performance management and talent development	Realisation of the Legislature's strategic objectives by raising the levels of capability of all staff and creating a best- in-class Human Resources unit that instils confidence in staff
Effective procurement systems and reforms	Implement procurement reforms, black economic empowerment development and reporting enhancements Oversight of management of Procurement unit	 Performance in the unit was tracked to ensure satisfactory delivery to internal stakeholders through effective management of tenders, regular procurement and timeous payments of suppliers Work started on a supply chain management framework to ensure compliance with Treasury regulations. The framework was circulated to the Secretariat and Extended Secretariat for inputs and implementation is envisaged for the first quarter of 2008/9 There is also a strategy to issue tenders to suppliers that meet the black economic empowerment standards of the procurement policy. 	Satisfied internal and external stakeholders and upliftment of previously disadvantaged individuals through effective procurement systems ensuring efficient contribution in the delivery of projects, value for money and fairness in the procurement process

Measurable objectives	Output Description	Output	Outcomes and impacts
Effective administration system	Oversight of Administration unit management	Improvements have continued in the delivery of administration services to the institution. There has been a huge increase in demand for transport services due to heightened campaigns on public participation and committees to 'take parliament to the people. The unit has had to supplement service through external suppliers	Levels of service in line with expectations and assets of the institution safeguarded and properly accounted for, through effective administration systems
		Use of mobile business communication tools continues to	
		improve service to members and staff	Communication in the organisation enhanced and
		Decor management was enhanced and the coffee bar refurbished	speedy decision-making facilitated
		Asset management remains a challenge as there were delays in stock counts. Unauthorised movement of assets poses a risk and a communiqué has been issued to educate staff	
Adherence to legislation and governance requirements	Budget compilation and submission to Treasury as well as statutory reporting	Financial reporting – submission of in-year monitoring report to National Treasury within 15 days of month-end in line with PFMA is on target. Quarterly reports for quarter one were submitted by 15 July 2007 and for quarter two by 15 October 2007. Late arrival from leave of programme managers delayed submission of quarter three reports	Confidence in the institution's governance processes



Measurable objectives	Output Description	Output	Outcomes and impacts
Policy review and development	Continuous review of policy and development of policy as well as re-alignment to legislation	Three policies – internship, gender and people with disabilities – were presented to the Policy Committee, which examined them and referred them back for enhancements. Revised policies could not be presented as Policy Committee meetings for the last two quarters of the year were cancelled	Revision of policies will result in a more comprehensive and uniform approach in the organisation to internships Revision of policies on gender and disability will equip staff to respond appropriately to the challenges and contribute to a more conducive working environment for all
Human resource strategic improvements	Implementation of human resource strategic projects	All human resource-related activities, processes and projects were implemented in line with the new strategy by the new team, comprising human resources executive, business partner, talent recruitment specialist and talent development specialist. The business partner was brought in to foster better understanding of business requirements and to facilitate instantaneous solutions and fast tracked responses to business	Realisation of the Legislature's strategic objectives by raising the levels of capability of all staff and creating a best- in-class Human Resources unit that instils confidence in staff

Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Human resources strategy implementation	 Strategy implementation: (first phase): recruitment of new personnel in the unit – was concluded in third quarter; (second phase): orientation of the new team on the strategy was conducted in the last quarter; (third phase): organisational development – was moved to the Office of the Secretary; other phases of this multi-year project are ongoing and will be dealt with in the new financial year 	Renewed confidence in the unit and improved service delivery and staff morale through recruitment of professional human resources practitioners, which has led to a better and more prompt response to staff queries
	The first phase of the succession planning implementation exercise – undertaken in the third quarter – was desktop research to benchmark processes and performance against those of other institutions, specifically legislatures. The exercise also included a review of various policies in terms of integration with processes such as recruitment, promotion, performance management and talent development	A comprehensive manpower planning programme integrated into other initiatives such as training and development and performance management once succession planning exercise is rolled out
A detailed and workable supply chain management framework	A supply chain management framework was developed and circulated to the Secretariat and Extended Secretariat and to internal auditors for inputs. Draft will be presented to Legislature Acquisition Council (LAC) for adoption prior to being presented to the Board	Overall enhancements in the procurement systems of the Legislature, and effective control and coordination of the various components of the supply chain and through increased agility, decreased operating expenses, improved customer relations and empowered suppliers, enhance service delivery



PART B	
Strategic goal	Output
Development of integrated budget	Budget tool project was star

	Strategic goal	Output	Outcome and impacts
I	Development of integrated budget	Budget tool project was started in quarter three with three proposals	Empowered line managers self-
I	software	received through the tender process. Tender was awarded to IDU (Pty)	sufficient in budget management
		Ltd and software acquired. By year-end, system was fully customised	processes, leading to quicker decision-
I		and structured in line with the Legislature's processes and was configured	making through an end to reliance
I		and aligned to budget process. In the first quarter of the new financial	on finance personnel for budget
		year, the final phase of handholding will be concluded in preparation for	information
		the 2009/10 budget development	
			information

Human Resources unit

Measurable objectives	Output description	Output	Outcomes and impacts
Management of members and staff payroll	Timeous payment of members and staff, with pay free of queries and errors Leave report Overtime report Tax report Provident fund report Cost centre report	Payroll was executed on the 15th and 25th respectively of every month without default as per standard	Payment of staff and members as per set standards results in satisfaction and ensures motivation to focus on service delivery and staff retention. This has also raised the levels of confidence in the Human Resources unit to service the needs of stakeholders and allowed the unit to achieve its strategic goals



Measurable objectives	Output description	Output	Outcomes and impacts
Implementation of effective human resources development strategies	 Management of human resources development: developing training needs; integrated performance management system reviews 	 Training was conducted in line with the strategic objectives of the various directorates Eighty staff members, 49 males and 31 females, were trained between 1 April 2007 and 31 March 2008 at a cost of R561 086 55. Of the total training and development budget for the year of R1 336 600, R763 346 was for bursaries. Of that, R202 091 was spent 	Upliftment of institutional capabilities through focused training and improved staff retention and enhanced image of the Legislature as an employer of choice. Conversely, there was poor utilisation of the bursary facilities, which impacted negatively on employees' personal development
	Broadbanding assessments	Broadbanding exercises were conducted timeously in April and September, with a total of 74 staff members undergoing assessments – 38 in April, 33 of whom were awarded payments, and 36 in September, 34 of whom were successful	The successful implementation of the broadbanding system has led to confidence in the system and greater staff morale. As employees realise the benefits of participation staff are encouraged to enter into self- development courses that should benefit the organisation through improved competencies and skills

Measurable objectives	Output description	Output	Outcomes and impacts
Implementation of effective human resources development strategies	Implementation of career and succession planning Needs analysis reports Training report Organisational development processes such as leadership development, culture sensitivities awareness, employment equity and organisational development initiatives	The unit, in conjunction with a consortium between PricewaterhouseCoopers (PWC) and Enele Consulting, started a review of the succession planning policy, with a view to making recommendations aligned to best practice and the Legislature's strategic objectives. Interviews were conducted with directors and staff and feedback sessions were held for directors and will be held for staff and union members. The exercise included the review of various policies in terms of integration with processes such as recruitment, promotion, performance management and talent development Delays were experienced as the Secretariat was not agreed on red index jobs. Director interviews followed to define these jobs. A close-out session is scheduled for early in the new financial year	A fully implemented succession planning system will ensure that the Legislature maintains a constant pool of staff with competencies and skill in all critical and scarce positions to ensure that there is no risk to business continuity



Measurable objectives	Output description	Output	Outcomes and impacts
Effective financial management control of human resources budget	Effective management of financial resources in line with budget	The budget was managed monthly, quarterly and annually The unit underspent by R2,5 million or 40%, attributable largely to delays in approving expenditure for implementation of the human resources strategy, which impacted on the appointment of new personnel. Underspending also affected training and Treasury budget. Underspending on bursaries needs to be addressed to encourage employees, especially those at lower levels, to upskill themselves with learning that will further the institution's succession planning efforts and realisation of strategic objectives	The delays in approving expenditure impacted negatively on the timeous implementation of some elements of the strategy. However, to restore confidence in the unit, it is important to ensure that only the best candidates are employed

Measurable objectives	Output description	Output	Outcomes and impacts
Effective maintenance of human resources policies and adherence to statutory requirements	Policies developed, implemented and monitored	Internship, gender and people with disabilities policies were developed and will be submitted to the Policy Committee for approval once required changes are effected	Review of policies will lead to better risk management and also contribute to the achievement of an unqualified audit
	Human resources management and administration implemented in line with the Labour Relations Act, Skills	The unit complied fully with statutory requirements, with submissions in September	Compliance with the Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act and other relevant legislation. Employment of people with disabilities impacts
	Development Act, Employment Equity Act and Public Finance Management Act through: - employment equity	Employment equity report was submitted to the	society Compliance with legal requirements will lead to increased public confidence in the governance process of the Legislature Employment equity plans will ensure fairness
	report;	Department of Labour	and equity in recruitment practices
	 skills development report; Unemployment Insurance Fund (UIF) report; Workers Compensation Act (WCA) report 	Workplace skills plan (WSP) was submitted to the Public Service Sector Education and Training Authority (Pseta) in line with legal requirements	The workplace skills plan signals a strategic approach to planning for competencies and skills, which contribute positively to service delivery



Measurable objectives	Output description	Output	Outcomes and impacts
Effective implementation, facilitation and monitoring of the integrated performance management system policy	Coordination of integrated performance management system processes implemented in line with policy	Implementation of the system remains a challenge. Whilst significant progress has been made in the number of appraisals conducted, these are generally still not regular nor consistent with policy requirements. Certain directorates and units have implemented the system satisfactorily, but others need to follow suit to ensure that both individual and organisational performance are improved	Once implemented, the system will build high performance teams through recognition of objectives achieved Through poor implementation of the system, the Legislature has lost an opportunity for early detection of performance gaps and for timeous interventions. This also impacts negatively on institutional performance

Measurable objectives	Output description	Output	Outcomes and impacts
Adherence to effective Recruitment processes recruitment processes and to be: procedures - well managed; - coordinated; - facilitated, and - expedited - expedited		Of 91 positions approved, 75 were filled during the year. Some 16 positions budgeted for the year remain vacant, including nine in the Information and Liaison Directorate, where delays occurred in finalising the grading of new positions approved by the Board There is also a realisation that panel members need training on competency-based recruiting. A competency-based interview guide was developed and piloted among certain line and human resources managers, receiving positive feedback	Legislature is able to secure the services of employees of choice and minimise staff turnover Improvements in the recruitment process have capacitated the Legislature to execute its mandate, but delays in filling certain vacancies led to under-expenditure against budget
	Staff movement report	Some 38 terminations, including one death, were recorded by year-end. This represents about 13,1% of a total complement of 252 permanent employees. According to the Sunday Times of January 14, based on Reserve Bank figures, staff turnover ratios nationally had surged to 12%, with Gauteng at 14%. At face value, Legislature figures compare favourably and are within Gauteng averages. The institution must, however, ensure that it does not lose critical and scarce skills crucial for the realisation of strategic objectives. The report cited job hopping as a major reason for staff turnover. The Legislature's exit report indicates that promotional opportunities are among the main reasons for staff leaving	Retention of staff ensured that the Legislature retained the skills required for business continuity and promoted its image as an employer of choice

Measurable objectives	Output description	Output	Outcomes and impacts
Effective management of human resources administration	Sound administration, well managed in terms of: - leave; - personnel files; - payroll; - staff benefits administration; - members and staff queries; - administration of bursaries; - training records; - performance management system records; - employee assistance programme (EAP) records	Leave management was a challenge for the better part of the year, the major reason being a lack of access to and/or training on Systems Applications Products (SAP). Line managers who have access to the software were given training by the new human resources team. The team also requested monthly submission of leave books to ensure that all approved leave is captured and released so that the number of leave days on the payslip tallies with that in the leave book. The content of employee files was verified against a checklist	Efforts in this area will lead to fewer audit findings and the achievement of an unqualified audit

Measurable objectives	Output description	Output	Outcomes and impacts
Effective management of labour (industrial) relations	Sound, healthy work environment through development and implementation of: - grievance and disciplinary policies; - monitoring of labour trends, and - employee assistance programme	The unit ensured timeous communication and comprehensive analysis of labour relations practices The relationship between management and the union was changeable. Union management meetings were not convened and attended regularly, particularly from the second to the middle of the third quarter, due to protracted salary negotiations. A strike in 2007 compounded the problem. A relationship-building exercise is needed, particularly as union leadership changed during 2007/8	Poor management of the relationship leads to information gaps as staff do not receive reliable and timeous information on issues affecting them



Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Foster an enabling work environment (employee satisfaction survey)	The employee satisfaction survey was conducted in August and September and a report tabled to the Board in October. The survey is structured to reveal levels of satisfaction about job, performance, organisational culture and leadership style	An understanding of the concerns of employees and stakeholders will result in improvements in response times and customer service An understanding of leadership challenges will lead to openness and more constructive discussion on leadership, which will impact on staff morale
Establish a collegial, flexible workplace by making work arrangements flexible	 Project converted to a broader human resources strategy implementation project comprising three phases: recruitment and capacitation of the unit; orientation of new personnel on the strategy, and establishment of a flexible workplace. Phase three was carried over to 2009/10 	Strategic approach to interventions leading to more recognisable impact on the organisation

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Procurement unit

Measurable objectives	Output description	Output	Outcomes and impacts
Effective and efficient procurement of	Goods and services	Requisitions were processed within four days. In the first	Improved efficiencies in
goods and services in line with the policy	procurement	quarter, 500 requisitions were received and 478 purchase	the service of internal and
and delegation of authority		orders placed, which equates to 95,6% of requisitions	external stakeholders,
		converted to purchase orders	which has contributed
			to the realisation of the
		The following quarter, 539 requisitions were received	Legislature's strategic
		and 604 purchase orders placed – 95,6% of requisitions	objectives and the success
		converted	of projects by various
			stakeholders
		In the third quarter, 564 requisitions were received and 574	
		purchase orders placed – 96,5% of requisitions converted	Compliance with policy
			and delegation of authority
		In the last quarter, 418 requisitions were received and 432	-
		purchase orders placed – 96,5% of requisitions converted	



Measurable objectives	Output description	Output	Outcomes and impacts	
Effective travel management – air travel, accommodation and car hire organised within the required timeframe	Air travel, accommodation and car hire booked	In the first quarter, 87 domesti bookings were received and be requisition		Staff and members able to fulfil their mandates, through the efficient and professional provision of
		Destination	Month of travel	travel bookings
		Cyprus	April	
		Canada	April	
		Tunisia	April	
		Tunisia	May	
		Ireland	May	
		Australia	May	
		Uganda	May	
		Namibia	May	
		Mozambique	May	
		USA	June	
		Tanzania	June	
		Kenya	June	
		Scotland	June	

Measurable objectives	Output description	Output		Outcomes and impacts
		In the following quarter, 112 domestic and eight international bookings were received and booked according to the requisition		Staff and members able to fulfil their mandates, through the efficient and professional provision of
		Destination	Month of travel	travel bookings
		Australia	July	
		Seychelles	July	
		Cuba	August	
		USA	August	
		Scotland	August	
		South Korea	September	
		USA	September	
		India	September	



Measurable objectives	Output description	Output	Output	
		In the third quarter, 70 domest bookings were received and bo requisition	Staff and members able to fulfil their mandates, through the efficient and professional provision of	
		Destination	Month of travel	travel bookings
		Windhoek	October	
		Edinburgh	October	
		India	October	
		Scotland	November	
		London	November	
		Botswana	November	
		Entebbe	November	
		In the final quarter, 96 domesti bookings were received and bo requisition. One trip to Maputo	ooked according to the	
		Destination	Month of travel	
		Japan	February	
		Norway	March	
		Brazil	March	
		Maputo	cancelled	

Measurable objectives	Output description	Output	Outcomes and impacts
Effective tender management processes – tenders compiled and advertised, submitted to Legislature Acquisitions Council (LAC) and recommendations received	Contract awarded	The contract was awarded within three months. In the first quarter, security and ICT strategy tenders were advertised and awarded within three months In the following quarter, insurance, career and succession planning and knowledge management (KM) tenders were awarded within two months In the third quarter, security and ushering, and perception survey tenders were awarded within two months In the final quarter, no tenders were adjudicated, but applications were made for extension of the broadbanding contract with Servelogic and the employee assistance programme contract with Careways	Sound corporate governance Empowering communities by procuring goods and services from them
Contractors paid according to contract	Contractors paid	Contractors were paid by the 25th of the month	Timeous payment of contracts contributes to heightened image and boosts confidence in the professionalism of the Legislature and in government institutions broadly



Measurable objectives	Output description	Output	Outcomes and impacts
Management of vendor database Vendors comply with defined criteria	Supplier database vetted	All vendors on database must be compliant with defined criteria as per broad-based black economic empowerment (BBBEE) scorecard Details of all vendors who had completed the forms fully and submitted the required documentation were loaded on the database	Positive impact on the empowerment of historically disadvanted individuals through broad- based black economic empowerment, the Public Finance Management Act and the Preferential Procurement Act
			Continuous improvement through ongoing maintenance of database

Measurable objectives	Output description	Output	Outcomes and impacts
Management of black economic empowerment expenditure	Black economic empowerment expenditure managed	70% of procurement spend went to black economic empowerment vendors	Positive impact on the empowerment of historically disadvantaged individuals through broad- based black economic empowerment, the Public Finance Management Act and the Preferential Procurement Act Empowerment of communities and the youth



Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Develop a supply chain framework	The supply chain management framework was developed and circulated to both Secretariat and Extended Secretariat and to internal auditors for inputs. The draft will be presented to the Legislatures Acquisitions Council for adoption prior to presentation to the Board	Overall enhancements in the procurement systems of the Legislature, effective control and coordination of the various components of the chain and enhanced service delivery through increased agility, decreased operating expenses, improved customer relations and empowered suppliers

Administration unit

Measurable objectives	Output description	Output	Outcomes and impacts
Management of contracts and renewals	Satisfied internal and external stakeholders	The unit met conditions of performance contained in the service-level agreements (SLAs) Catering contract agreement was effectively monitored and evaluated Services were conducted in fleet management and general transport services, purchasing of stationery, registry, hiring of City Hall and asset management	External stakeholder satisfaction and enhanced service to members and staff through partnerships with service providers Higher profile for the Legislature Promotion of public participation
	Cleaning services, hygiene and healthcare contracts	The unit maintained a clean and hygienic environment and received few complaints. Hygiene and healthcare contracts will be streamlined in the new year to cover the entire City Hall building Cleaning services were taken in-house, with 30 previously contracted staff members being employed permanently	Enhanced member and staff comfort, promoting productivity and service delivery to the public Contribution to the fight against unemployment
	Pest control services	Regular control of pests was carried out. During the fourth quarter, evaluations were done of tender documents for renewal of pest control service contract	Satisfied members and staff
	Contract for least cost routing and coding system	Savings achieved on telephone expenditure Contract for least cost routing and coding system was reviewed in line with request to the Information Technology unit to improve security measures and reduce overhead expenditure on phone bills	Greater cost-effectiveness, enhancing the image of the Legislature as an efficient organisation



Measurable objectives	Output description	Output	Outcomes and impacts
Management of contracts and renewals	Interior plant services	Interior plants were tended regularly	A relaxed work environment for members, staff and stakeholders
Management of assets	Updated asset register and preserved assets	All assets were accurately recorded and two asset counts were conducted, although not timeously. Asset management continues to be a challenge, as there is only one person involved against a National Treasury recommendation of a fully fledged unit. Given the unauthorised movement of assets, it is imperative that the unit be capacitated to safeguard and account for assets	Increased capacity in this area would increase the focus on accountability and preservation of assets. Reduced turnaround time would enhance service delivery
	Furniture and office equipment as well as preservation of artwork collection and internal decor	The unit ensured supply of furniture, office equipment and internal decor within six weeks of requisition date	
	Rendering of insurance services	Sufficient short- and long-term insurance was maintained for members, staff and possessions	
Transport service to members and staff	Safe and timeous transportation	A totally reliable service was maintained, with availability on request. Late submission of requests remains an obstacle to proper planning	Increased capacity in this area will enable the unit to better deal with demand, adhere to the applicable transport policy and reduce reliance on external service providers, which has impacted negatively on budget
	Maintenance of Legislature vehicles in line with applicable policy	Frequency of services and maintenance after 10 000km was maintained	Sustainable and reliable service with no breakdowns experienced by travelling or transported members and staff, enhancing their ability to perform their duties efficiently and timeously

Measurable objectives	Output description	Output	Outcomes and impacts
Providing canteen and coffee bar facilities as well as administration of the debit card system	Satisfied stakeholders and patrons of the canteen and coffee bar facilities Administration and maintenance of the debit card system	Services were available five days per working week, according to the service-level agreement Debit card system was implemented during the year, but there is a need to administer and maintain the system for optimum utilisation	Dependable service to facility users
Providing telephone facilities and business tools	Optimal telephone facility and uptime Up-and-running mobile business communication tools and data services	Ongoing telecommunication services were provided, namely managed monthly telephone accounts, communication systems, daily telephone message notices and updated extension list Maximum uptime was maintained for in- and out- bound calls	Mobile business communication tools enhance member and staff ability to deliver services and facilitate decision-making away from the office
Internal and external document collection and mailroom delivery service as well as printing and stationery provision	Timeous and accurate collection and delivery service as well as courier services Timeous supply of printing and stationery requirements	Document collection and delivery services were conducted internally and externally according to set standards, with only one late delivery recorded Requested documents were provided within one day of request Stationery was supplied within three weeks of requisition date	A planned open contract will reduce turnaround time and enhance service delivery
Venue bookings and revenue management	Managed and well-maintained venues with satisfied venue users Transparent and accountable revenue generation	Venues were managed and maintained Bookings were done accurately and all revenues were properly accounted for City Hall revenue policy was developed and is awaiting approval by the Policy Committee and the Board	City Hall – which is a heritage site – was accessible to the public throughout the last financial year



Measurable objectives	Output description	Output	Outcomes and impacts
Stakeholder management	Meetings with stakeholders Feedback reports from internal stakeholders on service delivery quality	 The unit undertook the following quarterly: meetings with identified internal stakeholders; stakeholder satisfaction surveys; service delivery impact assessment with external stakeholders 	Enhanced service to the public
	Service delivery impact assessment reports from outside stakeholders	Responses to gaps identified continue to be addressed through regular meetings and interactions with service providers to ensure satisfied stakeholders. Where satisfactory standards are not met, means to improve service delivery are sought and pursued	

Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Revamp service offerings in the following areas: Selbourne Hall, members' lounge, public forum and committee rooms	Significant progress was made to ensure the Legislature building is uplifted to reflect its vision and mission and the image of a modern, dynamic Legislature in the 21 st century, which reflects the values, aspirations and cultures of South Africans	Better appreciation of the building by users and visitors and enhanced promotion of the Legislature brand Public confidence and pride in the Legislature

Finance unit

Measurable objectives	Output description	Output	Outcomes and impacts
Remunerated members and staff in line with policy and Political Office Bearers Remuneration Act	Payroll execution for members and staff	Salaries of members and staff were paid on the 15 th and 25 th of each month respectively without fail Broadbanding adjustments were paid in May 2007, whilst integrated performance management system performance bonus rewards were effected in September 2007	Enhanced financial wellbeing for staff and members, affirming the Legislature as a caring employer that honours it obligations and recognises outstanding performers
Cordial relations with suppliers Honoured liabilities	Settlement of accounts payable	All suppliers were paid within 30 days of receipt of invoice. If payments extended beyond the stipulated date, it was attributable to documentation not being received on time	Image of the Legislature upheld The Legislature, through its relationship with suppliers arising from its procurement policies, has contributed to the economic development of the province by giving business to small, medium and micro enterprises (SMMEs)



Measurable objectives	Output description	Output	Outcomes and impacts
Monthly, quarterly and annual financial reports and quarterly non-financial reports to Treasury	Monthly, quarterly and annual financial reports and quarterly non- financial reports	All in-year monitoring (IYM) reports were submitted within 15 days of month-end in line with Treasury formats All quarterly financial reports were submitted within 15 days after each quarter in line with Treasury formats and requirements. Non-financial reports for quarters one and two were submitted within 15 days of the end of the quarter. The report for quarter three was delayed as the submission date coincided with the year-end holiday period. The report for quarter four was submitted within the stipulated timeframe The annual financial statements were presented to and adopted by the Audit Committee in May 2007 and formally presented to both the Treasury and Office of the Auditor-General within 60 days of year-end	Good corporate governance through compliance with the Public Finance Management Act, which has also enhanced decision-making and planning processes as performance data was updated quarterly
Achieving an unqualified audit	Implementation of external/internal audit recommendations	All audit recommendations pertaining to the Finance unit were fully implemented	Strengthened internal controls led to a favourable audit opinion with no repetitive findings by the Auditor- General Building public confidence in the Legislature
Effective financial management	Complete and accurate accounting records	Real-time accounting records were maintained on Systems Application Products software throughout the financial year	Accurate and real-time financial information readily available to facilitate financing for law-making, public participation and oversight activities, thereby ensuring that the lives of Gauteng citizens are improved

Measurable objectives	Output description	Output	Outcomes and impacts
Adherence to the Public Finance Management Act Treasury regulations, King II report and corporate governance	Audit Committee meetings	Four committee meetings were held during the year in line with the committee charter. Audit Committee meetings, which preceded Legislature Services Board meetings, ensured that the financial statements were intensively reviewed and that appropriate accounting policies were adopted. The systems of internal control and findings of internal audit were monitored and the reports of the external auditors on compliance with controls and effectiveness of systems reviewed	The Legislature adhered rigorously to the principles of good governance, accountability and ethics in all its undertakings
	Risk Management Committee meetings	One committee meeting held in each quarter in line with the terms of reference of the committee. Risk Management meetings preceded Audit Committee meetings	Rigorous adherence to the principles of good governance, accountability and ethics through oversight of the risk management process and implementation of the risk management strategy
	Annual budget and medium-term expenditure framework (MTEF) budget statement 2 to comply with the Public Finance Management Act	The budget process was initiated in the first quarter, with consolidation in the second quarter and final presentation made to the Legislature Services Board on 19 July 2007. It was approved and submitted to Treasury in August 2007	The Legislature was adequately resourced Improving the lives of people through Legislature's law-making and public oversight functions
	Bank and cash management	Monthly bank reconciliations were completed and submitted with the in-year monitoring reports throughout the year	Good corporate governance Public resources protected through the implementation of internal controls to prevent unauthorised use of public funds



Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Development and implementation of integrated budgeting software	The tender was awarded to IDU (Pty) Ltd and the software acquired. At the end of the financial year, the system was fully customised and structured in line with the Legislature processes	A step towards shaping the institution to be a modern and dynamic Legislature in the 21st century Risks associated with use of excel spreadsheets when compiling budgets will be minimised and will make financial planning uncomplicated and motivating for non-financial managers to ensure compliance with the Public Finance Management Act, thus restoring citizens' confidence in the use of public funds

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Programme VI: Operational Support Services Directorate



Mandate

Operational Support Services is charged with providing technological support (information and communication technology as well as audio and video technology) to ensure the efficient coordination of document-related services; security, health (wellness) and safety services, and building maintenance management.

Key service areas

- Integrated information management system (ICT);
- Cutting edge technology and business applications;
- Security of stakeholders, events and the complex, and proper access control;
- Leadership in terms of the balanced scorecard.

Performance statement

One annual review of strategic objectives and three prioritising sessions were held, in addition to weekly management meetings. Review reports were compiled.

To ensure effective monitoring and evaluation of internal processes, tracking progress and expenditure, monthly and quarterly reports were compiled through the year for submission to the Secretariat.

Precinct reconstruction plans included work on the east and west wings and on fire and safety compliance. Detailed building engineering surveys were carried out on the Legislature building and Rissik Street post office over the last six months of the year, with a view to establishing the viability and magnitude of the projects, relevant timelines, phases, costs and duration of reconstruction. Since construction plans on the two buildings were not available, preliminary work involving resurveying and redrawing of plans as a basis for the engineering surveys, assessments and submission of a report to the Speaker. Plans show facilities for some 200 offices in the existing post office, a project that will span two years. Whilst the costs have been tabled, they are dependent on the funding options made available to the Legislature. A further plan has been proposed for construction of a six-storey building adjacent to the post office to house 500 additional offices, an auditorium, several meeting rooms, a canteen and a 200bay underground carpark. The plans include a proposed upgrade to the Ernest Oppenheimer Park and Joubert Street Mall. Funding alternatives are currently being discussed with National Treasury.

Selbourne Hall has been completed and is fully operational. The new House, with customised audio/video equipment, including wireless technology, has placed a powerful, modern, business tool at the disposal of the province's politicians. The debating chamber has been elevated to world-class standards.

The Legislature's information management system is ready to go live once user training is complete. This custom-designed and built facility incorporating cutting edge electronic business technology will launch the Legislature into the 21st century.

The systems Applications Products platform was successfully upgraded, allowing authorised users to implement fully the accounting and controls associated with the system.

The integrated security system requirement has been tendered and briefed, the building surveyed, and detailed technical plans drawn up and presented, which were subsequently reworked to reduce cost. However, part of the x-ray access equipment has been delivered and installed, which has heightened the security of the institution and its users. All CCTV cameras have been repaired and the new control room is being set up.

Fostering public confidence in the Legislature through stakeholder management

The institution has endeavoured to improve public accessibility to all areas of the precinct, particularly the main building.

Valuing employees through effective human capital management

The integrated performance management system reviews, training and development plans and personnel record maintenance took place throughout the year. Two staff members were posted out of the directorate into higher graded posts and two staff – or 1,38% of the workforce – resigned.

The health, safety and wellness programme has been implemented and the health and safety audit trail set up. The safety committee and teams have been trained and equipped with the necessary equipment and first-aid boxes. The fire control panel is operational, as is various firefighting equipment throughout the building. New wellness equipment was bought for the fitness centre, and the gym instructor, who was given a permanent appointment, has set up training programmes for users. The centre is available to all members and staff who wish to become fitter, de-stress, train for sports competitions or obtain advice on diet and nutrition.

Financial management

Allocation of resources and monitoring of monthly financial statements took place throughout the year. Statements were scrutinised and efforts made to influence spending patterns. The directorate underspent by 23,7% against budget – R13 281,194 of R56 135 – as a result of the withholding of funds for the integrated security system when the project was reworked to reduce original costs.



Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Effective monitoring and evaluation	Monthly plans and reports Monthly monitoring and evaluation reports Quarterly and annual evaluation reports	Monthly and quarterly plans, reports and evaluations were conducted on time Progress on strategic projects was monitored and directed	The production of the plans and reports have facilitated the achievement of the year's results

Measurable objectives	Output description	Output	Outcomes and impacts
Execution of project plans - rehabilitate west wing of City	Completed project plans	West wing is now part of the total rehabilitation of the precinct. Costings are	These aspects will form part of the total rehabilitation of the Legislature project
Hall;upgrade east wing to safety compliance;	Costs equal to budget allocations	being updated and funding is being sourced via National Treasury	
- Selbourne Hall;	Time and milestones schedules established.	Selbourne Hall was completed	
- rehabilitate Rissik Street	Correct resources allocated.	Engineers were tendered, and survey and	World-class standards achieved
post office (subject to sale	Regular communications to	plans were completed, including those	
agreement);	stakeholders	for the proposed six-storey building bays.	
		Similarly, survey and plans were completed for the Legislature building	
- implement health and safety;	Compliance with Occupational	Health and safety programme was fully	Health and safety programme fully
	Health and Safety Act (OHSA)	implemented, teams were trained, safety	functional
- develop and implement		equipment was distributed, and signage	
Legislature information management service;		erected	The Legislature information management service is almost complete. Attention to all
develop and implement	Parliamentary Operations	This was completed and training of users is	aspects of contact with the Legislature by
knowledge management with	Support Services to direct	in progress	the electorate has proved challenging
parliamentary operations;	project. Information Technology		
	unit to provide and configure	Process and information communications	Knowledge management will tie in with
	hard- and software	technology input obtained from operational	the Legislature information management
		support, but little additional progress as the	system when completed
- upgrade Systems		project is managed in another directorate	
Applications Products	Information and	The sup do support a supplicite d	The Legislature is benefitting from upgraded technology. Systems are faster
platform;	communications technology	Upgrade was completed	and clearer, and multifunctional
	systems upgrade is designed		The integrated system will upgrade access
- implement electronic security	to place the Legislature at the	Tender was completed for project	control, and internal and external security
system	forefront of technology	managers, survey done of premises, plan	,
	Plans in place. Equipment	completed of equipment and costs finalised.	
	bought and installed according to specifications	Implementation go-ahead is awaited	



Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Develop best practice system strategy	Manage substantial budget to within 1,5% of total allocation for a strategy that encompasses buildings facilities, functionality, security, health and safety, and includes legal requirements, maintenance of building and systems, committees service, printing and archival facilities	Public confidence and pride in the Legislature and precinct established as hub that reflects the social and cultural values of the people of Gauteng
Develop automated business solutions for Legislature operations	Strive for and maintain, through technological innovations and upgrades, a modern, dynamic Legislature for the 21 st century, which reflects the values, aspirations and cultures of South Africans	The provision of technology tools aids the political dispensation in all respects both in and outside the Legislature
Develop Legislature precinct plans	Strive for and maintain the most accessible, competent and accountable Legislature	A service culture for the benefit of all Legislature users Security for all users through training of security personnel Access for people with disabilities

Information Technology unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Maximum network sys- tem uptime	Network availability Support for existing business solutions in place	Around-the-clock availability, except for problem caused by internal virus, which was eradicated after three days	Increased productivity, as members and staff are able to carry out duties around the clock
Effective network security and risk management	Firewall with content filtering software in place Approved security and virtual remote access services (VRAS) policy Access rights control matrix document Minimum encryption standards Risk assessment schedule	There were no incidents of hacking and virus attacks during the year There were no incidents of internal controls violation Encryption standards were put in place Risk tolerance levels were minimised	Easy access to systems and flexible environment without compromising data or system security Integrity, security and functionality of parliament network resources Enhanced network accessibility anywhere, at any time and with full protection
Provide hardware infrastructure to support network backbone and business systems	Network switches, fibre interlinks, UTP office points, satellite communication links Server infrastructure	Functional control measures were put in place for temperature, performance and traffic monitoring Server room was streamlined and servers were rack mounted Efficient load balancing plan was put in place	Greater ability for all users to access and function in information and communication technology in accordance with expectations



Measurable objectives	Output description	Output	Outcomes and impacts
Technical and end-user support	Maximum use of computer facilities Portal deployment environment Service-level agreement with acceptable standards for service delivery	Efficiency and effectiveness of support operations were enhanced	Seamless support to committees, events and management meetings with improved end-user service, perception and satisfaction
Basis support for My SAP 2004 ERP systems landscape	Load support packs, client copies Job scheduling Efficient systems operational parameters Backup and restore strategy Resolving user problems and queries	The most advanced accounting system for Legislature use was installed Basis and maintenance support to SAP R3 systems was ongoing Business modules were kept in current support pack	Improved compliance with Public Finance Management Act Improved organisational performance Continuous and automated monitoring of controls and workflows Enhanced financial planning, reporting and governance
Research, evaluate and prepare for implementation of various business applications	Technical advice Best practices	Technical framework and successful advice provided for Legislature business solutions The unit conducted research into and provided mobile communications tools such as Blackberry and Windows to allow members and executive staff to access internet services wherever they are	Enhanced member and staff productivity

Measurable objectives	Output description	Output	Outcomes and impacts
Providing technology-	Public address systems setup	Selbourne Hall (debating chamber)	Public awareness and understanding of
related audio visual (AV)		was revamped to world-class standards	parliamentary democracy and of the role,
equipment	Conference facilities	with new state-of-the-art digital system	functions and processes of the Legislature,
		comprising presentation and radio	the committees and parliament
	Audio and recording equipment	microphones, touch sensitive liquid	
		crystal display screens, video displays for	Opening access to the Legislature through
	Sound quality	Speaker/Secretary/Hansard, interpretation	live broadcasts
		headphones, control room relocation,	
	Video conferencing	voting with hard copy confirmation,	
		messaging, intercoms, remote input	
	Broadcast cameras	of speaking list, orders of day etc,	
		programmable interpretation routing,	
	Video projector mobile and roof	member identification and attendance,	
	mounted	availability of online documentation	
		Broadcast-quality cameras installed in all	
		committee rooms	
		Plasma screens were installed	
		European Union Legislature Services	
		Programme-funded video conference	
		system was linked to all nine legislatures	
		and parliament	



Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Upgrade hardware infrastructure to support network backbone and business systems	Systems were implemented and the infrastructure and information technology resources were maintained The unit has upgraded the existing tools based on best practice principles underpinning leading edge technology, as follows: - upgraded email Exchange 2003 to Exchange 2007; - enhanced Secured SSL VPN for remote access; - upgraded Blackberry enterprise server; - enhanced HSDPA (3G) connectivity; - provided additional support to members and executive with mobile cellphone devices; - converted the entire building, including committee	Members and staff work more efficiently and effectively around the clock wherever they are
Expand and aphance naturally infrastrue	rooms. canteens, boardrooms and chamber, into Wi-Fi	Modern dynamia competent coorseible transporent
Expand and enhance network infrastruc- ture to multiple office locations	The laser link from building 1066 to the main building was upgraded from 100 megabytes to 1 gigabyte	Modern, dynamic, competent, accessible, transparent and accountable Legislature

Documents and Services unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Provide refreshment services	 Available refreshments for: standing committee meetings; sittings of the House; Legislature Services Board, office bearers meetings, LPTG, PIC, ECC, Secretariat, external secretariat, interviews, human resources meetings; all kitchen stations; stakeholder-Legislature business meetings 	The unit kept within budget, monitored internal processes and managed stakeholders	Morale and motivation through service provision in keeping with member and staff needs Satisfaction for all stakeholders
Provide print room services	 Printed and bound: legislative documents; order papers; announcement tablings and committee reports; committee documents: Hansard debates; Provincial Bills; Provincial Acts 		
Provide registry services	Available: - updated files; - updated indices, and - updated drive	The unit monitored internal processes	Institutional memory Accurate information readily available for decision-making and to the satisfaction of users Improved public access to documents



Measurable objectives	Output description	Output	Outcomes and impacts
Maintenance and updating of member attendance register	Quarterly attendance register reports	The unit promoted efficient use of technology to improve service	Managerial efficiency and effectiveness
Service support to meetings	Service officer attending: - standing committee meetings; - sittings of the House, and - public hearings	The unit kept within budget, monitored internal processes and managed stakeholders	Integration of support services into parliamentary operations Effective service to the House during sittings Enhanced customer satisfaction
Adherence to National Archive Act and Legal Deposit Act	Complete and updated indices on official records Archived official records Updated list of deposited records/publications	The unit monitored internal processes and managed stakeholders	Adherence to legislation Managerial efficiency and effectiveness supported by the current structure in terms of accountability and spans of control

Strategic and extraordinary projects

Strategic goal	Outputs	Outcome and impacts
Implementation of integrated Legislature information management system	Provision of: - e-petitions system; - e-Programme Evaluation and Budget Analysis;	Effective distribution of information for two-way accountability Improved service delivery through effective use of
	 e-lawmaker; e-data management system, and e-document management system 	technology Realisation of the Legislature's vision to be a dynamic African and world-class Legislature for the 21 st century



Safety and Security unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Adherence to occupational health and safety regulations	Emergency evacuation procedures Signage	Monthly inspections were carried out of all aspects of health and safety	Acceptance of the Occupational Health and Safety Act by the union
	Coloured indicators	Health and safety representatives, first-aiders and firefighters were trained and certificates up to date	Reassurance among members and staff that safety infrastructure meets standards
	Legal appointments up to date	Memorandum of agreement in place with	
	First-aid certificates up to date	National Education, Health and Allied Workers Union (NEHAWU) for election of health and safety representatives	
	Firefighting certificates up to date		
	First-aid boxes with the correct refills according to Occupational Health and Safety Act regulations	Canteen audit carried out to ensure safe food preparation Safety policy was approved by the Policy	
	Sickbay with basic lifesaving equipment according to regulations	Committee and operational	
	Evacuation drills half yearly		

Measurable objectives	Output description	Output	Outcomes and impacts
	Safety committee meetings quarterly Safety and risk audits annually Correctly trained first aiders, firefighters and evacuation wardens Certificates valid	A self audit, off-the-shelf programme was installed	
	People with disabilities	People with disabilities are fully catered for by: - Braille buttons in lifts; - voice announcement in lifts; - wheelchairs (two motorised) for assistance; - crutches as above; - banisters, ramps and toilets, and - staff trained to assist	The redesign and installation of these services have proved difficult but essential for a public building
Operational evacuation bells	Bells in place, upgraded and fully functional for summons and evacuation	Public address system is in place and in use	This facility will alert all users to emergencies
Security protocol of events	Operational plans cover all major and political internal and external events in the province. - opening and closing ceremonies; - Speakers' Forums - Heritage Day; - Women's Day; - visits by foreign delegations; - City Hall events; - gatherings and demonstrations; - addresses by senior political party leaders	Successful security plan and risk identification were assured for all events The unit collaborated with other security structures such as Offices of the Premiers' security department, Johannesburg Metro Police Department, Emergency Medical Services (EMS) and South African Police Service's VIP and status units	Enhanced image for Legislature through incident-free, professional treatment of all delegates, a service that has brought praise for the security teams involved



Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Upgrade the CCTV and access control parts of the proposed integrated security system	The unit maintained the most competent, accessible, transparent and accountable Legislature Tender, survey and provisional plan were completed. A second plan is in progress to accommodate reduced costs without compromising the emphasis on security	 Heightened security through upgraded equipment, namely: state-of-the-art access control system redesigned public entrance with turnstiles strategically placed CCTV cameras, including in the Harry Hofmeyr parking garage Better management of and comfort for all visitors

Building Management unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Building maintenance management	Routine maintenance performed, eg painting, cleaning and	Precinct pavements were washed once a week	Modern African political business centre whose
	drywalling	Painting and preventative maintenance were	appearance and image instil
		ongoing	pride in members, staff and visitors
	Repairs to building	Daily repairs were carried out to the building as needed	
	Service contracts in place	Service contracts were put in place for elevators, uninterrupted power supply (USP) system, generator, airconditioning and rental of office space	The standby generator's capacity has been extended to the entire east wing and to Selbourne Hall



Measurable objectives	Output description	Output	Outcomes and impacts
Adherence to legal and safety standards – east wing	Additions and changes to structures, facilities, signage etc, as per legal requirements, according to authorised plan (Secretariat)	 Handrails, ramps, signage were installed in compliance with the Occupational Health and Safety Act Emergency exit routes were signposted People with disabilities were catered for Carpeting and lighting were replaced Fire appliances were routinely inspected and maintained 	Comfort for building users, including people with disabilities
Adherence to legal and safety standards – west wing	Additions and changes to structures, facilities, signage etc, as per legal requirements, according to authorised plan (Secretariat)	 A compliance certificate was attained and compliance was upheld Daily maintenance of west wing Toilets were installed for paraplegics and existing toilets were renovated Full access was ensured for people with disabilities Compliance certificate was held for Harry Hofmeyr garage Fire appliances were routinely inspected and maintained 	

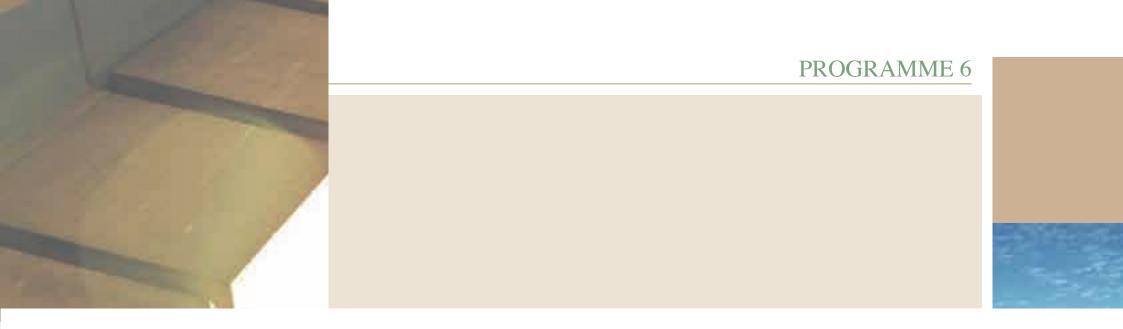
Measurable objectives	Output description	Output	Outcomes and impacts
Additional building requirements in accordance with legal and safety standards for east and west wings	l and safety with disabilities completed and a sign language room made		User-friendly building for members, staff and the public
	Fire and safety compliant	Occupational Health and Safety Act standards were upheld	
	Structures on Beyers Naude	-	
	Square removed		
	Translucent screens on courtyards		
	Architectural plans in place	Architectural plans and drawings were put in place	



Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Development of the architectural building	Strive for and maintain a modern, dynamic	Some 200 extra offices or a 200-seat auditorium and 160
plans and construction work for the	Legislature for the 21 st century, which reflects the	offices to accommodate Legislature growth
Legislature	values, aspirations and cultures of South Africans	
		A landmark of the inner city initiative and source of provincial
	Tender was completed, the engineers selected,	government pride
	and their survey reports, assessments and plans	
	drawn up and presented to senior management.	
	Go-ahead given for phase one of the project,	
	and intense funding negotiations underway with	
	National Treasury	

6.1



Programme VII: Information and Liaison Directorate



Mandate

The directorate provides information to the Legislature so as to enhance oversight, support law-making and improve public participation. It conducts research according to institutional requirements, supplying information in line with members' needs and promoting the profile of the Legislature among the public.

Key service areas

- Public relations/communications
- Information centre
- Research.

Performance statement

The directorate continued to consolidate and enhance the Legislature's performance in terms of its core mandate.

During the year under review, an organisational development exercise was conducted in the Research and Communication units, which resulted in a number of structural changes. These were only partially implemented, as the institutional organisational development exercise was being conducted simultaneously – and it was decided to merge the directorate with parliamentary operations, with the director being transferred to the new Members Support Directorate.

During the year, the Information and Liaison Directorate focused on 16 strategic projects, completing 12 by year-end. One was partially completed as a multi-year project and three were not completed due to lack of processes control.

The performance management system continued to be a primary tool to manage the direction and quality of individual performance, but it was not used effectively and remains a challenge.

Stakeholder management was an area of excellence for the directorate. Strategic alliances were formed with research and academic institutions in the province to share and exchange knowledge, and a relationship was built with the legislative sector to share best practices. Performance of operational outputs was of a high standard, most activity revolving around institutional research, information centre service activities and profiling of the institution, for which national commemorative day celebrations served as a platform.

Risk management plans were concluded for all units, as a basis for continued monitoring and evaluation. A procedures manual has been compiled and policy gaps identified. The strategic alliance formed between the research and information centre components was a sound platform for information and knowledge sharing. The Communication unit played a critical role in establishing relationships with media houses. These alliances have increased efficiency and value-creation, and have served to use expertise in the directorate to the full.

Going forward, alliances should contribute vastly to the overall effectiveness and positioning of the Legislature as a global role player.

Fostering public confidence in the Legislature through stakeholder management

The directorate participated in various fora to consult with important stakeholders. Meetings of the office bearers, presiding officers, Chairpersons' Committee, and Board were attended on invitation.

Furthermore, the directorate chaired the following institutional meetings during the year:

- Events Coordinating Committee, reviewing and organising Legislature events;
- Communication core groups, addressing media strategy;
- Editorial Committee, discussing the Legislature newsletter, Kgotla, and
- Website task team, discussing the website and intranet.

Although relationships were developed and strengthened in a number of areas and results for the services satisfaction survey were favourable, a need for inter-institutional exchange programmes has been identified as essential for knowledge sharing.

The focus on stakeholder management resulted in an improved understanding by the media of the role of the Legislature, resulting in an increase in media interest and publicity.

Financial management

The directorate received additional funds during the adjustment budget to fund some of the emerging priorities of the institution. Expenditure for the year under review was R12,9 million, or 69,4% of the total budget. Underspending was due to delays and occurred mainly in the following areas:

- Recruitment for additional posts in the Research and Communication units;
- Implementation of communication strategy;
- Implementation of perception survey;
- Printing of members poster, and
- Corporate video.

These projects are essential to profile the institution and will be carried over to the new financial year.

The directorate received European Union funding for equipment and inter-Legislature visits and research, which led to saving on the budget.

Outlook

Despite the transition during the year under review, the directorate was able to complete strategic projects and deliver on standard outputs. Projects not completed during the year due to their size will be carried over to the new financial year. A need has been identified to create a balance between operational and strategic outputs.

Focuses will include implementation of the communication strategy, completion of a perception survey and guidance of the institution in knowledge management and communication practices, thus ensuring that institutional memory is not eroded.



Strategic and extraordinary projects

Strategic goal	Output	Impacts
Development of knowledge management strategy	Organisational innovation and learning were facili- tated and managed Network activity was increased Knowledge content was increased	Easily accessible knowledge for implementation and decision-making, creating a transparent and accountable Legislature
Develop information manual	Guide to institutional records was made available for use Principles of openness, integrity, accountability and responsibility to stakeholders were applied to stakeholders	Information and records accessible to communities in terms of section 14 of Promotion of Access to Information Act No 2 of 2000
Implementation of the organisational development exercise	The directorate aims to attract and retain skilled and professional staff and increase productivity	Responsiveness to stakeholder needs and keeping pace with accelerated rate of innovation in the sector through capacitation of the Research and Communications units
Impact assessment: understanding the role of the Legislature	Information was gathered from communities of Gauteng's perception of the Legislature's role	Enhanced public knowledge of the Legislature to promote increased public participation in its activities

Communications unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Brand-building of Legislature through management of institutional events (including commemorative days)	Coordination and management of all events	Events were well managed and-coordinated. The key event was the Legislature opening – organised around the theme 'Masijule ngengxoxo mzanzi', banners placed around the building and more than 350 guests attended	Improved profile and heightened awareness for Legislature, greater identification with the brand, increased accessibility of Legislature and its services
Established brand through effective media liaison to communicate Legislature processes Corporate identity	Execution, coordination and management of all media liaison and media relations functions, of print material and all corporate identity projects	Media coverage increased during the period Branding of activities and items was well managed, with production of a mobile billboard banner visible when committees undertook their oversight visits, production of handheld flags, pullup banners, foam peak-caps and other branding and promotional	Increasing numbers of people visiting the institution Deepening of democracy and nation- building through events and media liaison
management and marketing of brand	Drafting and submission of articles, adverts and press releases	material. Content was efficiently developed and managed for all print material, including Z-cards covering floor crossing and possible changes of members, and calendar. The quarterly newsletter was not produced because of lack of content submitted. The concept is being	Improved citizen participation in law-making, holding the Legislature accountable and deepening democracy Raised awareness of Legislature through information dissemination
Current, modern and interactive information technology system	Management of content Placement of information	Efficient tools of communication were maintained	Increased access and participation through information dissemination
	Quality of intranet and internet		



Measurable objectives	Output description	Output	Outcomes and impacts
Relationships with other legislatures nationally and internationally	Management of Speaker's and Legislature visits and fora in terms of protocol and liaison	Staff participated in a six-day visit to Scotland for capacity building and knowledge sharing, interaction with staff from various departments and exchanging of documentation, policies and processes	Best practice, leading to enhanced ability to address the needs of the province's residents

Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Enhance intranet	Enhance intranet and maximise its usage	Enhanced ability among members and staff to meet the needs of Gauteng residents (project carried over to 2008/9 as a deliverable of communications strategy)
Perceptions survey	Obtain and understand views of the public about the Legislature and its services	Deepened democracy and nation-building through more targeted focus on those more in need of services Executive accountability for service delivery (project carried over to 2008/9)
Branding of front desk	Expanded to include appointment of front-line personnel. Delay experienced due to recruitment processes. Job descriptions were provided to human resources for filling of posts	Public confidence and pride in the Legislature Participation by the public in law-making Executive accountability for service delivery
Develop education programmes for public participation	Strive for and maintain an activist and transformative Legislature	(Function dealt with by Public Participation and Petitions unit)





Information Centre unit

Strategic objectives

Measurable objectives	Output description	Output	Outcomes and impacts
Informed decision-making by committees, presiding officers and management	New publications – 60% of materials acquired supporting committee and Legislature priorities and 40% supporting proactive research, management and other support functions	Monthly acquisitions and relevant materials. Of 358 new books acquired, 35% supported research, 60% committee work and 5% corporate functions. Material selected by researchers, committee staff and management was widely publicised, and new books heavily subscribed	Expanded and applied body of knowledge to support the Legislature mandate Improved House debates, qualitative oversight and increased service delivery
Partnerships and social networks established with relevant organisations for access to information and materials	Quarterly visits to non-governmental organisations (NGOs) and research institutes to establish and maintain networks and obtain research reports	Two visits were held per quarter Institutional membership was obtained to gain access to external resources and information services Relevant research reports were obtained to support proactive and reactive research Visits were paid to and networks established with Africa Institute, Centre for Policy Studies, Centre for Education Policy, Cooperative Research and Education, World Alliance for Citizen Participation, South African Institute for Distance Education, Institute of Race Relations, Institute for Democracy in South Africa (Idasa), National Research Foundation, Econometrix, Institute for Security Studies, and Human Sciences Research Council (HSRC) Centre for Social Science Research	Strengthened partnerships with experts for best practice and independent opinion to enrich law- making, oversight and public participation Better capacitated members

Measurable objectives	Output description	Output	Outcomes and impacts
Inter-library loans to support information needs of members and staff	Inter-lending statistics reflecting number of transactions	Quarterly statistics were maintained of activities – some 74 inter- library loan materials were requested, mainly on public administration, political science, communications, management and research methodologies	Strengthened cooperative relationships with external stakeholders to expand knowledge base, for effectiveness in discharging the mandate of the Legislature
Loaning of own materials in support of information needs of individual members and staff	Statistics on loan transactions	Quarterly statistics were maintained of activity The value of the information centre collection increased – 1 176 books loaned (2006/7: 1 009). The main subjects were public policy, politics and strategic management	Informed members and staff for continuous improvement in conducting research and oversight on departments' programmes Knowledgeable committees with more focused roles committed to improving the accountability of the government and upgrading service delivery
Electronic databases for current and timeous information supporting plans and programmes of Legislature	Unlimited licences obtained for select electronic databases	Current databases were renewed and new databases acquired during the third and fourth quarters A full spectrum was provided of South African legislative information, the latest macroeconomic statistics, development issues and online national and international news	Incisive oversight through access to independent information Credible committee oversight function through independent information from established sources



Measurable objectives	Output description	Output	Outcomes and impacts
Journals collection and databases for current and timeous information supporting plans and programmes of the Legislature	Current e-journals renewed and new journals procured	The unit provided mainly legal, economic, development, public administration and sociopolitical information required for comparative studies and benchmarks to enhance oversight function (no new e-journals were acquired due to budgetary constraints and escalated costs of existing subscriptions)	More in-depth research and innovation in the application of oversight, law-making and public participation strategies through independent information
Subject bibliographies to enrich information support to public participation, Legislature priorities and presiding officers	Bibliographies to support Speaker's priorities, institution events and public participation	 Bibliographies were compiled, enriching information and understanding of issues through a diversity of views by different authors: bibliographies on gender mainstreaming, youth, people with disabilities, public participation, HIV and Aids, poverty alleviation and economic development disseminated to increase staff awareness of availability of books supporting the Speaker's priorities; health, education, safety and security, social development and global city region bibliographies compiled to provide committees with background information on national, regional and international trends; five bibliographies compiled for Human Rights Day, Freedom Day, Workers Day, Africa Day and Youth Day 	Legislature programmes informed, supported and enriched with broad based knowledge sources Committees empowered with balanced information to conduct oversight effectively Informed decision-making
Capacity building for staff to deliver professional service, keep abreast of service trends and share developmental information	Conferences organised by professional bodies attended Meetings of professional fora attended	 Three professional conferences were attended outside Gauteng Four conferences – hosted by the Library and Information Association of Southern Africa, Special Libraries and Information Sector Professional Group, Knowledge Management Practitioners Group and Intranet Group – were attended by seven staff members, who thereafter shared information and knowledge, communicating recommendations for continuous improvement on information centre services and management of current strategic projects. These conferences focused on: the latest infrastructure and strategies to identify, capture, organise, store, share, disseminate and create new knowledge for competitive advantage and innovation; 	Networks established for best practice, innovation and broadened knowledge base to meet the needs of stakeholders Legislature acknowledged as a leader in information and knowledge management, in terms of law-making and oversight

Measurable objectives	Output description	Output	Outcomes and impacts
	Benchmarking and networking visits undertaken	- retention of institutional memory (research and information cluster to share knowledge on base-line measures of sectoral best practice and progress in fulfilling constitutional mandate)	Networks established for best practice, innovation and broadened knowledge base to meet the needs of
		Three general research and information cluster (RIC)/knowledge management (KM) meetings were attended, which communicated	stakeholders
		the importance of collaboration to the Legislature sector in the effectiveness of oversight, law-making and public participation.	Legislature acknowledged as a leader in information and knowledge
		Four special and four out-of-Gauteng research and information committee/knowledge management Legislatures forum meetings were attended	management, in terms of law-making and oversight
		Three meetings were attended of the Knowledge Management Practitioners Group, providing information of value to the Legislature's multiyear knowledge management project	
		Four benchmark visits were organised – to Sasol, DeLoitte & Touche, SAB Miller, Exxaro and Development Bank of SA (DBSA) – to establish best practice in virtual libraries and inform implementation of e-services	
		One visit per quarter was organised to special and academic libraries	





Strategic and extraordinary projects

Strategic goal	Output	Outcome and impacts
Conceptualise and plan for multiyear knowledge management system	Networks were established Workshops and seminars were attended to empower staff in readiness for the project Four best practice virtual libraries were visited to gain insight on knowledge management strategies Six workshops were attended. Thereafter, information was shared on how knowledge management leads to innovation Practical guides, journal articles, conference papers and books to support the project were obtained and publicised as available to all staff	Systematic and effective management of institutional memory for promoting participatory democracy in law-making and effective oversight

Strategic goal	Output	Outcome and impacts
Online portfolio information portals supporting committee work, proactive research and constituency work	 Stakeholder service delivery success was improved through access to required information supporting committee oversight function by establishing and effecting: electronic links to strategic and policy documents required by researchers to inform analysis of departmental annual and quarterly reports; online links to national and regional research institutes, international organisations and non-governmental organisations to access information supporting proactive research work Portfolio information databases were established with links to related information base Information was sourced, packaged and disseminated to committees to inform oversight on service delivery in 20 priority townships targeted for development 	Committee, research and constituency work enriched through access to institutional memory and real-time constituency information for effective oversight Effective oversight leading to increased participation and improved service delivery
	News centre was established covering current and archived information relevant to committee, research and constituency work Cluster-specific information was packaged for cluster portfolio	
	committees exercising oversight function Database compiled of journals and articles supporting proactive research	
	Continuous quality management exercised over above online portfolio services by employing dedicated staff member	
	Feedback from stakeholders provided on quality, relevance, appropriateness of information and simplicity of access	

Research unit

Strategic objectives

Measurable objectives	Output description	Outputs	Outcomes and impact
Informed decision-making by committees	 Research for portfolio committee that includes: budget vote analysis; inputs into focus intervention studies; analysis on departmental quarterly reports; analysis on departmental annual reports, and analysis on Bills 	130 research analyses were prepared for portfolio and standing committees for interrogating provincial government departments and holding them to account on service delivery and proposed Bills	Improved service delivery Improved accountability by provincial departments Increased compliance by provincial departments with provincial and national legislation such as the Public Finance Management Act and Housing Act
Enhanced understanding of subject areas by researchers	Proactive research papers leading to new ways of conducting oversight, law-making, public participation and transforming the Legislature into a world-class African Legislature	Whilst no proactive research papers were produced, a research agenda is being drawn up	Transformed methods of democratic representivity Ongoing innovation
Greater array of policy options before office bearers in the exercise of their duties	Research conducted for office bearers, ie briefing documents	23 papers were prepared for use at various fora, conferences and international meetings	Enhanced knowledge base for the Legislature.

Measurable objectives	Output description	Outputs	Outcomes and impact
Provide high-quality specialist knowledge for committees	Specialist research commissioned to provide deeper understanding of or investigation on issues that promote accountability and improve legislative processes but are outside the normal committee mandates	 Four research papers were commissioned as follows: review of the process of foster care placements and applications in the province; indicators to effectively oversee the building of safe, secure and sustainable communities in the province; model to enhance public participation in research processes; framework for effective implementation of the Programme Evaluation and Budget Analysis toolkit 	Improved lives for people of Gauteng Enhanced government ability to provide services to the public
Expose members and staff to wide range of policy perspectives	Seminars and lectures	Subject experts presented various papers to committee members to foster effective oversight	Accelerated rate and improved quality of service delivery
Enhance capacity to improve continuously on delivery of mandate	Research on institutional transformation	The unit increased its capacity by employing more researchers, which will facilitate production of institutional research on transformation issues	Transformative and activist Legislature to contribute on issues of nation-building
Market the Research unit to enhance the Legislature's profile	Publications Opinion editorials	An opinion editorial titled 'Gauteng's own silicone valley' was carried in a daily newspaper. The piece made headlines	Greater knowledge among the public and private sector Well-profiled Legislature Partnerships forged with government departments to further cooperative governance
Network the scholarly community	Attendance and presentations at workshops and conferences	10 workshops were attended by members of the Research unit, during which researchers networked with a variety of stakeholders and enhanced their understanding of issues of policy, service delivery and law-making	Enhanced oversight and law- making functions through partnerships for knowledge sharing and best practices benchmarking





Measurable objectives	Output description	Outputs	Outcomes and impact
Develop the capacity of the Legislature to oversee effectively the government's five-year priorities	Community assessment reports completed and disseminated on poverty alleviation and unemployment, sustainable communities and deepening democracy based on identified independent indicators	Participatory research techniques were conceptualised as part of the methodology of conducting community assessments	Enhanced service delivery through identification and independent monitoring of community needs Departments held to account for service delivery through community assessment report providing independent verified information on service delivery issues

Strategic and extraordinary projects

Strategic project	Output	Outcome and impacts
Develop capacity of Legislature to oversee effectively the building of safe, secure and sustainable communities in the province	A draft report was completed on indicators to oversee the building of safe, secure and sustainable communities	Improved service from provincial departments and greater accountability by the Executive
Develop research outreach model	The report was completed	Robust, active and broad-based involvement by the public in the Legislature's democratic processes through the integration of research, communication and public participation processes
Develop framework for effective implementation of Programme Evaluation and Budget Analysis toolkit	The framework was completed and recommendations are being applied to the toolkit to improve the analysis of progress on service delivery by provincial departments	Improved accountability by departments, as a result of better quality of analyses of performance



Report of the Finance and Audit Committee



" Masijule Ngengxoxo Mzansi"

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PART C

We are pleased to present our report for the financial year ended 31 March 2008.

Finance and Audit Committee members and attendance:

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

Name	Position	meetings attended
John Davis	Chairperson	5
Alwyn Martin	External independent member	5
Hermene Koorts	Member of Provincial Legislature	3
Refiloe Ndzuta	Member of Provincial Legislature	3
Gengezi Mgidlana	Provincial Secretary (1/4/2007 to 30/9/2007)	3
Gideon Wessie	Acting Provincial Secretary (1/10/2007 to 31/1/2008)	1
Peter Skosana	Provincial Secretary (1/2/2008 to 31/3/2008)	-

Finance and Audit Committee responsibility:

The Finance and Audit Committee confirms that it has adopted 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 31 March 2008. Implementation of year three 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;
- 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.

no 2 V

John Davis Chairman of the Finance and Audit Committee



Annual Financial Statements





GAUTENG PROVINCIAL LEGISLATURE VOTE 2

ANNUAL FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

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REPORT OF THE ACCOUNTING OFFICER for the year ended 31 MARCH 2008

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

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.

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.

ENHANCEMENT OF FINANCIAL MANAGEMENT AND CONTROL OVER BUDGETS

The effectiveness of the budget for control purposes is dependent upon the existence of a sound organisational structure. Accordingly, the authority and responsibilities of each individual manager have been clearly defined. Managers at all programme levels are aware of their responsibilities for the performance of their units within the framework of the objectives of the Legislature. This ensures the proper monitoring of the actual accomplishments of each manager.

In terms of budgetary control, the SAP system provides a facility which prohibits the exceeding of budgets by programme managers. The commitment register on the SAP system is continuously updated on a realtime basis, allowing programme managers to identify budget resources available.

An organisational development (OD) exercise for the Finance unit was conducted during the year. The outcome of this process determined new standards on staffing, capacity constraints and required operating proficiency. The office of the Chief Financial Officer was accordingly capacitated with the creation of a finance manager position.

Enhancement of financial management and control over budgets were executed through the following:

- The budget officer developed a model to map activities and associated costs linked to the business plan of each unit;
- Actual expenditure were regularly compared to original budgets and original projections;
- Monthly financial reports were submitted to programme managers;
- Procurement systems emphasised better planning from line management and interaction with the Procurement unit.

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 quarterly expenditure projections to provide action plans for implementation of the budget. These were reported at Extended Secretariat meetings, the Finance and Audit Committee as well as the Legislature Services Board (LSB) on a quarterly basis.

BUDGET FOR 2007/8

A mid-term review of the political objectives determined the primary need of capacitating committees in their primary objective of effecting oversight over the Executive. This necessitated the need to review the budgetary requirements.

The Legislature accordingly submitted a revised budget to the Provincial Treasury requesting additional funding over and above the indicative budget allocation for the year 2007/8. The submission was made on the premise that the Legislature was within the middle of the five-year term and further needed to address the following challenges:

- Capacitating committees to effectively fulfil their mandate in terms of oversight over the Executive;
- Increase support to the Speaker in driving and leading Speakers' Forum activities;
- Extended Commonwealth Parliamentary Association activities;
- SALSA activities, which have increased with staff members playing key roles in the various structures;
- Inter-legislature interaction has increased locally and internationally.

The main objective of this budget was to accelerate service delivery and maintain good governance by establishing core business processes, systems and support services to the Legislature during the 2007/8 financial year. The budget allocation was then increased to R195,5m. It was agreed with Treasury that R164,8 million would be allocated in the initial budget allocation and the remaining R30,7 million in the adjustment budget. The primary incremental areas constituted the following:

• 31 researchers positions that will have a positive impact to capacitate the committee members and enhance legislative capacity to exercise oversight and effectively oversee the government's five-year priority;

- 14 committee assistants who will play a positive role to implement and monitor the implementation of all applicable laws that are binding on the Legislatures and its stakeholders;.
- 13 communication officers and one information officer who will assist the Legislature to implement the communications strategy and to have a positive impact to educate and communicate the role of the Legislature to the public, create awareness of the role of the Legislature among the public, and encourage internal communication to increase staff morale;
- Additional positions within Political Representation and Leadership and Governance directorates. These positions will play a positive role to enhance corporate governance and enhance the government's ability to deliver.

There was an increase in goods and services due to broad policy decisions taken by the Legislature during the strategic planning session. The reason for this increase was mainly due to the following:

- The Legislature Board took a policy decision to increase the constituency allowance in line with Parliament, resulting in an increase of allowance from R8 250 to R16 500 per member per month. An additional spending proposal requested was therefore R7,2 million to meet this requirement;
- The research allowance was increased by R5 million in the previous year's budget. The effect of this was also absorbed in the current year's baseline;
- The Speaker and the Chairs of Chairs participate in the Commonwealth Parliamentary Association activities within African countries and other countries and this resulted in an increase in foreign travel and accommodation fees that was not budgeted for previously.

Consequential to the above, the budget allocation for the 2007/8 financial year increased by 47,4 % to R215,6 million as compared to the previous financial year. In addition to the annual appropriation, the Legislature was allocated an

amount of R37,8 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 to meet the additional funding requirements was first to identify savings and underspending 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 R20,030 million from the retained income of the Legislature was approved by the Speaker thereby increasing the indicative allocation baseline to R215,6 million. This was facilitated through the adjustment budget.

GAUTENG POLITICAL PARTY FUND ACT

In line with section 236 of the Constitution, which promotes multiparty democracy and in particular requires national legislation to provide for the funding of political parties participating in provincial legislatures on an equitable and proportional basis, the Gauteng Political Party Fund Act, 2007 (Act No. 3 of 2007) was passed. The Act was promulgated to provide funding for political parties participating in the Legislature and further to provide for accountability and disclosure by parties.

On 22 November 2007 the Rules Standing Committee adopted a resolution to recommend to the Speaker to make the regulations in line with section 10 of the Act. The regulations were published in Provincial Gazette 343 on 28 November 2007; this was also the date on which these regulations became effective.

Promulgation of the Act and associated guidelines indicated a separate allocation of R20 million to meet specific provisions of the Act. Accordingly, projects were reprioritised to accommodate the additional funding.

EXPENDITURE IN 2007/8

The Legislature spent R183 million against a budget of R215,6 million, reflecting a total spend of 85%. This variance is reduced to 5,8% when considering the R20 million allocation to parties in terms of the Gauteng Political Party Fund Act, 2007. The total expenditure for the current year compared to the previous year increased by 26,5%. An analysis of total expenditure by economic classification is depicted in the table below:

ECONOMIC CLASSIFICATION	ACTUAL SPENDING	% UTILISATION
Compensation of employees	66 244	36,20%
Goods and services	98 364	53,70%
Capital expenditure	18 433	10,10%
TOTAL	183 041	100,00%

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 31 March 2008 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 has revealed the following strategic growth areas:

- Increased capacity in research, committees and communications;
- A notable increase in members' facilities, capacity building and funding allocation to parties;
- Increased allocation for Commonwealth Parliamentary Association (CPA) activities;
- Enhancement of business tools and processes;

• Implementation of the human resources strategy and capacitation of the Human Resources unit.

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 on page 154 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	30 195	-	30 195		
Leadership and Governance	6 200	561	6 761	Overspend on Commonwealth Parliamentary Association related activities and consultants utilised for corporate governance initiatives.	From Office of the Secretary
Office of the Secretary	10 100	(561)	9 539	Underspend on unfilled vacant positions primarily due to the time lapses in filling the positions of Provincial Secretary and Deputy Secretary. Budgeted travel activities also did not occur.	To Leadership and Governance
Parliamentary Operations	41 029	-	41 029		
Institutional Support Services	41 224	(320)	40 904	Savings in budget automation system.	To Operational Support
Operational Support Services	56 135	2 690	58 825	Overexpenditure relating to the Selbourne Hall project carried over from previous financial year as well as costs on the LIMS project not completed in previous year.	From Institutional Support Services and Operational Support Services
Information and Liaison	30 722	(2 370)	28 352	Underspend due to delay in placement of vacant positions in Research and Communications units. Non completion of projects – perception survey, communications strategy and intranet development.	To Operational Support Services
TOTAL	215 605	-	215 605		

2. Under/(over) spending

The under spending as reflected on the annual financial statements emanates primarily from the following:

- Underspend on personnel expenditure as a result of the complexity in sourcing appropriate personnel for the vacant positions primarily in the Research, Committees Support and Communications units;
- Members not fully utilising the air travel facility as provided by the Legislature for party business;
- Underutilisation of research allowance allocated to political parties;
- Underspend of R12,5 million as a result of the deferment and rollover of the electronic security project to the 2008/9 financial year. The funds allocated to this project will be subject to a rollover to the next financial year.

3. Capacity constraints

The Legislature encountered the following capacity constraints during the year:

- Inadequate funding for the Legislature precinct discussions took place between the management of the Legislature and the Provincial Treasury to bring to their attention spending constraints in this regard. Principal agreements have been reached and it is anticipated that the funding allocation will be reviewed during the adjustment budget period;
- Office space requirements the City Hall is fully occupied and not adequate to meet current demands. Contingency plans involved the securing of additional office space in the 1066 Building in Pritchard Street, Johannesburg;
- SAP enterprise resource planning system continued difficulties were experienced in terms of ensuring appropriate access and operational controls due to lack of capacity in the Information Technology unit. The recruitment of the SAP Basis support personnel in the new financial year should result in improvements in this area. Non optimal usage of the system remains a constraint;
- Attracting and retaining skilled staff the Legislature faces a challenge in attracting high quality people required to meet its objectives. The

relatively high rate of negatively impacts against staff morale. Despite the skills shortage, the Legislature nevertheless manages to deliver the outputs needed to support the goals and objectives as determined in the strategic plan of the institution.

4. Corporate governance

In the 2007/8 financial year, the Legislature Services Board continued to focus on improving corporate governance by conducting a review on the effectiveness of corporate governance within the Legislature. This to ensure the effective operation of the Board and all its sub-committees.

In line with the Legislature's efforts to improve decision-making processes, meetings of the sub-committees of the Board now precede 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 possible for a public sector institution, the principles contained in this second report of the King Commission where directors are held accountable and have a duty to perform at a highly ethical manner.

4.1 Audit Committee

The Finance and Audit Committee operated in accordance with the terms of reference as approved by the Legislature Services Board. The charter of the committee was reviewed during the financial year to ensure relevance and full compliance 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 internal audit. The committee also reviewed the reports submitted by the external auditors on compliance with controls and the effectiveness of systems. The committee also provided a supportive role in technical insight and advice on disclosure in the annual financial statements. The chairperson regularly reported to the Legislature Services Board. The committee received regular reports on financial performance, risks, internal and external audit, legal compliance, health and safety issues and fraud prevention.

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 coordinate 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 completed a high level risk assessment process, which was facilitated to determine the high level top 10 material risks to which the institution was exposed, and evaluate the strategy for managing these risks. The outcome of this risk assessment was formally documented and approved by the Board. The risk register now features as a standard agenda item at the Legislature Services Board and senior management meetings.

The Legislature, through the Risk Management Committee, implements the risk management strategy, which was adopted by the Board. Implementation of year three 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 is regularly 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 information sharing sessions to improve fraud awareness. A review of the fraud prevention plan is planned for the new financial year.

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 crossreferenced with the tender documents to ensure 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. It expresses 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 fully been implemented at the Legislature and is a standard item in the induction of employees.

4.6 Effectiveness of health, safety and environment issues

The level of hygiene within the Legislature is viewed as satisfactory. As regards safety, there has been no reported crime or instances of injuries to people within the Legislature's precinct in the year. The Legislature

building is however in need of refurbishment. Plans have been prepared for the refurbishment and rehabilitation of the Legislature building and its environs, subject to the availability of funding.

5. New/proposed and discontinued activities/activities to be discontinued

Activities in the Legislature continue to be carried out in terms of the constitutional and legal mandate of the Legislature.

6. Asset management

An asset policy has been developed and approved. All assets are captured in the asset register. An asset-management team has been established and resides under the Administration unit. The Legislature will participate in the initiatives embarked upon by National Treasury to implement asset management in conjunction with the requirements of the PFMA.

7. Performance information

Various strategies have been put in place to ensure the Legislature's broad objectives are achieved. Quarterly performance and financial reports were prepared for each quarter. 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 management 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.

8. Important policy decisions and strategic issues facing the department

The key challenges still to be addressed are:

- Enhancing our capabilities to successfully implement our strategies aimed at improving our output in the legislative business and capacitating members and staff accordingly;
- Improving our ability to interact with and provide technical and administrative support to political parties;

• Developing and enhancing our capabilities to implement the communication strategy of the institution.

9. Standing Committee on Public Accounts resolutions

No resolutions were deemed necessary by SCOPA as the Legislature received an unqualified audit with no emphases of matter.

10. Other

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

11. Approval

The annual financial statements set out on pages 148 to 208 have been approved by the Accounting Officer.

Peter Skosana Provincial Secretary (Accounting Officer) 31 May 2008



REPORT OF THE AUDITOR-GENERAL TO THE GAUTENG PROVINCIAL LEGISLATURE ON THE FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION OF VOTE NO. 2: GAUTENG PROVINCIAL LEGISLATURE FOR THE YEAR ENDED 31 MARCH 2008

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the accompanying financial statements of the Gauteng Provincial Legislature which comprise the appropriation statement, statement of financial position as at 31 March 2008, statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes, as set out on pages 148 to 208.

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 determined by the National Treasury, as set out in accounting policy note 1.1 to the financial statements and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA). 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.

25 of 2004) (PAA), 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 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008. 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 judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- 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 Legislature's policy is to prepare financial statements on the modified cash basis of accounting determined by the National Treasury, as set out in accounting policy 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 2008 and its financial performance and cash flows for the year then ended, in accordance with the modified cash basis of accounting determined by the National Treasury, as set out in accounting policy note 1.1 to the financial statements and in the manner required by the PFMA.

Emphasis of matter

Without qualifying my audit opinion, I draw attention to the following matter:

Material underspending of the budget

10. As disclosed in the appropriation statement, the legislature has materially under spent the budget on programme 6 (Operational support) and programme 7 (Information and liaison) to the amount of R15 971 000 and R10 504 000 respectively.

OTHER MATTERS

Without qualifying my audit opinion, I draw attention to the following matters that relate to my responsibilities in the audit of the financial statements:

Non-compliance with applicable legislation

Gauteng Political Party Fund Act

11. The Provincial Secretary did not deposit the Political Party Funds for the 2007/08 financial year into a separate bank account opened for the administration of those funds, as required by section 3(1) of the Gauteng Political Party Fund Act, 2007.

Matters of governance

12. The PFMA tasks the accounting officer with a number of responsibilities concerning financial and risk management and internal control. Fundamental to achieving this is the implementation of certain key governance responsibilities, which I have assessed as follows:

Audit Committee		
• The Legislature had an audit committee in operation throughout the financial year.	\checkmark	
• The audit committee operates in accordance with approved written terms of reference.	\checkmark	
• The audit committee substantially fulfilled its responsibilities for the year, as set out in section 77 of the PFMA and Treasury Regulation 3.1.10.	\checkmark	
Internal audit		
• The Legislature had an internal audit function in operation throughout the financial year.		
• The internal audit function operates in terms of an approved internal audit plan.	\checkmark	
• The internal audit function substantially fulfilled its responsibilities for the year, as set out in Treasury Regulations 3.2.	\checkmark	
Other matters of governance		
The annual financial statements were submitted for audit as per the legislated deadlines (section 40 of the PFMA).	\checkmark	



The financial statements submitted for audit were not subject to any material amendments resulting from the audit.	\checkmark	
No significant difficulties were experienced during the audit concerning delays or the unavailability of expected information and/or unavailability of senior management.	\checkmark	
The prior year's external audit recommendations have been substantially implemented.	\checkmark	

OTHER REPORTING RESPONSIBILITIES

REPORT ON PERFORMANCE INFORMATION

13. I have reviewed the performance information as set out on pages 22 to 144.

Responsibility of the accounting officer for the performance information

14. 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 Legislature.

Responsibility of the Auditor-General

- 15. I conducted my engagement in accordance with section 13 of the PAA read with General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008.
- 16. In terms of the foregoing my engagement included performing procedures of an audit nature to obtain sufficient appropriate evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.

17. I believe that the evidence I have obtained is sufficient and appropriate to report that no significant findings have been identified as a result of my review.

APPRECIATION

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

auditor General

Pretoria

31 July 2008



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2 ACCOUNTING POLICIES for the year ended 31 MARCH 2008

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 2000/1 financial year is reflected as retained income on the statement of financial position of the Legislature and is accordingly not to be surrendered to the Provincial Revenue Fund. Surplus revenue and voted funds for the 2007/8 financial year have been applied as indicated above and are accordingly reflected as retained income. Unexpended voted funds for the years prior to 2000/1 were surrendered to the Provincial Revenue Fund.

2.2 Legislature revenue

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



Amounts receivable at the reporting date are disclosed in the disclosure notes to the annual financial statements.

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 are recognised in the statement of financial performance when the cash is received.

2.2.3 Sale of capital assets

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

2.2.4 Financial transactions in assets and liabilities

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

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

2.2.5 Gifts, donations and sponsorships (transfers received)

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

2.3 Local and foreign aid assistance

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

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 (including leave entitlements, 13th cheques and performance bonuses). 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.

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All other payments are classified as current expense.

Social contributions include the entity's 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 leave entitlements (capped leave), 13th 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 for a capital project or an asset of R5 000 or more is purchased. All assets costing less than R5 000 will also be reflected under goods and services.

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. If it is not possible to distinguish between payment for the use of land and the fixed structures on it, the whole amount should be recorded under goods and services.



3.4 Financial transactions in assets and liabilities

Debts are written off when identified as irrecoverable. Debts writtenoff are limited to the amount of savings and/or underspending 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.

Receivables outstanding at year-end are carried in the statement of financial position at cost. Revenue receivable not yet collected is 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 when cash is paid to the beneficiary. Loan lances are reduced when cash repayments are received from the beneficiary. Amounts that are potentially irrecoverable are included in the disclosure notes.

Loans that are outstanding at year-end are carried in the statement of financial position at cost.

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 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 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. Assets acquired in terms of finance lease agreements are disclosed in the annexures and disclosure notes to the financial statements.

5.3 Accruals

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

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



5.4 Contingent liabilities

A contingent liability is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the department; or

A contingent liability is a present obligation that arises from past events but is not recognised because:

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

Contingent liabilities are included in the disclosure notes.

5.5 Commitments

Commitments represent goods/services that have been approved and/ or contracted, but where no delivery has taken place at the reporting date. Commitments are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

6. Net assets

6.1 Recoverable revenue

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

7. Related party transactions

Related parties are parties that control or significantly influence the department in making financial and operating decisions. Specific information

with regards to related party transactions is included in the disclosure notes.

8. Key management personnel

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.

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

APPROPRIATION STATEMENT for the year ended 31 March 2008

					2007/08				2006/	07
1	Programmes	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expen- diture
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
	l Representation payment	30 195 30 195	-	-	30 195 30 195	27 425 27 425	2 770 2 770	91% 91%	18 878 18 878	18 692 18 692
	ship and Governance payment	6 200 6 200	-	561 561	6 761 6 761	6 761 6 761	-	100% 100%	4 922 4 922	4 715 4 715
	f the Secretary payment	10 100 10 100	-	(561) (561)	9 539 9 539	7 189 7 189	2 350 2 350	75% 75%	9 742 9 742	9 061 9 061
	nentary Operations payment	41 029 41 029	-	-	41 029 41 029	40 715 40 715	314 314	99% 99%	27 795 27 795	27 795 27 795
Current	ional Support Services payment ture for capital assets	41 224 37 936 3 288	-	(320) (1145) 825	40 904 36 791 4 113	40 249 36 493 3 756	655 298 357	98% 99% 91%	27 897 26 852 1 045	27 573 26 836 737
Current	onal Support Services payment ture for capital assets	56 135 34 390 21 745	-	2 690 (4 540) 7 230	58 825 29 850 28 975	42 854 28 178 14 677	15 971 1 672 14 298	73% 94% 51%	42 177 24 226 18 085	42 177 24 016 18 161
7 Informa	ation and Liaison payment	30 722 30 722	-	(2 370) (2 370)	28 352 28 352	17 848 17 848	10 504 10 504	63% 63%	14 822 14 822	14 780 14 780
Sub-tota	al	215 605	-	-	215 605	183 041	32 564	85%	146 233	144 793
	l Representation harges - MPL remuneration	37 811	-	-	37 811	36 684	1 127	97%	35 337	34 916
Political	party funding	-	-	-	-	20 000	(20 000)	(100%)	-	-
Sub-tota	al	37 811	-	-	37 811	56 684	(18 873)	150%	35 337	34 916
TOTAL		252 416			252 416	220 525	12 (01	0=01	101	170 700
TOTAL	4	253 416	-	-	253 416	239 725	13 691	95%	181 570	179 709



Reconciliation with statement of financial performance				
Add: Other receipts	2 482	-	2 236	
Less: Outstanding receipt for direct charges - MPL remuneration	(7 271)	-	-	
Less: Political party funding not expensed	-	(20 000)	-	
Add: Local and foreign aid assistance received and expensed	424	424	451	
Actual amounts per statement of financial performance	249 051	220 149	184 257	18

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2 APPROPRIATION STATEMENT for the year ended 31 March 2008

			2007/08 2006/07						06/07
Economic classification	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current									
Compensation of employees	75 188	-	(4 170)	71 018	66 244	4 774	93%	51 108	50 879
Goods and services	115 384	-	(3 885)	111 499	98 364	13 135	88%	75 995	75 016
Interest and rent on land	-	-	-	-	-	-		-	-
Payments for capital assets	-	-	-	-	-	-		-	-
Buildings and other fixed structures	920	-	1 400	2 320	2 295	25	99%	8 661	8 661
Machinery and equipment	19 862	-	1 358	21 220	7 191	14 029	34%	7 370	7 091
Software and other intangibles	4 251	-	5 297	9 548	8 947	601	94%	3 099	3 146
Total	215 605	-	-	215 605	183 041	32 564	85%	146 233	144 793

				2006/07						
	ect charge against the Provincial enue Fund	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1	Provinces equitable share	215 605	-	-	215 605	183 041	32 564	85%	146 233	144 793
2	Direct charges - MPL remuneration	37 811	-	-	37 811	36 684	1 127	97%	35 337	34 916
	Total	253 416	-	-	253 416	219 725	33 691	87%	181 570	179 709



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

PROGRAMME 1 – Political Representation for the year ended 31 March 2008

			2006/07						
Economic classification	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
Current payments Compensation of employees	8 257	-	-	8 257	7 955	302	96%	6 593	6 596
Goods and services	21 938	-	-	21 938	19 470	2 468	89%	12 285	12 096
Total	30 195	-	-	30 195	27 425	2 770	91%	18 878	18 692

				2006/07					
Programme per sub- programme	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
Members Facilities Current payment Management unit	21 154	-	13	21 167	18 792	2 375	89%	11 925	11 739
Current payment	9 041	-	-13	9 028	8 633	395	96%	6 953	6 953
Total	30 195	-	-	30 195	27 425	2 770	91%	18 878	18 692

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

PROGRAMME 2 – Leadership and Governance for the year ended 31 March 2008

				2006/07					
Economic classification	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	3 196	-	(333)	2 863	2 863	-	100%	1 987	1 986
Goods and services	3 004	-	894	3 898	3 898	-	100%	2 935	2 729
Total	6 200	-	561	6 761	6 761	-	100%	4 922	4 715

				2006/07					
Programme per sub- programme	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Office of the Speaker									
Current payment	6 200	-	561	6 761	6 761	-	100%	4 922	4 715
Total	6 200	-	561	6 761	6 761	-	100%	4 922	4 715



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

PROGRAMME 3 – Office of the Secretary for the year ended 31 March 2008

				2006/07					
Economic classification	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of emplo	yees 4 047	-	-	4 047	2 585	1 462	64%	2 833	2 603
Goods and services	6 053	-	(561)	5 492	4 604	888	84%	6 909	6 458
Total	10 100	-	(561)	9 539	7 189	2 350	75%	9 742	9 061

2007/08									2006/07		
Programme per sub- programme	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure		
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000		
Office of the Secretary											
Current payment	10 100	-	(561)	9 539	7 189	2 350	75%	9 742	9 061		
Total	10 100	-	(561)	9 539	7 189	2 350	75%	9 742	9 061		

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

PROGRAMME 4 – Parliamentary Operations for the year ended 31 March 2008

		2006/07							
Economic classification	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	21 599	-	(1 837)	19 762	19 727	35	100%	16 534	16 534
Goods and services	19 430	-	1 837	21 267	20 988	279	99%	11 261	11 261
Total	41 029	-	-	41 029	40 715	314	99 %	27 795	27 795

				2007/08				200	6/07
Programme per sub- programme	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	21 766	-	(1 837)	19 929	19 929	-	100%	16 658	16 658
Committees									
Current payment	11 352	-	1 330	12 682	12 682	-	100%	8 804	8 804
Proceedings									
Current payment	297	-	(122)	175	92	83	53%	171	171
Public Participation and Petitions									
Current payment	1 895	-	(95)	1 800	1 800	-	100%	1 247	1 247
National Council of Provinces									
Current payment	4 925	-	724	5 649	5 649	-	100%	462	462
Languages and Hansard				-					
Current payment	794	-	-	794	563	231	71%	453	453
Total	41 029	-	-	41 029	40 715	314	99 %	27 795	27 795



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

PROGRAMME 5 – Institutional Support Services for the year ended 31 March 2008

				2007/08				2006/07		
Economic classification	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	
Current payments										
Compensation of employees	15 098	-	370	15 468	15 466	2	100%	9 177	9 177	
Goods and services	22 838	-	(1 515)	21 323	21 027	296	99%	17 675	17 660	
Payments for capital assets										
Machinery and equipment	2 488	-	825	3 313	3 313	-	100%	925	693	
Software and other intangibles	800	-	-	800	443	357		120	44	
Total	41 224	-	(320)	40 904	40 249	655	98,4%	27 897	27 573	

				2006/07					
Programme per sub-programme	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	16 757	-	594	17 351	17 177	174	99%	10 505	10 505
Finance									
Current payment	3 582	-	(690)	2 892	2 888	4	100%	2 386	2 386
Expenditure for capital assets	800	-	(35)	765	421	344	55%		
Human Resources									
Current payment	6 284	-	(2 488)	3 796	3 796	-	100%	3 792	3 792
Administration									
Current payment	10 866	-	1 515	12 381	12 381	-	100%	9 039	9 023
Expenditure for capital assets	2 488	-	860	3 348	3 335	13	100%	1 045	737
Procurement									
Current payment	447	-	(76)	371	251	120	68%	1 130	1 130
Total	41 224	-	(320)	40 904	40 249	655	98,4%	27 897	27 573

Annual Report 2007/2008

Current payment

Total

Expenditure for capital assets

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

PROGRAMME 6 – Operational Support Services for the year ended 31 March 2008

8 0 4 2

2 295

56 135

				2006/07						
Economic classification	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	
Current payments										
Compensation of employees	7 213	-	-	7 213	6 942	271	96%	6 028	6 028	
Goods and services	27 177	-	(4 540)	22 637	21 236	1 401	94%	18 064	17 988	
Payments for capital assets										
Buildings and other fixed structures	920	-	1 400	2 320	2 295	25	99%	8 661	8 661	
Machinery and equipment	17 374	-	533	17 907	3 878	14 029	22%	6 445	6 398	
Software and other intangibles	3 451	-	5 297	8 748	8 504	244	97%	2 979	3 102	
Total	56 135	-	2 690	58 825	42 855	15 971	73%	42 177	42 177	
				2007/08				2006/07		
Programme per sub-programme	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure	
Programme per sub-programme	appro-		Virement R'000			Variance R'000	as % of final			
Programme per sub-programme Management	appro- priation	of funds		priation	expenditure		as % of final appropriation	priation	expenditure	
	appro- priation	of funds		priation	expenditure		as % of final appropriation	priation	expenditure	
Management	appro- priation R'000	of funds	R'000	priation R'000	expenditure R'000	R'000	as % of final appropriation %	priation R'000	expenditure R'000	
Management Current payment	appro- priation R'000	of funds	R'000	priation R'000	expenditure R'000	R'000	as % of final appropriation %	priation R'000	expenditure R'000	
Management Current payment Technology unit	appro- priation R'000 7 358	of funds	R'000 (121)	priation R'000 7 237	expenditure R'000 6 966	R'000	as % of final appropriation % 96%	priation R'000 6 156	expenditure R'000 6 156	
Management Current payment Technology unit Current payment	appro- priation R'000 7 358 8 945	of funds	R'000 (121) (1 122)	priation R'000 7 237 7 823	expenditure R'000 6 966 7 823	R'000 271	as % of final appropriation % 96% 100%	priation R'000 6 156 9 283	expenditure R'000 6 156 9 282	
Management Current payment Technology unit Current payment Expenditure for capital assets	appro- priation R'000 7 358 8 945	of funds	R'000 (121) (1 122)	priation R'000 7 237 7 823	expenditure R'000 6 966 7 823	R'000 271	as % of final appropriation % 96% 100%	priation R'000 6 156 9 283	expenditure R'000 6 156 9 282	
Management Current payment Technology unit Current payment Expenditure for capital assets Documents and Services	appro- priation R'000 7 358 8 945 7 125	of funds	R'000 (121) (1 122) 6 867	priation R'000 7 237 7 823 13 992	expenditure R'000 6 966 7 823 11 991	R'000 271	as % of final appropriation % 96% 100% 86%	priation R'000 6 156 9 283 7 266	expenditure R'000 6 156 9 282 7 266	
Management Current payment Technology unit Current payment Expenditure for capital assets Documents and Services Current payment	appro- priation R'000 7 358 8 945 7 125	of funds	R'000 (121) (1 122) 6 867	priation R'000 7 237 7 823 13 992	expenditure R'000 6 966 7 823 11 991	R'000 271	as % of final appropriation % 96% 100% 86%	priation R'000 6 156 9 283 7 266	expenditure R'000 6 156 9 282 7 266	
Management Current payment Technology unit Current payment Expenditure for capital assets Documents and Services Current payment Safety and Security	appro- priation R'000 7 358 8 945 7 125 5 357	of funds	R'000 (121) (1 122) 6 867 (2 904)	priation R'000 7 237 7 823 13 992 2 453	expenditure R'000 6 966 7 823 11 991 2 453	R'000 271	as % of final appropriation % 96% 100% 86%	priation R'000 6 156 9 283 7 266 1 811	expenditure R'000 6 156 9 282 7 266 1 811	

8 0 4 2

3 695

58 825

-

1 400

2 690

-

-

7 966

2 293

42 855

76

1 402

15 971

99%

62%

73%



5 2 2 6

8 667

5 1 5 0

8 743

42 177

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

PROGRAMME 7 – Information and Liaison for the year ended 31 March 2007

				2006/07					
Economic classification	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	15 778	-	(2 370)	13 408	10 707	2 701	80%	7 956	7 956
Goods and services	14 944	-	-	14 944	7 141	7 803	48%	6 866	6 824
Total	30 722	-	(2 370)	28 352	17 848	10 504	63%	14 822	14 780

				2007/08				2006/07		
Programme per sub- programme	Adjusted appro- priation	Shifting of funds	Virement	Final appro- priation	Actual expenditure	Variance	Expenditure as % of final appropriation	Final appro- priation	Actual expenditure	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	
Management										
Current payment	16 430	-	(2 370)	14 060	10 846	3 214	77%	8 060	8 060	
Information Centre										
Current payment	1 469	-	-	1 469	1 055	414	72%	1 159	1 159	
Research Services										
Current payment	1 149	-	-	1 149	518	631	45%	303	302	
Public Relations										
Current payment	11 674	-	-	11 674	5 429	6 245	47%	5 300	5 259	
Total	30 722	-	(2 370)	28 352	17 848	10 504	63%	14 822	14 780	

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Notes to the appropriation statement for the year ended 31 March 2008

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	Final appropriation	Actual expenditure	Variance	Variance	Explanations of material variances from amount voted (after virement)
		R'000	R'000	R'000	%	
1	Political Representation	30 195	27 425	2 770	9%	Underutilisation of members facilities by parties – Travel and research allowances.
2	Leadership and Governance	6 761	6 761	-	0%	
3	Office of Secretary	9 539	7 189	2 350	25%	Unfilled posts of compliance officer and project officer. The post of the Deputy Secretary was vacant for the most part of the year. Planned trips did not occur due to vacant post of Provincial Secretary during the financial year.
4	Parliamentary Operations	41 029	40 715	314	1%	
5	Institutional Support Services	40 904	40 249	655	2%	Saving realised on the acquisition of the budget automation system
6	Operational Support Services	58 825	42 854	15 971	27%	The security project has been deferred to the next financial year as delays occurred in appointing the appropriate consultants.
7	Information and Liaison	28 352	17 848	10 504	37%	Delays experienced in the placement of newly created posts in Research and Communications units. Non-completion of approved and budgeted projects – perception survey, communications strategy, knowledge management and intranet development
	TOTAL	215 605	183 041	32 564		



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

2.2 Per GFS classification

	Programme	Final appropriation R'000	Actual expenditure R'000	Variance R'000	Variance	Explanations of material variances from amount voted (after virement)				
	Current expenditure									
	Compensation of employees, excluding members' remuneration	71 018	66 244	4 774	7%	Delays experienced in the placement of newly created posts in Research, Communications and Committees Support units respectively.				
	Goods and services	111 499	98 364	13 135	12%	Underspend on various goods and services as reported under programmes 2.1 above.				
Payment for capital assets										
	Buildings and structures	2 320	2 295	25	1%					
	Machinery and equipment	21 220	7 191	14 029	66%	The security project has been deferred to the next financial year as delays occurred in appointing the appropriate consultants.				
	Software and other intangible assets	9 548	8 947	601	6%					
	TOTAL	215 605	183 041	32 564						

GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

Statement of financial performance for the year ended 31 March 2008

	Note	2007/08 R'000	2006/07 R'000
REVENUE			
Annual appropriation	1	215 605	146 233
Statutory appropriation	2	30 540	35 337
Appropriation for unauthorised expenditure		-	-
Other revenue	3	2 482	2 236
Local and foreign aid received	4	424	451
TOTAL REVENUE		249 051	184 257
EXPENDITURE			
Current expenditure			
Compensation of members and employees	5	102 930	85 795
Goods and services	6	98 361	75 018
Interest and rent on land		-	-
Other expenses		-	-
Local and foreign aid	4	424	451
Total current expenditure		201 715	161 264
Expenditure for capital assets			
Machinery and equipment	7	7 191	8 661
Buildings and structures	7	2 295	7 091
Software and other intangible assets	7	8 947	3 146
Total expenditure for capital assets	7	18 433	18 898
TOTAL EXPENDITURE		220 148	180 160
RETAINED INCOME FOR THE YEAR	17	28 903	4 097



" Masijule Ngengxoxo Mzansi"

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Statement of financial position as at 31 March 2008

ASSETS	Note	2007/08 R'000	2006/07 R'000
			22.044
Current assets		22 662	33 066
Unauthorised expenditure	9	2 637	2 637
Cash and cash equivalents	10	19 852	30 419
Prepayments and advances	12	173	-
Receivables	11	-	10
TOTAL ASSETS		22 662	33 066
LIABILITIES AND RESERVES			
Retained income	17	11 056	22 183
Current liabilities		11 606	10 883
Voted funds to be surrendered	13	245	245
Revenue to be surrendered		-	-
Payables	14	11 361	10 638

TOTAL LIABILITIES AND RESERVES	22 662	33 066

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Statement of changes in equity for the year ended 31 March 2008

	No	ote	2007/08 R'000	2006/07 R'000
Retained income				
Opening balance			22 183	34 823
Current year retained income			28 903	4 097
Voted funds surrendered for adjustment budget	10	16	(20 030)	(16 737)
Political party funding re-allocated to parties	1	18	(20 000)	-
Closing balance	11	17	11 056	22 183
Political party fund				
Opening balance			-	-
Creation of political party fund			20 000	-
Transfer to political parties			(20 000)	-
Closing balance	1	18	-	-



GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

Cash flow statement for the year ended 31 March 2008

	Note	2007/08 R'000	2006/07 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Annual funds received		215 605	146 233
Statutory appropriated funds received		30 540	35 337
Legislature revenue received		2 367	2 236
Local and foreign aid received	4	424	451
		248 936	184 257
Net (increase)/decrease in working capital	15	561	949
Surrendered to Revenue Fund	16	(20 030)	(16 737)
Political party funding payments	18	(20 000)	-
Current payments		(201 716)	(161 262)
Net cash flow available from operating activities	15	7 751	7 207
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets		(18 433)	(18 898)
Proceeds from sale of capital assets	3	115	-
Net cash flows from investing activities		(18 318)	(18 898)
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		(10 567)	(11 691)
Cash and cash equivalents at beginning of period		30 419	42 110
Cash and cash equivalents at end of period	10	19 852	30 419

Notes to the annual financial statements for the year ended 31 March 2008

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 2006/7 R'000
1. Political Representation	30 195	30 195	-	18 878
2. Leadership and Governance	6 761	6 761	-	4 922
3. Office of the Speaker and Secretary	9 539	9 539	-	9 742
4. Parliamentary Operations	41 029	41 029	-	27 795
5. Institutional Support Services	40 904	40 904	-	27 897
6. Operational Support Services	58 825	58 825	-	42 177
7. Information and Liaison	28 352	28 352	-	14 822
TOTAL	215 605	215 605		146 233
Statutory appropriation			2007/08 R'000	2006/07 R'000
Direct charges – remuneration for members of the Legislature			30 540	35 337

TOTAL

2

35 337

30 540

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Notes to the annual financial statements for the year ended 31 March 2008

1,0000	to the annual material statements for the year ended of interest 2000		
3	Other revenue	2007/08 R'000	2006/07 R'000
	Description		
	Cheques written back	14	2
	Interest received	1 652	1 702
	City Hall income	453	530
	Sale of capital assets – motor vehicles	115	-
	Insurance recoveries	144	-
	Revenue other	104	2
	Total revenue collected	2 482	2 236
4	Local and foreign aid received	2007/08 R'000	2006/07 R'000
	Opening balance	-	-
	Revenue	424	451
	Expenditure	(424)	(451)
	Closing balance		-
5	Compensation of members and employees	2007/08 R'000	2006/07 R'000
5.1	Salaries and wages		
	Appropriation to Executive and Legislature – members' remuneration	36 684	34 917
	Basic salary	55 849	36 064
	Performance award	251	362
	Other non-pensionable allowances		8 156

92 784

79 499

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GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

	2007/08 R'000	2006/07 R'000
5.2 Social contributions		
5.2.1 Short-term employee benefits		
Pension	4 108	3 403
Medical	5 686	2 615
Unemployment Insurance Fund	352	278
Insurance	-	-
	10 146	6 296
5.2.2 Post-employment retirement benefits		
Pension	-	-
Medical	-	-
Insurance	-	-
	•	-
Total compensation of employees	102 930	85 795
	102,200	00 190
Standard number of members paid by the Legislature	62	62
Average number of employees	252	225



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

6	Goods or services	Note	2007/08 R'000	2006/07 R'000
	Access control consumables		42	24
	Advertising		1 655	2 644
	Audit fees	6.1	1 004	641
	Bank charges		70	70
	Catering contract		665	670
	Cleaning contract		75	1 405
	Communications		655	29
	Computer consumables		371	391
	Conferences		1 507	1 473
	Constituency allowance		14 454	7 166
	Consultants		5 262	7 248
	Employee assistance programme (EAP) expenses		234	279
	Entertainment		1	80
	General equipment		65	33
	General stationary		52	396
	Hygiene services		563	147
	Insurance		1 076	849
	Interior décor		126	134
	Internal audit fees		1 569	1 530
	Interpretations		92	332
	Information technology (IT) outsourcing		71	2 239
	Information technology (IT) services		485	1 536

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Goods or services (cont)	Note	2007/08 R'000	2006/07 R'000
Library reference books		2 455	263
Licensing fees		1 301	1 622
Maintenance and consumables – building		115	2 251
Municipal services		2 529	1 888
Official gifts and flowers		2 748	178
Parking management fees		2 979	46
Photocopier consumables		1 301	410
Photographs – official		806	26
Plant services		198	59
Postage and courier		800	195
Printroom rentals		43	1 052
Printing general		816	1 134
Professional services		2 277	80
Public hearing venues		139	123
Recruitment costs		799	133
Refreshments		504	356
Rent		1 991	867
Repairs of equipment		185	164
Research		2 529	3 018
Security maintenance		2 779	1 354
Special events closing		62	271
Special events opening		2 259	676
Staff bursaries		304	371
Staff training		1 622	1 793
Storage consumables	6.2	126	206
Strategic planning		770	1 151
Subscriptions		928	1 002
Technical outsourcing		1 678	2 116



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

6	Goods or services (cont)	Note	2007/08 R'000	2006/07 R'000
	Technical services		584	148
	Telephone		4 929	2 606
	Telephone system		134	153
	Translations		1 177	82
	Transport and shuttle		3 685	2 378
	Travel and subsistence	6.3	14 745	9 983
	Uniforms		25	
	Workshops and functions		7 945	7 546
			98 364	75 018
6.1	External audit fees			
	Regularity and performance audits		1 004	641
	Other audits		-	-
	Total external audit fees		1 004	641
6.2	Inventory (purchased during the year)			
	Public relations and memorabilia consumables		126	206
			126	206
6.3	Travel and subsistence			
	Local		9 952	2 637
	Foreign		4 793	7 347
	Total travel and subsistence		14 745	9 984

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

7 Expenditure for capital assets	Note	2007/08 R'000	2006/07 R'000
Buildings and other fixed structures	7.1	2 295	8 661
Machinery and equipment		7 191	7 091
Software and other intangible assets		8 947	3 146
		18 433	18 898
7.1 Capital building and structures expenditure analysed as follows:			
New buildings – acquisition of City Hall		-	-
Rehabilitation and maintenance – City Hall		1 384	-
Other – lift installation		-	-
Rehabilitation and maintenance – Selbourne Hall		911	8 661
		2 295	8 661
8 Financial transactions in assets and liabilities			
Material losses through criminal conduct	8.1	41	69
		41	69
8.1 Material losses through criminal conduct			
Theft of laptops and computer hardware		18	46
Theft of projector		19	10
Theft of office equipment		-	7
Theft of memorabilia shop items		-	3
Theft of petty cash		4	3
		41	69



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

9	Unauthorised expenditure	Note	2007/08 R'000	2006/07 R'000
	Unauthorised expenditure	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 year's unauthorised expenditure of R2,637 million was recommended by the Standing Committee on Public Accounts 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	19 846	30 413
Cash on hand	6	6
	19 852	30 419

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Notes to the annual financial statements for the year ended 31 March 2008

11	Receivables	Note	2007/08 R'000	2006/07 R'000	
	Staff debtors	11.1	-	10	
	Other debtors		-	-	
			-	10	
	11.1 Staff debtors	less than one year			
	Salary advances and staff recoveries	-	-	10	
		-	-	10	
12	Prepayments and advances				
	Rent on building premises paid in advance		173	-	
			-	-	
			173	-	

In prior years, prepayments were not considered in the annual financial statements but reflected as a disclosure note. Total amount recognised in the prior year amounted to R65 000. As from the current financial year, prepayments are accounted and reflected in the statement of financial position.

13

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14.1

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

		Note	2007/08 R'000	2006/07 R'000
Voted funds to be surrendered to the Revenue Fund				
Opening balance			245	245
Transfer from statement of financial performance			-	-
Voted funds not requested/not received			-	-
Paid during the year			-	-
Closing balance			245	245
Payables – current				
Description				
Other payables		14.1	11 361	10 638
			11 361	10 638
Other payables	30 days	30+ days		
Trade creditors – outstanding cheques and electronic funds transfers	11 361		11 361	10 044
Employee vendors	-	-	-	3
Sundry creditors	-		-	591
	11 361	-	11 361	10 638

Net cash flow from operating activities to surplus/(deficit)	Note	2007/08 R'000	2006/07 R'000
Net surplus/(deficit) as per statement of financial performance		47 221	22 995
(Increase)/decrease in receivables – current		10	(10)
(Increase)/decrease in prepayments and advances		(173)	-
Increase/(decrease) in payables – current		724	959
Voted funds surrendered		(20 030)	(16 737)
Allocation to parties for political party funding		(20 000)	
Net cash flow generated by operating activities		7 752	7 207
15.1 Cash (utilised) to decrease working capital (Increase)/decrease in receivables – current (Increase)/decrease in prepayments and advances		10 (173)	(10
		`	05
Increase/(decrease) in payables – current		724	95
		561	94
Appropriated funds and Legislature revenue surrendered			
Appropriated funds surrendered	16.1	20 030	16 73
Revenue funds surrendered		-	
		20 030	16 73

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Notes to the annual financial statements for the year ended 31 March 2008

		2007/08 R'000	2006/07 R'000
16.1	16.1 Surplus of appropriated funds surrendered from 2007/8 (2006/7) year to facilitate a rollover of funds for emerging priorities.	20 030	16 737
		20 030	16 737

During the financial year, the above funds were surrendered to Treasury to facilitate additional funding for emerging priorities through the adjustment budget. The approval of the adjustment budget was conditional that funds subject to adjustment budget would be utilised from retained income of the Legislature.

17 Retained income

Opening balance	22 183	34 823
Add: current year retained income	28 903	4 097
Less: voted funds surrendered for adjustment budget	(20 030)	(16 737)
Less: allocation to parties for political party funding	(20 000)	-
Closing balance	11 056	22 183

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

18 Gauteng political party funding

Allocation to parties	20 000	-
	20 000	-

Funding of political parties participating in the Legislature on an equitable and proportional basis in terms of the Gauteng Political Party Fund Act, 2007 (Act No. 3 of 2007)

	ENG PROVINCIAL LEGISLATURE – VOTE 2 to the annual financial statements for the year ended 31 March 2008		
		2007/08 R'000	2006/07 R'000
19	Fruitless and wasteful expenditure		
	Opening balance	-	-
	Fruitless and wasteful expenditure – current year	-	9
	Fruitless and wasteful expenditure – written off	-	(9)
		-	-
19.1	Fruitless and wasteful expenditure – written off	-	-



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GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Disclosure notes to the annual financial statements for the year ended 31 March 2008

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

- 1. The Merafong matter relating to the transfer of Merafong Local Municipality from Gauteng Province to North West Province remains unfinalised pending the Constitutional Court's judgment. Directives are accordingly awaited from the chief justice on this matter. Potential liability in this regard is estimated at R1,1 million.
- 2. The Speaker/Mncedane (UIF) matter remains unresolved in respect of remuneration for the period for which Member Mncedane had been removed by the UIF party from the Legislature. The member has since been re-instated. The potential liability for the period of removal is determined at R309 955.
- 3. The members' register of interests matter remains unresolved due to a payment dispute with the service provider. The legal status of the appointed service provider changed during the contract period by virtue of being taken over by another entity, resulting in uncertainty in terms of contractual obligations. Directives from the court proceedings are awaited. Potential liability in this regard is R34 485.
- 4. Two labour disputes are currently in progress through the Council for Conciliation, Mediation and Arbitration (CCMA). The potential financial liability cannot be determined. However, it can reasonably be assumed that claims would not be material in the event that the Legislature would need to make good for any financial loss to the incumbents.

20.2 Contingent assets

No contingent assets are recognised for the reporting period.

21	Commitments	2007/0 R'00	
	Current expenditure		
	Approved and contracted/ordered	3 45	7 2 343
	Approved but not yet contracted – requisitions	3 96	3
	Approved and contracted/ordered – contracts		1 753
		7 42	0 4 096
	Capital expenditure		
	Approved and contracted/ordered	4 07	9 123
	Approved but not yet contracted	1 58	9 2 429
	City Hall – rehabilitation programme	42 49	7 44 792
	Approved projects in MTEF		- 13 640
		48 16	5 60 984
	Total commitments	55 58	5 65 080

22	Accruals	30 days	30+ days		
	Listed by economic classification				
	Compensation of employees	-	-	-	66
	Goods and services	105	406	511	901
	Machinery and equipment	210	629	839	584
		315	1 035	1 350	1 551

Listed by programme level		
1. Political Representation	42	51
2. Leadership and Governance	77	-
3. Office of the Secretary	-	10
4. Parliamentary Operations	69	386
5. Institutional Support Services	196	217
6. Operational Support Services	747	871
7. Information and Liaison	219	16
	1 350	1 551



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Disclosure notes to the annual financial statements for the year ended 31 March 2008

23	Employee benefits	2007/08 R'000	2006/07 R'000
	Leave entitlement	2 909	3 263
	Thirteenth cheque	444	410
		3 354	3 673

24 Operation leases

24.1

1 Operating leases	Building and other fixed structures	Machinery and equipment	2007/08 R'000	2006/07 R'000
Not later than 1 year	2 491	-	2 491	1 595
Later than 1 year and not later than 5 years	4 308	-	4 308	1 481
Later than 5 years	-	-	-	-
Present value of lease liabilities	6 799	-	6 799	3 076

Operating leases disclosed consist of properly leased from Old Mutual Life Company

25 Finance leases

25.1	Finance lease operating leases	Building and other fixed structures	Machinery and equipment	2007/08 R'000	2006/07 R'000
	Not later than 1 year	-	3 144	3 144	-
	Later than 1 year and not later than 5 years	-	943	943	-
	Later than 5 years	-	-	-	-
	Present value of lease liabilities	-	4 087	4 087	-

Finance lease disclosed consists of office equipment and business tools from Technology Acceptance and Vodacom respectively

Disclosure notes to the annual financial statements for the year ended 31 March 2008

26 Related party transactions

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

27 Key management personnel

27.1 Remuneration

28

Political	2007/08 R'000	
Political office bearers Speaker, Deputy Speaker and members of the Legislature	36 684	34 917
Administrative		
Secretariat	3 676	4 096
Extended Secretariat	8 058	7 537
	48 418	46 550
Inventory at year-end	2007/08 R'000	
Memorabilia shop inventory	2	5
	2	5



29

30

GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Disclosure notes to the annual financial statements for the year ended 31 March 2008

Receivables at year-end	2007/08 R'000	2006/07 R'000
Letting of City Hall	-	24
Transfer in respect of members' remuneration for March 2008	7 271	
	7 271	24
Irregular expenditure		
Opening balance	-	
Irregular expenditure – current year	2 924	

Irregular expenditure incurred as a result of the Legislature entering into a finance lease transaction with suppliers for the supply of office equipment and business tools. The irregular expenditure has been condoned by National Treasury, as per practice note 5 of 2006.

Disclosure notes to the annual financial statements for the year ended 31 March 2008

31 Tangible assets

31.1 Capital tangible asset movement schedule for the year ended 31 March 2008

	Opening balance R'000	Additions R'000	Disposals R'000	Closing balance R'000
Building and other fixed structures	33 849	2 295	-	36 144
Other fixed structures	11 049	2 295	-	13 344
Heritage assets	22 800	-	-	22 800
Machinery and equipment	17 689	7 191	(676)	24 204
Transport assets	915	1 537	(639)	1 813
Computer equipment	7 895	1 685	(18)	9 562
Furniture and office equipment	3 306	1 848	(19)	5 135
Other machinery and equipment	5 573	2 121	-	7 694
Total capital assets	51 538	9 486	(676)	60 348



GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Disclosure notes to the annual financial statements for the year ended 31 March 2008

31.2 Additions movement schedule for the year ended 31 March 2008

	Cash R'000	In-kind R'000	Total R'000
Building and other fixed structures	2 295	_	2 295
Other fixed structures	2 295		2 295
Heritage assets			-
Machinery and equipment	7 191	-	7 191
Transport assets	1 537		1 537
Computer equipment	1 685		1 685
Furniture and office equipment	1 848		1 848
Other machinery and equipment	2 121		2 121
Total capital assets	9 486	-	9 486

Disclosure notes to the annual financial statements for the year ended 31 March 2008

31.3 Disposals movement schedule for the year ended 31 March 2008

	Cost/carrying amount R'000	Cash R'000	Profit/(loss) on disposal R'000
Machinery and equipment	676	230	(447)
Transport assets	639	230	(410)
Computer equipment	18	-	(18)
Furniture and office equipment	19	-	(19)
Other machinery and equipment	-	-	-
TOTAL CAPITAL ASSETS	676	230	(447)

31.4 CAPITAL TANGIBLE ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2007

	Opening balance R'000	Additions R'000	Disposals R'000	Closing balance R'000
Building and other fixed structures	25 188	8 661	-	33 849
Other fixed structures	2 388	8 661	-	11 049
Heritage assets	22 800	-	-	22 800
Machinew and equipment	10 330	7 550	(191)	17 689
Machinery and equipment		7 550		
Transport assets	1 043	-	(128)	915
Computer equipment	5 448	2 493	(46)	7 895
Furniture and office equipment	2 529	784	(7)	3 306
Other machinery and equipment	1 310	4 273	(10)	5 573
Total capital assets	35 518	16 211	(191)	51 538



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GAUTENG PROVINCIAL LEGISLATURE – VOTE 2

Disclosure notes to the annual financial statements for the year ended 31 March 2008

32 Intangible assets

32.1 Capital intangible asset movement schedule for the year ended 31 March 2008

	Opening balance R'000	Additions R'000	Disposals R'000	Closing balance R'000
Computer software and capitalised development costs	9 049	8 947	-	17 996
Total	9 049	8 947	-	17 996

32.2 Additions movement schedule for the year ended 31 March 2008

	Cash	In-kind	Total
	R'000	R'000	R'000
Computer software and capitalised development costs	8 947	-	8 947
			II
TOTAL	8 947	-	8 947

Disclosure notes to the annual financial statements for the year ended 31 March 2008

32.3 Disposals movement schedule for the year ended 31 March 2008

	Cost/carrying amount R'000	Cash R'000	Profit/(loss) on disposal R'000
Computer software and capitalised development costs	-	-	-
TOTAL	-	-	-

32.4 Capital intangible asset movement schedule for the year ended 31 March 2007

	Opening balance R'000	Additions	Disposals R'000	halance
Computer software and capitalised development costs	5 903	3 146	-	9 049
TOTAL	5 903	3 146	-	9 049



Other disclosure for the year ended 31 March 2008

Events after the reporting date

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

5

Annexure 1 to the annual financial statements for the year ended 31 March 2008

STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED FOR THE YEAR ENDED 31 MARCH 2008

Name of donor	Purpose	Opening Balance R'000	Revenue R'000	Expenditure R'000	Closing balance R'000
Paid directly to suppliers of goods	and services				
EU	Branding material	-	66	66	-
EU	Taking Parliament to the people	-	184	184	-
EU	Research support	-	43	43	-
EU	Gender and disability – facilities	-	28	28	-
EU	Training – members	-	54	54	-
EU	Training – generic staff	-	49	49	-
Total		-	424	424	-



GAUTENG PROVINCIAL LEGISLATURE - VOTE 2

Annexure 2 to the annual financial statements for the year ended 31 March 2008

STATEMENT OF LOCAL AND FOREIGN AID ASSISTANCE RECEIVED FOR THE YEAR ENDED 31 MARCH 2007

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	-
Total		-	451	451	-

Conclusion and prospects for 2008/9

The 2007/8 year saw many successes in the advancement of the Legislature's core functions of law-making, oversight, public participation and cooperative governance, all achieved under the banner 'Masijule nengxoxo mzansi'.

Greater effort focused on all key areas and progress in all directorates and business units during the year towards the achievement of strategic objectives has laid the foundation for the establishment of a strong platform for enhanced service delivery that will be expected of the new Legislature of 2009.

Successes acknowledged, much work is still to be done to ensure that the Legislature operates to its fullest potential as it strives to create a better life for all Gauteng citizens.

The following are among the key challenges for 2008/9:

Implementation of PEBA

The Legislature has, to date, not utilised all the Programme Evaluation and Budget Analysis (PEBA) toolkits, particularly at a technical level, eg support functions.

PEBA is time-tied, and some of its processes may not have sufficient quality checks and balances, eg micro-prioritisation. At this stage, micro-prioritisation is not handled in a qualitative manner to ensure that it achieves its intended purpose of influencing prioritisation in the departments.

Moving forward, the impact of the programme will be evaluated and the outcomes will assist in determining whether PEBA as an approach to oversight can be used to assist government departments with regards to service delivery.

Systems Application Products

Systems Application Products (SAP) is the most advanced integrated accounting system that provides for legislative business viability and continuity, and prevents risks by synchronising Legislature corporate strategies, control initiatives and risk management activities.

Implementation of Systems Application Products has assisted the Legislature to:

- improve compliance with the Public Finance Management Act;
- adhere to best standards and improve organisational performance;
- achieve continuous and automated monitoring of controls and workflows;
- enhance duties such as financial planning, reporting and governance.

SAP's review and value realisation project is underway, through which enhanced training, deriving greater benefit from SAP and the total cost of ownership will be the prime focus.

Communication and media strategy

To date, communication has been haphazard, and not informed by a comprehensive strategy. Media coverage has been pursued on an ad hoc basis rather than through a holistic campaign. Public participation work has included aspects of communication as part of targeted campaigns and quarterly consultative sessions with Gauteng citizens, and print, audio, visual and electronic tools have been used to communicate to the wider public.

The communications strategy to be fully implemented during 2008/9 will ensure a more focused approach to communications for the benefit of all stakeholders of the Legislature.



PART E

Support to constituency offices

Members of the Provincial Legislature were allocated constituency allowances in aid of engaging with the communities where they are deployed.

A project to investigate the kind of support that the Legislature should provide to constituency offices was launched. An assessment of the work done in this respect has to be carried out and finalised.

The Legislature also collaborated with constituency offices to deliver public education workshops, budget process workshops; information on Bills under discussion, public hearings and information dissemination provincially.

Organisational renewal

The Legislature Services Board adopted a report to implement an organisational renewal strategy. The report also identified what it referred to as 'structural dysfunctionalities'. The essence of an organisational renewal strategy is to implement an effective and efficient organisation that supports the strategic outcomes of the Gauteng Provincial Legislature.

To enable the Legislature Services Board to arrive at a decision regarding the organisational structure, the following design principles were used as guidelines. The structure should:

- support the nature of business and business model;
- enable delivery of the strategy of the Legislature;
- facilitate a focus on core functions whilst ensuring the supportive nature of non-core functions;
- support the required functionality of the Legislature;
- enhance operational efficiency;
- allow clear separation of accountability and responsibility, and
- ensure clear purpose, roles and responsibilities of business units.

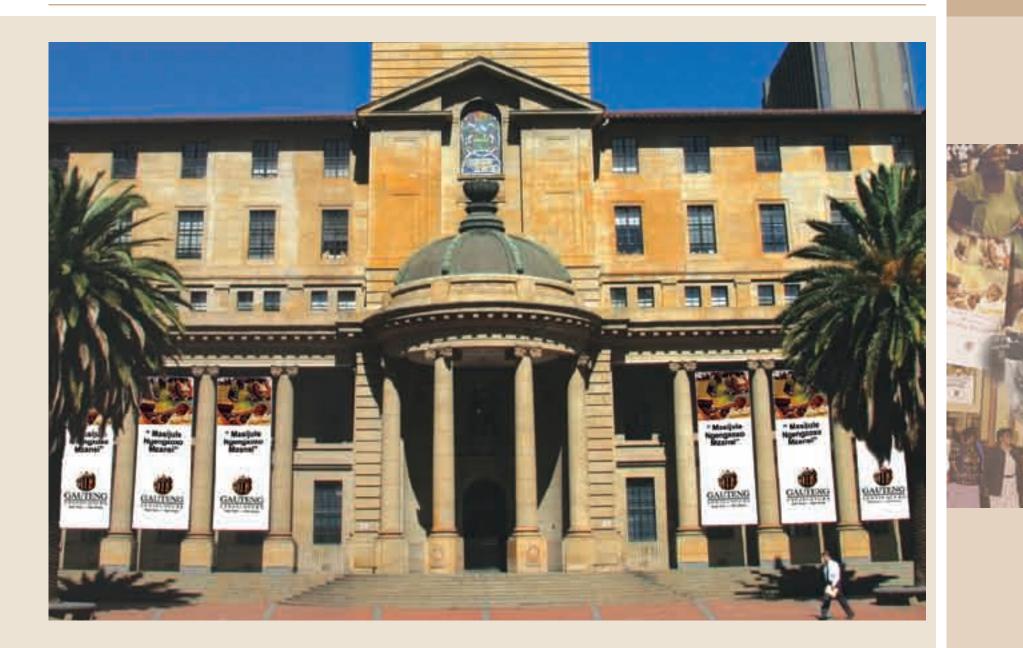
The restructuring will be implemented fully during 2008/9.

Skills development and employment equity

Skills development processes will be enhanced to ensure that the skills of Legislature staff are enhanced and that their levels of capability are raised to ensure that the strategic objectives are achieved and that the organisation as a whole operates at a higher level. To this end, job profiles will be updated, a competence matrix developed and a skills development exercise undertaken in line with the defined competence matrix and the development gaps identified by the audit processes. It is also imperative to ensure that the skills development processes embrace the employment equity strategies adopted by the institution.

Performance management

The Legislature takes the process of performance management seriously, given its importance in monitoring individual as well as institutional performance. It is evident that without proper implementation of the system there will be no proper measurement of institutional performance and no alignment of personal development with institutional strategic objectives. There is a need for a concerted effort from all to ensure that the culture of performance management is entrenched.



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