GAUTENG
LEGISLATURE

Annual Report
2008/2009

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Glossary of acronyms

Acronym	Description
AG	Auditor-General
ATC	Announcements, Tablings and Committee reports
BBBEE	Broad Based Black Economic Empowerment
BEE	Black Economic Empowerment
BSC	Balanced Scorecard
CBO	Community Based Organisation
CCTV	Closed Circuit Television
CFO	Chief Financial Officer
CPA	The Commonwealth Parliamentary Association
CPS	Centre for Policy Studies
CRM	Customer Relationship Management
CSSL	Committee on the Scrutiny of Subordinate Legislation
EAP	Employee Assistance Programme
ECC	Events Coordinating Committee
EEA	Employment Equity Act
EFT	Electronic Funds Transfer
EMS	Emergency Medical Services
ERP	Enterprise Resource Planning
EU	European Union
EULSP	European Union Legislature Services Programme
FIS	Focused Intervention Study
GEYODI	Gender, Youth and People with Disabilities Committee
GPG	Gauteng Provincial Government
GPL	Gauteng Provincial Legislature
GRAP	Generally Recognised Accounting Practice
HC	Human Capital
HR	Human Resources
HRD	Human Resource Development
HRM	Human Resource Management
ICT	Information Communication Technologies
ID	Identification Document
IEC	Independent Electoral Commission
IOD	Institute of Directorates

Glossary of acronyms

Acronym	Description
IP	Intellectual Property
IPMS	Integrated Performance Management System
ISS	Institutional Support Services
IT	Information Technology
JDA	Johannesburg Development Agency
JMPD	Johannesburg Metropolitan Police Department
JOC	Joint Operating Centre
KM	Knowledge Management
LAC	Legislature Acquisitions Council
LIASA	Library and Information Association of Southern Africa
LIMS	Legislature Information Management System
LOGB	Leader of Government Business
LSA	Legislature Service Act
LSB	Legislature Services Board
MAC	Members Affairs Committee
MAD	Members Affairs Directorate
MPL	Member of the Provincial Legislature
MTEF	Medium-Term Expenditure Framework
NCOP	National Council of Provinces
NEHAWU	National Education Health and Allied Workers Union
NIA	National Intelligence Agency
OCPOL	Oversight Committee on the Premier's Office and the Legislature
OD	Organisational Development
OHASA	Occupational Health and Safety Act
OSS	Operational Support Services
PCO	Parliamentary Constituency Office
PEBA	Programme Evaluation and Budget Analysis
PFMA	Public Finance Management Act
PPMS	Personnel Performance Management System
PPP	Public Participation and Petitions

Acronym	Description
PSOM	Public Service Oversight Model
PSTN	Public Switched Telephone Network
SADC	Southern African Development Community
SALSA	Secretaries Association of Legislatures in South Africa
SANGONET	South African Non-Governmental Organisation Network
SAP	Systems Applications Processes
SAPS	South African Police Services
SCOPA	Standing Committee on Public Accounts
SDA	Skills Development Act
SETA	Sector Education and Training Authorities
SLA	Service Level Agreement
SLIS	Special Libraries and Information Sector
UNISA	University of South Africa
VoIP	Voice over Internet Protocol

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 the voice of the people;

- ensure that the public understands its roles and functions;

- harness, coordinate and motivate its internal resources; and

- report and communicate its achievements.

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

We, the Gauteng Provincial Legislature, in observing our constitutional obligations, which include law-making the exercise of oversight ensuring cooperative governance and public participation will – Strive for and maintain a modern, dynamic Legislature in the 21st Century, which reflects the values, aspirations and cultures of the South African people; Strive for and maintain the most competent, accessible, transparent and accountable Legislature; Foster public confidence and pride in the Legislature; Enhance government's ability to deliver; Foster Ethical governance; Aim to attract and retain skilled and professional staff; recognise their roles/reward their efforts and provide a stimulating and exiting environment where people are respected and developed.

Core Values
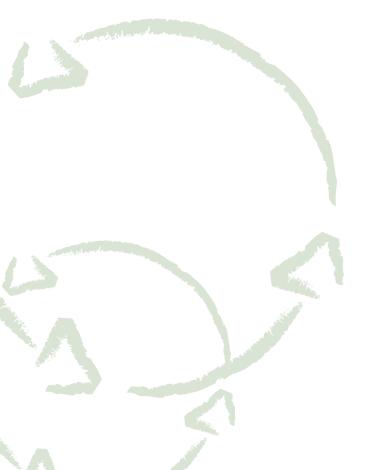
Moral Integrity	Being honorable and following ethical principles;
Goal Orientated	Working diligently to achieve results;
Team Work	Being cooperative and working well with others;
Courtesy	Being polite and having respect for individual dignity;
Development	Encouraging the achievement of growth, learning and development;
Economy	Being responsible and careful in spending;
Excellence	Continuous improvement in performance and standards;
Openness	Being sincere and candid in discussions;
Participation	Involvement of everyone in decision making processes;
Social Equality	No unfair discrimination, directly or indirectly against anyone, on one or more grounds, including race, gender, sex, class, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscious belief, culture, language and birth.
Professionalism	Being knowledgeable with a non-partisan positive attitude as well as proficient in executing duties.

Preamble of 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.

SECTION 1:
FOREWORD

Foreword By Speaker

It is an honour for me to present to the people of Gauteng, the Gauteng Provincial Legislature's (GPLs) Annual Report for the financial year 2008/2009. This report is presented not only at the end of the year under review, but it also marks the end of the political office term for 2004 – 2009.

The year under review was preceded by two significant political events and these were, the resignation of the Premier of Gauteng Province resulting in the elections of the new Premier and appointment of new Members of the Executive Council; and the new Office Bearers and Presiding Officers for the Gauteng Provincial Legislature. Secondly, our country once more, held successful provincial and national general elections, where the majority of South African's showed their confidence in the democratic institutions such as the GPL by participating in their numbers in electing their public representatives.

It is worth noting that this annual report happens not only at the end of the financial year, 2008/2009, but also at the end of the 2004 – 2009 political term of office. It is therefore befitting for us to briefly mention the political mandate of the term, characterised by the need to build an Activist Legislature, which is at the centre of social transformation and is outlined as follows:

- Strengthening oversight work. In order to do this, the rollout to all portfolio committees of the Programme Evaluation and Budget Analysis model (PEBA), as a model for oversight, is required, as well as implementing the recommendations of the ad hoc committee on the Ministerial Accountability and piloting the Committee Inquiry project;

- Consolidate law-making processes and review efficacy of laws passed, that is their impact on the lives of the people;

- Deepening democracy by ensuring that the public is involved in the process of law-making and oversight. In other words, locate public participation at the centre of legislative processes and make the Legislature the tribune of our people;

- Continuing to put in place appropriate systems of the Executive accountability;

- Monitoring the implementation of the government's programme of action to create a better life for the people of Gauteng. In this regard, ensure that the five priorities of government are implemented;

- Deepening democracy through enhanced public participation programmes as part of a caring government that listens and implements the needs of its constituencies;

- Developing laws that create an enabling environment for the creation of better lives for the people of Gauteng; and

- Positioning the Office of the Speaker to assume political leadership of all processes in the Legislature.

A hand over report detailing the achievements and challenges of the 2004 – 2009 political term was also presented to the new leadership and in general it

came to the conclusion that the Legislature has delivered on its mandate not withstanding certain weaknesses and challenges.

During the year under review, as part of building an administration that is responsive to political imperatives, the Presiding Officers finalised the implementation of the GPL Turn-around Strategy which resulted in a new organisational structure with three streams aligned to the core mandate of the Legislature, that of law-making, oversight and public participation. The new performance management system for fixed term contract employees, with performance agreements, performance plans and the new delegations of authority, was also successfully implemented.

As part of strengthening Corporate Governance in order to contribute positively to good governance, the Board adopted the Board charter and appointed a Board Secretary who is responsible for the business and processes of the Legislature Services Board (LSB). Furthermore, a process of amending the Legislature Service Act (LSA) was initiated and aimed at strengthening good governance in ensuring that the Board is responsive to the political imperatives of the time. The challenges in this regard, are to ensure the finalisation of the amended Bill and to develop charters for the Sub–Committees of the Board.

The GPL has in the past, been faced with the challenges of not being adequately profiled to the people of Gauteng and to the relevant stakeholders. To this end, the GPL Communication Strategy was developed and adopted and a process for the development of the Stakeholder Management Strategy was initiated.

In exercising the Legislature's mandate, the Presiding Officers initiated a process of the establishment of the Committee on the Scrutiny of Subordinate Legislation to assess the efficacy of laws passed since 1994. It was adopted during the year under review. The Legislature also participated in the process of the National Bill on Financial Management for Parliament and Legislature, which resulted in the draft Financial Management for the GPL Bill, to contribute towards the appropriation process for the Legislature. This Bill will be introduced to the House in the next financial year.

As part of enhancing and strengthening the Oversight function of Committees, the Presiding Officers approved a project on the study of the efficacy of the Programme Evaluation and Budget Analysis model (PEBA). Towards the end of the year under review, a recommendations report was presented and it was concluded that the implementation of these recommendations take place within the next financial year. A process of developing a Committee Inquiry System was agreed upon and to this end; the Legislature is in the process of developing a Bill which will be introduced to the House in due course.

The GPL continued to play its national and international role by participating in structures such as the provincial and national Speakers Forum, Common Wealth Parliamentary Association (CPA) - Africa Region, CPA - International and the National Conferences of the State Legislatures (NCSL). We have once again hosted many guests from other legislatures, both here and abroad, as part of our international and inter-institutional activities.

It is not my intention to provide the reader with the details and the contents of this annual report but to highlight significant achievements and challenges. I would therefore like to encourage the reader of this report, to take time and read through the different sections in order to gain more insight of the progress made thus far.

Let me therefore take this opportunity to thank all Members of the Legislature for their contribution and commitment in our effort toward building an Activist Legislature. Let me also thank the Members of the board for their contribution in ensuring that our institution operates under sound good governing principles.

My special appreciation and thanks go to the GPL team under the leadership of the Secretary to the Legislature, Mr. Peter Skosana, and the support staff in the Office of the Speaker for their sterling work.

In conclusion, I present this report fully cognisant of the role played by our predecessors under the able leadership of the then Speaker, Honourable Richard Mdakane, who has since joint the National Parliament after the general elections of April 2009. On behalf of the new Presiding Officers and the GPL team, I would like to thank our predecessors so much for the work well done and wish them all the best in their new deployment.

As mentioned before, this report not only concludes the year under review, but it also concludes the political term of office and I would like to bid farewell to all those Members of the Provincial Legislature who did not come back and welcome all those who made it for the new term. As we approach the new term, we should not be like marathon runners who will eventually get to the finishing line, but like sprinters intending to increase the pace of the quality of service delivery, believing that, "working together we can do much more".

I thank you.

Honourable Lindiwe Maseko
Speaker of Gauteng Provincial Legislature

Executive Summary

INTRODUCTION

In the process of deepening democracy and accountability, emphasis is increasingly being placed on the obligation of the Executive to account to Legislatures for their performance in managing the responsibilities and resources entrusted to them, and for Legislatures, acting on behalf of the citizens they represent, to assess that performance.

Equally, the Administration of the Legislature is also expected to account for the resources used in holding the executive accountable. This requirement underpins the centrality of the Legislature as a body representing the interest of the citizens. The responsibility of acting on behalf of citizens cannot be decreed by Legislatures, it must be continuously earned through leading by example.

One of the basic values and principles of public administration enshrined in the Constitution of the Republic of South Africa is that public administration must be held accountable (section 195). It is in accordance with this noble principle that the Gauteng Provincial Legislature (GPL) takes pride in presenting the Annual Report of 2008/2009, which represents the conclusion of work done during the term of the 3rd Legislature (2004 – 2009). It sets the foundation for continued support for the Legislature's constitutional obligations of public participation, oversight, law-making and cooperative governance.

OVERSIGHT AND SCRUTINY

In the year under review, Portfolio and Standing Committee meetings were convened successfully. As per the Public Service Oversight Model, the annual, budget and Focus Intervention Studies reports were scrutinised accordingly.

Additionally, the GPL undertook a study to review the efficacy of its oversight methodology Programme Evaluation and Budget Analysis. The report reflected that whilst there has been an improvement in the implementation of PEBA, however, there is scope for improvement. The outcome of the PEBA efficacy study will be rolled-out in the 2009/2010 financial year.

In line with recommendations of the ad hoc Committee on Ministerial Accountability, the Manual on Ministerial Accountability and the report on building relationships with institutions that support democracy were adopted by the House. In addition, in the year under review, the GPL developed additional mechanisms aimed at further improving oversight and scrutiny, in this case Committee Inquiries.

Subsequent to the review on the resourcing of Committees, as per the business model, a decision was taken to allocate individual budgets based on the strategic plans of the committees. High volume Committees on the other hand, were capacitated in line with the Legislature Services Board decision.

PUBLIC PARTICIPATION

As part of deepening democracy and encouraging public participation, the Education, Health and Community Safety as prioritised Committees embarked on a new initiative to conduct oversight that is truly informed by public participation. This was done through the "Bua Le Sechaba", loosely

translated as "talk to the nation", campaign, through which the combined Committees visited three communities namely, Vosloorus; Katlehong and Duduza.

Accordingly, community leaders and organised formations, including five hundred community members were engaged with on safety in schools; implementation of a Comprehensive HIV and AIDS Plan; and the effectiveness of school sports. The issues raised by the citizens were compiled into a report that was tabled, debated and adopted by the House.

In addition, the GPL supported the IEC drive of mobilising citizens as part of the voter registration campaign for the April 2009 general elections. The focus was primarily in the rural areas and contributed immensely in ensuring that citizens are issued IDs.

Over 119 outreach workshops, 40 budget process training workshops were held to inform citizens about the role of the Legislature and to prepare them for participation in Legislature processes. In addition, Youth and Women Sector Parliaments were held wherein service delivery issues were debated with the aim of identifying possible solutions for consideration by the Legislature and Executive. These groups were also empowered and knowledgeable on policy matters.

LAW-MAKING
A Committee on Scrutiny of Subordinate Legislation was established in order to ensure continued oversight on delegated or subordinate legislation.

The GPL drafted two Bills, which are the Financial Management of Gauteng Legislature and The Committee Inquiries Bills which will be processed and enacted in 2009. These Bills will, among others, assist the GPL in determining its own financial resources outside the Executive, furthermore enhancing its oversight role.

In addition to the in-house Bills, the GPL had an opportunity to participate in scrutinising all the NCOP Bills and managed to conduct public hearings as per the requirement of the Constitution.

The 32nd Anniversary of the Student Uprising (June16); and a debate on xenophobic violence were facilitated in terms of Rule 114 of the House. Furthermore, there were 504 House publications processed together with 414 questions and two Motions, which were debated by the House during the Human Rights Month.

The Office of the Integrity Commissioner conducted three investigations, and a publication of the Members Register of Interests as required by the Code of Conduct, to enhance ethical conduct, was compiled.

ORGANISATIONAL DEVELOPMENT
As part of a renewal process, the Legislature Services Board (LSB) commissioned a Turnaround Strategy to improve the efficiency and effectiveness of the GPL and to ensure that its attention is focused and resources are allocated to its core business mandate. The strategy resulted in the formation of the three Administration Streams namely; Core Business, Corporate Support Services and Finance, each of which is headed by an Executive Director.

In addition, the strategy led to a renewed organisation with a new business model, structures, systems, processes, and a project management approach that fosters an integrated plan. Accordingly, the GPL undertook a process of reviewing its strategic plans, goals and programmes wherein the Delegation of Authority was revised and new contracts developed for senior and middle management. To better implement the newly adopted business model, 35 members of the Extended Secretariat were registered for a leadership training programme presented by Franklin Covey.

A knowledge management project was undertaken to support service delivery, encourage information sharing and collaboration. Furthermore, it aims to create an institutional memory, build knowledge links between GPL and communities; and help staff to work smarter through shared experiences. A customised on-line portal is updated daily with current information relevant to support research and committee work.

In the year under review the Communication Strategy was adopted by the LSB, however the implementation is envisaged in the 2009/2010 financial year.

STAKEHOLDER MANAGEMENT
Members of the Provincial Legislature (MPLs), as elected representatives of the people, are the key internal stakeholders. In this regard, the Legislature provided support services to Members of the Legislature by improving their capacity, through the provision of business tools, training and development. This was done to ensure that they are able to contribute effectively to legislative processes and represent the interest of their constituencies properly.

Executive Summary

The Speaker and the Presiding Officers continued to participate in various forums aimed at promoting the work of the Legislature; these included Common Wealth Parliamentary Programmes, National Speakers' Forum programmes and the Provincial Speakers' Forum.

In addition, most of the Portfolio Committees of the Legislature interacted regularly with various Civil Society Organisations throughout their work to enhance, amongst others external stakeholder relations. All initiatives were aimed at ensuring that the Legislature remains relevant and transparent.

The Annual Stakeholder Satisfaction Survey was conducted and completed. This survey assisted by highlighting, amongst others, critical areas that require improvements.

FINANCIAL MANAGEMENT

The Legislature completed the risk assessment process, which enabled the determination of the ten high level material risks, which the institution was exposed to. In view of this a strategy for managing these risks was developed.

A fraud prevention plan which is aligned to the risk management strategy was adopted, and awareness campaign undertaken. Monthly financials, quarterly financial and non-financial reports were submitted within regulated time-frames.

HUMAN CAPITAL MANAGEMENT
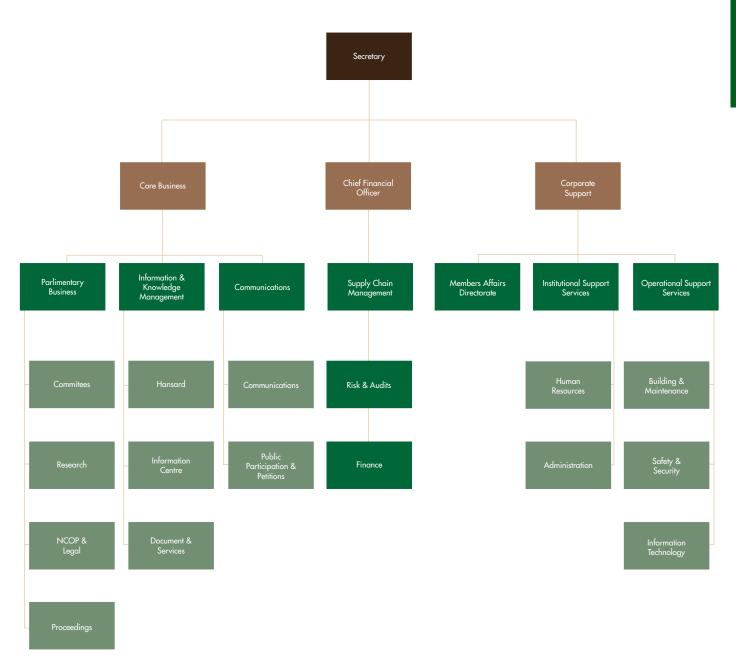
Notwithstanding the organisational development achievements a total of 349 training initiatives were undertaken in the year under review and 35 staff members were granted bursaries to further their studies.

The filling of vacant posts was one of the priorities of the Institution. Accordingly, 89 staff members were recruited into the GPL. Of the 89 posts 45% constituted internal appointments.

Support to Members and relationship was improved between the GPL Administration and political parties represented in the Legislature.

Mr. Peter Skosana

Provincial Secretary

Institutional Structure

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                              │  Secretary  │
                              └──────┬──────┘
          ┌──────────────────────────┼──────────────────────────┐
   ┌──────────────┐          ┌──────────────┐          ┌──────────────┐
   │ Core Business│          │Chief Financial│         │  Corporate   │
   │              │          │   Officer     │         │   Support    │
   └──────────────┘          └──────────────┘          └──────────────┘
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Parlimentary Business	Information & Knowledge Management	Communications	Supply Chain Management	Members Affairs Directorate	Institutional Support Services	Operational Support Services
Commitees	Hansard	Communications	Risk & Audits		Human Resources	Building & Maintenance
Research	Information Centre	Public Participation & Petitions	Finance		Administration	Safety & Security
NCOP & Legal	Document & Services					Information Technology
Proceedings						

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SECTION II:
LEGISLATIVE OVERVIEW

Corporate Governance

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:
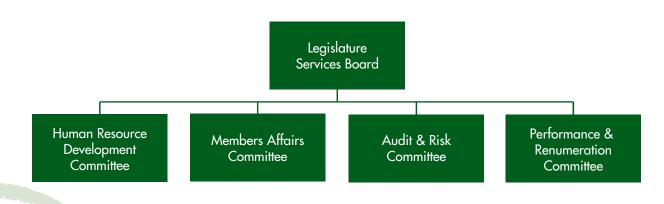
• Human Resource Development Committee

• Members Affairs Committee

• Performance and Remuneration Committee

• Audit and Risk Committee

circumstances as a public statutory institution. Key issues were raised, recommendations were made andan 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:

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                    ┌─────────────────────┐
                    │     Legislature     │
                    │   Services Board    │
                    └─────────────────────┘
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| Human Resource Development Committee | Members Affairs Committee | Audit & Risk Committee | Performance & Renumeration 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

• eliminating outstanding performance assessments for 2006/2007 and 2007/2008; and

• implementing the new performance assessment process as of quarter one of 2008/2009.

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.

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 2008/2009 financial year, with the expectation of an amicable solution.
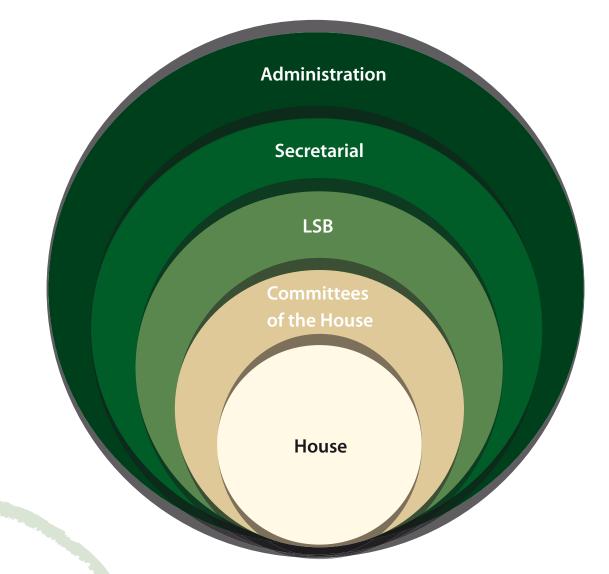
APPROVED POLICIES AND STRATEGIES
During the year, a policy framework for members was implemented, leading to the review and amendment of several policies such as travel allowance, mobile business tools and laptop policy, and a procurement management policy was approved. A draft communication strategy incorporating the Board's requirements and expectations is being work shopped 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 Business Model of the Legislature

Administration

Secretarial

LSB

Committees of the House

House

The House is the centre of the Legislature which is responsible for oversight, law-making and public participation.

Consistent with the transformative direction other supportive functions of the Legislative Services Board and the Administration are geared toward facilitating and supporting the legislative mandate of the house.

Core Legislative Business

of the Legislature

OVERVIEW OF MANDATE OF THE GPL

IINTRODUCTION

An overview of the work undertaken by House Committees during the 2008/2009 period, is summarised by the Chairperson of Committees. This work reflects on the challenges, as well as achievements attained, as it relates to the oversight, public-participation and law-making mandate of the Institution. As the final and outgoing year of the third Legislature, the report also calls for a telescopic assessment of the political term of 2004 – 2009.

The Gauteng Legislature has a total of 17 Committees, which include Portfolio and Standing Committees. The mandate of these Committees is to drive the core business of the Legislature as set out in the Constitution of the Republic of South Africa, 1996, namely Law-Making, Oversight and Facilitating Public Participation.

At the beginning of financial year 2008/2009, Committees of the Legislature held a meeting to review the work done from 2004 – 2007. The general sentiment was that of positive progression in relation to the work done during the said political term, not withstanding the challenges and constraints experienced. Chairpersons further agreed that the tools of Committees to perform oversight, assisted them in the monitoring the work of departments' implementation of their programme of action. They further asserted that the laws passed by the Legislature since 2004 contributed and continued to contribute in creating a policy environment, that supports the transformation of our society, into a caring and prosperous one. The participation levels of citizens and organised bodies, through the Legislature's oversight and law-making processes, are certainly improving and becoming increasingly valuable. In conclusion, the meeting agreed that it was necessary to consolidate these gains by strengthening the work of the Legislature.

1. OVERSIGHT WORK

The oversight work of the Legislature is exemplified through the Public Service Oversight Model (PSOM) the PEBA, which allows for Committees to scrutinise the work of departments, in accordance with their strategic plans and derived outputs. The critical desired outcome is such that an improved level of service delivery is achieved. Through the oversight function, Committees analyse quarterly, budget and annual reports, in order to track the performance of departments and hold them accountable, through the oversight function.

Committees further identify areas that in their view, require special attention and engage in oversight visits to such areas to investigate, verify or gather information.

Committees also participate in the micro-prioritisation processes, wherein departments make plans for the years ahead with input from Committees. This enables the Legislature to appropriately intervene in the process of public expenditure and to ensure that such expenditure is aligned to its set priorities and those of government. Through this process, Committees have been able to foresee, based on past and current expenditure patterns, issues of wasteful expenditure in relation to misaligned, insufficient expenditure on certain priority areas. Through House Resolutions, Committees provide valuable advice relating to a wide array of issues, but most importantly to those of policy or strategy interventions that could ultimately improve the service delivery to the citizens of Gauteng.

An extension of the oversight work, and certainly a noteworthy highlight, has been the process of the PEBA Efficacy Study. The supporting Administration worked with the office of the Chairperson of Committees to engage on an exercise of evaluating the impact of this oversight model, since its inception in 2004. The resolutions of this study allow us to reflect, as well as to effectively hone our oversight plans going forward.

In light of this year being the last of the 3rd Legislative term, the Chairperson of Committees requested Chairpersons, working with Committee members and support staff, to prepare hand over reports. These reports account for all oversight, law-making and public participation conducted by the Committee and have ensured a smooth transition and continuity to the 4th Legislature.

The imperatives of the PEBA model provide for scrutiny of departments' quarterly and annual reports, the budget and Focused Intervention Studies (FIS) on specific areas identified by Committee Chairpersons.

PROVINCIAL APPROPRIATION BILL (BUDGET VOTE SCRUTINY PROCESS)

During the year under review, all Committees of the Legislature engaged with various government departments to scrutinise budgets. A general sentiment, among Committees prevailed that government is allocating sufficient resources to service delivery priorities and that allocations were in fact, in line with the GPGs priorities. The PEBA efficacy study indicates that the budget process is utilised effectively by all Committees in conducting oversight over departments. In the period under review, the Executive was responsive to requests by Committees for information that assisted Committees to make informed recommendations to the House.

Core Legislative Business

of the Legislature

QUARTERLY REPORTS

The aim of Committees is to utlise quarterly reports, as an early warning mechanism on issues of performance. It allows the Committee, based on the information of the report or lack thereof, to intervene, if necessary. The tendencies of over and under expenditure by departments have also been managed better, through proactive oversight, and through enforcing the PFMA. Despite some challenges around report submissions and format, Committees have produced quality reports to the House. A noteworthy achievement is the progress of the Resolutions Tracking Management System, which is meant to store, track and ensure implementation of all resolutions emanating from the House.

Ideally, all quarterly reports of departments should be debated in the House and resolutions for correction, if any, be adopted at that level. However, due to consideration of the Legislature's program pressures and the fact that the first and fourth quarterly reports coincide with the other two oversight imperatives, namely the budget process and annual reports, it was resolved that only the second and third quarterly reports be considered in more detail.

Another area of improvement was the standardisation of the quarterly reports. Prior to this no standard format was used and as a result departments submitted different performance reports.

The Legislature will be looking into providing more time for Committees and the House to debate the quarterly reports, as well as finalise the standard format of quarterly reporting by departments so that 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

The annual report process of the Legislature makes provision for government departments to submit annual reports and audited financial statements or AGs reports to the Legislature, within six months after the end of each financial year, as provided for by the PFMA and the standing rules of the Legislature. Reports are submitted in a format that is prescribed by the Speaker.

Our oversight model has improved our capacity to scrutinise these reports and identify areas that require departments to improve on, or do things differently. In this regard, the Legislature is impacting on service delivery by assessing outputs of government work for a given period and making its resolutions for improvement. The challenge is our ability

to measure expected outcomes. This is due to the reality that, assessing outputs is relatively easier and short term in nature, but measuring outcomes on the other hand is more difficult and requires a longer period of time before they can be assessed.

Considering the statement on measuring of outcomes, the Legislature has conducted oversight over the GPG, over two legislative terms. It could be possible and worth considering by the next Legislature to commission a study to assess if, expected outcomes of the priorities of the day, have been realised by the GPG.

The Legislature is in the final stages of implementing the resolutions tracking framework and the mechanisms that are meant to address the associated challenges of poor resolutions and lack of response to resolutions of the House. Committees have also, during the period under review, been resourced to respond to their oversight mandate. Committees were allocated individual budgets, instead of the traditional pool budget approach. This was to enable Committees to plan appropriately around matters of oversight, including the annual reports process, and have the necessary funds to carry out their plans. High volume Committees were also allocated the necessary and appropriate resources in the form of additional Researchers and Senior Committee Coordinators.

FOCUSED INTERVENTION STUDIES (FIS)

In pursuance with the oversight model, each Committee is obligated to produce two FIS per annum. This study identifies a particular area requiring further research and/or closer monitoring. This is a very effective tool of oversight if utilised correctly and optimally. The Efficacy study confirms that this is a very effective tool of oversight, if used correctly. The study also confirmed a concern of the office of the Chairperson of Committees, that, not all portfolio Committees are putting this essential tool to optimal use. Portfolio Committees, in the 4th Legislature, will be strongly encouraged to utilise this tool as prescribed by the oversight model, at least twice a year.

The timing of these studies are quite important in that, its findings can effectively feed into the following Legislative processes.

MICRO-PRIORITISATION PROCESS

Micro-prioritisation is a process wherein the Legislature attempts to influence plans and budgets of departments for the subsequent years. This is done in the second quarter of the financial year when government engages in planning processes for the following years. The engagement with the government's planning process would have been informed by the outcomes of the budget vote process, budgeting or other

factors in the departmental budgets, and raises these issues during the micro-prioritisation so that the departments' planning processes can take these into consideration. Committees and the Legislature have, in the period under review, struggled to optimally utilise this oversight tool, with the unfortunate result that Committees missed an opportunity to influence government budgets before they were presented in an appropriation Bill.

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 priorities.

The year under review saw our Committees continuing to improve on their oversight work over the GPG. The assessment of the effectiveness and impact of the Legislature's oversight model yielded important results that will be left to the 4th Legislature to implement. There is an effort by the Legislature, at the request of the legislative sector, to share this model for implementation in the entire sector.

2. LAW-MAKING

In the year under review the Legislature was presented with laws that, through its Committees, it diligently considered and passed within the given time. These were laws at both Provincial and National level. Our permanent delegates in the NCOP always saw to it that the Legislature is well informed at all times about National legislation that was brought before Committees.

Some of the important legislation to come out of the period under review includes the Mandating Procedures legislation, which seeks to remove some of the challenges that were experienced by Committees when dealing with National legislation over the preceding years.

During the 2008/2009 financial year a portfolio Committee of the Legislature, worked and shared resources with its counterpart from the North-West Province to hold public hearings and facilitate the passing of the twelfth amendment to the Constitution of the Republic, which facilitated the return of the people of Merafong to the Gauteng Province. We must thank the leadership of the Speaker for guidance through this sensitive piece of Legislation and the support of the Provincial Secretary for providing the necessary administrative and financial support to this process.

The year under review also saw the establishment of the Committee for the Scrutiny of Subordinate Legislation. The Legislature is, once more, proud to be a pioneer in the sector with the development of this capacity within Committees of the Legislature. We have great hopes and aspirations for this Committee. An Act was also passed to facilitate and regulate the workings of this Committee. It is necessary to mention that this work was done with the support of the GPG and for this we thank the office of the Leader of Government Business.

The following is an indication of the bills passed by the GPL both nationally and provincially during the reporting year:

NCOP:

Negotiating Mandates (NM) and Voting Authorities (VA) were conferred in respect of the following NCOP-legislation;

NM and VA: *Social Assistance Amendment Bill [B17-2008];*

NM and VA: *Social Housing Bill [B29-2007];*

NM and VA: *National Environment Laws Amendment Bill [B35-2007];*

NM and VA: *National Environment Management: Waste Bill [B39-2007];*

NM and VA: *National Environment Management: Integrated Coastal Management Bill [B40-2007];*

NM and VA: *Housing Development Agency Bill [B1-2008];*

VA: *Mandating Procedures of Provinces Bill [B8D-2007];*

NM and VA: *Consumer Protection Bill [B19-2008];*

NM and VA: *National Environmental Management Amendment Bill [B36-2007];*

NM and VA: Second Hand Goods Bill [B2 – 2008];

NM and VA: *Tobacco Products Control Amendment Bill [B7-2008];*

NM and VA: *Reform of Customary Law of Succession Bill [B10-2008];*

NM and VA: *Prevention of and Treatment for Substance Abuse Bill [B12-2008];*

NM and VA: *National Railway Safety Regulator Amendment Bill [B32-2008];*

NM and VA: *National Qualifications Framework Bill [B33-2008];*

Core Legislative Business
of the Legislature

NM and VA: *General and Further Education and Training Quality Assurance Amendment Bill [B35-2008];*

NM and VA: *National Road Traffic Amendment Bill [B39-2008];*

NM and VA: *National Land Transport Bill [B51-2008];*

NM: *National House of Traditional Leaders Bill [B56-2008];*

NM: *Traditional Leadership and Governance Framework Amendment Bill [B57-2008];*

NM and VA: *Constitution 14th Amendment Bill [B62-2008];*

NM and VA: *National Environment Laws Amendment Bill [B66-2008];*

NM and VA: *Financial Management of Parliament Bill [B74-2008];*

VA: *Constitution 16th Amendment Bill [B1-2009]; and*

NM and VA: *Division of Revenue Bill [B4-2009].*

PROVINCIAL:

Provincial Appropriation Bill [G001-2008];

Gauteng Transport Framework Revision Amendment Bill [G003-2008];

Provincial Adjustment Appropriation Bill [G007-2008];

Gauteng Scrutiny of Subordinate Legislation Bill [G005-2008];

Gautrain Management Agency Amendment Bill [G006-2008];

Provincial Adjustment Appropriation Bill [G005-2009];

Gauteng Enterprise Propeller Amendment Bill [G001-2009];

Gauteng Gambling Amendment Bill [G002-2009]; and

Consumer Affairs (Unfair Business Practices) Validation Bill [G003-2009].

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, Committees of the Legislature have established dynamic relations with the civil society organisation and drew them in when doing their legislative work of oversight and law-making. In the year under review, Committees have worked to ensure that the public of Gauteng is informed, participates and is consulted during oversight and law-making processes of the Legislature.

The Social Transformation Cluster of Committees, including priority Committees like the Education; Community Safety and Health Committees, embarked on a new initiative to conduct oversight that is truly informed by public participation. This was done through the "Bua Le Sechaba", loosely translated to mean "talk to the nation", campaign. During this campaign, the combined Committee visited three communities; Katlehong, Vosloorus and Duduza. The combined Committee engaged with community leaders and organised formations during the day and engaged with about five hundred community members in the evening, in each of the visited communities.

Committees have a responsibility to realise the mandate of the Legislature, with regards to mainstreaming public participation in all Committees and all processes of Committees of the Legislature. The 4th Legislature is encouraged to develop and implement a clear strategy to realise this goal.

Committees must also work hard to ensure that access to Committees is extended beyond targeted and interested stakeholders, to include general citizens of the Gauteng Province. This will be achieved, by partnering with the media to ensure that all citizens of Gauteng are aware of the work of the Legislature and opportunities to participate.

It is encouraging to report that, due to the success of the "Bua Le Sechaba" campaign, the Legislature has resolved that this campaign will become part of the public participation and oversight work of the Legislature.

Office Bearers

Speaker
Richard Mdakane
ANC

Deputy Speaker
Sophia Williams-De Bruyn
ANC

Office Bearers

Chairperson of Committees
Lindiwe Maseko
ANC

Deputy Chairperson of Committees
Refilwe Ndzuta
ANC

Leader of the Opposition
Jack Bloom
DA

Leader of Goverment Business
Firoz Cachalia
ANC

Chief Whip
Mandla Nkomfe
ANC

Office Bearers

Portfolio Committees

Chairperson
**Agriculture Conservation
and Environment Committee**
Nomantu Nkomo-Ralehoko
ANC

Chairperson
Local Goverment Committee
Refilwe Letwaba
ANC

Chairperson
Economic Affairs Committee
Uhuru Moiloa
ANC

Chairperson
Education Committee
Amon Msane
ANC

Chairperson
Finance Committee
Bheki Nkosi
ANC

Chairperson
Health Committee
R.A.M Salojee
ANC

Chairperson
Housing Committee
Godfrey Tsotetsi
ANC

Chairperson
**Community Safety
Committee**
Jacqueline Mofokeng
ANC

Chairperson
**Public Transport, Roads
and Works Committee**
Mbongeni Radebe
ANC

Chairperson
**Social Development
Committee**
Steward Ngwenya
ANC

Chairperson
**Sport, Recreation, Arts
and Culture Committee**
Sipho Mkhize
ANC

Office Bearers

Whips and Leaders of Political Parties

Party Leader
Gertrude Mzizi
IFP

Party Leader
Lydia Meshoe
ACDP

Party Leader
Frederick Mulder
VF +

Programming Whip
Joggie Boers
ANC

NCOP Whip
Valentine Mbatha
ANC

Constituency Work Whip
Sipho Makama
ANC

Party Leader
Themba Sono, Prof
AFD

Party Leader
Malesela Ledwaba
APC

Party Leader
Rose Gudlhuza
ID

Party Whip
Angelina Moeng
ANC

Senior Whip of the
Official Opposition Party
Glenda Steyn
DA

Whip
Paul Willemberg
DA

Office Bearers

Standing Committees

Chairperson
Geyodi Committee
Doreen Senokoanyane
ANC

Chairperson
Petitions Committee
Hope Papo
ANC

Chairperson
Public Accounts Committee
Michael Seloane
ANC

Chairperson
**Rules/Programming
Committee**
Richard Mdakane
ANC

Chairperson
**Oversight Committee
on the Premier's Office
and The Legislature**
Samuel De Beer
ANC

Chairperson
**Privileges and Ethics
Committee**
Sophia Williams-De Bruyn
ANC

Chairperson
**Committee on the Scrutiny
of Subordinate Legislation**
Anthony Selepe
ANC

The following movements took place in October 2008:

- Lindiwe Maseko moved from Chairperson of Committees to Chief Whip.

- Relifwe Ndzuta moved from Deputy Chairperson of Committees to Chairperson of Agriculture Conversation and Environmental Committee.

- Mandla Nkomfe moved from Chief Whip to MEC for Finance and Economic Affairs.

- Nomantu Nkomo-Ralehoko moved from Chairperson of Education Committee to Chairperson of Committees.

- Deputy Chairperson of Committees – Ms Nomalizo Joyce Pekane.

Gauteng Provincial Legislature

First Row: P Skosana (Secretary); K Lekgoro (MEC); K Mosunkutu MEC); I Jacobs (MEC); M Nkomfe (MEC); B Creecy (MEC); R Mdakane (Speaker); P Mashatile (Premier);S Williams-De Bruyn (Dep. Speaker); N Nkomo-Ralehoko (Chairperson of Committees); Q Mahlangu (MEC); B Hlongwa (MEC); A Motshekga (MEC); F Cachalia (MEC and LOGB); N Mokonyane (MEC).

Second Row: J Bloom; U Moiloa; A Dawood; M Chabaku; R Ndzuta; J Mofokeng; M Seloane; F Mazibuko; L Maseko (Chief Whip); D Senokoanyane; G Tsotetsi; A Msane; B Nkosi; S De Beer; S Mkhize; H Papo; R Dhladhla; M Radebe (Chairperson).

Third Person: B Mthombeni; M Ledwaba; M Madlala; N Mtimkulu; P Mokgohlwa; M Bopape; S Nkomo; N Sikakane; A Selepe; D Tsotetsi; R Mogale; J Bokaba; M Moeng; R Gudlhuza.

Fourth Row: E Mageman; H Kruger; G Wolmarans; L Meshoe; T Sono; H Koorts; L Lasindwa; P Mncedane; V Mbatha; S Makama; N Plüddemann; S Ngwenya.

Fifth Row: J Boers; S Nkki; T Matila; F Mulder; P Willemburg; J Swart; K Lorimer; M Mzizi; J Khawe; RAM Salojee; M Motshekga; E Sogoni.

Sixth Row: A Matila; G Steyn; D Quail; J Moodey; J Pekane.
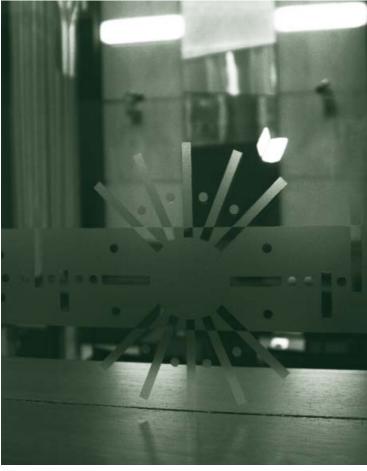
SECTION III:
PERFORMANCE PER PROGRAMME
(NON-FINANCIAL REPORTING)

Programme 1

Leadership and Governance

MANDATE

The mandate of the Office of the Speaker is to provide overall strategic leadership and direction to the Institution by ensuring the alignment of Legislature process to the outlined institutional strategy. One of the functions of this office is to monitor and oversee the implementation of institutional obligations through the Legislature Services Board. The office also provides strategic political management of the Institution by means of Forums such as the Presiding Officers and Office Bearers. Presiding Officers are also responsible for the strategic management of committees to ensure political outcomes.

KEY SERVICE AREAS

Strategic objectives for the year under review:

- Provide overall direction and leadership to ensure execution of institutional obligations;

- Provide leadership and direction to the Legislative Services Board (LSB);

- Build relations and/or partnerships with other Parliamentary institutions, Legislatures, other spheres of government;

- Build mobilisation of the diverse societies in an all embracing effort to build a sense of shared destiny and common nationhood, especially public participation programmes;

- Respond to public policy issues and events so as to be compassionate to people's issues;

- Oversee and monitor that the Legislature provides effective and efficient service to the members;

- Oversee and monitor the development and implementation of a training and development programme for members to:

  - pass effective laws;

  - oversee government effectively;

  - enhance and ensure public participation; and

  - play a productive and effective role for the future South Africa.

- Ensure that the Legislature processes are aligned to the outlined strategy for the term 2004 – 2009;

- Expedite the implementation of performance based contracts for senior level management. Enhance relationship with and provide necessary capacity to the Office of the Integrity Commissioner;

- Oversee and monitor the development and implementation of the HR strategy;

- Strategic Leadership of the Committee work, including PEBA, Committee inquiries, policy proposals, lawmaking and oversight;

- Strategic Leadership, monitor and measure impact of PEBA in all the Committees;

- Oversee and monitor that Committees Management drives the work of the committees in line with the objectives and programme of the Legislature;

- Oversee and monitor the strategic coordination of the committees with the NCOP;

- Oversee and monitor qualitative approach to public participation;

- Oversee implementation of the recommendation of Ad Hoc Committee on Ministerial Accountability; and

- Establish a value based organisation by internalising organisational values in decision-making, work practices and service delivery.

PERFORMANCE STATEMENT

The following achievements were achieved during the year under review:

- Approval of Institutional Strategic Plan and Budget for the year under review;

- Approval of Annual report for the financial year 2007/2008;

- Approval and implementation of the GPL turnaround strategy by the Board which resulted in a new organisational structure aligned to the core mandate of the Institution, that of Law-making, Oversight and Public Participation;

- Finalisation of the implementation of the OD exercise in the Office of the Speaker which resulted to a new organisational structure for the Office with reviewed job profiles and clearly defined reporting lines of support of the Presiding Officers;

- Implemented the IPMS for relevant support staff of Presiding Officers;

Programme 1

Leadership and Governance

- Appointment of Board Secretary in line with the outcomes of the Board review and good corporate governance;

- Initiated the process of redefining the Protocol Function in the Office of the Speaker;

- Initiated the process of developing a Stakeholder Management Strategy for Presiding Officers;

- Successful implementation of the new Performance Management System for Fixed Term Contract employees, including performance agreements, plans and new delegations of authority;

- Approval of Ministerial Accountability Manual by the House;

- Approval of the establishment of the Committee on the Scrutiny of Subordinate Legislation to assess the efficacy of laws passed since 1994;

- Enhanced and strengthen the Oversight function of Committees by initiating and approving the study of the efficacy of PEBA;

- Approved the process of the development of the Committee Inquiry System through which will result in the introduction of the Bill;

- Participated and contributed towards the development of the National Bill on Financial Management for Parliament and Legislatures;

- Successful establishment of Provincial Speakers Forum as part of cooperative governance between Provincial and Local spheres of government and ensuring alignment with the National Speaker's Forum;

- Reviewal and adoption of the Policy on Members Facility;

- Stakeholder management through the successful implementation of the poverty project between the Office of the Speaker, the Chinese Consulate General and the Chinese Business Community;

- Smooth implementation of transition after the resignation of the Premier and the new Premier MEC and the Office Bearers for the Legislature;

- Successful development and approval of the End of Term Report;

- Participation in National, Regional and International Conferences and activities such National Speaker's Forum, Provincial Speaker's Forum, CPA Africa Region and International. Commonwealth Parliamentary Association, National Conference of State Legislatures;

- Hosting of international and inter-institutional activities and activities; and

- Ensured the declaration of Members Interest in line with the Ethics and Privileges Act.

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Leadership and Governance	• Effective and Efficient Strategic leadership decision making and political management.	• 4 Board meetings per annum; • Plus 2 Special Board Meetings; • Quarterly sub-committee meetings; • 1 Presiding Officers Strategic Session; and • Monthly Presiding Officers Meetings.	• Good corporate governance and efficient performance of the institution.
	• Effective Management of the Programme.	• Weekly Office Bearers Meetings; • Fourth nightly staff meetings; • 1 Staff Review Session; and • 1 Team Building Exercise.	• Effective performance of the programme.
Stakeholder Management	• Participation in International, National and Regional Conferences: ▪ CPA meetings; ▪ National Speaker's Forum; ▪ Provincial Speaker's Forum; ▪ NCSL; and ▪ Host visiting dignitaries, special visitors and delegations.	• 2 x meetings Africa Region Meeting; • 1 International meeting; • 4 meetings scheduled ; • 1 hosted by GPL; • 4 meetings hosted by GPL; • 1 Conference; and • 12 per annum.	• Learning and sharing knowledge with other Legislatures and Relevant institutions.
Effective Financial Management System	• Implementation of plans in line with budget.	• Monthly and quarterly reports.	• Effective financial management.
Effective Human Capital development Management	• Staff training and development; and • Implemented IPMS reviews.	• Bursaries and training; and • Quarterly.	• Effective utilisation of personnel to achieve programme objectives.

Programme 2

Office of the 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 the 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 management of the services;

- Implementation of the GPL Turnaround Strategy;

- Improving administrative accountability to the Speaker, OCPOL and GEYODI Standing Committees;

- Adherence to treasury regulations for reporting and accounting on performance;

- Accounting to the Legislature Services Board and its sub-committees about performance of the Legislature;

- Improving stakeholder relations internally and externally;

- Improving the work of the Secretariat and its sub-committees in order to enhance decision making;

- Improving office support services to the Provincial Secretary;

- Improving management of staff performance in the Office of the Secretary; and

- Improving the policy environment of the GPL in order to create an efficient organisation.

PERFORMANCE STATEMENT

The Office of the Secretary provided leadership on the implementation of the GPL Turn-around Strategy. The implementation of the GPL Turn-around Strategy has ensured continuous improvement on the delivery of services. In addition, the Office revised the work of the Secretariat and its sub-committees as part of streamlining and improving decision-making and effective support to the Legislature Services Board.

It is important to note that, as we implemented the mandate of the office (and as informed by the Turn-around Strategy), appropriate resourcing and capacity was provided so as to ensure that the mandate is implemented effectively. In this regards the OD in the office of the Provincial Secretary made provision for functions of Legal Services, Monitoring and Evaluation.

GPL TURN-AROUND IMPLEMENTATION:

The Office of the Provincial Secretary has successfully implemented the following Organisation Development Interventions:

- New Organisation Structure that is aimed at improving integration of support services to the business of the House;

- Organisational Development in the Core Business Stream, Finance Stream, Office of the Secretary and Office of the Chairperson of Committees. The outstanding work in this regard related to the implementation of the OD Exercise in the Corporate Support Services Stream, which will be finalised in the year 2009/2010;

- A Leadership Model Development Programme has been implemented for Senior Managers. Issues of leadership have historically led to low staff morale and have been sighted as a barrier to effective delivery of services. It is expected that the Leadership Programme will address all these challenges;

- A new Business and Operational Model has been adopted, communicated and supported by all staff in the GPL. The Model ensures that all Business processes are geared towards supporting the mandate of the GPL;

- The GPL has developed five new policies that are meant to integrate business process, improve organisational culture and ensure quality services. The policies will be implemented from the 2009/2010 financial year;

- Job Profiles in the GPL have been reviewed and standardised, and this will improve role clarification and performance in the institution;

- An interface map between the political offices and administration has been developed and agreed to by all stakeholders. In addition, process maps for Core Business processes have been developed and documented. All these initiatives will be implemented from the 2009/2010 financial year;

Programme 2

Office of the Secretary

- The GPL has adopted a Management by Project Approach as part of achieving efficiency and effectiveness in service delivery. As off 2009/2010 financial year, a process of implementing the approach will begin;

- A monitoring and evaluation framework has been developed and its implementation will be rolled out during the 2009/2010 financial year; and

- The following toolkits and interventions have been developed to assist the GPL with future Organisation Development initiatives:

  - Business Model;

  - Change Management Methodology and Implementation Plan;

  - Project Management Tool;

  - Migration Tool;

  - Induction Programme (1 year); and

  - Interface Maps (institution-wide).

In conclusion, we are pleased to report that the main beneficiaries are the internal GPL staff members, the majority of whom have been promoted and redeployed to positions of higher responsibilities. As a result of this intervention, we have seen a marked increase in staff morale and a decline in staff turn-over in general.

We are confident that as the Office continues to implement the outstanding GPL Turn-around interventions, there will be a marked increase in the support service that is provided in implementing the mandate of the GPL.

PROVISION OF LEADERSHIP TO THE SERVICE:

- Developed and implemented a Risk Management Plan, for the ten GPL high risks identified;

- Improved support to the LSB and its sub-committees (including ensuring that Administration submits reports timeously to the LSB);

- The Office created a system for monitoring 'real-time' information in relation to the Institutional Calendar (an initiative to streamline all institutional meetings);

- Provided leadership to Institutional processes in developing, amongst others, interventions such as the Communication Strategy; Development of Protocol Strategy; Knowledge Management Strategy; Human Resources Development Strategy and the Review of Institutional Policies;

- Reviewed the Secretariat and its sub-committees in order to streamline and improve decision making;

- Ensured effective development of the GPL strategy as well as budget for the financial year and into the MTEF period;

- Ensured that the GPL Administration reports to OCPOL, GEYODI, Presiding Officers and Office Bearers; and

- Improved the implementation of the Legislature Services Board Resolutions.

IMPROVING STAKEHOLDER RELATIONS:

- The Office has ensured effective participation in SALSA and its forums. Subsequently, in the year under review, it was mandated to project manage the development of an Oversight Model for the Legislative Sector in South Africa; and

- The Office has ensured, amongst others, that Administration supports the Speakers Forum (Provincial and National), CPA Activities and Political Parties in the Legislature.

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Leadership and Governance	• Effective and efficient decision making; • Well functioning LSB; and • Effective corporate governance.	• Compliance with the Charter; • 4 LSB meetings; • Approved revised delegations of Authority; • Decision to revise Policy Environment of the GPL; and • Annual Board review undertaken.	• A well functioning LSB and its sub committees; and • Improved decision making.
Effective Leadership and management	• Implementation of strategy and budget; • Effective Secretariat; and • Operational efficiency.	• Supported 10 Secretariat meetings and Produced GPLs Annual strategy and budget; • Revised Secretariat and its subcommittees; • Processed all 4 quarterly performance reports from programmes; • Signed performance contracts with all senior managers; • Implemented delegations of authority as directed by the LSB; and • Convened regular one to one sessions with senior managers to track programme performance and strategy implementation.	• Effective strategy implementation; and • Adequate support to mandate of the GPL.

Programme 2

Office of the Secretary

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective relations with GPL stakeholders	• Effective relations with other Legislatures and participation in the Speaker's Forum and SALSA; • Effective relations with local and international bodies CPA; and • Effective relations with countries and their representatives (international and regional).	• 25 staff delegates attended Salsa bi annual conference; • GPL nominated to sponsor development of sector wide oversight model; • The GPL Branch sent a delegation to the regional conference in Zambia during the month of July 2008, and to a subsequent International Conference in Malaysia; • A GPL staff supported the Malaysia CPA International Conference, from the 03rd to 10th August 2008 and produced a research paper on communication challenges for parliaments for debate at the conference; • GPL hosted the UK Speaker: House of Lords to share on committee business; • GPL hosted the Speaker from the USA; and • GPL hosted Namibian Delegation to share best practice on parliamentary business.	• Profiling the work of the GPL regionally and internationally.
Effective financial management system	• Implementation of the PFMA; • Implementation of the budget, monthly reporting and monitoring; • Quarterly and annual reporting on non financial; and • Prudent financial management.	• Compliance with the PFMA; • Regular tracking of financial management practice in the GPL through monthly reports; • Monthly, quarterly and annual submission of financial reports to Treasury in line with the regulations; and • Development of risk management plan for the GPL.	• Unqualified audit report; • Efficient and effective service to the GPL; and • Transparent GPL.

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;
	
	  ▪ Compliance with HR legislation; and
	
	  ▪ Service excellence.
		• Finalised the Human Resource Development strategy;
		
		• Developed plans to comply with Equity Act;
		
		• Submitted skills development plans;
		
		• Implemented a leadership development programme;
		
		• Rewarded high performance teams in GPL through service excellence awards; and
		
		• Commissioned a review of the Integrated Performance Management policy.
			• Increased staff morale;
			
			• Efficient organisation; and
			
			• Effective service.

Policy development and management	• GPL Policy environment that is aligned to strategy.	• Coordinated 4 Policy Committee meetings as planned; • Eight policies were developed and referred to LSB for adoption namely: ▪ Transcripts Policy; Safety Policy; Learnership Policy; GPL Disability Policy; Promotion Policy; GPL Gender Policy; Leave Policy; Telephone Policy; Venue Management Policy and the Asset Policy.	• Efficient and transparent GPL.

Programme 2

Office of the Secretary

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Service Delivery	• Delivery of service to Members and Stakeholders.	• Commissioned the annual stakeholder perception survey to measure effectiveness of service to MPLs; • Ensured appropriate resourcing of committee business and Members through tools, processes and staff; and • Provided regular reports to the OCPOL, GEYODI, OFFICE BEARERS and PRESIDING OFFICERS on the delivery of services to mandate of the GPL.	Improved role of Members in the society; and • Improved accountability and transparency.
Effective strategic management	• 1 Annual review and planning session.	• Convened the annual strategic planning processes of the GPL; • Ensured proper planning processes across the GPL streams; and • Meetings between the Executive Directors and the Provincial Secretary.	

Effective human capital management for the office	• PPMS reviews;
	
	• Training and development plans; and
	
	• Management of employee relations and well being.
		• Delivery as planned, within stipulated timeframes and within budget;
		
		• Monthly meetings with staff:
		
		  ■ Effective Management and monitoring of Human Capital; and
		
		  ■ Training and Development Plans, discussed, agreed on and tracked.
		
		• Performance Management Reviews: Done and submitted timeously in the period under review.
			• Staff morale is increased; and
			
			• Effective performance teams.
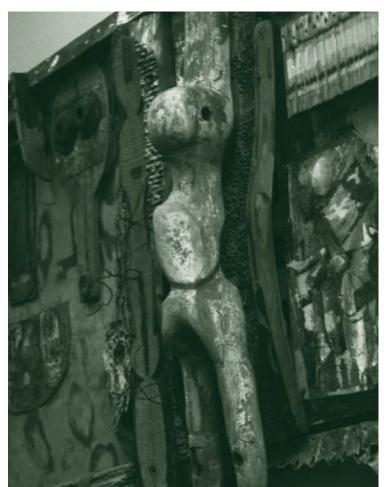
MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS

Effective stakeholder management	• Meetings with stakeholders; and
	
	• Feedback reports from internal stakeholders on service delivery.
		• Quarterly meetings with identified internal stakeholders:
		
		  ■ One to one session with the Speaker convened;
		
		  ■ Regular interaction with leaders of political parties;
		
		  ■ Regular staff meetings held to brief all staff on key decisions; and
		
		  ■ Regular meetings held with the Union.
			• Transparent organisation; and
			
			• Accountable administration.

Effective management of donor funding	• Utilisation of the EU budget; • Identification of projects to be funded; • Preparation of plans; • Implementation of plans; and • Reporting on spending.	• EU funds were not used in the year under review as a result of the decision to establish a national sector policy framework through which the EU can continue to fund legislative work.	

Programme 3

Corporate Services

The core mandate of the of the Corporate support stream is to give support to all stakeholders internally and externally within areas of HR, ICT, Security, Building and Admin through systems policies and processes that enables and facilitates service provision in the most effective and efficient manner. Corporate Support functions and services have historically been provided at the GPL through 3 Directorates namely:

MEMBERS AFFAIRS DIRECTORATE

Their composition includes Member's Facilities and Member's Relations. The Directorate is responsible for the managing the interface between members and the rest of the GPL Staff in terms of service provision in the most efficient and effective manner possible.

INSTITUTIONAL SUPPORT SERVICES

The composition of this Directorate includes Administration Unit, and Human Resources. The Directorate provides the infrastructural wherewithal for witchBoard, office furniture, transport, venue and hygiene, assetscontrol, recruitment, remuneration, talent attraction and development, and administration.

OPERATIONAL SUPPORT SERVICES

Operational Support is composed of the ITC Unit, Security, Health, and Safety Unit, and Building and Maintenance Unit. The Directorate provides the framework for the technological, (IT, audio, and video), as well as the infrastructure for all businesssystems of the institution. It also has the mandate for the security of the institution and its members, all matters relating to health, wellness, and safety of members and staff. The Building and Maintenance Unit provides the physical infrastructure needed by the members and staff to conduct business.

It is important to note that given the above background, the stream composition as depicted above, only began to exist mid-stream of the financial year 2008/2009. Corporate Support is a new stream as approved by the LSB in September 2008. Prior to the start of this project (OD in Corporate Support), the stream consisted of 3 Directorates all reporting to the Deputy Secretary with no consolidated strategy, structure and approach binding them together into a cohesive unit. As a result of this, the stream and the respective Directorates have been delivering their services to the organisation with varying degrees of success; building on some of the historical strengths and attempting to mitigate against some of the weaknesses and threat independently.

It was only after the organisational review exercise that three streams were established namely, Core business stream, Corporate support stream and the Finance stream, all of which report directly to the Secretary.

These fundamental organisational changes which occurred in the middle of the financial year present reporting challenges when the stream did not exist as a programme with a distinct business plan and budget to fulfil a particular set of objectives. Individual directorates had distinct business plans and budgets allocated in terms of which reporting every quarter and now within the annual report forms the basis.

OBJECTIVES

The Corporate Support stream's key objectives include:

- To coordinate and drive the execution of the corporate support mandate to the GPL;

- To provide strategic direction to the corporate support stream and its directorates and units through strategic planning, implementation, monitoring, and evaluation;

- Coordination of risk management and internal audit processes;

- Effective management of stakeholder relations and support to all stakeholder groups, internally and externally;

- Financial management and administration of the services;

- Execution of programme management responsibilities;

- Oversee the management of human resources function and its support responsibilities to our internal stakeholders;

- Management reporting of all aspects of our business, operationally and strategically on a quarterly and annual basis;

- Direct policy development processes and implementation of all approved policies;

- Instil leadership principles and a cadence of accountability through a compelling scorecard with the management team in corporate support;

- Capacity building within the stream and to the rest of the GPL;

- Maintenance of the GPLs building assets, including the Beyers Naude Park and the Harry Hofmeyr parking;

- Ensure rehabilitation of the west wing of the institution;

Programme 3

Corporate Services

- Ensure implementing an ongoing health and safety programme;

- Ensure the upgrading and maintaining the SAP platforms hard and soft ware;

- Ensure implementation of the new electronic security system;

- Ensuring effective utilisation of human capital through providing leadership development, employee satisfaction and employee retention; and

- Ensuring stakeholder satisfaction of via periodic stakeholder satisfaction surveys.

PURPOSE
The purpose of the Corporate Support Service is to promote and support the vision, mission and goals of the GPL as well as the mandate of the presiding officers on the administration specifically as it relates to stakeholder management.

SUMMARY OF ACHIEVEMENTS:
The stream would like to highlight the following achievements during the year under review:

- **HR Strategy:** The HR strategy was a multi-year project with several milestones to be achieved. Implementation of the HR strategy has to date delivered on the following outputs: job model template developed and finalised, process maps and toolkit for job profile development completed, development of a competency dictionary, job family diagram and classification of jobs according to different job families and approval thereof from the Secretariat, and training of staff on job profiles was completed.

- **Video Conferencing facility:** The video conferencing facility being a project that was funded by EU under the auspices of the Speaker's forum and was delivered quite successfully. Gauteng was one of the few Legislatures that was able to put the necessary technical backbone and infrastructure that enables the video conferencing facility to function. It was also one of the Provinces that went live when the video conferencing facility was launched in Cape Town in the second quarter of the year under review. This is a project which now enables all Provinces to communicate via video conferencing mode all at one time, or alternatively on a one-on-one basis.

- **Legislature Information Management System:** The LIMS system is another multi-year project which has taken the GPL about three years to complete. While it is a project

belonging to Core Business, the IT support and involvement cannot be under-estimated. IT has played a very important role in making sure that the technologies applied to the project are compatible with the GPL IT infrastructure and back bone. The system delivered e solutions in the form of e-Petitions, e-PEBA, e-Law Maker and e-DMS. The system was launched in December 2008 and the roll-out of the system to the user community as well as training of all key users and general users was planned for a rollout within this financial year.

- **Development of the Disaster Recovery Plan and Business Continuity Plan:** This is a project the GPL has struggled to achieve tangible outputs of for quite some time. It is an area most organisations did not quite know how to go about developing a comprehensive DRP plan and business continuity plan for. The GPL went the route of partnership with GSSC in order to leverage on resources requirements implicated in the DRP plan and business continuity plan and scaling down on the cost implications of the project. To date the GPL has developed a DRP plan. The following output in relation to the above exercise were achieved: complete deployment of outlook voice access services to users which records and plays back voice messages, and delivers voice and fax mail messages to the e-mail inbox. Accessed via Outlook, web access and mobile devices; fully functional VoIP, full multimedia support for GPL, group clustering and users file access rights, redesign of the printing queues.

- **Installation of the LAN WAN:** Facilities and telephone cables for second floor 1066 in line with office space requirements was completed. Provision of office space for new staff in 1066, partitioning of offices in line with requirements made and installation of the LAN and WAN facilities and telephone cables in the new offices as well as provision of office tools and mobile tools to equip staff to do business and operate efficiently.

- **Implementation of skills development plan for Members:** Training and development of members has taken a different shape since the introduction of the Members Affairs Directorate. Members are prioritising training and development quite seriously. The average spent on training members for the year under review is in the region of R1.4 million. This is inclusive of studies and career development interventions for members.

- **SAP Enhancements**: The SAP enhancement project was a multi-year exercise which started after the Organisational renewal exercise. The new org structure was replicated within the SAP environment with new cost centres in line with the new business model. New programme managers and sub programme managers were reconfigured within

the system. New authorisations were reconfigured together and the budget reallocated accordingly. Committees needed a special focus with the result that all committees were allocated unique cost centres and budgets accordingly. The release strategy was configured in line with the new delegations of authority.

• **Implementation of the Social Responsibility project:** Members Affairs introduced a social responsibility project. There project was premised on four legs, namely: The golf day, decommissioning of old furniture and assets of the GPL, the redistribution of excess food from GPL to disadvantaged communities, and the recycling of waste paper within GPL were achievements for the year under review. The first two legs of the social responsibility within GPL were successfully achieved. The other two legs namely, the excess food project as well as the waste paper recycling project is earmarked for a rollout within this financial year.

FINANCIAL MANAGEMENT

The program reflects actual expenditure of R107.5 million against an adjusted annual budget of R142.4 million. This reflects an under spend of R35 million or 25% of the allocated budget.

The under expenditure is in respect of funds reserved to meet the obligations of allocations to Political Parties in terms of the Gauteng Political Party Fund Act. The initial allocation was deemed as an extension of the baseline and accordingly allocated to parties for extended facilities which fell within the baseline. Transfers to political parties have not been reflected as expenditure against the vote as this falls within the ambit of the Political Party Funding Act.

The Security Project was also deferred to the next financial year as the project scope required changes with due consideration of financial constraints.

Institutional Support Services Directorate

MANDATE

The beginning of the 2008/2009 financial year marked a new chapter in the history of the ISS Directorate. After the institutional OD exercise that was undertaken toward the end of the 2007/2008 financial year, a decision was taken to split the ISS Directorate. The Directorate previously comprised of four units namely, Finance, Human Resources, Procurement and the Administration units. After the split, the Finance and the Procurement units were moved to the newly created CFO Directorate, with the ISS Directorate comprising only of the Human Resources and the Administration units.

STRATEGIC OBJECTIVES

- Directorate Strategic Planning Processes;

- Management of Payroll Administration for Members, Administration and Political staff;

- Management of Consultants;

- Adherence to Legislation;

- Streamlining of (LSB) Reports and proposals;

- Optimal Usage and Functionality of SAP;

- Effective Internal Controls;

- Adherence to Legislation and Governance requirements;

- Policy development and custody; and

- HR Strategic Improvements.

PERFORMANCE STATEMENT

In the 2008/2009 financial year, the Directorate was charged with several projects. One of the major projects was the SAP enhancement project that was led by the Director ISS. The project was aimed at closing system control gaps as identified by the internal auditors as well as reconfiguring the SAP system to ensure that changes emanating from the OD exercise were accommodated. These included the overhaul of the cost centre codes in Finance, the realignment of the organisation structure in Human Resources and the realignment of the release strategy in Materials Management (Procurement), amongst others the project was aimed at ensuring that all Line Managers were granted access as well as ensuring that business rules were realigned to ensure that authorisations were appropriated along responsibility lines. The second phase of the project will be concluded in the 2009/2010 financial year.

The other major project executed under the Human Resources unit was the job profiling project. The project was aimed at ensuring that job profiles in the institution were updated and completed. The major highlight of the project was the development of the job profiling template which was aimed at equipping Line Managers with a tool that would enable them to become self sufficient in the development and updating of job profiles. Line Managers were also trained in the utilisation of the template. The project culminated in the development of job profiles by Line Managers after they had received training from Human Resources. 68% of the job profiles were completed by year end.

The updated job profiles will ensure that employees have a clear understanding of their roles and responsibilities thus leading to clearly defined work plans and will facilitate improved overall performance. The Directorate over the years has understood the importance of identifying, understanding and managing stakeholder relations. This includes both internal and external stakeholders. With respect to the management of internal stakeholders, the Directorate has, through the Human Resources unit, conducted an employee satisfaction survey that served as a barometer for gauging employee satisfaction levels on issues varying from organisational culture, organisational performance as well as leadership styles. The Directorate also participated in a customer satisfaction survey spearheaded by the Members Affairs Directorate. The survey served as a dip stick on the perceptions of the levels of service as experienced by stakeholders.

The Directorate continued to maintain external stakeholder relations. The Directorate participated in a survey conducted by the Kwa-Zulu Natal Legislature. The Human Resources unit arranged an induction of their counterparts in the Mpumalanga Legislature on GPL Human Resource practices. The unit also participated in the development of the Human Resources strategy for the Legislative sector. A concept document was developed on Sustainable Training and Development. The Directorate also sent delegates to participate in the bi-annual Legislature SALSA conference, as well as participated in the SALSA Human Resources forum.

The Directorate ensured that all employees in the Directorate had work plans and that regular performance appraisals were conducted in line with its policy. This was done in order to identify performance gaps and to ensure speedy remedial interventions. The Human Resources unit was sent to an assessment centre for exposure to team dynamics strategies in order to realise synergies among team members. The Director ensured that the Line Managers were provided with coaching

and mentoring on a continuous basis. The Directorate led by example with the appointment of two persons with disabilities, one in the Human Resources unit and another in the Administration unit. The Human Resources unit also hosted an employee wellness day that was aimed at promoting good health and overall awareness on better living and lifestyle.

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Strategic Planning	• Completed Strategic plans.	• Strategic plans for the directorate were completed in conformance to the institutional priorities as spelt out by the presiding officers.	• Improved alignment between Directorate plans and institutional mandate.
Effective Financial Management	• Effective management of financial resources in line with the budget; and • Oversight of management of the Finance Unit.	• The Directorate posted an under expenditure below 4%. This is attributable to: • Late implementation of the SAP project which started in the 3rd quarter of the financial year; • Savings due to internal HR personnel who delivered the development of job profile training Line Managers; and • The impact of the savings was negated by the over expenditure on transport costs.	• The Directorate expenditure was in compliance to Treasury recommendations; and • Demonstration of an accountable GPL.
Effective HC Management	• Management of ISS staff through: • IPMS; • Training and development; • Mentoring and coaching; and • Career and succession planning.	• Work plans were developed for all managers reporting to the Director; • Signed off performance appraisals were conducted regularly as per policy and feedback was given to direct reports on a regular basis; and • Ongoing coaching and mentoring outside the planned performance appraisals sessions was practiced as required.	• Improved team morale and performance to enhance optimal efficiency.

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MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective HR systems	• Oversight of management of the HR Unit.	• An HR implementation plan was developed with clear deliverables, identification of responsible persons and implementation timeframes outlined.	• Cleary defined roles and improved execution of tasks for optimal institutional performance supporting the core mandate of GPL.
Effective admin system	• Oversight of the Management Administration Unit.	• Meetings were held with the internal audit team to redefine the asset management process that was identified as a risk for the institution; and • Monthly plans were discussed with the manager and staff to proactively identify bottle necks with a view to improve service provision.	• Improved Asset Management controls leading to a reduction in audit findings.
Adherence to Legislation and governance requirements	• Budget compilation and submission to Treasury; and • Statutory reporting.	• Quarterly reports for the 1st quarter were submitted on time and in line with the Treasury requirements.	• This leads to confidence in the institutions governance processes and creates transparency.

Policy review and development	• Continuous review of policy;
	
	• Development of policy; and
	
	• Alignment to Legislation.
		• Three draft policies were developed in the year, under review:
		
		  ■ Internship policy;
		
		  ■ Revenue from the hiring out of venues policy; and
		
		  ■ Asset policy
		
		• The Mobile Tools policy for both Members and Staff were revised and approved by the LSB.
			• To ensure:
			
			  ■ Standardisation;
			
			  ■ Accountability; and
			
			  ■ Implementation of the guiding principles.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
SAP Enhancements	• The following milestones were achieved by the end of the financial year: Audit of Finance Materials Management, and Human Resources; ■ Finance 　° Review current Financial Structure set up (example, company codes); 　° Review reporting structure; 　° Create New cost centres; 　° Migrate data to new cost centres; and 　° Migrate Budget data. ■ Organisational Management 　° Gather signed structures (Organisation and Reporting); 　° Gather info on cost centre structures; 　° Aligning jobs – positions; 　° Update organisational unit structure; 　° Update enterprise/personnel structures; 　° Update the vacancy list and activate info type 1007; 　° Maintain integration for OM objects; and 　° Transport to production. ■ Materials Management 　° Release the Strategy mapped to accommodate the new Delegations of Authority.	• Accountable and effective GPL through the reduction in audit findings and implementation of clearer delegations of authority.

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Institutional Support Services Directorate

Human Resources Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS

Management of members and staff payroll	• Timeous payment of members and staff pay, free of queries and errors within specified periods and resolution thereof:
	
	  ■ Leave report;
	
	  ■ Overtime report;
	
	  ■ Tax report;
	
	  ■ Provident fund report; and
	
	  ■ Cost centre report.
		• Payroll was executed on the 15th and 25th respectively every month without default as per standard; and
		
		• The increases that were gazetted on 10 November 2009 for members were correctly implemented in December without any comebacks.
			• Staff and members motivated to focus on productivity;
			
			• Levels of confidence on the Human Resources unit to service the needs of stakeholders raised; and
			
			• The proper implementation of the newly gazetted changes to the remuneration of Office Bearers has propelled the GPL payroll processing into a centre of excellence.

Implementation of effective Human Resources development strategies	• Management of Human Resources development through:
	
	  ■ Training needs developed;
	
	  ■ Career and succession planning implemented; and
	
	  ■ Needs analysis reports.
		• The Training and Development Unit engaged in training initiatives classified under mandatory training as well as training informed by strategic objectives to be achieved;
		
		• A total of 349 training initiatives were undertaken in the year;
		
		• 16 Employees were trained in the 1st quarter, 116 in the 2nd quarter, 111 in the 3rd quarter and 106 in the 4th quarter; and
		
		• A total of 35 employees were granted bursaries.
			• Better skilled workforce; and
			
			• Improved capabilities geared for better implementation of strategic objectives and service delivery within GPL.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Integrated Performance Management Systems (IPMS) implementation	• IPMS reviews performed.	• IPMS quality reviews were conducted in line with policy; • Moderating committee deliberated on the submissions and gaps were identified in the policy as well as lack of compliance to policy; and • Eligible staff members were paid in September 2009.	• The implementation of the IPMS policy resulted in the recognition of staff performance in support of an effective GPL.
Broad Banding implementation	• Broad Banding assessments conducted.	• During April 97 employees were subjected to the process. 59 employees were granted awards. During September 50 employees were subjected to the process. 44 employees were granted awards.	• Motivated staff, improved skills and performance.
Effective maintenance of HR Policies	• HR policies developed, implemented and monitored.	• HR policies have been developed.	• To ensure standardisation, accountability and implementation of guiding principles.
Improvement of HR Processes	• Skills audit user's manual.	• A skills audit user's manual was developed to assist with the skills audit processes conducted at the Institution.	• Increased levels of proficiency and capability of Line; • Managers in conducting skills audits within their areas of responsibility; and • Improved standardisation in the methods and format for conducting skills audits in the organisation.

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MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Improvement of HR Processes	• Job profile toolkit developed.	• A Job Profile toolkit was developed to assist Line Managers with the development of job profiles.	• Increased levels of skill and capability of Line Managers in developing and updating job profiles; and • Improved standardisation in the methods and format of developing job profiles.
Improvement of HR Processes	• Succession planning mentorship framework.	• A Succession Planning and Mentorship framework was developed.	• Closure of any possible performance gaps to ensure an optimal and effective GPL.
Improvement of HR Processes	• Succession planning communication framework.	• A draft succession planning communication strategy framework was developed.	• Closure of any possible performance gaps to ensure an optimal and effective GPL.
Adherence to statutory requirements	• Employment Equity Report.	• The Employment Equity Report was submitted to the Department of Labour in line with statutory requirements.	• Increased public confidence in the governance process of the GPL; and • The Employment Equity plans also ensured that there is fairness and equity in recruitment practices of the GPL.
Adherence to statutory requirements	• Skills Development Report.	• The training report for 2007/2008 and the Workplace Skills Plan for 2008/2009 were submitted to the P-SETA by end June 2008.	• Increased public confidence in the governance process of the GPL; and • Compliance to legislation.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS

Adherence to effective recruitment processes and procedures	• Recruitment processes to be:
	
	  ▪ Well managed;
	
	  ▪ Coordinated;
	
	  ▪ Facilitated;
	
	  ▪ Expedited;
	
	  ▪ Vacancy report; and
	
	  ▪ Recruitment report.
		• 20 Positions were recruited in the first quarter, 20 in the second quarter, 26 in the 3rd quarter and twenty three in the 4th quarter. This bringing the total number of appointments made in the 2008/2009 financial year to 89;
		
		• Between 40 - 45% were filled by internal candidates in line with the GPL turnaround strategy; and
		
		• A total of 34 positions remained vacant as at the end of the financial year with the bulk of the vacancies (27) arising in Core Business due to the large number of internal movements as a result of the upward mobility of staff.
			• Improvements in the closing of vacancies in the institution ensures that there is continuity and minimal interruptions in productivity; and
			
			• The appointment of internal staff has resulted in upward mobility of internal staff and improved staff morale to support an effective and efficient GPL.

	Terminations.	• By the end of the financial year a total of 20 employees left the institution. This represented about 8% of a total complement of 269 permanent employees; and • The figures compare favorably against the 2007/2008 and the 2006/2007 financial years which averaged 12%.	• The retention of employees of the Legislature ensures that skills and capabilities are retained in the Institution; and • This should be positive for better implementation of strategic objectives of the institution.

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Institutional Support Services Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective management of HR Administration	• Sound HR admin well managed in respect of: ■ Leave; ■ Personnel files; ■ Payroll; ■ Staff benefits administration; ■ Members and Staff queries; ■ Administration of bursaries; ■ Training records; ■ IPMS records; and ■ EAP records.	• There were improvements in the filing and upkeep of employee files; • A checklist was implemented and maintained throughout the year; and • There were also improvements in the record keeping of IPMS submissions.	• An accountable GPL as a result of: • Fewer audit findings and the achievement of an unqualified audit; and • Fewer grievances lodged due to improved record keeping.
Effective management and development of Human Resource Staff	• Management of HR staff through: ■ IPMS; ■ Training and development; ■ Mentoring and coaching; and ■ Career planning and succession planning.	• Human Resource staff was all subjected to regular performance appraisals as per policy requirements.	• Improved performance to ensure optimal and effective GPL through training interventions.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Management of Employee Relations	• Sound healthy working environment through development and implementation of: ■ Salary increase negotiations; ■ Grievance and disciplinary policies; and ■ Monitoring of labour trends in the organisation.	• Regular meetings held between the Union and management representatives in line with the recognition agreement; • A new medical aid was introduced at the beginning of May in consultation with the Union; • Salary increase negotiations were concluded in September 2008; and • Employees at levels P9 to P16 were granted 12% and employees at levels P8 and P7 were granted 11%.	This contributed to sound relations between management and the union and it improved staff morale.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Job profiling project	• Training was conducted for all line managers except for Executive Directors, Directors and CFO's Office who were undergoing an OD which was only concluded at the end of the financial year. A total of 88 jobs of 152 or 58%. However, 95% of line managers were trained. Only 23% of jobs can be attributed to managers who were not trained.	• The updating of Job profiles is integral to many other HR interventions. It ensures that performance plans could be developed which facilitates for performance management. It also ensures that skills competencies may be developed and a skills audit conducted and skills gaps identified.
IPMS enhancement project	• Terms of reference were developed and approved, however the service provider was not sourced by the end of the financial year.	• Gaps in the IPMS system were not closed and training on IPMS not conducted as envisaged.
Skills Audit	• Not concluded as it is a dependency on the conclusion of the Job profiling exercise.	• Skills gaps in the organization not identified.

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Institutional Support Services Directorate

Administration Unit

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Management of contracts and renewals	• Satisfied stakeholders.	• Canteen contract: • The canteen was operational throughout the year without interruption and operated as per expected service standards; • The canteen contract was maintained in line with the SLA and monthly meetings were held with the service providers; • The contracted service provider terminated their contract 9 months before the contract expiry date citing losses emanating from ancillary services provided to the business; and • A stop gap contract was entered into to ensure that the canteen service was not interrupted until a new contractor was put in place at the beginning of the new financial year.	• The proper management of canteen contracts made it possible for the GPL to afford members and staff convenience and subsidised food prices.
Management of contracts and renewals	• Satisfied stakeholders.	• Hygiene contract: • The various hygiene services from pest control to deep cleaning of ablution facilities were rendered in line with service level agreements; and • The various hygiene contracts were streamlined to ensure that they were aligned in terms of service offering and contract end date.	• The provision of hygiene services has ensured that members and staff work in a clean and healthy environment; and • The rationalisation of the hygiene services contract has ensured better monitoring of performance and value for money to the institution.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Management of assets	• Updated asset register.	• The asset management contract was put in place and the asset ware system was reactivated to allow for up to date recording of assets, updating of the asset register; and • Newly acquired assets were bar-coded and recorded in the asset register in line with policy.	• Timeous recording of assets in the register has ensured that Legislature assets are accounted for and safeguarded; and • This has also contributed to a reduction in adverse audit findings.
Transport services to Members and staff	• Safe and timely transportation.	• Transport was provided to members and staff in support of the requirement of the GPL business at all times; • There was an upsurge in the demand for transport in support on Public Participation and committee activities; and • An SLA was concluded towards the end of the financial year with the G-Fleet with a view to establishing and regulating the facilitation and utilisation of transport services within the Institution.	• The provisioning of a reliable and predictable service at acceptable standards has ensured that GPL is able to execute on its mandate.
Maintenance of Legislature vehicles	• Maintained Vehicles.	• Vehicles were serviced in line with the applicable institutional transport and vehicle policy as well as the applicable manufacturer's specifications; and • Vehicles were also kept clean and in a good state of repair at all times.	• Servicing of GPL vehicles in line with policy has ensured the running of a safe and reliable service offering.

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MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Provision of Cleaning and Hygiene Services	• Clean and Hygienic Environment.	• The GPL Main Building and floors forming part of the 1066 Building which are occupied by GPL Staff (2nd, 5th, 6th and 13th Floors) were continually kept clean and in a good hygienic condition; and • Various members of the Cleaning Staff Corps received letters of commendation from office occupants commending them for the manner in which they go about cleaning offices and public facilities.	• Cleaning of the GPL Building premises has ensured that there is adherence to Health standard and contributed to pride in the institution.
Providing Business Tools / facilities	• Optimal business tool /facility and uptime.	• Mobile and landline services were provided to members and staff in line with policy; and • The limits on Mobile Business Tools for both members and staff were revised in line with inflation in September and the new limits were implemented at the beginning of October.	• The provisioning of landline and mobile business tools to both members and staff has ensured uninterrupted communication in the institution.
Administration and maintenance of the debit card system	• Satisfied canteen and coffee bar patrons.	• The debit card system was operational for the most part of the year; and • The only challenge experienced was when the canteen contract changed hands that the system was not operational.	• The Debit card system has ensured that there is proper accountability and proper reporting on canteen management.
Furniture/ office equipment and décor provision	• Timeous supply of furniture /office equipment and décor requirements.	• Members and staff were allocated assets in line with policy; and • There were increased request for furniture due to the changes emanating from the GPL turnaround strategy which resulted in the increase in number of offices due to the creation of new Directorates.	• The provisioning of furniture and equipment to staff and members has ensured that productivity is not interrupted.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Venue bookings and revenue generation	• Satisfied Customers.	• The City Hall and other GPL venues were hired out in line with policy; • The Venue Policy was revised to accommodate the applicable tariff list; • All the revenue generated was properly accounted for; and • The policy was presented to the policy committee and approved by the LSB.	• The revision of the policy on the hiring of GPL venues has ensured better accountability for revenues generated; and • The availing of the City Hall and other areas of the GPL precinct has promoted the GPL as an Institution that is accessible to the Gauteng citizens and also contributed to the positive image of the Legislature.
Mail-room services	• Timely and accurate document collection and delivery service.	• The internal and external document delivery service was provided in an effective and efficient manner as per requisitions received; and • A few instances when mail was delivered to old addresses.	• The distribution of documents has ensured that members and staff are properly supported in the execution of their tasks.
Printing and Stationery provision	• Timeous supply of printing and stationery requirements.	• Printing and stationery requirements were supplied in line with requisitions in compliance with procurement processes.	• The provisioning of printing and stationery requirements has ensured that members and staff are properly supported in the execution of their tasks.
Rendering of insurance services	• Insured staff members and GPL assets / property.	• Cover for GPL assets and building as well as members and staff members were facilitated through Glenrand MIB; • The mobile tools were covered through Vodasure; • There was a sharp increase in the number of losses experienced on mobile phones towards the middle of the financial year; • Staff members were made to pay the excess at the rate of 10%; and • The majority of claims submitted were honoured by the insurance houses.	• The securing of insurance cover for Members and staff as well as Legislature property/assets has ensured that there is business continuity and security for Legislature personnel.

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Institutional Support Services Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Interior Plants services	• Conserved interior plants.	• The conservation and maintenance of interior plants was conducted as per the service level agreements; and • Plants requiring replacement during the course of the financial year were duly replaced.	• The maintenance and conservation of plants has contributed to the sustenance of a welcoming and conducive working atmosphere.
External Courier services	• Timely and precise courier service.	• Documents and articles were delivered through the courier in line with requisitions; and • The unit engaged the service provider to revise their rates in line with market rates.	• Timeous delivery of documents and services resulted in increased user confidence on the part of both internal and external stakeholders; and • The institution also benefited from obtaining competitive rates on the basis of new rates negotiated with the service provider.
Preservation of art works and internal décor	• Preserved art works and internal décor.	• Owing to capacity constraints experienced since the phasing out of the Art Curator position, the preservation of art works and décor at the GPL was done through the involvement of various staff members within the Unit; and • It has, however, always been clear that there is a need for dedicated capacity with specialist knowledge on art works and internal décor within the institution.	• The Art Works and décor in the Legislature contributed towards the promotion and enhancement of the ambience in the Institution.
Providing uniform for staff	• Satisfied stakeholders.	• Uniform was provided to cleaning staff within 8 weeks of requisition date.	• This contributed to the branding of the institution and enhancing team spirit and cohesion among staff members.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Financial Management	• Effective Management of financial resources in line with the budget.	• An overspend was experienced in the Unit; • Areas of potential overspend such as transport and telephone were brought to the attention of the Budget Council; and • The requested increase in the demand for transport service and the extension of mobile tools to other levels of staff.	• Budget constraints have led to over expenditure in transport as well as telephone costs.
Efficient Human Capital Management	• Management of ISS staff through: ▪ IPMS; ▪ Training and development; ▪ Mentoring and coaching; and ▪ Career and succession planning.	• Performance appraisals were conducted on a quarterly basis in line with the GPLs IPMS policy; • Quarterly reviews of job descriptions, work plans and development programmes were conducted, and profiles were developed for all the jobs within the Unit; • Performance gaps were identified and redress measures were implemented where relevant; and • Staff that performed well were identified and cited for rewards.	• Better skilled workforce and improved capabilities geared for better implementation of strategic objectives and service delivery within GPL.
Stakeholder Management	• Meetings with stakeholders; • Feedback reports from internal stakeholders on service delivery quality; and • Service Delivery Impact assessment reports from outside stakeholders.	• The Unit participated in the Customer Satisfaction Surveys conducted under the auspices of the Members Affairs Directorate.	• The stakeholder management interventions contributed to improved relations with other Units, breaking down of silos and improved productivity.

Programme 3 Corporate Services

Operational Support Services Directorate

MANDATE

The Directorate has three units namely: ICT, the Security, Health and Safety, and the Building and Maintenance.

The ICT unit is responsible for providing the technological framework for the functioning of the Legislature. It also provides the platform and infrastructure for all business systems and processes required by the Legislature in order to, meet its overall goals and objectives. Furthermore the unit is responsible for effectively contributing towards the objective of sustaining Gauteng as the "Smart Province".

The Security, Health and Safety unit has the responsibility of ensuring physical, documental, personnel, and informational security. It also ensures that the institution is free from safety and health hazards by providing protection for the building, the precinct, and the occupants. Finally, it provides the Health and Wellness programme to members and staff, through the fitness centre.

The Building and Maintenance unit is responsible for providing members and staff with the physical infrastructure required to perform their business operations. The unit also provides a well maintained and welcoming atmosphere in the building for all stakeholders.

STRATEGIC OBJECTIVES

The Directorate is responsible for the achievement of the following objectives:

* Providing a professional support service to the needs of the Legislature with regard to information technology in all respects as well as to provide security facilities and building management to members;

* Rehabilitating the West Wing of the GPL;

* Maintaining the East Wing of the GPL;

* Rehabilitating the Rissik Street Post Office;

* Implementing a health and safety programme and system;

* Designing, developing, and implementing the LIMS project;

* Upgrading the existing SAP platforms, hardware and software;

* Implementing a new electronic security system;

* Ensuring effective utilisation of human capital through providing leadership, development, employee satisfaction, and employee retention, and

* Ensuring stakeholder service provision.

PERFORMANCE STATEMENT

The following achievements were recorded during the year under review:

* The technical side of the LIMS project was delivered. This joint enterprise between Core Business and Corporate Support has been a flagship project that will be of enormous benefit to the institution members and staff alike. LIMS is a multi-year project that is aimed at providing a business development component for the institution. Its purpose is to provide electronic information categorised into pockets of institutional subjects and available to members and staff. Training on the use of the electronic tool commenced under the year under review;

* In the continuance of technical excellence, the ICT unit has enabled the IT support system to continue to support the members and staff on a 24-hour basis. As a result all stakeholders are enabled to productively use the laptops and workstations. Furthermore, the system provides seamless support to committees, events, and management meetings, with an improved end-user service. The basis support to SAP, the accounting system which is used in the Legislature, has been modified to suit the OD programme, which was being undertaken during the year under review;

* In an effort to further advance the GPL, a Voice over Internet Protocol (VoIP) project was introduced. The project is aimed at delivering voice, fax, and voice messaging applications via the internet and will be completed within the next financial year;

* During the year under review, the Selbourne Hall Debating Chamber Automation system which is a Legislature home design, was upgraded and is performing according to the design standards;

* Broadcast quality cameras have been commissioned in each of the committee rooms. These will allow all proceedings to be visually recorded and archived;

* The installation of plasma screens was extended to the 1066 building and utilisation as communication tool within the institution grew substantially. Its versatility in broadcasting provides the viewer with up-to-date information on institutional activities;

- The expansion and integration of communication between the GPL main building and 1066 was successfully completed;

- The security of external political events was successfully planned and executed and no threats or incidents were experienced at any of the events;

- Health and safety improved substantially during the year under review, both at a training and awareness point of view. A computerised audit system that prompts and checks all aspects of health and safety processes, that is tailored for the organisation was implemented. All relevant regulations of the Occupational Health and Safety Act (OHSA) were addressed;

- The fitness centre which provides a health and wellness programme to stakeholders has continued to function well;

- The maintenance function continued to ensure that the GPL meets the required standard; and

- The air conditioning in the building was upgraded.

The following challenges were recorded during the year under review:

- The Rissik Street Post Office project could not be successfully implemented due to lack of funding and finding the correct partner;

- The provision of business tools such as laptops was a challenge due to personnel expansions associated with the OD exercise.

The Security, Health and Safety unit experienced challenges in implementing the integrated security project plan. These included finding a balance between the optimum electronic security systems and avoiding the Legislature from being perceived as a "fortress" institution.

During the year under review stakeholder management remained a highly rated aspect within the directorate. An independent stakeholder survey was held in November 2008, to measure stakeholder satisfaction about the service of the directorate. The survey reflected the following scores:

- ICT unit – 60% (down by 1% from the previous year);

- Safety and Security – 65% (up by 5%);

- Building and Maintenance – 73% (up by 2% and maintaining second place in the Legislature); and

- Fitness Centre – 72% (a magnificent effort considering that this department was not rated the previous year).

The Directorate prides itself on its ability to provide an excellent service to its stakeholders. This is confirmed by the results of the survey as referred to above.

Capacity shortfalls, in relation to Human Capital Management were identified during the OD exercise and these will be addressed once the exercise is completed. Notably the directorate did not experience any resignations during the year under review.

Programme 3 Corporate Services

Operational Support Services Directorate

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective strategic management	One annual review and planning session: • Three monitoring, one review and reprioritising sessions; and • Review Reports.	• Effective plans developed as planned; and • Monitoring and Review sessions conducted.	• Smooth running of the directorate; and • Achievement of directorate strategic objectives.
Efficient and effective financial management	• Allocation of resources and spending in accordance with the strategic and operational plans of the Directorate: ▪ Monthly financial statements.	• Directorate budget developed and implemented; and • Monthly financial statements produced.	• Effective and efficient utilisation of resources; and • Accountability of directorate enhanced.
Effective Human Capital Management	• IPMS Reviews; • Training and development plans; and • Personnel records.	• Performance reviews conducted as per policy; and • Training and development plans produced.	• Effective utilisation of personnel to achieve directorate strategic objectives maximised; and • High quality service provision to stakeholders.
Effective monitoring and evaluation	• Monthly plans and reports; • Monthly monitoring and evaluation reports; and • Quarterly and annual evaluations reports.	• Monitoring and evaluation sessions conducted; and • Monthly, quarterly and annual monitoring and evaluation plans and reports developed.	• Monitoring and evaluation enhanced; and • Enhanced service delivery to stakeholders.
Health and Safety in the GPL	• Provide regular communication to stakeholders; and • Ensure that relevant safety teams are trained on OHSA.	• Regular communication provided to stakeholders; and • Safety Team members trained on OHSA.	• GPL compliant with OHSA regulations; and • Zero recording of any health and safety incidents in the year under review.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Rehabilitate West Wing of the GPL (City Hall area) building	• Maintenance on the West Wing undertaken.	• Welcoming atmosphere created for all stakeholders; and • Enhanced business operations by all stakeholders.
Upgrade the East Wing of the GPL building to safety compliance	• Ongoing upgrades undertaken in accordance with maintenance schedule, to ensure safety compliance.	• Safe environment created for stakeholders; and • Zero safety incidents recorded.
Upgrading and maintenance of Selbourne Hall	• Selbourne Hall Debating Chamber Automation system was upgraded and is performing according to the design standards.	• Conducive working environment created for members; and • Enhanced House proceedings.
Rehabilitate Rissik Street Post Office (subject to sale agreement)	• The Rissik Street Post Office project could not be successfully implemented due to lack of funding and finding the correct partner.	
Technical development and implementation of LIMS project	• Hardware and software provided and technical development configured and delivered.	• Better access to information by users; and • Improved productivity.
Upgrade SAP platform	• SAP incorporated and integrated into the institutions computer system.	• Standardised operational and administrative support; and • Enhanced operational and administrative support.
Implement Electronic Security System	• Planning phase completed and due for implementation in 2009/2010.	

Programme 3 Corporate Services

Operational Support Services Directorate

Information Technology Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Maximum System Availability	• Provide 100% Network availability; and • Support for existing business solutions in place.	• 90% Network Availability provided.	• Delivery of high level network support services to members and staff assisted them in carrying out their duties; and • Enhanced productivity by members and staff.
Effective network security and Risk Management	• Firewall with content filtering software in place; • Approved Security Access Policy; • Access rights control matrix constantly monitored; • Data encryption standards in place; and • Constant Risk assessment taking place.	• Access to systems provided to members and staff.	• Systems security and access was provided to members and staff enabling them to carry out their duties; and • Zero percent incidents of hacking and virus attacks, internal controls violation and risk tolerance levels were minimised.
Provide the hardware infrastructure to support the network backbone and business systems and Technical and end-user support	• Network Switches, fibre interlinks UTP office points, satellite communication links; • Server infrastructure; and • Constant data backup and restore offsite.	• Hardware infrastructure and Network support provided.	• Seamless support provided to all stakeholders Enhanced efficiency and effectiveness of service delivery; and • Improved productivity by stakeholders.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Basis support for My SAP Enterprise Resource Planning (ERP) 2004 systems landscape	• Provide a stable and reliable operation infrastructure for SAP; • Maintain users profiles and roles; • Proactive daily monitoring of systems; • Regular Status and Updates Reporting of system performance; • Provides services for configuration and day-to-day administration of SAP servers; • Dealing and correcting technical problems and improve performance of the system; • Regular Status and Updates Reporting of system performance; and • Manage SAP operations requirements, reliability and availability of all business applications within SAP.	• User support management conducted; • Maintenance of users profiles and roles provided; • Proactive daily monitoring of systems undertaken; • Regular status updates and reporting of system performance done; • Provided services for configuration and day-to-day administration of SAP servers; • Dealing and correcting technical problems and improving performance of the system; and • Constant data backup and restoration offsite provided.	• Stable SAP landscape environment achieved; • Governance and compliance issues as raised by the annual Auditor General's audit addressed; • Maximum SAP System Availability provided enabling smooth operational and administrative support; and • Enhanced productivity by members and staff.
Research, evaluate and prepare for the implementation of various business applications	• Technical advices; and • Best practices.	• Technical framework and successful advice for GPL business solutions provided; and • Research successfully carried out on best practices.	• Enhanced services to members and staff and cutting operational cost while enhancing their productivity.

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Operational Support Services Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Providing technology related audio visual equipment	• PA systems setup; • Conference facilities; • Audio and recording equipment; • Sound quality; • Video conferencing; • Broadcast cameras; and • Video projector mobile and roof mounted.	• Selbourne Hall Chamber Automation System maintained and fully functional; • Plasma screen project supported; • Video conferencing and Broadcast cameras installed and fully functional; and • Video projector mobile and roof mounted.	• Promoted public awareness and understanding of parliamentary democracy and of the role, functions and processes of the Legislative, the Committees and the Parliament in general; and • Increased access to information through plasma screens project.
Effective Financial Management	• Monitoring and controlling budget based on Treasury regulations (PFMA); • Defining the business vision to be implemented through the budget cycle; and • Defining the business plan to inform the budget and financial management.	• Unit's budget developed in-line with business plan.	• Effective financial management enhanced; • Full compliance with PFMA regulations; and • Enhanced accountability of the unit.
Effective Human Capital Management	• Compliance to Labour Relations Regulations.	• Complied to Labour Relations Regulations; • Attracted, Developed and retained excellent talent; • IPMS reviews conducted quarterly; and • Training needs analysis conducted quarterly.	• Effective utilisation of staff; • Improved productivity of staff; and • Full compliance with Labour Relations Act.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Preparing and wiring network and telephone cables for second floor 1066	• Fully functional integrated network systems developed, namely: ■ Bandwidth; ■ Routers; ■ Hubs; and ■ Switches and cabinets.	• Enhanced communication between GPL main building and 1066; and • Improved productivity.
Ad hoc Projects as the results of the SAP ORG and AUTHORISATION structure Reengineering: • SAP Org Structure; • Roles and Profiles; • Release Strategy; and • SAP Workflow.	• Assisted ISS to adjust the Organisational Structure within SAP, to reflect the new changes at the GPL, as the result of the Turn Around Strategy, including: ■ SAP Org Structure; ■ Cost Centre Management; ■ Profiles and authorisations; ■ HR issues; and ■ SAP Workflow.	• Improved workflow and updated staff profiles.
Preparations for Elections	• Retrieval of business tools from outgoing Members carried out.	• Smooth transition between the 3rd and 4th Legislature.

Programme 3 Corporate Services

Operational Support Services Directorate

Safety and Security Unit

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Financial Management	• Implementation of the PFMA and other legislation; • Implementation of the budget, monthly reporting and monitoring; • Quarterly and annual reporting on (non) financial; and • Prudent financial management.	• Achieved budget expenditure within 3% of total allocation.	• Effective utilisation of resources; • Adherence to PFMA regulations; and • Improved unit accountability.

Access Control	• Access control to the main building, parking and 1066 buildings:
	
	  ▪ Access cards;
	
	  ▪ Visitors books; and
	
	  ▪ Physical security.
		• All Members and staff issued with ID and access cards; and
		
		• Visitor management at Public Entrance effectively implemented.
			• Enhanced access control into the GPL building; and
			
			• Reduction in theft due to greater attention at exit posts.

Parking Management	• Allocation of parking to staff and Members and visitors in the following premises: ▪ Hofmeyer, VIP, and 1006 Building.	• All members and staff catered for with vehicle parking bays; and • Visitors offered allocated visitors parking on an allocation basis.	• Improved parking management effected; and • No theft or vandalism of any of these vehicles has occurred during the fiscal.
Evacuation drills	• Sensitising staff and members to evacuation procedures during fire or emergencies occurring.	• Evacuation drill carried out as planned.	• All stakeholders sensitised on emergency evacuation; and • High emergency alert by all stakeholders.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Security Contract Management	• Management meetings held with SAPS /Ingwempisi for requirements at: ▪ GPL Building; ▪ Precinct; ▪ Parking Area; and ▪ 1066.	• Monthly meetings with stakeholders held SLAs revised and implemented.	• Satisfactory security and parking service provided; and • Enhanced human and vehicle security with the GPL precinct.
Training on Health and Safety	• Training of Health and Safety Representation / staff – awareness campaign; and • Inspections conducted by the trained health and safety reps monthly and anomalies corrected by the Safety Officer and the Committees.	• Accountable GPL through compliance of health and safety regulations.	• All reps are trained.
Upgrade and Management of the Gym	• Gym managed by a qualified instructor; • Maintain equipment; • Increased Gym utilisation; • Health and fitness; and programme /Awareness.	• High quality gym equipment maintained; and • Morning, afternoon and evening programmes made available to users.	• Healthful and welcoming environment within the gym maintained; and • Increased gym utilisation.
Adherence To Occupational Health And Safety Act (OHSA)	• Emergency evacuation procedures, signage; • All Heath And Safety representatives appointed legally in terms of the OHSA; • First Aid certificates up to date; • Fire fighting certificates up to date; • First Aid Boxes with the correct refills according to OHSA regulations; • Sick Bay with the basic life saving equipment according to OHSA; • Safety Committee meetings;	• Safety Audits conducted, by the trained health and safety representatives quarterly; and • All First Aiders and fire fighters trained.	• Increased adherence to OHSA; and • Improve health and safety within the GPL.

Programme 3 Corporate Services

Operational Support Services Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
	• Correctly trained first aiders, fire fighters, and evacuation wardens; • Certificates valid; • Election of Healthy and Safety Reps according to OHSA; and • Union relations properly maintained on safety issues.		
Operational Evacuation Bells	• Siren in place, upgraded and fully functional for evacuation.	• Fully serviceable system positioned in the security control room and manned during working hours.	• Improved safety for stakeholders.
Facilitation of Safety and Security at Events	• Opening Ceremony; • Closing ceremony; • Speakers Forums; • Heritage Day; • Woman' s Day; • Visits by Foreign Delegations; • City Hall Events; • Gatherings and Demonstrations; and • Senior Political Party Leaders.	• Drafted Operational Plans with other security agencies namely: • NIA, SAPS, EMS and JMPD.	• A well coordinated, represented Joint Operating Centre (JOC), for all events; • Correct Intelligence reports timorously and factually presented; • Full operation received from Municipal emergency services; and • No threats received, and all events, including external events, were without incidents.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Monitoring, upgrading of the new electronic security system	• Consultants contracted; • Plans drawn up and have been agreed to by the Secretary; and • Contractor tender drawn up and issued, tenders received and adjudicated. Recommendations awaiting the LAC.	

Building and Maintenance Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Maintenance Management (Building)	• Routine maintenance on and within the GPL building and precinct, e.g. repairing, servicing, maintaining, carpeting, painting, dry-walling, cleaning, and gardening service contracts exist.	• Building maintenance carried out as per the maintenance schedule for the year.	• Welcoming atmosphere created for all stakeholders; and • Enhanced business operations by all stakeholders.
Adherence to legal and safety standards East Wing	• Additions and changes to structures, facilities, signage, as per legal requirements, within the authorised plan (Secretariat).	• Additions and changes to facilities, signage, carried out within the approved legal and safety standards; and • Air conditioning partially upgraded.	• Safe and conducive environment created for all users; and • Adherence to National Building Regulations enhanced.
Adherence to legal and safety standards West Wing	• Additions and changes to structures, facilities, signage, as per legal requirements, within the authorised plan (Secretariat).	• Partial additions and changes to facilities, signage etcetera, carried out within the approved legal and safety standards.	• Improved safety for all stakeholders; • Enhanced adherence to legal and safety standards; and • Safe and conducive environment created for all stakeholders.

Programme 3 Corporate Services

Operational Support Services Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Establish the GPL precinct that instils pride and locates the Legislature as a hub that reflects the social and cultural values of the Gauteng people	• The precinct to be cleaned daily, the GPL building to be maintained to the best standards possible, the parking garage maintained to acceptable safety standards, and the gardens maintained as a place of serenity and city beauty to users.	• The precinct cleaned daily; • The GPL building to be maintained to the best possible standards; • The parking garage maintained to acceptable safety standards; and • The gardens maintained as a place of serenity and city beauty to users.	• The cleaning around the precinct has been carried out by a contractor, as well as the gardens. Both contracts are in place; • The GPL building, and the Harry Hofmeyr Parking, have been kept to satisfactory standards within the funds and the capacity of the Maintenance Unit; and • Other than the BRT constructions taking place on Market Street, to the South of the GPL, the precinct has been kept neat and tidy.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Building projects within the GPL	• All ramps and signage installed, where needed and where possible; • Removal of structures on Beyers Naude Park; • Translucent screens or suitable pigeon prevention measures installed; • Architectural and structural plans put in place; • Ongoing fire safety improvements within the maintenance schedule made to the east wing; and • Minor repairs and maintenance carried out on the west wing.	• Improved access to people with disabilities.

Programme 3 Corporate Services

Members Affairs Directorate

MANDATE

Members Affairs Directorate was established by the LSB in 2004 for the purpose of providing a dedicated support to members and parties of the Legislature. The establishment of the directorate was a result of members and political leadership raising concerns on the type of service members were offered from the administration in general. The core function of the directorate was to provide support and focus on matters affecting members. The establishment of the directorate meant that the needs and interest of members was driven by the strategic objectives:

STRATEGIC OBJECTIVES

• Policy development to assist in the effective running of members and party support staff facilities;

• Process enhancements dedicated to supporting Members and Political Parties of the Legislature in their operational activities;

• Development of skills for Members and improved management of Party caucuses according to the training plan;

• Improvement and coordination of service offerings to Members, Party support staff and Political Parties of the Legislature; and

• Introduction of sustainable programmes aimed at building the capacity of Members, Party support staff and Party caucuses.

The Members Affairs directorate in its service offerings assumes three roles namely:

• A service centre providing a service directly to members as Human Resource Management, Wellness Programme, support to constituency offices, and party governance issues;

• A transactional role using a service chart to track and monitor service to respond to the needs raised by members; and

• Providing any required information, accessing and disseminating information as required.

As a result the directorate has two units namely: (i) Members Relations unit, and (ii) Members Affairs Facilities unit. The Members Affairs Facilities and Support unit is responsible for managing facilities for members and providing political support for staff. These include areas of training and development, remuneration, employee benefits, administration of personnel records, industrial relations, and employee assistance programmes. In addition, the unit also deals with compliance with the legislative framework such as the Political Party Funding Act, Remuneration of Officer Bearers Act, and the LSB Act. The directorate is committed towards equipping Members for the fulfilment of their constitutional obligations. The Members Relations unit monitors and evaluates services rendered by the administrative staff to ensure effective, efficient and professional services.

PERFORMANCE STATEMENT

In the past four years, the Members Affairs Directorate has achieved some significant milestones that have been delivered in phases. In the year under review, the first phase constantly referred to as the Establishment phase, the directorates mandate was developed after an OD exercise was concluded and a business case submitted to the LSB for approval. Thereafter a structure was developed, the role of the directorate defined, and Members Affairs Committee (MAC) was established to provide a platform of focused discussion and surface issues of concern. The Committee as per requirement had meetings every quarter to review and recommend policies applicable to Members of the LSB. The achievement of the 3rd Legislature prepares the directorate for the consolidation phase of activities during the 4th Legislature.

The directorate has a sound foundation based on activities of the 3rd Legislature. It is imperative to focus attention on the following functions during the 4thLegislature:

• Improvement of management for members facilities in the areas of secretarial support, constituency allowance, training and development and research;

• Effective implementation of policies approved by the Board as travel for the Political Party funding;

• Management and improvement of quality service offering to the Members of the Legislature;

• Effective reporting to various stakeholders namely: the Secretariat, Members Affairs Committee, Presiding Officers, Office Bearers and LSB to ensure corporate governance; and

• Preparation for the induction of the new Members of the Legislature.

The most challenging period was the disestablishment of the 3rd Legislature. A comprehensive preparation plan was developed to ensure that there are adequate systems and

Members Affairs Directorate

processes in place to facilitate the exiting of members from the Legislature. This is in preparation for the 4th Legislature.

Two flagship projects that had a meaningful impact for schools, communities and members of the Legislature marked the end of the term for the directorate. The purpose of the first project was to create awareness of the role of Public representatives within various communities. The various constituency offices identified disadvantaged schools and communities with the intention of distributing unutilised institutional assets. Due to the success of the project, the Speaker pronounced that each year unused institutional assets should be donated. Cordial relationships have been built with these communities and this fostered a positive relationship with the institution. The second project was an award ceremony to thank MPLs for their contribution as Public representatives. The directorate has made great strides in its strategic projects, implementation of its operational plans, and its reporting processes. The strategic projects of the directorate were mostly multi-year projects to:

•   Introduce good governance and practice within the party caucuses. Audits were conducted for both the political party funding and the constituency allowance and related legislative requirements;

•   Enhance Members ability to perform constituency work through the payment of monthly constituency allowances; and

•   Develop and strengthen relationships and partnerships with other institutions in order to share information and knowledge.

The directorate endeavoured to strengthen the relationship with internal and external stakeholders. In this regard it participated in institutional structures, enhanced relationships with government departments and the legislative sector, and forged partnership with institutions of higher learning.   The directorate staff represented the institution at SALSA.

In the year under review, the directorate hosted various sporting codes during the sporting season, an inaugural golf day was held to raise funds for an identified charity organisation, and also visited the Northern Cape Legislature to conclude the sporting year.

An internal stakeholder satisfaction survey was conducted to assess the directorate's commitment to the service charter and its principles of excellence. The survey was aimed at measuring all service levels to stakeholders. The findings of the survey indicated an improvement from the preceding year in the areas of timeous service, communication and attitude. However, it indicated a need to improve in the area of leadership and team work.

An additional staff member was appointed to strengthen capacity of the directorate in the Members Relations unit. This has enhanced the capacity of the directorate in monitoring services offered to the Members.

To capacitate the management team, the directorate participated in leadership development programmes, and in order to build a cohesive team, attended interpersonal skills training to enhance the quality of service offered to MPLs.

The directorate continued to provide an effective human resource support for political party support staff and members of the Legislature by granting them bursaries and developing a training calendar for the period under review. As a result the institution was able to draw training programmes facilitated through partnership with institutions of higher learning, and in-house training facilitated by the institution.

Strategic projects contributing to successful delivery in support of the corporate division objectives were introduced and successfully completed. Systems were established to effectively implement, monitor and evaluate projects introduced. Operational processes were renewed and reviewed in-line with the business plan.

The challenge in the next financial year will be to ensure that there is a continuous improvement of services being provided to MPLs, Party Political Support staff, and the Political Party caucuses. There is also there is a need to benchmark strategic objectives and operational plans with other Legislatures.

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Directorate strategic planning processes	• Coordinate directorate strategic planning processes; • Annual review and planning session; • Three monitoring, review and reprioritising sessions; • Review reports; • Performance based budget; and • Non financial reporting.	• Business plans have been developed for various business units; • Budget projections have been completed for the year 2008/2009; and • Quarterly non financial performance report has been compiled.	• Improved coordinate and planning processes.
Effective strategic management	• An efficient and effective strategic management report; and • Monitoring and evaluation of implementation plans.	• Organisational plans were developed and linked to the strategic management plan.	• Improved coordinate and planning processes.
Effective Financial Management	• Allocation of resources and spending; • Monthly expenditure projections; • Monthly expenditure variation reports; and • Corrective action taken as per changes in the priorities of the GPL.	• Implemented budgets and monthly reports; • Quarterly and annual non financial reports; and • The directorate assured projected and actual expenditure correspondence.	• Complied with the PFMA; and • Consolidated processes and system capabilities to manage financial resources.
Effective Human Capital Management	• Performance management; • Training and development of staff; • Management of relations; and • HR administration.	• Implemented the IPMS; • IPMS for the administrative staff; • Developed training and development plans; and • Developed career development plans.	• Improved management and highly motivated staff.

Members Affairs Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Stakeholder Relations Management	• Meetings with stakeholders; • Feedback reports from internal stakeholders on the quality of service delivery; and • Service delivery impact assessment reports from external stakeholders.	• Effective integration of service provided to members; and • Developed clear outputs and outcome for the effective monitoring of services to members.	• Improved service delivery.
Ensure that the Legislature provides effective and efficient service to the Members and political parties	• Developed a platform of administrative support for the parties and Members.	• Feedback provided through work sessions to discuss service rendered and to identify areas of improvement.	• Improved service delivery.
Management of facilities provided for Parties	• Management of Members facilities in accordance with policy, budgetary resources, legislation and good governance.	• Developed an effective framework for the management of facilities; and • Implemented all LSB decisions.	• Good governance.
Implementation of all Strategic projects	• Strategic projects implemented according to budget statement and within budgetary requirements.	• Aligned to the Institution's goal and strategic projects.	• Cohesion to the Institution's project goal.
Ensure corporate governance process in the Legislature (Financial, Risk)	• Compliance with governance requirements and the PFMA: ▪ Risk management; and ▪ Audit requirements.	• Produced Risk Register and Risk Management reports.	• Applied good governance principles and proper allocation of resources.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Introducing good governance and practices within Party Caucuses	• Review existing policy framework, system and processes; • Develop Terms of Reference for policy review and amendments; and • Consult with the relevant stakeholders.	• The LSB approved four new policies and revised three existing policies. • Memorandum of agreement was signed with the political party leaders to regulate processes included: ■ The Disability policy (new); ■ The Party Funding policy (new); ■ The Business (Mobile) Tool policy (new); ■ The Laptop policy (new); ■ The Subsistence and Travel policy (revised); ■ The Members Capacity and Development policy (revised); and ■ The Landline Telephone policy (revised).	• To promote good governance and good practices.

Programme 3 Corporate Services

Members Affairs Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Enhance Members ability to perform constituency work	• Administration of the party political funds; • Monthly processing of constituency allowance monitoring, review and reprioritising sessions; • Review Reports; • Performance based budget; and • Non Financial Reporting.	• Alignment of an Interim and final annual constituency funds and financial statement audit.	• Alignment of the directorate's performance to the Institutional imperatives.
Develop and strengthen relationships and or partnerships with other South African Legislatures, Government departments, resource centres and professional bodies to facilitate capacity building	• Proactive coordination, engagement and liaison with internal and external stakeholders.	• Regular communication with MPLs to ensure that there was an efficient and effective flow of information between the MAC, Office Bearers, Presiding Office and the LSB; • Relationship building with institution of higher learning; • Participated in the SALSA and HRD; and • Held committee meetings on a quarterly basis.	• To ensure benchmarking and best practice standards have been applied to stakeholder management.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Skills development and training plan for members	• A skills development strategy has been compiled for the 4th Legislature.	• Improved support to the Members of the Legislature.
Members biographies	• A total number of fifty three biographies were approved and signed off.	• Profiling of Public representatives.
Social responsibility project	• Distributed donations to communities within Gauteng where needs were identified.	• Increased level of awareness about the Members of the Legislature and the Institution.

Members Relations Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective and efficient service for Members	• Facilitate, coordinate and resolve Members service request, queries and complaints through the service centre.	• Facilitated resolution of service requests on behalf of members.	• One stop shop Service Centre; • Service excellence throughout the Institution; • Supportive working environment for Members; and • Uniformity and standardisation of services and outputs within the organisation and to political parties.
Coordinate and facilitate stakeholder relations	• Develop, grow and maintain stakeholder relations between the Members unit and the Administration unit.	• Monthly and quarterly courtesy visits to Political Party Leaders and Whips in order to develop, grow and maintain positive relationships; and • Resolved concerns and challenges around service offerings and service requests through courtesy visits.	• Enhanced service delivery to members.
Monitor and evaluate systems through the annual satisfaction survey	• Improved support and service to Members.	• Annual stakeholder satisfaction surveys were conducted throughout the institution, to determine levels of service and standards; • The results of the questionnaire was analysed and its findings were reported back to the Institution; and • Action plans were developed on poorly rated areas.	• Enhanced Institutional service standards and dedicated support to members to enhance Members ability to fulfil their mandates.

Programme 3 Corporate Services

Members Affairs Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Implementation of the Customer Relationship Management (CRM) system to run the Members service centre	• Provide excellent service to stakeholders through the Customer Relationship Management (CRM) system that tracks and monitors service offerings, efficiency and effectiveness.	• A service charter was developed by all directorate and units to coordinate service offerings through SLAs; and • The Service Charter tasks and SLAs developed by units were used to configure the CRM system.	• Enhanced Institutional service standards and dedicated support to members to enhance Members ability to fulfil their mandates.
Profiling of the Members of the Legislature	• Develop and implement member profiles.	• Member's profiles and details were developed for access by the public.	• Increase public awareness about Public representatives to society.
Members Farewell and Recognition Ceremony at the end of the 3rd Legislature term	• Facilitation of the Members farewell and recognition ceremony; and • The purpose of the ceremony was to bid farewell to Members of the 3rd term Legislature and in the spirit of farewell recognise them in their roles at the Legislature.	• Concept document was developed and farewell hosted; • Members were presented with service awards in the following categories: ■ Platinum: Represented Members who served in the Legislature for a full three term period without a break in service; ■ Gold: Represented Members who served two full terms as well as Members who had served three terms with a break in service; ■ Silver: Represented Members who served in the Legislature for a full term period without any break in service; and ■ Bronze: Represented Members who served the in the Legislature for less than a full term period. • It is envisaged that this event will be repeated at the end of every term.	• Recognition and celebration of members contribution during the 3rd Legislatures.

Members Facilities Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective planning processes and strategic planning coordination	• Completed Strategic plans.	• Developed and implemented identified strategic objectives; and • Approved 1st and 4th quarter strategic plans.	• Improved plans and strategies.

Adherence to Legislation and governance requirements	• Compliance with following Legislation:
	
	    ▪ Remunerations of Office Bearers Act;
	
	    ▪ PFMA;
	
	    ▪ Labour Relations; and
	
	    ▪ GPL policies.
		• Compliance to legislative requirements and governance matters in full in terms of the following legislation :
		
		    ▪ PFMA;
		
		    ▪ Labour Relations;
		
		    ▪ Party Funding Act;
		
		    ▪ Basic Conditions of Employment Act;
		
		    ▪ Treasury Regulations;
		
		    ▪ Constituency Policy; and
		
		    ▪ Research Allowances Policy.
			• Enhanced Compliance; and
			
			• Promoted good governance.

Sound and effective policy development and review processes	• Continuous review and development of policy as well as re-alignment to Legislation.	• Develop all necessary policies to assist in effective running of the Directorate and Member's facilities and benefits.	• Sound and effective policies developed.

Programme 3 Corporate Services

Members Affairs Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Financial Management	• Effective Management of financial resources in line with the budget: ▪ Projections; ▪ Reconcile expenditure reports; and ▪ Ensure compliance with GPL policies.	• Optimal utilisation of the budget according to business plans Production of accurate monthly financial statements; • 1Monthly and quarterly party fact finding visit; and • 1Quarterly constituency and Party Finding visit to Parties on expenditure reports.	• Promote good corporate governance for the Institution through accountability; and • Deepening democracy and building the capacity of political parties in order to achieve members and Party mandates.
Effective management and development of HR	• Management of Member Affairs staff through: ▪ Integrated Performance Management Systems (IPMS); ▪ Training and development; ▪ Mentoring and coaching; and ▪ Career and succession planning.	• Staff training and development in terms of training needs, IPMS; and • IPMS and broad banding implementation for staff.	• Improved HR systems and processes.
Effective implementation and monitoring of Members Affairs systems, procedures and policies	• Members Affairs managed according to policies, service charter, procedures and legislation.	• Implementation of all systems and procedures developed as well as policies for the Directorate.	• Improved systems and processes.
Developed capacity for Members	• Members trained according to Policy, training needs, budget resources and Donor funds.	• Developed and trained Members in line with the training plan. Below is the training statistics: ▪ 45 Members were trained on Public Management Development Programme;	• Skilled and developed members.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
		▪ 56 Members were trained on Financial Management;	
		▪ 48 Members were trained on Project Management;	
		▪ 41 Members were trained on Oversight Programme Evaluation Budget Analysis (PEBA);	
		▪ 66 Members were trained on Wellness Programme;	
		▪ 45 Members were trained on Monitoring and Evaluation;	
		▪ 21 Members were trained on Speech writing and reading;	
		▪ Housing: Urban and Government; and	
		▪ 23 Members were trained on Scrutiny Subordinate Legislation Committee.	
		• Capacity building through personal development – studies for individual Members;	
		• 5 Members enrolled for diplomas and degrees;	
		• 1 Member enrolled for leadership and development programme; and	
		• 3 Political Staff enrolled for junior degrees.	
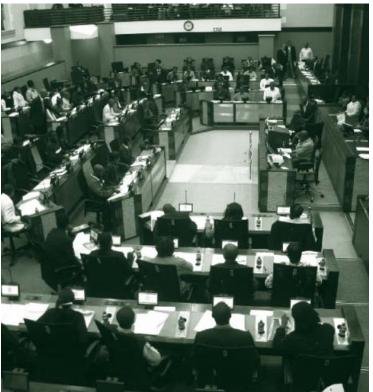
Programme 3 Corporate Services

Members Affairs Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS

Management of facilities provided for Parties	• Members facilities managed according to policy, budgetary resources, legislation and good governance:
	
	  ▪ Training and Development for Members and Party Support Staff;
	
	  ▪ Constituency Allowances;
	
	  ▪ Party Funding;
	
	  ▪ Research Allowance;
	
	  ▪ Secretarial Support (Payroll for Members); and
	
	  ▪ Travel Allowances.
		• Developed capacity to parties in line with framework approved by the Board;
		
		• The new Memorandum of agreement between the Legislature and Parties has been developed to define the nature, terms and scope of the services to be outlined by means of a framework:
		
		  ▪ The memorandum agreement framework outlined the relationship between the Legislature and the Political Parties; and
		
		  ▪ 12 Party Whips and 8 Accounting Officers were trained on the PFMA and PFA.
			• Improved members and parties ability to fulfil their mandate.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Member's training and Skills development strategy	• Implemented Skills development plan and strategy for Members; • Reviewed training Policy and Capacity building policy; • Approved Training plan for all Members; • Mobilised Members to attend training; • Implemented the training plan; • Regulated the Policy framework to finance Members career development; • Established a career guidance process; • Implemented the development plan; and • Implemented Members training and development in terms of training needs for IPMS and broad banding for Party support staff.	• Promoted lifelong learning for Members and contributing to knowledge production to the nation; • Enhanced the Members capacity to realise their constitutional mandate for nation building and public participation; and • Promoted and enhanced multiparty democracy and capacity building for Members.
Restore Members facilities to be in line with best practices within the continent as well as the world	• Benchmark research to best practise standards within the Legislative Sector and Parliament.	• Improved service rendered to members.
Develop world class/ Uniquely African service standards to Members	• Reviewed the existing Procedure Service Manual and Policy quarterly; • Integrated the Service Procedure Manual into the Agency agreement and Service Charter; and • Adopted inputs from Whips.	• Improved service standards and offerings.

GAUTENG
LEGISLATURE

RE BUA LE SECHABA
"Taking Parliament
to the People"
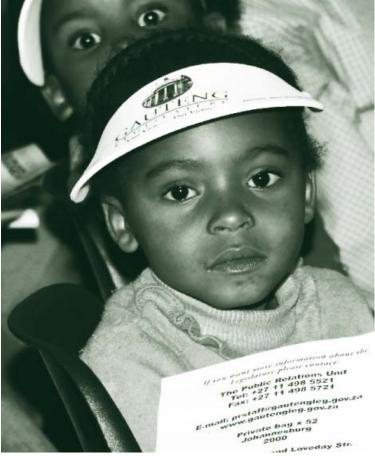
The Gauteng Provincial Legislature Social Transformation
Cluster cordially invites community members to attend a public
meeting to discuss service delivery on issues related to Safety in
schools, Management of HIV/AIDS and Healthy Lifestyles.

VENUE: Katlehong DH William Hall

DATE: 01 September 2008

TIME: 4:30pm

COME AND TAKE PART IN THE PROCESS OF MAKING
A BETTER LIFE IN YOUR COMMUNITIES.

"Your view ~ Our vision"

Programme 4

Parliamentary Operations (Core Business)

MANDATE

A major and most important highlight for the financial year 2008/2009 was the implementation of the GPL Turnaround Strategy. One of the outcomes of the strategy was the creation of the Core Business stream. Furthermore, the strategy defined the House as the core business of the GPL. Thus, the stream is structured and aligned in a way that will complement the core business of the GPL. The logic of this alignment is the merging of the Information and Liaison and Parliamentary Operations directorates as well as the Document and Services Unit from the Operational Support Directorate into the Core Business stream.

The stream consists of the:

- Information and Knowledge Management Directorate (Documents and Services; Hansard and Languages and Information Centre) responsible for promoting information and knowledge exchange to support GPL business processes;

- the Communications Directorate (PPP and Communications); and

- the Parliamentary Business directorate (NCOP and Legal; Research Services; Committees and Proceedings) responsible for administration; coordination and management of services to the Committees of the House Plenaries; procedural advice to Committees; House Plenaries and Presiding Officers; accurate content advise and research services to Committees and Presiding Officers.

STRATEGIC OBJECTIVES

The Stream functions in the area of Communications, Parliamentary Business and Information and Knowledge Management and its key objectives are:

- To coordinate and drive the execution of the core mandate of the GPL;

- To provide strategic direction to the stream and its directorates (overall strategic planning, implementation, monitoring and evaluation);

- Financial management and administration of the stream;

- Capacity building within the stream;

- Effective and efficient coordination of support functions to the Committees and the House;

- Professional and Procedural support to committees of the House;

- Develop and deliver strategic projects which are organised through directorates;

- Monitoring and evaluation of the key deliverables on law-making, oversight and public participation;

- Improve internal processes, inter-directorate planning, planning and accountability;

- To foster good relations with internal and external service providers and support our customers;

- Provision of research services to Committees of the House and the Institution;

- Coordination of interface between the Legislature and the National Council of Provinces;

- Provision of legal services to committees of the House during national and provincial law-making activities of the institution;

- Coordination of committee activities including scheduling (programming) of committee business;

- Coordination of interface between the office of the Speaker and committees of the House;

- Coordination of provincial law-making processes;

- To promote information and knowledge sharing to support GPL business processes, retention of institutional memory, and embedding of knowledge management to business processes that support the GPL mandate;

- Provides Document Management Services to the House and Committees, Printing Services, Document registration Services, Interpretation and translation services, recording of House and Committee proceedings, Transcription services and provision of Information Services to support GPL business and Service Officers Services;

- Provide the Sergeant-at-arms function;

- Profile the GPL through the Speaker, Public education workshops; media; publications; branding/marketing/advertising; and

- To promote and facilitate public participation in all Legislative Processes.

PURPOSE

The purpose of the Core Business stream is to implement the vision, mission and goals of the GPL as it relates to oversight, law-making and public participation.

Programme 4

Parliamentary Operations (Core Business)

SUMMARY OF ACHIEVEMENTS OF THE STREAM

The stream performed in line with the key GPL mandate of oversight, law-making and participation. The following are the major highlights and achievements in the financial year under review:

Participation and implementation of the turnaround strategy of the GPL. This entailed participation in the migration exercises, engaging in cohesion exercises, developing slogans, vision and missions of directorates. Monthly and quarterly staff meetings were conducted to fully implement the results of the OD intervention. Towards the latter part of the financial year under review, the stream developed its policies by addressing gaps identified through the turnaround strategy;

• **Oversight and law-making:** The stream provided effective administration, coordination, procedural, research and management services to more than 400 committee meetings and more than 30 House sittings;

• **Public participation:** The launch of a public participation initiative: "Bua Le Sechaba" and successful implementation and piloting thereof took place during the year under review. This initiative paved the way for citizens to interact with the Legislature, raising their concerns and allowing GPL to conduct business based on the input from the citizens;

• **Oversight, law-making and public participation:** The research agenda with the purpose of innovatively supporting Committees and the House with relevant research support was launched during the year under review;

• **Oversight:** The Manual on Ministerial Accountability designed to provide guidelines of holding the Executive accountable, was adopted in the 2008/2009 financial year. This is a strategic project of the year under review;

• **Oversight:** A study on the efficacy of the GPL's oversight model, the Budget Programme Evaluation and Budget Analysis (PEBA) was developed and undertaken;

• **Oversight, law-making and public participation:** The successful Opening; ID Campaign and Voter Education campaign on the 2009 general elections and media networking sessions of the GPL enhanced the media profile of the GPL;

• **Public participation:** The stream successfully implemented the rural outreach PPP strategy;

• The stream successfully hosted the sector parliaments on youth, women and People's assembly;

• Development and implementation of an Institutional communication strategy;

• The digital recording system aimed at improving GPL recording system was procured and installed in the GPL environment;

• Electronic solutions aimed at supporting the core business of the Legislature have been developed and will be refined to align them to the new business model of the GPL;

• The development of terms of reference for the Events Coordinating Committee was done; One of the units within the stream, the Information Centre, received the best performance and service excellence award at the GPL annual year end function; and

• The stream participated in various SALSA forums to enhance best practice and knowledge sharing. A few members of the team serve in the Executive of some of these forums.

FINANCIAL MANAGEMENT

The programme reflects actual expenditure of R63.4 million against an annual allocated budget of R70.1 million. This reflected an initial under spending of R6.7 million or 9.6% of the allocated budget. An amount of R3.2 million was transferred to other areas of overspending as part of the year end budget processes resulting in a final under spend of R3.2 million equating to 5%.

The primary reason for the under spend is personnel expenditure due to vacant positions in the Research and Communications units respectively. This is consequential to the Board's decision to reduce the number of positions in the Research unit which were originally budgeted for.

Programme 4 Parliamentary Operations (Core Business)

Parliamentary Business Directorate

DIRECTORATE MANDATE

The Directorate was created in the year under review as one of the outcomes of the GPL Turnaround Strategy. This strategy has been an attempt to reposition the support services to the core business of the GPL in such a manner that it achieves efficiency and effectiveness. The Directorate is comprised of business units that provide direct support to Committees and Houses' processes, namely Research, Proceedings, NCOP and Committees Support Units.

The business model of the GPL places the House at the centre of all organisational processes making it the core business of the Legislature. Presiding Officers have affirmed Committees of the Legislature as drivers of this core business. Notably Parliamentary Business Directorate is the primary support service to the core business of the GPL.

STRATEGIC OBJECTIVES

- To provide administration, coordination and management services to Committees and the House;

- To provide procedural and legal advice to Committees and Presiding Officers on Parliamentary practice;

- To provide accurate content advice and research services to Committees and Presiding Officers; and

- To organise and integrate appropriate support services and resources for the implementation of the core mandate of the Legislature.

PERFORMANCE STATEMENT

The Directorate's Management team reports that the objectives listed above were achieved in the year under review. The study on the impact of laws passed since 1994 could not be undertaken due to incomplete conceptualisation.

During the year under review, the Directorate embarked on initiatives to build cohesion amongst members of staff and one of the outcomes of these actions was adoption of a vision, mission and slogan for the directorate. The management team also promoted team work through regular monthly staff meetings to inform staff of developments in the GPL as well as to communicate the goals that the team must strive for at all times. These efforts have been the backbone of the directorate to drive implementation of our programmes and projects. We can safely announce that the directorate staff members are being moulded into a high performing team. This is supported by the team achieving more than Ninety Five percent of its objectives. The Directorate provided effective administration, coordination, procedural, research and management services to more than 400 committee meetings and more than 30 House sittings during the year under review. This ensured that Members of the Provincial Legislature effectively discharge their responsibilities to the citizens of Gauteng. Some of the strategic highlights of the team include the following:

- The successful launch and piloting of the "Bua Le Sechaba" campaign was successfully piloted and launched in Ekurhuleni. The campaign focused in the priority areas of Education, Community Safety and Health. This ended with the presentation and adoption of the campaign report in the House. The adoption of research agenda ensured amongst other things that research undertaken is relevant and responsive to the business of the Legislature; and

- The House adopted Ministerial Accountability manual aimed at increasing accountability of the MEC.

These highlights indicate the strategic nature of work done within the directorate.

Programme 4 Parliamentary Operations (Core Business)

Parliamentary Business Directorate

Committees Support Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Committee meetings	• Scheduling of meetings.	• 4 schedules were produced and updated on request.	• Well coordinated meetings of all committees of the House, with minimal clashes and sufficient time to deal with business of law-making and oversight; and • This has an impact of ensuring effective oversight leading to improvement of the quality of life for the people of Gauteng.
	• Notices and agendas.	• Notices and Agenda of all committee meetings in the schedule were issued in line with the standards in the project plan.	• Timeous distribution of notices and agenda ensure that members attend meeting and are better prepared to contribute positively to business of committees; and • Better participation by MPLs in meeting improves oversight over the executive, ensuring improved service delivery and improvement of the lives of the people of Gauteng.
	• Minutes of proceedings.	• Record resolutions of committee proceedings.	• Proper record of Legislature activities for implementation by the executive and for posterity; and • Proper records particular have a positive impact on the manner in which government delivers, thereby improving the quality of lives of the people of Gauteng.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
	• Provision of procedural and professional advice to committees.	Well informed chairpersons and committees on procedural matters.	Compliance with parliamentary procedure requirements ensure properly reached decisions and resolutions of the House.
	• Drafting of qualitative committee reports.	All committees' oversight reports were produced tabled and adopted by the House.	• Clear communication of communication of committee concerns, observations and recommendations on matters of service delivery and general governance in the province; and • Improved oversight, accountability by the executive and improved service delivery in the province.
Effective Management of Committee Business	• Chairpersons Committee meetings; and • Reports for Chairpersons meetings.	• Quarterly review sessions of chairperson; and • Record of Chairpersons review sessions.	• Better results of oversight as a result of uniformity in committee business approach and shared strategy for all committee focusing on service delivery and contributing to the 5 priorities of the Gauteng Provincial Government.
Monitoring of Committee Plans	• Implementation Review Reports.	• Annual reports of committees; and • A reliable account of committees on how they performed during the year under review, against their strategic plans and strategic priorities as communicated by the Chairperson of Committees.	• A reliable account of committees on how they performed during the year under review, against their strategic plans and strategic priorities as communicated by the Chairperson of Committees; and • Committees with a committee strategic purpose and thrust leading to effective utilisation of resources to achieve effective oversight and law-making.

Parliamentary Business Directorate

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Review of PEBA Efficacy: • To assess the efficacy of the oversight model of the GPL focusing on implementation, utilisation of the tools of analysis and impact of the model.	• A draft PEBA efficacy report was developed indicating recommendations, or improvements of the model.	• Scientific understanding of the effectiveness of the oversight model in oversight over the executive; and • Improved implementations of the model and continuous enhancement of the model ensure improved oversight and service delivery for improvement of the quality of lives of the people of Gauteng.
Prepare for Piloting of Committee Inquiries: • Committee inquiries are an attempt by the GPL to strengthen its oversight and scrutiny over specific aspects of the executive's work.	• Institutional readiness to implement committee inquiries; and • A Bill for processing of committee inquiries, the Evidence Bill, has been developed. It is scheduled for consideration and adoption into an Act during the second term of the Legislature. A project plan has been developed to implement committee inquiries in the 2010/2011 financial year.	• A GPL that is administratively, politically and technically ready to roll out the quasi judicial and highly technical oversight mechanism; and • Enhanced oversight in that the GPL will be able to deeply scrutinise government performance thereby ensuring responsible and responsive government.
Resolutions Tracking System: • An outcome of the ad hoc committee on ministerial accountability, which seeks to strengthen the tracking of decisions of the House as well as implementation of same by Departments.	• Resolutions Tracking Framework has been developed. Project plan is in place to implement the resolution tracking framework on 1st April 2010.	• Improved resolutions tracking by the GPL ensuring better accountability by the executive; and • Enhanced responsiveness by the executive as a result of effective resolutions tracking by the GPL ensuring that departments respond to GPL resolutions.
Review of resourcing committee work: • To review how the GPL provides resources to Committee work in light of the new business model of the GPL. This is meant to review budget allocations to committees of the House; capacity for high volume committees; and integrated approach to committee support services.	• Properly resourced committees; • The budget per committee approach is now applicable; • High Volume committees are now properly resourced; and • Plans are in place to implement the second phase of the project to review the support structure to committees of the House.	• Properly resourced committees with human capital and necessary financial resources; and • Enhanced oversight through better resourced committees.

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
"Bua Le Sechaba": • Identification of specific issues to engage communities through the taking of the Legislature to the people concept. In this regard committees will convene several meetings in Gauteng.	• Public meetings on specific subjects of government work; • The project was successfully implemented; project review document has also been submitted to the GPL Events Coordinating Committee; and • The Legislature will be rolling out two "Bua Le Sechaba" campaigns in the current financial year.	• Enhanced oversight that is informed by the public that at the coalface of service delivery; and • Effective oversight by the GPL, effective and visible public participation in the processes of oversight in the province.

Programme 4 Parliamentary Operations (Core Business)

Parliamentary Business Directorate

Research Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Informed decision making by committees	Research for Portfolio Committees that includes: • Budget vote analysis; • Inputs into Focus Intervention Studies; • Analysis of departmental quarterly reports; • Analysis on Departmental annual reports; • Analysis on Bills; and • Research for Ad Hoc Committees.	• Produced 140 quality reports on the budgets of departments Focus Intervention Study reports, analysis of quarterly, and annual departmental reports were produced.	• Effective oversight and improved sector knowledge for members, resulting in improved service delivery.
An enhanced understanding of subject areas by researchers	• Produce proactive research papers.	• Produced 6 Research papers on topics that support the core mandate of the GPL.	• Proactive research papers contributed to a body of knowledge putting the GPL and the Research Unit on the map. This contributed improved service delivery.
Greater array of policy options before Presiding Officers in the exercise of their duties	• Research conducted for Presiding Officers.	• Produced 16 written speeches for Presiding Officers.	• Positioning the GPL in the legislative sector, creating greater awareness in the sector about what the GPL does. Further enhance legislative best practice to improve service delivery.
Provide quality specialist knowledge for Committees	• Commissioned research.	• Research conducted on 8 Committee Focused Intervention Studies.	• Effective oversight and improved sector knowledge for members; and • Contributing to body of knowledge that is, science and policy analysis.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Expose Members and Staff to wide range of policy perspectives	• Seminars and Lectures.	• 3 Seminars and no Lectures. The milestones could not be attained due to the disruption of the legislative programme by the preparations for elections.	• Enhanced policy debates; • Broadening of knowledge areas; • Positioning the GPL in the legislative sector; and • Improved service delivery.
Enhance GPLs administrative capacity in decision making	• Institutional Research; • Supporting Institutional Calendar (e.g. Africa Day, May Day etc); and • Sector Parliaments.	• 3 Research briefing documents were produced for youth parliament; • 5 Research briefing documents were produced for women's parliament; and • 1 Research paper for Africa Day.	• Contributing to body of knowledge that is, enhancing policy and legislative work; • Positioning the GPL in the legislative sector; • Effective oversight and improved sector knowledge for members; and • Improved service delivery.
Market the Research Unit	• Policy Briefs, and other Publications and (Opinion Editorials).	• A new publication called Policy Brief, was developed and rolled out per quarter.	• Contributing to body of knowledge; • Instil and encourage a culture of debate and discourse, creating; and • Greater awareness about the functions and the expertise of the Unit.
Network with the scholarly community	• Attendance and presentations at workshops, seminars and Conferences.	• 3 Seminars and 2 conferences were attended, but presentations were not made.	• Enhancing own knowledge and contributing to the body of knowledge.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Reviewing the effectiveness of implementation and impact on the lives of citizens of 12 provincial legislations/laws passed since 1994.	• The project could not proceed as the project was not properly conceptualised.	• Project only to be implemented in the next financial year (2009/2010).

Programme 4 Parliamentary Operations (Core Business)

Parliamentary Business Directorate

NCOP and Legal Unit

STRATEGIC OBJECTIVE

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS

Effective strategic management	• 1 Annual review and planning session developed:
	
	   ▪ 3 Monitoring, review and reprioritising sessions;
	
	   ▪ Review Reports; and
	
	   ▪ Non Financial Reporting.
		• Annual Review and Planning session; and
		
		• Identified unit strategic objectives and planned accordingly on how to attain the objectives.
			• Improved understanding of strategic objectives by unit staff members and well coordinated NCOP and GPL legislative processes.

Effective Financial Management	• Allocation of resources and spending accordingly:
	
	   ▪ Annual Budget for Directorate;
	
	   ▪ Monthly expenditure projections;
	
	   ▪ Monthly expenditure variation reports; and
	
	   ▪ Corrective action reports on identified risk areas.
		• Unit Budget aligned with the Directorate Budget and PFMA prescripts; and
		
		• Monthly and Quarterly Expenditure projections.
			• Efficient use of allocated resources; and
			
			• Well resourced and capacitated unit, contributing to a highly effective and accountable GPL.

Effective Human Capital Management	• IPMS Reviews conducted; • Training and development plans; • Personnel records; and • Management of Employee Relations and well being.	• IPMS Reviews and Work plans; • Training and Development plans; and • Updated unit staff member's personal records.	• Enhanced unit members capacity and human capital development; and • Motivated and Goal oriented staff.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective Legal Services	• Ensured contract Management within respective GPL business units; • Quarterly Contract Management Reports; and • Updated Contract register.	• Contract Register; • Risk and Management Committee reports; and • Audit Committee reports.	• Contracts conforming to sound legal drafting principles and law of contracts; • Tracking and Updating of institutional and service providers' contractual obligations; • Compliance with of contractual obligations; and • Curtailing and prevention of litigation against Institution due to breach of contractual obligations.
	• Drafted Contracts.	• 21 Contracts Drafted.	• Contracts conforming to sound legal drafting principles and law of contracts; • Compliance in respect of contractual obligations; and • Curtailing and prevention of litigation against institution due to breach of contractual obligations.
	• Vetted Contracts.	• 14 Contracts Vetted.	• Contracts conforming to sound legal drafting principles and law of contracts; and • Compliance in respect of contractual obligations.
	• Drafted Legal Opinions.	• 42 Quality legal opinions consistent with the Legislative framework.	• Enhanced and improved input by GPL Committees towards Law-making; • Informed GPL Management on legal obligations and prescriptions; and • Institutional compliance to sound legal principles on governance and constitutional obligations.

Programme 4 Parliamentary Operations (Core Business)

Parliamentary Business Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
	• Ensured Legislative Compliance by respective GPL business Units; • Reported on Legislative compliance; and • Updated Register.	• Legislative compliance Registers; • Risk and Management Committee reports; and • Audit Committee reports.	• Compliance to applicable legislative requirements; • Tracking and Updating of institution's legislative compliance status; and • Minimisation and alleviation of Institution's risk status due to non compliance with applicable legislative compliance requirements.
	• Conducted Proactive Legal research on NCOP, papers and briefs.	• Legal Research in respect of Bills and Draft legislation done for all Bills referred to GPL.	• Quality legislation passed by GPL and qualitative input on NCOP legislation enhancing the law-making processes of the GPL.
Effective NCOP Co-ordination	• Tracked NCOP Programme.	• Updated Parliamentary programme and NCOP Programme tracked daily.	• Informed Committees and GPL internal structures on Parliamentary-NCOP programmes; and • Alignment and Synchronisation of GPL and Parliamentary programmes, enhancing the law-making processes.
	• Effective support to Special delegates-Administrative support in terms of flight bookings, accommodation and briefing on the subject matter for which they are travelling.	• Support to GPL delegation in joint sittings of parliament, NCOP sittings.	• Seamless and Flawless participation in Parliamentary and GPL Business by NCOP delegation; and • Enhanced Intergovernmental Relations between NCOP and GPL reflecting cooperative governance.
	• Ensured Effective support to Permanent delegates.	• Administrative and logistical support; and • Legal Support in the form of Analysis and opinions.	• Seamless and Flawless participation in Parliamentary and GPL Business by NCOP delegation; • Enhanced Co-operative government; and • Enhanced Intergovernmental Relations between NCOP and GPL.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
	• Ensured Effective support in the development of Mandates and provision of procedural advice as and when requested.	• Legal and Procedural Support on draft legislation and Bills being considered; and • On all legal matters referred to the unit pertaining to NCOP Business.	• Effective and Qualitative Law-making.
	• Supported Office Bearers and other Political stakeholders; and • Resolutions of the house on NCOP matters.	• Legal and Procedural Support; and • Support on Resolutions of the House and NCOP Business.	• Effective and Qualitative Law-making; and • Enhanced input and participation by GPL in Parliamentary and NCOP processes.
	• Effective briefings for presiding officers and chairpersons.	• Presiding officers briefed regularly and at every Office Bearers meetings; and • Presiding Officers briefed on NCOP and legal matters.	• Compliance with Constitutional Mandates and Enhanced participation by GPL on NCOP matters; and • Presiding Officers kept abreast of developments regarding NCOP and Parliamentary programmes.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
• Review and Redraft of Legislature Services Act; and • Project not completed, background research work on applicable legislative framework.	• LSA	• LSA legislation consistent with relevant national and provincial legislative framework; and • Enhanced administration and management of GPL in conformity to Corporate Governance principles.

Programme 4 Parliamentary Operations (Core Business)

Parliamentary Business Directorate

Proceedings Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
House Publications	• House publications processed timeously and distributed – Order Paper, ATC, and question paper minutes of Proceedings.	• 504 House publications were processed; and • 414 Questions and 2 Motions which were debated by the House on Human Rights 32nd Anniversary on 16 June Student Uprising and facilitated Debate in terms of Rule 114 on Xenophic Violence.	• The introduction of a "TODAY ONLY" Order and Question Paper streamlined information to Members of the Provincial Legislature thus enabling them to see information that was relevant to the activities within the Legislature for a specific day and week; and • Successful liaison with stakeholders ensured that house publications were able to provide information pertinent to Members and thereby enhance their oversight function.

Effective Law-Making	• Informal/formal referrals;
	
	• Legislative analysis;
	
	• Legislative Planning Committee meetings and Reports; and
	
	• Amendments Schedules produced.
		• 12 Informal and formal referrals were done;
		• 7 Legislative analysis were done on bills before the House which entailed 7 meetings being convened with the Legislative task team;
		• 7 were adopted by the House;
		• 6 amendment schedules were produced;
		• 1 Bill was withdrawn that is, the Gauteng Unauthorised Expenditure bill and 1Bill lapsed namely the Gauteng Shared Services Agency Bill;
		• 1 Bill jointly drafted with State Law Advisors in the Premiere's Office namely:
		  ▪ Gauteng Scrutiny for Subordinate Legislation Act.
		• 2 Bills were drafted namely:
		  ▪ The Financial Management Bill of GPL and Committee Inquiries Bill.
			• This process enhanced the process of legislation and ensured that a high quality of legislation was passed by the House; and
			
			• These bills will enhance the accountability of the GPL with regards to financial management as well as the oversight function of committees to hold committee inquiries.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
House Plenaries	• House papers; and • Procedural advice to Presiding Officers and members.	• 80 Publications were produced specifically related to House business as well as the coordination of the sitting on the election of the Premier by developing a procedural brief for the Presiding Judge.	• This process ensured that house business was effectively and successfully coordinated and a smooth transition from the previous Premier and the incoming Premier into office.
Procedural services	• Procedural Research Papers, with one paper focussing on application of new Rules and emerging trends.	• 3 Papers were developed namely: ▪ 1 Dissolution of 3rd Legislature; ▪ 1 Determination of Duration of Office of Executive Speakerage and Members; and ▪ 1 Ruling on quotations from newspapers which impact on the integrity of Members.	• These papers resulted in there being effective procedural support to Presiding Officers in order to perform effective oversight over the Executive.
Effective Committee support Rules Committee	▪ Procedural advice and research papers on parliamentary practice.	▪ 3 Meetings were attended with regards to the sub-committee on CSSL.	▪ Effective procedural briefings and advice was provided to the Chairperson, committee coordinator and members of the committee at all meetings in order to enhance effective oversight and scrutiny.

Programme 4 Parliamentary Operations (Core Business)

Parliamentary Business Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Functional Programming Committee	• Scheduling meetings; • Documents for meetings; and • Procedural advice and briefs for meeting.	• 10 Meetings were coordinated during which 33 documents were prepared for these meetings.	• Effective administrative as well as procedural briefings and support were provided to the Chairperson and members of the committee at all meetings in order to enhance effective oversight and scrutiny.
Functional Privileges and Ethics Committee	• Coordination of meetings with Committees; • Documents for meetings; and • Procedural advice and briefs for meeting.	• 3 Investigations were presented to the committee to which procedural briefs were prepared and procedural advice provided.	• Effective procedural support was provided to the committee on the investigations tabled before them from the Office of the Integrity Commissioner in order to enhance effective oversight and scrutiny.
Support to the Office of the Integrity Commissioner	• Coordination of meeting with members; • Administrative support; and • Research Publication.	• 3 Investigations were completed as well as the compilation and publication of the Members Register on Interests.	• Effective scheduling of meetings as well as professional support provided administratively and procedurally in order to enhance effective oversight and scrutiny.
CSSL Committee		• 4 Meetings were attended with regards to legislation on CSSL and formation of committee on CSSL.	• Effective procedural briefing and advice was provided to the Chairperson and committee members at all meetings in order to enhance effective oversight and scrutiny.
OCPOL Committee		• 3 meetings were attended with regards to Manual on Ministerial Accountability and Chapter 9 Institutions and Other entities.	• Effective procedural advice was provided at all these meetings which enhanced the oversight function of this committee in order to enhance effective oversight and scrutiny.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Finance Committee		• 4 Meetings were attended with regard to bills before the Committee.	• Effective procedural briefings and advice was provided to the Chairperson and committee members at all meetings in order to enhance effective oversight and scrutiny.
Transport Committee		• 2 Meetings were attended with regard to bills before the committee.	• Effective procedural advice was provided at all these meetings which enhanced the law-making process in order to enhance effective oversight and scrutiny.
Rulings Booklet	• Capturing and compilation of rulings.	• 2 Rulings were done for this period.	• Effective capturing of parliamentary rules to allow effective scrutiny in line with the mandate of the GPL.
Analysis of external Reports External Reports	• Examine, scrutinise and process external reports referrals.	• 51 Reports were processed. This entailed the scrutiny, processing, referral and development of a summary of these reports.	• The processing of reports ensures an effective House process contributing to an accountable GPL.

Programme 4 Parliamentary Operations (Core Business)

Parliamentary Business Directorate

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Implement Recommendations on Ministerial Accountability	• The Manual was adopted by the House as well as the report on Chapter 9 and Other Entities report which was incorporated into the Manual. The manual is in the process of being printed. The monitoring and evaluation of the manual was not achieved due to the Chapter 9 Institutions and Other Entities report being adopted in the 4th term of the 3rd Legislature. This will be done in the 4th Legislature.	• This manual enhances the oversight function of the GPL over the Executive.
Development of Procedure and Practice for Gauteng Legislature	• A booklet was developed and is an informative document on the progress/development on procedures and practices of the Legislature from the 1st Legislature to the 3rd Legislature and thus preserves the history of the institution.	• Effective oversight of over the Executive through parliamentary best practice and procedures, also contributing to institutional memory.
Development of Framework for Legislative Review	• The framework has been completed. The audit of legislation is now in progress.	• This process will enhance adherence to legislation by the Executive and also identify where regulations still need to be developed, allowing for an effective and accountable law-making institution.
Mainstreaming of Human Rights	• The framework document is in the last stages of completion. The framework document seeks to incorporate human rights into all aspects of the Legislature business and enhance the interaction between the Human Rights Council and the GPL; and • The implementation thereof will be further interrogated in the 4th Legislature.	• Effective observation and protection of the dignity and rights of the public.

Programme 4 Parliamentary Operations (Core Business)

Communications Directorate

MANDATE

The mandate of the directorate is to promote strategic objectives of the Legislature through public participation processes and effective internal and external communication. The directorate uses various communication platforms to fulfil its mandate. These include:

- Mainstreaming public participation in all legislative processes; and

- Enhancement of the institution's profile through marketing, branding, advertisement and media.

STRATEGIC OBJECTIVES

The Directorate continues to expand as a result of the new Communications Structure which resulted from the adoption of the new GPL Communications Strategy. The implementation of the Communications Strategy improves operational efficiency and positions the directorate to adequately address the strategic objectives of the GPL. The directorate is comprised of two Units namely: i) Public Participation and Petitions Unit ii) Communications Unit. The objectives the directorate seeks to achieve are:

- Promoting and facilitating public participation across all legislative processes;

- Public education and development of educational materials;

- Profiling the Institution through the Presiding Officers;

- Building the brand of the GPL through road shows, development of publications, marketing and exhibitions;

- Management of all institutional events including commemorative days;

- Coordination and management of all media liaison and media relations;

- Maintaining and improving stakeholder relations;

- Creating strategic partnerships with civil society organisations and institutions that support democracy; and

- Facilitating and providing administrative support for petitions in line with the Petitions Act.

PERFORMANCE STATEMENT

In promoting strategic objectives of the institution, the directorate embarked and achieved the following:

- Developed and implemented the Communications Strategy which ensures effective internal and external communication;

- Enhanced media profile through institutional events such as the opening of the GPL;

- Profiling of the GPL through public participation campaigns such as "Bua Le Sechaba", ID campaign and Voter education campaigns;

- Successfully developed and implemented the rural outreach strategy to broaden public participation;

- Increased participation in legislative processes by the citizens of Gauteng through public hearings, road shows and educational workshops;

- Developed and implemented the integrated petitions system with local government to facilitate the speedy resolution of petitions;

- Successfully implemented new mobilisation tactics that emphasised collaboration and partnership with Ward Councillors, Parliamentary Constituency Offices, Community Development Workers, Community Based Organisations and NGOs to effectively enhance public participation;

- Successfully hosted sector parliaments such as Youth Parliament, Women's Parliament and the People's Assembly which are aimed at facilitating the participation of vulnerable groups in policy issues affecting them; and

- Conducted a perception survey of the institution which was aimed at assessing the impact of the institution with both internal and external stakeholders. There were challenges experienced with the methodology applied. These challenges had a negative impact on findings and recommendations of the survey.

Programme 4 Parliamentary Operations (Core Business)

Communications Directorate

Public Participation and Petitions Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Inform public on legislative processes	• To conduct public education workshops.	• 119 outreach workshops were planned. Exceeded the 100 outreach workshops target.	• Informed citizens to make quality submissions in enriching oversight and law-making.
	• To conduct public Outreach Workshops for Committees.	• The outreach workshops are determined by the need from the Committees; • 8 briefing sessions with civil society on the "Bua Le Sechaba" campaign were conducted; • 10 Briefing sessions on the ID campaign were conducted; and • 6 briefing sessions on the review of the criminal justice system in partnership with Parliament were conducted.	• Deepened democracy; • Effective oversight and scrutiny; • Promoted nation building and profiling of the GPL; and • Promoted cooperative governance for effective law-making.
	• To conduct budget Process Training Workshops.	• 40 Budget process training workshops were planned. 35 workshops were held.	• Informed citizens to make quality submissions in enriching oversight and law-making.
	• To conduct Women's workshops.	• 16 Workshops with were planned. 10 workshops were held.	• Increased public awareness and understanding of GPL mandate and processes.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Inform public on legislative processes	• Participated in people's assembly.	• 1 Introductory workshop; and • Peoples Assembly delivered as a project. 9 workshops were held to adequately prepare the participants.	• Increased public awareness and deepened democracy.
	• Hosted Women's Parliament.	• 1 Introductory workshop; • Women's parliament delivered as a project; and • Women's parliament report the output was exceeded and 6 workshops were held.	• Empowered women to participate in legislative processes; and • Increased public awareness and understanding of GPL mandate and processes and deepening democracy.
	• Hosted Youth Parliament.	• 1 Introductory workshop; • Youth Parliament delivered as a project; • Youth parliament report; and • 6 introductory workshops were held.	• Empowered youth to participate in legislative processes; and • Increased public awareness and understanding of GPL mandate and processes and deepening democracy.
Increase Legislature profile	• To conduct 14 road shows.	• 14 Road shows; and • 6 Road shows were held.	• Increased public awareness and understanding of the GPL.
Effective Resolution of petitions	• To resolve number of resolved petitions.	• Resolution of 100% of petitions. 72 % of the petitions received were closed.	• Increased confidence by the public on the legislative processes.

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Communications Directorate

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Functional people's centre and Help Desk at GPL	• Proposal was developed and approved; and • Currently in the implementation phase.	• No outcome and impact as the project is still in progress. Anticipated outcome is an increased access to GPL services.
Develop rural outreach strategy	• Draft rural outreach strategy done; • Bua le sechaba was delivered as a project; and • ID Campaign delivered.	• GPL broadened public participation to include citizens in rural areas.
Integrated Petitions system	• Workshops on how to develop petitions system.	• Promoted cooperative governance.

Communications Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Development of a Communications Strategy that is aligned to National themes	• An approved Communications Strategy.	• Profile the GPL by using various communication platforms.	• Enhanced public profile of the GPL and its mandate; and • Promoted public participation.
Well conceptualised and coordinated events	• Approved concept document for all institutional events.	• Successful hosting of the GPL events such as: ▪ Opening and closing of the Legislature; ▪ "Bua Le Sechaba"; ▪ ID campaign; ▪ Aids Day; ▪ Africa Day; and ▪ Other ad hoc events.	• Effective use of the Institutional events to profile the GPL and its mandate; and • Enhanced profile.
Marketing of the Legislature	• Brand building and maintenance (Development of branding material).	• Well branded institution, events and marketing material.	• Development of a corporate identity; and • Improved image and identity of the institution.
	• Content development and management (development of print material for both internal and external).	• Development of GPL marketing publications.	• Enhanced public profile of the GPL and its mandate.
	• Profiling the faces of the Legislature to enhance governance.	• Profiling of the presiding officers.	• Enhanced public profile of the presiding officers.
Raising awareness of the programmes and processes of the Legislature	• Effective use of the media liaison services.	• Advertisement of the GPL programs in both print and electronic media.	• Enhanced media profile; and • Improved citizen's participation in legislative processes.

Programme 4 Parliamentary Operations (Core Business)

Communications Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Develop and maintain systems for efficient information dissemination	• Website and intranet management; and • Events calendar.	• Challenges were experienced with the maintenance of the website due to capacity constraints.	• The expected output was an increased access to Legislature information by external and internal stakeholders; and • The overhaul of the website will resume once capacity constraints has been addressed.
Effective Stakeholder Relations	• Implementation of the Inter-institutional strategy.	• Delayed development of the strategy due to capacity constraints.	• The expected outcome was to enhance inter-institutional relations.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Enhanced Protocol Service	• Interaction with national and international departments for information sharing purposes.	• Well coordinated and enhanced protocol function at the GPL.
Locate Public Participation at the centre of Legislature Business	• Adverting, marketing and media platforms used effectively to enhance public participation.	• Increased public participation.

Programme 4 Parliamentary Operations (Core Business)

Information and Knowledge Management Directorate

MANDATE OF IKM DIRECTORATE

The Information and Knowledge Management Directorate is responsible for providing leadership to GPL business on matters of Information and Knowledge Management. The Directorate comprises of three Units that is, Information Centre, Hansard and Languages and Documents and Services

The Directorate's mandate is to promote information and knowledge exchange to support GPL business processes, retention of institutional memory, and embedding of knowledge management to business processes that supports the GPL mandate. The Directorate further provides Document Management Services to the House and Committees, Printing Services, Document Registration Services, Interpretation and Translation Services, recording of House and Committee Proceedings, Transcription Services and provision of Information Services and Service Support to supports the GPL business. The function of Sergeant in Arms falls within this directorate.

STRATEGIC OBJECTIVES

- Improve information services to enhance research, oversight, law-making and public participation;

- Improve information and knowledge sharing to support GPL business;

- Embedding of Knowledge Management to parliamentary business processes;

- Retention of institutional memory;

- Support Parliamentary business through provision of electronic solutions;

- Support the House and Committee through effective and efficient interpretation, translation and sign language Services;

- Improve House and Committee recordings, transcribing and archiving through the implementation of a digital recording system;

- Improve Document/Records management;

- Distribution of Parliamentary papers for House and Committee Proceedings;

- Provision of printing services;

- Provision of Service Support to the House and Committees;

- Maintenance of member's attendance register; and

- Maintain House décorum by playing the role of a Sergeant-in-arms.

PERFORMANCE STATEMENT

In its efforts to contribute to the attainment of GPL strategic goals, the IKM directorate recorded major achievements in 2008/2009. These include:

- The expansion and enhancement of information support to stakeholder groups through customised online information portal that is aligned to GPLs oversight methodology;

- The development of Knowledge Management conceptual framework and strategy making the GPL the first Legislature in South Africa to embrace the concept of knowledge management, in order to support institutional performance, knowledge retention, innovation and promotion of participatory democracy in law-making and effective oversight;

- The directorate has continued to deliver independent information from established sources to support the GPLs legislative mandate. This also includes providing proactive information to support MPLs. Amongst other things, the directorate has focused and strengthened service delivery to twenty priority townships identified by the executive for development;

- Developed and strengthened relationships and partnerships with the legislative sector, government departments, information centres and professional bodies to facilitate capacity building to enrich GPLs body of knowledge;

- The directorate has continued to provide interpretation and translation services to all House and Committees sittings in the four official languages of the institution. These services are also provided in the other seven languages where applicable. This is done with a view to promoting and developing previously marginalised languages and restoring pride and dignity to these languages. This also includes sign language and Braille;

Information and Knowledge Management Directorate

- 471 terminologies were also extracted from GPL official documents and submitted to the Pan-South African Language Board. These were in IsiZulu and Sepedi;

- The digital recording system was procured and digital servers were installed. This will be roll-out to the House and all Committee rooms in the next financial year (2009/2010). The aim of deploying the tool is to improve the recording system for the House and Committee proceedings;

- The backlog with regards to the publishing of Hansard to retain a complete record of House and Committee proceedings was completed;

- Electronic solutions aimed at supporting public petitions, law-making and oversight processes were developed. These solutions need to be refined and aligned to the new business model of the GPL. The tool used to develop these processes is called Legislative Information Management System (LIMS) and will be fully rolled out in 2009/2010;

- The directorate ensured that documents for all House and Committee sittings were printed and delivered on time for distribution to MPLs. The same applied to all institutional events. This was achieved despite the shortage of resources;

- The Directorate played a leading role in the SALSA Knowledge Management Forum with one of its staff members serving in the Executive Committee; and

- Units within the directorate received awards for best performance and service excellence. These were awarded to both the Information Centre and the Hansard units respectively. This was awarded to the directorate for the second time in a row.

Documents and Services Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Provide Refreshment Services	• To provide refreshment services for: ▪ Standing Committee meetings; ▪ Sittings of the House; ▪ LSB, Office Bearers meetings, Event Coordinating Committee (ECC), Secretariat, Extended Secretariat, GPL Interviews, Human Resources development (HRD) Meetings; ▪ All kitchen stations; and ▪ Stakeholder-GPL business meetings.	• Provided refreshments in line with the stipulated turnaround time; • In the year under review refreshments were provided for: ▪ 247 Portfolio Committee meetings; and ▪ 121 Standing Committee meetings 23 sittings.	• Better participation and concentration by MPLs during House and Committee proceedings.

Programme 4 Parliamentary Operations (Core Business)

Information and Knowledge Management Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS

Provide Print Room Services	• Printing and binding services for:
	
	  ▪ Legislative documents;
	
	  ▪ Order papers;
	
	  ▪ Announcements Tabling's and Committee (ATC) reports;
	
	  ▪ Committee documents;
	
	  ▪ Hansard debates;
	
	  ▪ Provincial Bills; and
	
	  ▪ Provincial Acts.
	
	• Serviced the photocopier and printing machines; and
	
	• To provided paper for printing for the whole institution.
		• Provided printing service according to the business needs of the Legislature within the stipulated turnaround time.	• Timeous and convenient access to packaged information to support House business.

Provide Registry Services	• To update files, indexes and T-drive.	• Documents filed and archived within the stipulated turnaround times in line with Filing System formats; and • Filing, indexing and archiving were done for the following: ▪ 247 Portfolio committee meetings 121 Standing Committee meetings.	• Ensured that the intellectual property of the Legislature is properly organised, stored and protected for future retrieval.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Quarterly Financial reporting	• To provide quarterly financial reports.	• Quarterly Financial Reports provided for the 4 quarters in line with Treasury formats and requirements.	• Business of the Unit enhanced through the proper utilisation of budget allocation.
Maintenance and updating of MPLs Attendance Register	• To update attendance Register reports of all MPLs reports for all committee meetings and sittings.	• Quarterly attendance registers were provided for the 4 quarters in line with Treasury formats and requirements.	• Ensured that the MPL Register adheres to the regulatory framework and that MPLs attendance is properly tracked.
Service Support to meetings	• To ensure that service officers are available during: ■ Standing Committee Meetings; ■ Sittings of the House; and ■ Public hearings.	• A total of 121 standing committee meetings occurred to which support service was rendered.	• Efficient support services during House and Committee Sittings.
Adherence to National Archives Act (No. 43 of 1996)	• To complete and updated indexes on official records; and • Archive official records.	• A total number of 16 ATCs were indexed during the period 2008/2009.	• Enhanced the protection of GPL intellectual property; and • Ensured compliance with the National Archives Act.
Adherence to Legal Deposit Act	• To update the list of: ■ Deposited records and publications.	• Relevant GPL publications deposited to all legal deposit centres in line with the requirements of the Legal Deposit Act 54 of 1997.	• Enhanced information sharing with legal deposit centres; and • Ensured compliance with the Legal Deposit Act.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Integration of all software applications with the Legislature Information Management System (LIMS)	• Delivery of electronic solutions that support petitions, law-making and oversight processes.	• The LIMS Project will be rolled out in 2009/2010 once refinements required by the business have been effected in line with the new business model.

Programme 4 Parliamentary Operations (Core Business)

Information and Knowledge Management Directorate

Hansard and Languages Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Recording of Proceedings: Committee meetings and sittings of the House	• To record proceedings of House, Committee Sittings, and other meetings.	• High quality recordings provided; and • 431 Committee meetings recorded, including House sittings and public hearings.	• Access to public information/records was promoted in compliance with the Promotion of Access to Information Act 2 of 2000 and the National Archives and Records Service of South Africa Act (Act No 43 of 1996); • Reliable information made available; • Enhanced service delivery of committee work through access to recorded proceedings; and • Effective and accountable Legislature.
Transcription of recordings	• To provide transcripts of House and Committee Sittings, and other meetings.	• Accurate transcripts were provided within time stipulated; and • 52 Transcripts completed.	• Access to public information/records was promoted in compliance with the Promotion of Access to Information Act 2 of 2000 and the National Archives and Records Service of South Africa Act (Act No 43 of 1996); • Enhanced service delivery to committee work through transcripts as a source of reference; and • Effective and accountable Legislature.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Archiving of recordings	• To provide archived data of House, Committee Sittings, and other meetings.	• High quality archiving of recordings done; and • 32 Meetings archived.	• Access to public information/records was promoted in compliance with the Promotion of Access to Information Act 2 of 2000 and the National Archives and Records Service of South Africa Act (Act No 43 of 1996); and • Effective and accountable Legislature.
Publishing of Draft Speeches	• To publish draft speeches on the T: drive.	• Members speeches published within 24 hours of a House sitting; and • 25 draft speeches published.	• Access to public information/records was promoted in compliance with the Promotion of Access to Information Act 2 of 2000 and the National Archives and Records Service of South Africa Act (Act No 43 of 1996); • Committees' ability to deliver on their mandate was enhanced by ensuring the availability of verbatim records; and • Effective and accountable Legislature.

Programme 4 Parliamentary Operations (Core Business)

Information and Knowledge Management Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Publishing and Distribution of Hansard	• To edit, proof read and publish as per legislation.	• Hardcopy Hansard backlog completed.	• Access to public information/records was promoted in compliance with the Promotion of Access to Information Act 2 of 2000 and the National Archives and Records Service of South Africa Act (Act No 43 of 1996); • Committees' ability to deliver on their mandate was enhanced by ensuring the availability of verbatim records; and • Effective and accountable Legislature.

Interpretation	• To provide interpretation services in the official languages of the province.	• The unit ensured:
		
		  ▪ high-quality and accurate interpreting;
		
		  ▪ high-quality translations delivered on time; and
		
		  ▪ accuracy of term equivalents.
		
		• Interpreting provided for 50 House sittings and public hearings;
		
		• 44 Translations completed; and
		
		• Terminology Developed/ Extracted:
		
		  ▪ 54 IsiZulu; and
		
		  ▪ 417 Sepedi.
			• Complied with:
			
			• The Constitution of the Republic of South Africa;
			
			• The National Language Policy Framework, and the Language Policy Framework of the Gauteng Provincial Government;
			
			• Gave recognition to all official languages by restoring the dignity, pride and identity of previously marginalised language groups; and
			
			• Developed, promoted and preserved previously marginalised languages;
			
			• Enhanced service efficiency through language service delivery; and
			
			• Effective and accountable Legislature.

Translation	• To translate Hansard and documents.		
Development of Terminology	• To develop new terminologies in all the official languages of the province.		

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Language development	• Development of previously marginalised languages.	• Enhanced government service excellence through the development of previously marginalised languages; and • Restored pride and dignity of previously marginalised languages. Complied with: • The Constitution of the Republic of South Africa; • The National Language Policy Framework; • The Language Policy Framework of the Gauteng Provincial Government; • Ensured the recognition of all official languages by restoring the dignity, pride and identity of previously marginalised language groups through the promotion and preservation of previously marginalised languages by constantly providing interpreting, translation and terminology development service; • Enhanced service efficiency through language service delivery; • Enhanced cultural pride and dignity through the provision of the language service; and • Effective and accountable Legislature.
Digitalisation	• Digital recording, transcribing and archiving system.	Digital systems installed: • Recording transcribing and archiving functions will be enhanced once the system is up and running; • Recording excellence will be ensured; • Archiving period will be reduced; and • The need for a physical storage space will be minimised.
Publishing backlog	• Completed publishing backlog.	Complied with: • the Promotion of Access to Information Act 2 of 2000 and the National Archives and Records Service of South Africa Act (Act No 43 of 1996); • Complete record of the House and Committee proceedings maintained; and • Effective and accountable Legislature.

Programme 4 Parliamentary Operations (Core Business)

Information and Knowledge Management Directorate

Information Centre Unit

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Informed decision making by Committees, Presiding Officers and management	To provide new publications: • 60% Of materials acquired supporting Committee and Legislature priorities; and • 40% Supporting pro-active research, management and other support functions.	• GPL business relevant new publications were acquired monthly; and • Of the 102 books acquired, 30% supported research, 60% committee work, 5% strategic management and 5% other corporate functions.	• Expanded and applied body of knowledge to support Legislature mandate; and • Improved House debates, qualitative oversight, good governance and expanded service delivery.
Proactive information provision to support Legislature political and administrative business	• To provide daily media alerts timeously.	• Daily media alerts were provided.	• Informed and incisive representation of constituencies by members; and • Focused and strengthened service delivery.
Electronic databases and e-news for current and timeous information supporting plans and programmes of the Legislature	• To procure licenses for select electronic databases.	• Subscription to 1 new database and renewal of all old databases of business supporting information was concluded during the 3rd and 4th quarters.	• Incisive oversight through access to independent information; and • 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	• To renew current e-journals; and • To procure new e-journals.	• Subscriptions to all current e-journals were renewed based on inputs from stakeholders. Research articles and reports mainly provided insights on legal, socio-economic, political and policy matters researched by independent bodies; and • No new e-journals were obtained due to budgetary constraints and escalated costs of existing subscriptions.	• Heightened and in-depth research and innovation in the application of oversight, law-making and public participation strategies through application of independent information.
Subject bibliographies to enrich information support to public participation, Legislature priorities and Presiding Officers	To provide subject bibliographies to support: • Speaker's priorities; • Institutional events; • Public participation; and • Research and Committees.	• 15 Subject bibliographies were compiled covering a wide range of topics to enrich understanding of issues; and • These included socio economic and developmental matters.	• Committees empowered with broad based and balanced knowledge sources to conduct oversight effectively.
Inter-library loans to support information needs of members and staff	• To provide inter-lending statistics.	• Quarterly statistics were compiled; and • The activity increased from 74 in the previous financial year to 82 in this reporting period. Main areas requested were to support developmental needs of members and staff, cooperative governance and corporate governance.	• Strengthened cooperative relationships with external stakeholders to expand knowledge base, for effectiveness in discharging the mandate of the Legislature.

Programme 4 Parliamentary Operations (Core Business)

Information and Knowledge Management Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Loaning of own materials in support of information needs of individual members and staff	• To provide statistics on loan transactions.	• Quarterly statistics were compiled; • The borrowing activity increased from 1176 books loaned in 2007/2008 to 1218 in 2008/2009; and • Main areas requested were public policy, policy formulation and analysis, politics, legal matters, public participation in decision making and strategic management.	• This assisted members and staff in conducting research and oversight on departments programmes; and • Knowledgeable committees with more focused roles committed to improving the accountability of government in increasing service delivery.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Partnerships and social networks established with relevant organisations for access to information and information materials	• To undertake quarterly visits to NGOs and research institutes for establishing and maintaining networks.	• No visits were undertaken. All existing networks were strengthened through communications for cooperation and knowledge sharing; • Renewed established institutional memberships of 4 Research Institutes and 4 Academic institutions to qualify for information service benefits and to obtain research reports; • Established 4 new networks with ELDIS dealing with developmental issues local housing, gender and agriculture. Linked with SANGONET (database of all NGOs) for PPP information support and to obtain research documents. Networked with Centre for Built Environment dealing with infrastructure, housing local government and transport; and • Networked with SADC Sonke Gender Justice dealing with justice and democratic societies, plus CPS policy studies.	• Strengthened partnerships with experts for best practice and independent opinion to enrich law-making, oversight and public participation and co-operative governance.

Programme 4 Parliamentary Operations (Core Business)

Information and Knowledge Management Directorate

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Capacity building for staff in order to render professional service, keep ahead of service trends and knowledge sharing	• To attend conferences and workshops.	4 Professional conferences were attended: • Achieving quality in Libraries and Information Services – building a culture of continuous improvement in Africa; • Knowledge, Archives and Records Management; • Finding ways to entrench KM in Public Service; • 1 SALSA conference was attended; • 2 SALSA KM Forum meetings were attended to work on standardisation of the induction programme for the establishment of the 4th Legislature and production of the induction manual; • 2 Workshops were attended of South African Cities Network KM Reference Group on building capacity in case study development and on creating effective sustainable networks; • 1 Workshop provided by Knowledge Management Practitioners Group; and • No visits were undertaken, however all existing networks were strengthened through communications for cooperation and knowledge sharing.	• Enhanced knowledge base for the Legislature and improved quality of service delivery; • Legislature acknowledged as a leader in information and knowledge management in terms of law-making and oversight; and • Networks established for best practice, innovation and broadened knowledge base to meet the needs of stakeholders.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
To expand and enhance information support to stakeholder groups through online portal	• Daily news on crime, health, education, socio-economic factors and development was provided; • Customised portals, populated and aligned with PEBA cycle was provided to support committees, research, public participation and legal work; and • Feedback on relevance sought from stakeholders which led to further enrichment of information content.	• Committee, research and constituency work enhanced; and • Effective oversight leading to improved service delivery.
To develop Knowledge Management and Operational Framework	• Delivered the GPL Knowledge Management conceptual framework and the Knowledge Management Strategy; • 12 KM Facilitators were appointed and trained to facilitate implementation of Knowledge Management in the GPL; and • 5 KM Pilots were identified for implementation - involving the Research Unit, Public Participation and Petitions Unit, Committee Support Unit, Communications Unit, Proceedings Unit, HR, IT, Members Affairs Unit.	• Systematic and effective management of accumulated knowledge, retention of institutional memory for innovation and promotion of participatory democracy in law-making and effective oversight.

Programme 5

Office of the Chief Financial Officer (CFO)

MANDATE AND OBJECTIVES

The beginning of the 2008/2009 financial year marked the establishment of the Office of the CFO Directorate. After the institutional OD exercise that was undertaken towards the end of the 2007/2008 financial year, a decision was taken to divide the ISS Directorate. The Directorate previously comprised of four Units, that is, Finance, Human Resources, Procurement and the Administration Units. After the divide, the Finance and the Procurement Units were moved into the newly created Office of the CFO.

The OD intervention resulted in the LSB taking a number of key decisions regarding how the GPL needs to transform in order to rightfully take its place as the leading Legislature in the country and a trendsetter amongst its peers. The GPL formalised an implementation plan to address the holistic turnaround of the Organisation to ensure its optimal positioning and operations at all levels. The implementation plan needed to be executed swiftly in order to realise the envisaged value and to meet the stringent timelines as imposed by the LSB. The Office of the CFO has conducted the following work:

- The Organisation Structure for the Office of the CFO Directorate was confirmed;

- The CFO job profile and grading was developed and approved;

- Job profiles for staff within the Directorate where revised;

- Formal lines of accountability and reporting were developed;

- Reviewed and documented processes and appointed process owners;

- Developed a matrix of competencies;

- Conducted a high-level skills audit to determine skills gaps; and

- Conducted team alignment to obtain buy-in from newly appointed staff.

Within the directorate there are still key positions that need to be filled. This will ensure that the Directorate is able to build on the high quality work that was delivered in the past within the new structure.

The Office of the CFO also completed its Strategic and Operational Plans which served as the foundation and input into the proposed and necessary intervention.

PERFORMANCE STATEMENT

The purpose of the Office of the CFO is to provide professional Financial, Risk and Supply Chain Management services to our stakeholders through service excellence in order to realise the institutional strategic goals whilst achieving an unqualified audit.

To create and sustain a culture of compliance and promote implementation of and adherence to sound corporate practices, risk management and compliance processes and procedures within the Regulatory Framework. The Office of the CFO comprises of the following Directorates:

- Finance; and

- Supply Chain Management.

SUMMARY OF HIGH LEVEL ACHIEVEMENTS FOR THE YEAR UNDER REVIEW

- An unqualified audit opinion for the 2008/2009 financial year was once again achieved with no matter of emphasis. The External Audit for the 2007/2008 financial year was completed during the financial year. The Audit for the Gauteng Political Party Fund and Speakers report was also finalised independently during the financial year. This was then reported to the House by the Speaker;

- The Office also developed and arranged training for all Programme Managers on Financial Management through Regenesys;

- The Delegations of Authority was revised in line with the new Organisational Structure and approved by the Provincial Secretary;

- The Office of the CFO also provided key inputs and played an active role in the SAP project;

- Facilitated, coordinated and finalised the 2009/2010 Strategic Plan for the Institution. The Strategic Plan and budget for the 2009/2010 was finalised during the year and presented to the LSB for approval. This was then submitted to Treasury. The Budget Statement chapter and budget tables were updated to incorporate Treasury's 2009/2010 MTEF allocations. The Budget Statement was subsequently revised in line with final indicative allocations by Treasury;

- Budget Council meetings were conducted to consider emerging priorities and pressing issues for the adjustment

Programme 5

Office of the Chief Financial Officer (CFO)

budget. The proposed Adjustment Budget was presented and approved by the LSB and submitted to the Provincial Treasury;

- The Adjustment Budget was submitted to Treasury together with the Institution's adjustment chapter;

- Cash flow was monitored and planned activities evaluated on a monthly basis. There was continuous interaction with Programme Managers to determine whether activities and projects were realistic, necessary, relevant and capable of completion;

- Financial reports were prepared on a monthly basis and submitted to both internal and external stakeholders;

- Quarterly performance and financial reports were prepared and submitted to all relevant internal and external Stakeholders;

- Expenditure reports were prepared for Political Parties on a monthly basis;

- Liabilities of the Institution were settled timeously within available resources;

- The Institution's monthly financial and non – financial projections for the 2009/2010 financial year were formulated;

- Engaged with Treasury on additional funding request for Political Party Fund and other emerging priorities through the second Adjustment Budget;

- Risk assessments for all units were concluded and the Risk Register finalised. Current Controls were determined. Shortfalls and gaps were identified and mapped onto the risk register for implementation and tracking. The Risk Register was presented to the Risk Management Committee and the Audit Committee respectively. The outcome of the risk assessment process informed the development of the Internal Audit Coverage Plan for a three year cycle 2008/2009 to 2010/2011;

- Facilitation of the audit of members travelling in excess of 100km. This to ensure that reimbursements to members were based on verified and accurate information; and

- The Fraud Prevention Plan and Strategy was revised and adopted by the Audit and Risk Committee.

FINANCIAL MANAGEMENT

The Office of the CFO reflects actual expenditure of R1.822 million against an annual budget of R3.526 million. This reflects an under spending of R1.7 million for period. The under spend is attributable to the deferment of payment for internal audit as well as the budget software. Payments were deferred to ensure that the Institutional expenditure did not exceed the allocated budget. Payment in this regard was effected in the new financial year. Installation of the budget software has been deferred to post SAP configuration. Actual spend considering delivered services of Internal Audit realised an under spend of 0.08%.

STAKEHOLDER MANAGEMENT

The Directorate recognises the importance of identifying, understanding and managing stakeholder relations. This includes both internal and external stakeholders. The Directorate also participated in a customer satisfaction survey spearheaded by the Members Affairs Directorate. The survey serves as a yardstick on the perceptions of the levels of service as experienced by stakeholders. The following were key activities conducted by the Office of the CFO in managing primary stakeholder relations:

- SALSA Forums – The CFO continued to participate as an Executive Member of the CFO Forum for Parliament and Legislatures;

- Closer liaison with the Members Affairs Directorate was maintained to ensure service excellence to Members. Monthly reports for parties were prepared and distributed at Members Affairs meetings;

- Regular meetings were held with the Office of the Auditor-General (AG) and in its assessment of the GPL as an auditee, the AG rated the GPL 4.5 out of 5;

- Regular meetings were held with the Treasury whilst recognition of constitutional roles was respected. The Directorate is represented at all meetings hosted by the Treasury;

- Professional relations are maintained with the Internal Audit service provider;

- Business and Financial Planning - Engaged regularly with all Directorates and respective Programme Managers to finalise the budget for 2009/2010 as well as reprioritisation of projects for 2008/2009 in order to spend within available resources. Programme Managers were continuously engaged to resolve their budget

related matters. Scheduled meetings were also conducted to determine planned activities to inform expenditure projections. Guidance and feedback on budgetary matters are provided both on a formal and informal basis;

• Regular engagements with all Directorates and respective Programme Managers were conducted to finalise expenditure projections;

• Engaged regularly with all Directorates and respective Programme Managers to address audit issues and update tracking reports on Risk Management; and

• Courtesy calls to Members travelling were made to ensure that all travel arrangements were satisfactory. A proactive approach was adopted to eliminate travel problems by having regular meetings with travelling candidates.

Programme 5 Office of the Chief Financial Officer (CFO)

Finance Unit

PURPOSE

The purpose of the Unit is to support the function of the Legislature through professional, effective and efficient financial management practices and to ensure effective, efficient and transparent systems of Risk Management and internal control. This is achieved by executing the following functions:

- Execute Financial Management and Administration according to PFMA, Treasury Regulations, Policies, Regulations, and all applicable Legislation;

- Provide informative and timeous Financial Reports to all stake-holders in line with PFMA and Treasury Regulation requirements;

- To continuously achieve an unqualified audit report;

- Develop and maintain Financial Management Policies and Procedures;

- Development of the Institutional budget that is informed by the Institution's goals and objectives as expressed in the Institutional Strategic Plan and apply effective budgetary control over expenditure;

- Processing payments that are valid, accurate and complete;

- Execution of payroll for both Members and Staff; and

- To ensure that effective and efficient Risk Management processes are implemented within the Gauteng Provincial Legislature.

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Remunerated Members and staff in line with policy and the Political Office Bearers Remuneration Act	• Payroll execution for Members and Staff.	• Both Members of the Legislature and Staff were paid on 15th and the 25th of each month respectively.	• Members and staff recognised and their roles and efforts rewarded; and • Ensured the financial wellbeing of both members and staff of the Legislature.
Cordial relations with Suppliers / Honoured Liabilities	• Settlement of Accounts Payable.	• 98 % Of suppliers were paid within 30 days of receipt of their invoices.	• Ensured liabilities of the institution were honoured; • Upheld the image of the Legislature; and • Contributed in the reduction of unemployment and strengthens the Province's economic growth.
Monthly Financial reporting to Treasury	• Monthly Financial Reports.	• The monthly reports were submitted to Treasury as per the requirement of Section 40(4) of the PFMA for each month without fail.	• Transparency ensured; • Enhanced and effective decision making on financial matters; and • Ensured accountability on the implementation of the budget.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Quarterly Financial reporting to Treasury	• Quarterly Financial Reports.	• The quarterly reports were submitted to Treasury on the 15th of the beginning of the new quarter as per the requirement of Section 40(4) of the PFMA.	• Transparency ensured; • Enhanced decision making on the financial matters; and • Ensured accountability.
Quarterly Non-Financial reporting to Treasury	• Quarterly Non-Financial Reports to ensure better executive analysis.	• The quarterly reports were submitted to Treasury on the 15th of the beginning of the new quarter as per the requirement of Section 40(4) of the PFMA.	• Transparency ensured; • Ensured better tracking of the implementation of the Institution's strategic and business plans which enhanced delivery on the GPLs mandate; and • Enforced accountability.
Submission of annual financial statements to Treasury	• Annual Financial Statements.	• The 2007/2008 financial year financial statements were finalised in May 2008. The audit was concluded in August 2008 and the Auditor-General expressed an Unqualified Audit Opinion.	• Promotion of transparency; • Enforced accountability; • Upheld the image of the Legislature; and • Accountability ensured.
Unqualified Audit	• Implementation of External/ Internal Audit recommendations.	• The recommendations of the both external and internal auditors were implemented.	• This resulted in enhanced internal controls within the Institution. Furthermore, this contributed to the achievement of the unqualified audit opinion; and • Assets of the institution safeguarded.

Programme 5 Office of the Chief Financial Officer (CFO)

Finance Unit

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Adherence to PFMA and Treasury regulations	• Annual Budget and MTEF (Budget Statement 2 to comply with PFMA).	• The GPLs annual and the budget statement 2 for 2009/2010 financial year were presented to the LSB and forwarded to the Provincial Treasury.	• Financial allocations aligned to political goals and objectives as per the strategic plan of the institution; and • The GPLs budget and its spending plans published in the 2009/2010 budget statement 2. This promotes transparency and accountability.
Effective Financial Management	• Complete and accurate accounting records.	• The institution's accounting records were maintained on a real time basis.	• Integrity of data in the GPL financial systems was ensured; and • The decisions taken to shape the financial future of the GPL were based on credible data.
Adherence to PFMA, King II and corporate governance	• Audit Committee Meetings.	• Audit Committee meetings were held on quarterly basis.	• Accountability ensured; • Independent oversight ensured on the financial and risk management systems; and • The tracking of the implementation of the risk management plan was intensified, thereby ensuring minimised risk exposure in the operational and strategic process.
Unqualified Audit	• Bank and Cash Management.	• The reconciliations were done on monthly basis.	• Prevention of fraud - Irregular transactions promptly identified and acted upon; and • All legitimate transactions accounted for in the GPL books and the financial system.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Adherence to PFMA	• GRAP (Generally Recognised Accounting Practice) Implementation.	• All transactions executed and accounted for by the Institutions were complete in line with the principles of GRAP.	• Effective and appropriate accounting policies and principles maintained; and • Enforce accountability and transparency.

STRATEGIC AND EXTRAORDINARY PROJECTS

PROJECT DESCRIPTION	OUTPUTS	OUTCOMES AND IMPACTS
Risk Assessment and Internal Audit Plan for the 3 year cycle	• Strategic Risks were re-confirmed. This resulted in the top 10 strategic risks of the GPL identified and confirmed; • Risk assessments for all streams were concluded and the Risk Register finalised; • Current Controls were determined; • Shortfalls and gaps were identified and mapped onto the risk register for implementation and tracking; • The Risk Register was presented to the Risk Management Committee and the Audit Committee; and • The outcome of the risk assessment process informed the development of the Internal Audit Coverage Plan for three year cycle 2008/2009 to 2010/2011.	• Public confidence and pride in the Legislature maintained; • Good governance fostered; • Ensured integrity in the processes of the institution; • Internal controls measures implemented to promote transparency and accountability in the business process; • Ensuring the achievement of an unqualified audit opinion; • Upholding the image of the Institution; and • Realisation of the goals and objectives of the institution.

Supply Chain Management Unit

PURPOSE
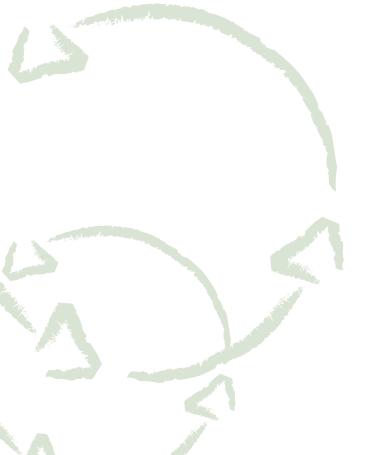
Leadership and Management of the Unit and support of the Legislature through effective and efficient procurement service at the most economical manner, and ensuring that Historically Disadvantage Individuals (HDIs) are empowered accordingly, allowing fair and equal treatment to our suppliers, with the limited resources available to deliver the goods and services required to our internal customers within a specific time frame.

STRATEGIC OBJECTIVES

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Effective and efficient Procurement of Goods and Services in line with the policy and Delegation of Authority	• Goods and Services; and • Procured.	• A total of 2280 purchase requisitions were processed during the year within an average of 4 days after being raised; and • A total of 1968 purchase orders were issued to suppliers of goods and services.	• Goods and services delivered within required timeframes to the business; and • Ensured business continuity and uninterrupted implementation of business plans and thus achieving the institutional strategic goals.
Effective Travel Management – air travel, accommodation and car hire done within the required timeframe	• Air travel, accommodation and car hire booked.		
Effective tender management processes – tenders compiled and advertised. Submission and Recommendation of LAC	• Contract Awarded.	• Two tenders were awarded in 2008/2009, namely, the canteen services contract and internal audit contract; and • The tender for the Security Upgrade was advertised in March 2009 and it is anticipated that the processing would be concluded in 2009/2010 financial year.	• Contributing to the provincial economic growth by outsourcing services to small and medium enterprises existing in Gauteng; and • Contributed to Government's efforts of reducing unemployment in the country.
Contract payment Contractors paid according to the contract	• Contracts paid.	• All contract payments were honoured as per contractual agreements.	• Small and medium enterprises liquidity levels sustained thereby enabling them to honour their credit obligations.

MEASURABLE OBJECTIVES	OUTPUT DESCRIPTION	OUTPUT	OUTCOMES AND IMPACTS
Management of vendor database Vendors comply with defined criteria.	• Vetted supplier database.	• 60% Our suppliers in the vendor database were vetted.	• Ensured that business is given to legitimate suppliers; • Imposed on suppliers the adherence of policies regulating the business environment; and • Encouraged suppliers to comply with statutory requirements of the state.
Management BEE expenditure	• BEE expenditure managed.	• 53% Of the GPLs expenditure on goods and services was spent on BEE companies.	• Business extended to previously disadvantaged people thus ensuring empowerment; and • Contributed to the sustainability of businesses that are black and women owned.
Supply Chain Management	• Supply Chain Compliance and reporting.	• BEE reports were submitted to Treasury and other stakeholders.	• Compliance with the PFMA and Treasury Regulations.

SECTION IV:
THE AUDIT AND RISK COMMITTEE

The Audit and Risk Committee

REPORT OF THE AUDIT COMMITTEE
We are pleased to present our report for the financial year ended 31 March 2009.

AUDIT COMMITTEE MEMBERS AND ATTENDANCE:
The Audit Committee consists of the members listed hereunder and should meet 4 times per annum as per its approved terms of reference. During the current year 2008/2009, five meetings were held.

NAME OF MEMBER	NUMBER OF MEETINGS ATTENDED
J.L Davis (Chairperson)	5
A Martin	4
V.P Skosana	5
H Koorts	3
R Ndzuta	2

AUDIT COMMITTEE RESPONSIBILITY
We report that we have adopted appropriate formal terms of reference in our charter in line with the requirements of Section 38(1) (a) of the Public Finance Management Act, No. 1 of 1999 and Treasury Regulation 3.1. We further report that we conducted our affairs in compliance with this charter.

THE EFFECTIVENESS OF INTERNAL CONTROL
The system of internal control applied by the Gauteng Provincial Legislature over financial and risk management is effective, efficient and transparent.

In line with the PFMA and the King II Report on Corporate Governance requirements, Internal Audit provides the Audit Committee and Management with assurance that the internal controls are appropriate and effective. This is achieved by means of the risk management process, as well as the identification of corrective actions and suggested enhancements to the controls and processes. From the various reports of the Internal Auditors, the Audit Report on the Annual Financial Statements and the management report of the Auditor-General South Africa, it was noted that no matters were reported that indicate any material deficiencies in the system of internal control or any deviations there from. Accordingly, we can report that the system of internal control over financial reporting for the period under review was efficient and effective.

EVALUATION OF FINANCIAL STATEMENTS

We have:

• Reviewed and discussed the audited Annual Financial Statements to be included in the Annual Report, with the Auditor-General South Africa and the Accounting Officer;

• Reviewed the Auditor-General South Africa's Management report and Management's response thereto;

• Reviewed accounting policies and practices;

• Reviewed the Legislature's compliance with legal and regulatory provisions; and

• Reviewed significant adjustments resulting from the audit.

We concur with and accept the Auditor-General of South Africa's report on the annual financial statements, and are of the opinion that the audited Annual Financial Statements should be accepted read together with the report of the Auditor-General South Africa.

INTERNAL AUDIT
We are satisfied that the internal audit function is operating effectively and that it has addressed the risks pertinent to the Legislature in its audits.

AUDITOR-GENERAL SOUTH AFRICA
We have met with the Auditor-General South Africa to ensure that there are no unresolved issues.

CHAIRPERSON OF THE AUDIT COMMITTEE

SECTION V:
THE ANNUAL FINANCIAL STATEMENT
(FOR THE YEAR ENDED 31 MARCH 2009)

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Report of the Accounting Officer

for the year ended 31 March 2009

REPORT BY THE ACCOUNTING OFFICER TO THE EXECUTIVE AUTHORITY AND PROVINCIAL LEGISLATURE OF THE REPUBLIC OF SOUTH AFRICA

1. General review of the state of financial affairs

This report reviews the progress made during the reporting year by describing the main financial achievements (and challenges) against the key financial objectives of the Gauteng Provincial Legislature (GPL). 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.

At the beginning of 2008/2009 financial year, the Legislature Services Board (LSB) approved the Organisational Development (OD) intervention project. The OD implementation plan was developed and entailed the following:

- Refining the organisational strategy and documenting the new business model of the Legislature;

- Reviewing and revising current policies in light of the refined strategy and formalised business model;

- Designing processes to support the new strategy and business model; and

- Organisation design and implementation by addressing all outstanding issues with respect to the new structure.

The development of the above culminated in the Institution's new business model. To ensure that the model was adequately resourced to support the Institution's core mandates, the budget was revised to depict the newly adopted business model and financial resources were re-organised accordingly. This resulted in the Institution's number of programmes reduced from seven to five. The revised structure and re-allocated financial resources were passed in the adjustment budget.

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 were clearly defined and delegations of authority revised. The new organisational structure as well as the associated delegations and profiles were subsequently implemented on the SAP enterprise resource planning system.

Enhancement of Financial Management and Control over Budgets

The scope of the Organisational Development (OD) intervention project specifically included the Office of the Chief Financial Officer (CFO). The objective of this project was to provide a high-level business model through organisational re-design for the Office of the CFO. The project scope included:

- Development of an organisation structure for the Office of the CFO;

- Reviewing of all roles and responsibilities;

- Revising job profiles and developing the formal lines of accountability and reporting;

- Reviewing and documenting the high-level processes; and

- Developing a matrix of competencies required to deliver on the mandate of the Office.

The outcome of this process determined new standards on staffing, capacity constraints and required operating proficiency. Apart from the above deliverables, the office of the CFO was accordingly capacitated with the creation of Director Positions in Finance, Audit and Risk and Supply Chain Management (SCM).

It is envisaged that the revised structure would enable the Office of the CFO to effectively deliver on its mandate. The challenge nevertheless remains to fill the newly approved positions early in the new financial year.

Actual and projection reports were submitted to Treasury on a monthly and quarterly basis in line with formats and timelines provided by Treasury. Programme and sub-programme managers updated quarterly expenditure projections to provide action plans for implementation of the budget. These were reported at Secretariat meetings, the Audit and Risk Committee as well as the Legislature Services Board (LSB) on a quarterly basis.

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

The Gauteng Provincial Legislature identifies itself as a learning organisation which is performance driven. Accordingly, training of Programme Managers on financial management in terms of the PFMA was arranged during the year. This process was in line with the objectives of the Office of the CFO in ensuring that programme managers

Report of the Accounting Officer

for the year ended 31 March 2009

are given the necessary skills required to optimise financial management within their areas of responsibility and further enhance achievement of organisational objectives. The Financial Management Course was intended to ensure that the managers develop the necessary competencies, knowledge and attitudes to perform their duties effectively and efficiently.

Budget for 2008/2009

The budget allocation for the 2008/2009 financial year increased by 9.2 % from R215.6 million in the 2007/2008 financial year to R235.4 million in the 2008/2009 financial year. In addition to the annual appropriation, the Legislature received an amount of R47.7 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 aligned to institutional goals and objectives. The final appropriation of R235.4 million included an amount of R22.6 million allocated through the adjustment

budget process in respect of the following:

- Political Party Funding – An additional amount of R20 million allocated for transfer to the various political parties participating in the Legislature. The primary purpose of these funds was to provide support to parties in their preparation for the elections; and

- Personnel salary adjustments – An additional funding of R2.6 million was allocated for the higher than anticipated costs of salary adjustments consequential to considerable increases in inflationary rates.

Expenditure in 2008/2009
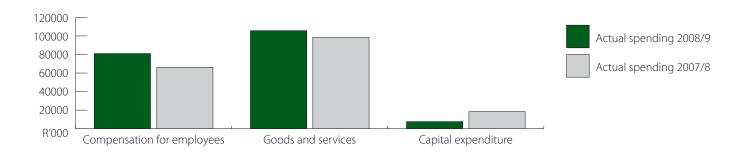
The Legislature spent R194.3 million against a budget of R235.4 million reflecting a total spend of 83%. This variance is reduced to below 1 % when considering the R41 million allocations to parties in terms of the Gauteng Political Party Fund Act, 2007. An analysis of total expenditure by economic classification is depicted in the table below:-

Economic Classification	Actual Spending	% Utilisation
Compensation of employees	81,037	41.7%
Goods and services	105,678	54.4%
Capital expenditure	7,650	3.9%
Total	194,365	100.0%

- Compensation of employees
- Goods and services
- Capital expenditure

Under challenging circumstances, the Legislature has once again not exceeded the annual budget allocated to it. The results for the financial year ended 31 March 2009 reflects that the Legislature operated within budget

resources. The total expenditure for the current year as compared to the previous year increased by R11.3 million equating to 6. 2 %.

Economic Classification	Actual Spending 2008/9	Actual Spending 2007/8	% Growth
Compensation of employees	81,037	66.244	22.3%
Goods and services	105,678	98,364	7.4%
Capital expenditure	7,650	18,433	-58.5%
Total	194,365	183,041	6.2%

Virements within Main Divisions of the Legislature

In terms of section 43 of the PFMA, an accounting officer may utilise a saving under a main division within the vote to defray excess expenditure under another main division within the same vote, unless the relevant Treasury directs otherwise. In terms of Section 3(b) of the Act, the relevant Treasury of the Legislature is the Speaker. Agreements were reached between Programme Directors to effect these virements. The table below reflects a summary of virements effected between programmes:

Programmes	Adjusted Appropriation R'000	Virement R'000	Final Appropriation R'000	Reason For Virement	Virement To / From Programme
Leadership and Governance	7,031	2,529	9,560	To provide for overseas travel not budgeted and use of consultants for the development of performance contracts	From Office of the Secretary and Parliamentary Operations
Office of the Secretary	12,290	(283)	12,007	Underspend on vacant positions utilised to cater for the overspending in the Office of the Speaker	To Leadership and Governance
Corporate Services	142,449	427	142,876	To cater for the overspending on personnel expenditure due to extended performance awards	From Parliamentary Operations
Parliamentary Operations	70,177	(2,674)	67,504	Underspend on vacant positions in the Research unit utilised to cater for the overspending in the Office of the Speaker	To Leadership and Governance and Corporate Services
Office of the CFO	3,526	-	3,526		
TOTAL	235,473	-	235,473		

Report of the Accounting Officer

for the year ended 31 March 2009

2. Under / (over) spending

The under spending as reflected on the Annual Financial Statements emanates primarily from personnel expenditure as a result of vacant positions in the Research and Communications units respectively. This was primarily as a result of the Board's decision to reduce the number of positions in the Research unit. In certain instances an identification of a need during the financial year resulted in the movement of funds from less strategically important areas to areas of priority. A number of payments were however deferred to the new financial year in order to avert overspending on the budget.

3. Capacity constraints

The GPL encountered the following capacity constraints during the year:

- SAP - Enterprise resource planning system;

- Continued difficulties were experienced internally in terms of ensuring appropriate access and operational controls on the SAP system. However, consultants were appointed towards the end of the financial year to address the identified problems and also implement the new organisational structure and associated profiles; and

- Asset management as a function requires an integrated approach and continuous process. The functions of asset management and supply chain management respectively relating to the asset life cycle and supply chain management cycle are not fully integrated.

The GPL has significantly improved its organisational structure by increasing the number of personnel and associated resources in order to meet its capacity-related needs. The strategy of increasing capacity, both human and physical, will continue over the next few years.

4. Corporate Governance

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. The Legislature has also positioned itself to meet the provisions of the proposed King III report once promulgated.

4.1 Audit and Risk Committee

The charter of the Audit and Risk Committee was reviewed during the financial year to ensure relevance and full compliance with the PFMA and Treasury Regulations. The name of the Committee was changed from Finance and Audit Committee to the Audit and Risk Committee to more appropriately reflect its mandate and to emphasise the importance of the risk management process within the Institution. The Audit and Risk Committee adopted the revised Charter and regulated its affairs in compliance with this Charter and duly discharged its responsibilities as contained therein.

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 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 disclosures in the Annual Financial Statements. The Chairperson regularly reported to the Legislature Services Board. The Committee received regular reports on financial performance, risk management, internal and external audit, legal compliance, health and safety issues and the 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 co-ordinate the risk management process. Management remain responsible for the identification, assessment and management of risk. The responsibility is not limited to the Secretariat but includes the total management structure within each directorate.

The Legislature completed a high level risk assessment process, which enabled the determination of the high level top ten 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 Audit and Risk Committee and subsequently by the Board. The Legislature also developed a Risk Register based on the strategic priorities of the organisation. The Risk Register informed the development of the annual Internal Audit Plan and the risk identification process at all divisions. The risk register now features as a standard agenda item at the Audit and Risk Committee, LSB and senior management meetings.

The systems of controls are designed to provide cost effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. In line with the PFMA and the King II Report on Corporate Governance requirements, Internal Audit provided the Audit and Risk Committee and management with assurance that the internal controls are appropriate and effective. This is achieved by means of the risk management process, as well as the identification of corrective actions and suggested enhancement to the controls and processes.

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. Comprehensive 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 fraud awareness workshop was also held at the end of the financial year during which utilisation of the new fraud reporting hot line was strongly encouraged. Further workshops are planned during the new financial year.

4.4   Management processes to minimise conflict of interest

The Legislature enjoyed a sound and stable relationship with the trade union over past year. In ensuring that there are good labour relations between the Union and

management, the Legislature has formalised this through a recognition agreement in order to facilitate the term, manner and the scope of the relationship envisaged.

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

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.

Report of the Accounting Officer

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

The Legislature embarked on an asset management strategy involving the enhancement of the asset register by means of system developments which require basic information to promote the capturing of assets of a movable nature. Several initiatives were implemented, with the emphasis on serialised assets.

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 Legislatures 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 Legislature

The Legislature will continue with the execution of its functional responsibilities. It will also undertake the following primary initiatives to enhance the way it functions:

- Develop a framework and model for the effective delivery of core services. This is aimed at addressing challenges raised through diagnosis in the barrier analysis exercise;

- Develop a public participation feedback and evaluation system. This will institutionalise a user friendly feedback and evaluation system for all public participation activities;

- Integrate the Petitions System. There has been a disjuncture between the work of the Petitions Committee and the Local Government Councils. This initiative will seek to create a synergy between the work of the two bodies;

- Enable the GPL to retain institutional memory, encourage innovation and assist in developing a learning organisation within legislative parameters of law making, effective oversight and public participation;

- Implementation of the full Performance Evaluation and Budget Analysis (PEBA) Toolkit. The PEBA model includes a toolkit, the Budget Cycle Model and the Public Service Oversight Model;

- Rollout of the committee enquiries system for the priority areas. This system is intended to strengthen its oversight and the work of the Executive; and

- Implement a Unified Communication and Collaborative System. This system will support evolutionary advances in electronic data exchange, information delivery and collaborative working for communications purposes.

9. SCOPA resolutions

No resolutions were referred by SCOPA as the Legislature received an unqualified audit for the 2007/2008 financial year. Corrective action on the emphases of matter items were duly implemented during the year.

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 158 to 191 have been approved by the Accounting Officer.

Peter Skosana
Provincial Secretary (Accounting Officer)

31 May 2009

Report of the Auditor-General

for the year ended 31 March 2009

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 2009

Introduction

1. I have audited the accompanying financial statements of the Gauteng Provincial Legislature which comprise the appropriation statement, the statement of financial position as at 31 March 2009, and the statement of financial performance, the statement of changes in net assets and the cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes, as set out on pages 158 to 191.

The accounting officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting determined by the National Treasury, as set out in accounting policy note 1.1 and in the manner required by the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Auditor-General's responsibility

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 read with 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 about 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

6. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

7. In my opinion the financial statements present fairly, in all material respects, the financial position of the Gauteng Provincial Legislature as at 31 March 2009 and its financial performance and its 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 and in the manner required by the PFMA.

Basis of accounting

8. Without qualifying my opinion the Gauteng Provincial 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.

Other matters

Without qualifying my 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 Public Finance Management Act

9. The accounting officer did not always effect payments to creditors within 30 days from the receipt of invoices as required by section 38(1) (f) of the PFMA and Treasury Regulation 8.2.3.

Governance framework

10. The governance principles that impact the auditor's opinion on the financial statements are related to the responsibilities and practices exercised by the accounting officer and executive management and are reflected in the key governance responsibilities addressed below:

Key governance responsibilities

11. 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 key governance responsibilities, which I have assessed as follows:

No.	Matter	Y	N
Clear trail of supporting documentation that is easily available and provided in a timely manner			
1.	No significant difficulties were experienced during the audit concerning delays or the availability of requested information.	✓	
Quality of financial statements and related management information			
2.	The financial statements were not subject to any material amendments resulting from the audit.		✓
3.	The annual report was submitted for consideration prior to the tabling of the auditor's report.	✓	
Timeliness of financial statements and management information			
4.	The annual financial statements were submitted for auditing as per the legislated deadlines (section 40 of the PFMA).	✓	
Availability of key officials during audit			
5.	Key officials were available throughout the audit process.	✓	
Development and compliance with risk management, effective internal control and governance practices			
6.	Audit committee		
	• The Legislature had an audit committee in operation throughout the financial year.	✓	
	• The audit committee operates in accordance with approved, written terms of reference.	✓	
	• 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.	✓	
7.	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.	✓	
	• The internal audit function substantially fulfilled its responsibilities for the year, as set out in Treasury Regulation 3.2.	✓	
8.	There are no significant deficiencies in the design and implementation of internal control in respect of financial and risk management.	✓	

9.	There are no significant deficiencies in the design and implementation of internal control in respect of compliance with applicable laws and regulations.	✓	
10.	The information systems were appropriate to facilitate the preparation of the financial statements.	✓	
11.	A risk assessment was conducted on a regular basis and a risk management strategy, which includes a fraud prevention plan, is documented and used as set out in Treasury Regulation 3.2.	✓	
12.	Powers and duties assigned are in place, as set out in section 44 of the PFMA.	✓	
Follow-up of audit findings			
13.	The prior year audit findings have been substantially addressed.	✓	
14.	SCOPA resolutions have been substantially implemented.	✓	
Issues relating to the reporting of performance information			
15.	The information systems were appropriate to facilitate the preparation of a performance report that is accurate and complete.	✓	
16.	Adequate control processes and procedures are designed and implemented to ensure the accuracy and completeness of reported performance information.	✓	
17.	A strategic plan was prepared and approved for the financial year under review for purposes of monitoring the performance in relation to the budget and delivery by the Gauteng Provincial Legislature against its mandate, predetermined objectives, outputs, indicators and targets. Treasury Regulations 5.1, 5.2 and 6.1.	✓	
18.	There is a functioning performance management system and performance bonuses are only paid after proper assessment and approval by those charged with governance.	✓	

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

Report on performance information

12. I have reviewed the performance information as set out on pages 33 to 139.

The accounting officer's responsibility for the performance information

13. 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.

The Auditor-General's responsibility

14. 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.

15. 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.

16. I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the findings reported below.

Findings on performance information

Usefulness and reliability of reported performance information

17. The following criteria were used to assess the usefulness and reliability of the information on the Legislature's performance with respect to the objectives in its strategic plan:

- Consistency: Has the Legislature reported on its performance with regard to its objectives, indicators and targets in its approved strategic plan?

- Relevance: Is the performance information as reflected in the indicators and targets clearly linked to the predetermined objectives and mandate. Is this specific and measurable, and is the time period or deadline for delivery specified?

- Reliability: Can the reported performance information be traced back to the source data or documentation and is the reported performance information accurate and complete in relation to the source data or documentation?

The following audit findings relate to the above criteria:

Inconsistently reported performance information

18. The Legislature has not reported on its performance with regard to its objectives in Programme 1 (Leadership and Governance), as per the approved plan. Furthermore, in reducing the Programmes from seven to five, the annual plan was not always aligned to the strategic plan.

Reported performance information not relevant

19. The targets with regards to Programme 1 (Leadership and Governance) and Programme 4 (Parliamentary Business Cluster) relating to the Committee Support Unit and the National Council of Provinces and Legal Services Unit sub programmes were not in all instances time bound in specifying the time period or deadline for delivery.

Appreciation

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

Auditor-General

Pretoria
31 July 2009

AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

Accounting Policies

for the year ended 31 March 2009

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, is 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 2000/2001 financial year is reflected as retained income on the statement of financial position of the Legislature and are accordingly not to be surrendered to the Provincial Revenue Fund. Surplus revenue and voted funds for the 2007/2008 financial year has been applied as indicated above and is accordingly reflected as retained income. Unexpended voted funds for the years prior to 2000/2001 were surrendered to the Provincial Revenue Fund.

2.2 Statutory Appropriation

Statutory appropriations are recognised in the financial records on the date the appropriation becomes effective. Adjustments to the statutory appropriations made in terms of the adjustments budget process is recognised in the financial records on the date the adjustments become effective.

Total statutory appropriations are presented in the statement of financial performance.

2.3 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.

2.3.1 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.

2.3.2 Interest, dividends and rent on land

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

2.3.3 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.

2.3.4 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 is 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.

2.3.5 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.

2.4 Aid assistance

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 of payments to employees (including leave entitlements, thirteenth 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.

All other payments are classified as current expense.

Social contributions include the entities' contribution to social insurance schemes paid on behalf of the employee. Social contributions are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system.

3.1.1 Short term employee benefits

Short term employee benefits comprise of leave entitlements (capped leave), thirteenth cheques and performance bonuses. The cost of short-term employee benefits is expensed as salaries and wages in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

Short-term employee benefits that give rise to a present legal or constructive obligation are disclosed in the notes to the financial statements.

These amounts are not recognised in the statement of financial performance.

3.1.2 Long-term employee benefits

3.1.2.1 Termination benefits

Termination benefits such as severance packages are recognised as an expense in the statement of financial performance and 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 written-off are limited to the amount of savings and/ or under-spending of appropriated funds. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts but amounts are disclosed as a disclosure note.

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

3.5 Unauthorised expenditure

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

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

3.6 Fruitless and wasteful expenditure

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

3.7 Irregular expenditure

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

3.8 Expenditure for capital assets

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

4. ASSETS

4.1 Cash and cash equivalents

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

For the purposes of the cash flow statement, cash and cash equivalents comprise of 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 plus any accrued interest.

4.4 Investments

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

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

5.2 Lease commitments

Finance leases

Finance leases are not recognised as assets and liabilities in the statement of financial position. Finance lease payments are recognised as an expense in the statement of financial performance and are apportioned between the capital and the interest portions. The finance lease liability is disclosed in the disclosure notes to the financial statements.

Operating leases

Operating lease payments are recognised as an expense in the statement of financial performance. The operating lease commitments are disclosed in the 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

Accounting Policies

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. COMPARATIVE FIGURES

As a result of the organisational redesign and change in number of programmes, comparative figures have been restated for alignment to the revised structure of the Legislature.

Appropriation Statement

for the year ended 31 March 2009

Programmes	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1 Leadership and Governance	7,031	-	2,529	9,560	9,560	-	100%	6,761	6,761
Current payment	7,031	-	2,529	9,560	9,560	-	100%	6,761	6,761
2 Office of the Secretary	12,290	-	(283)	12,007	12,007	-	100%	9,539	7,189
Current payment	12,290	-	(283)	12,007	12,007	-	100%	9,539	7,189
3 Corporate Services	142,449	-	1,240	143,689	107,536	36,152	75%	97,389	91,824
Current payment	105,296	-	1,240	106,536	99,886	6,650	94%	93,276	88,068
Transfers and Subsidies to	20,000	-	-	20,000	-	20,000	0%	-	-
Expenditure for capital assets	17,153	-	-	17,153	7,650	9,503	45%	4,113	3,756
4 Parliamentary Operations	70,177	-	(3,486)	66,691	63,440	3,251	95%	98,356	73,240
Current payment	70,117	-	(3,486)	66,631	63,440	3,191	95%	69,381	58,563
Expenditure for capital assets	60	-	-	60	-	60	-	28,975	14,677
5 Office of the CFO	3,526	-	-	3,526	1,822	1,704	52%	4,028	3,560
Current payment	3,226	-	-	3,226	1,822	1,404	56%	3,263	3,139
Expenditure for capital assets	300	-	-	300	-	300	0%	765	421
Sub - Total	235,473	-	-	235,473	194,365	41,108	83%	215,605	183,041
Direct charges against the Provincial Revenue Fund									
Direct Charges - MPL Remuneration	47,729	-	-	47,729	47,071	658	99%	37,811	36,684
Political Party Funding	-	-	-	-	41,000	(41,000)	(100%)	-	20,000
Sub - Total	47,729	-	-	47,729	88,071	(40,342)	185%	37,811	56,684
TOTAL	283,202	-	-	283,202	282,436	766	100%	253,416	239,725

Appropriation Statement

for the year ended 31 March 2009

Reconciliation with Statement of Financial Performance				
Add : Other receipts	3,037	-	2,482	-
Less : Outstanding receipt for direct charges - MPL remuneration	-	-	(7,271)	-
Less : Political Party Funding not expensed	-	(41,000)	-	(20,000)
Add : Local and Foreign aid assistance received and expensed	416	416	424	424
Actual amounts per Statement of Financial Performance	286,655	241,852	249,051	220,149

Economic classification	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current									
Compensation of employees	90,931	-	(6,703)	84,228	81,037	3,191	96%	71,018	66,244
Goods and services	107,029	-	6,703	113,732	105,678	7,054	93%	111,499	98,364
Interest and rent on land	-	-	-	-	-	-		-	-
Transfers and subsidies to:									
Non-Profit institutions	20,000	-	-	20,000	-	20,000	0%	-	-
Payments for capital assets									
Buildings and other fixed structures	1,002	-	-	1,002	143	859	14%	2,320	2,295
Machinery and equipment	15,590	-	(4,541)	11,050	2,345	8,705	21%	21,220	7,191
Software and other intangibles	921	-	4,541	5,462	5,162	300	95%	9,548	8,947
Total	235,473	-	-	235,473	194,365	41,108	83%	215,605	183,041

Direct charge against the Provincial Revenue Fund	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1 Provinces Equitable Share	235,473	-	-	235,473	194,365	41,108	83%	215,605	183,041
2 Direct charges - MPL Remuneration	47,729	-	-	47,729	47,071	658	99%	37,811	36,684
3 Political Party Fund Payments	-	-	-	-	41,000	(41,000)	100%	-	20,000
Total	283,202	-	-	283,202	282,436	766	100%	253,416	239,725

The amount of R41 million was paid to political parties in line with the Political Party Fund Act. Funds reserved from voted funds were accordingly allocated to meet the statutory obligation.

PROGRAMME 1 - Leadership and Governance for the year ended 31 March 2009

Economic classification	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	3,606	-	631	4,237	4,237	-	100%	2,863	2,863
Goods and services	3,425	-	1,898	5,323	5,323	-	100%	3,898	3,898
Total	7,031	-	2,529	9,560	9,560	-	100%	6,761	6,761

Programme per subprogramme	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000		R'000	R'000	R'000	%	R'000	R'000
Office of the Speaker									
Current payment	7,031	-	2,529	9,560	9,560	-	100%	6,761	6,761
Total	7,031	-	2,529	9,560	9,560	-	100%	6,761	6,761

PROGRAMME 2: Office of the Secretary for the year ended 31 March 2009

Economic classification	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	7,141	-	(3,292)	3,849	3,849	-	100%	4,047	2,585
Goods and services	5,149	-	3,009	8,158	8,158	-	100%	5,492	4,604
Total	12,290	-	(283)	12,007	12,007	-	100%	9,539	7,189

Programme per subprogramme	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Office of the Speaker									
Current payment	12,290	-	(283)	12,007	12,007	-	100%	9,539	7,189
Total	12,290	-	(283)	12,007	12,007	-	100%	9,539	7,189

Appropriation Statement

for the year ended 31 March 2009

PROGRAMME 3: Corporate Services for the year ended 31 March 2009

Economic classification	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	34,026	-	1,240	35,266	35,266	-	100%	30,938	30,363
Goods and services	71,270	-	-	71,270	64,621	6,649	92%	32,895	43,496
Transfers and subsidies									
Non-profit institutions	20,000	-	-	20,000	-	20,000	0%	-	-
Payments for capital assets									
Buildings and other fixed structure	1,002	-	-	1,002	143	859	14%	2,320	2,295
Machinery and equipment	15,530	-	(4,541)	10,989	2,345	8,644	21%	21,220	7,191
Software and other intangibles	621	-	4,541	5,162	5,162	-	106%	9,548	8,947
Total	142,449	-	1,240	143,689	107,537	36,152	75%	96,921	92,292

Programme per sub-programme	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	-	-	-	-	-	-	-	-	-
Members Affairs									
Current payment	55,279	-	-	55,279	32,735	22,544	59%	30,195	27,425
Institutional Support									
Current payment	38,131	-	954	39,085	35,544	3,541	91%	36,876	36,689
Operational Support									
Current payment	49,039	-	286	49,325	39,257	10,068	80%	29,850	28,178
Total	142,449	-	1,240	143,689	107,536	36,153	75%	96,921	92,292

PROGRAMME 4: Parliamentary Operations for the year ended 31 March 2009

Economic classification	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	46,158	-	(5,282)	40,876	37,686	3,191	92%	62,145	45,111
Goods and services	23,959	-	1,769	25,755	25,755	1	100%	36,211	28,129
Payments for capital assets									
Machinery and equipment	60	-	-	60	-	60	0%	-	-
Total	70,177	-	(3,486)	66,691	63,441	3,250	95%	98,356	73,240

Programme per Sub-programme	2008/2009							2007/2008	
	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	46,777	-	(7,499)	39,278	36,684	3,233	93%	28,975	14,677
Parliamentary Business									
Current payment	8,802	-	3,935	12,737	12,737	-	100%	41,029	40,715
Information and Knowledge Management	-	-	-	-	-	-	-	-	-
Current payment	5,074	-	78	5,152	5,152	-	100%	28,352	17,848
Communication									
Current payment	9,524	-	-	9,524	8,867	657	93%	-	-
Total	70,177	-	(3,486)	66,691	63,440	3,251	95%	98,356	73,240

Appropriation Statement

for the year ended 31 March 2009

PROGRAMME 5 - Office of the CFO for the year ended 31 March 2009									
	2008/2009							2007/2008	
Economic classification	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current Payments									
Compensation of employees	-	-	-	-	-	-	-	-	-
Goods and services	3,226	-	-	3,226	1,822	1,404	56%	3,908	3,516
Payments for capital assets									
Software and other intangibles	300	-	-	300	-	300	0%	120	44
Total	3,526	-	-	3,526	1,822	1,704	51.7%	4,028	3,560

	2008/2009							2007/2008	
Programme per subprogramme	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Management									
Current payment	-	-	-	-	-	-	-	-	-
Finance Management									
Current payment	3,176	-	(62)	3,114	1,410	1,704	45%	2,898	2,430
Supply Chain Management									
Current payment	350	-	62	412	412	-	100%	1,130	1,130
Total	3,526	-	-	3,526	1,822	1,704	51.7%	4,028	3,560

Notes to the Appropriation Statement

for the year ended 31 March 2009

NOTES TO THE APPROPRIATION STATEMENT for the year ended 31 March 2009

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	Leadership and Governance	9,560	9,560	-	0%	No material variance
2	Office of Secretary	12,007	12,007	-	0%	No material variance
3	Corporate Services	143,689	107,537	36,152	25%	The under expenditure is in respect of funds reserved to meet the obligations of allocations to Political Parties in terms of the Gauteng Political Party Fund Act. The initial allocation was deemed as an extension of the baseline and accordingly allocated to parties for extended facilities which fell within the baseline.
4	Parliamentary Operations	66,691	63,440	3,251	6%	The primary reason for the under spend is vacant positions in the Research and Communications units respectively. This is consequential to the Board's decision to reduce the number of positions in the Research unit.
5	Office of the CFO	3,526	1,822	1,704	48%	The under expenditure is attributable to the finalisation of remaining internal auditable areas in the early part of the new financial year as well as savings realised on the budget software.
	TOTAL	235,473	194,366	41,107		

for the year ended 31 March 2009

No.	Programme	Final Appropriation	Actual Expenditure	Variance	Variance	Explanations of material variances from Amount voted (after Virement)
2.2	Per GFS Classification					
		R'000	R'000	R'000		
	Current expenditure					
	Compensation of employees excluding Members remuneration	84,228	81,037	3,191	4%	The primary reason for the under spend is vacant positions in the Research and Communications units respectively.
	Goods and services	113,732	105,678	8,054	7%	Underspend on various goods and services as reported under programmes 2.1 above.
	Payment for capital assets					
	Buildings and Structures	1,002	143	859	86%	Under-spending due to a delay of planned maintenance work at the Main City Hall Building.
	Machinery and equipment	11,050	2,345	8,705	79%	The Security Project has been deferred to the next financial year as the project scope required changes with due consideration of financial constraints.
	Software and other intangible assets	5,462	5,162	300	5%	Savings realised on the budget software.
	Transfers and subsidies to:					
	Non-Profit institutions	20,000	-	20,000	100%	The allocation is in respect of payments made to Political Parties in terms of the Gauteng Political Party Fund Act.
	TOTAL	235,474	194,365	41,109		

Statement of Financial Performance

for the year ended 31 March 2009

	Note	2008/2009 R'000	2007/2008 R'000
REVENUE			
Annual appropriation	1	235,473	215,605
Statutory appropriation	2	47,729	30,540
Other revenue	3	3,037	2,482
Local and foreign aid received	4	416	424
Total Revenue		**286,655**	**249,051**
EXPENDITURE			
Current Expenditure			
Compensation of Members and employees	5	128,108	102,930
Goods and services	6	105,679	98,361
Local and foreign aid	4	416	424
Total Current Expenditure		**234,203**	**201,715**
Expenditure for Capital Assets			
Machinery and equipment	7	2,343	7,191
Buildings and structures	7	143	2,295
Software and other intangible assets	7	5,162	8,947
Total Expenditure for Capital Assets	7	**7,648**	**18,433**
Total Expenditure		**241,852**	**220,148**
RETAINED INCOME FOR THE YEAR	17	**44,803**	**28,903**

Statement of Financial Position

as at 31 March 2009

	Note	2008/2009 R'000	2007/2008 R'000
ASSETS			
Current assets		6,298	22,662
Unauthorised expenditure	9	2,637	2,637
Cash and cash equivalents	10	3,141	19,852
Prepayments and advances	12	520	173
Receivables	11	-	-
Total Assets		6,298	22,662
LIABILITIES AND RESERVES			
Retained income	17	2,559	11,056
Current liabilities		3,739	11,606
Voted funds to be surrendered	13	245	245
Revenue to be surrendered		-	-
Payables	14	3,494	11,361
TOTAL LIABILITIES AND RESERVES		6,298	22,662

Statement of Changes in Net Assets

for the year ended 31 March 2009

	Note	2008/2009 R'000	2007/2008 R'000
Retained Income			
Opening balance		11,056	22,183
Current year retained Income		44,803	28,903
Voted funds surrendered for adjustment budget	16	(12,300)	(20,030)
Political Party Funding re-allocated to parties	18	(41,000)	(20,000)
Closing balance	17	**2,559**	**11,056**
Political Party Fund			
Opening balance		-	-
Creation of Political Party Fund and approved allocations		41,000	20,000
Transfer to Political Parties	18	(41,000)	(20,000)
Closing balance		-	-

Cash Flow Statement

for the year ended 31 March 2009

	Note	2008/2009 R'000	2007/2008 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Annual appropriated funds received		235,473	215,605
Statutory appropriated funds received		47,729	30,540
Legislature revenue received		2,984	2,367
Local and foreign aid received	4	416	424
		286,601	248,936
Net (increase)/decrease in working capital	15.1	(8,214)	561
Surrendered to Revenue Fund	16	(12,300)	(20,030)
Political Party Funding payments	18	(41,000)	(20,000)
Current payments		(234,202)	(201,716)
Net cash flow available from operating activities	15	**(9,115)**	**7,751**
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets		(7,649)	(18,433)
Proceeds from sale of capital assets	3	53	115
Net cash flows from investing activities		**(7,596)**	**(18,318)**
Net decrease in cash and cash equivalents		(16,711)	(10,567)
Cash and cash equivalents at beginning of period		19,852	30,419
Cash and cash equivalents at end of period	10	**3,141**	**19,852**

Notes to the Annual Financial Statement

for the year ended 31 March 2009

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 2007/2008 R'000
1. Leadership and Governance	9,560	9,560	-	6,761
2. Office of the Speaker and Secretary	12,007	12,007	-	9,539
3. Corporate Services	142,876	142,876	-	129,924
4. Parliamentary Operations	67,504	67,504	-	69,381
5. Office of the CFO	3,526	3,526	-	-
TOTAL	235,473	235,473	-	215,605

2	Statutory appropriation			2008/2009 R'000	2007/2008 R'000
	Direct charges - Remuneration for Members of the Legislature			47,729	30,540
	TOTAL			47,729	30,540

3	Other revenue			2008/2009 R'000	2007/2008 R'000
	Description				
	Cheques written back			-	14
	Interest received			2,086	1,652
	City Hall income			264	453
	Sale of capital assets			53	115
	Insurance recoveries			32	144
	Revenue other			600	104
	Total revenue collected			3,037	2,482

Notes to the Annual Financial Statement

for the year ended 31 March 2009

4	Local and foreign aid received	2008/2009 R'000	2007/2008 R'000
	Opening balance	-	-
	Revenue	416	424
	Expenditure	(416)	(424)
	Closing balance	-	-

5	Compensation of Members and employees	2008/2009 R'000	2007/2008 R'000
5.1	Salaries and Wages		
	Appropriation to Executive and Legislature - Members remuneration	47,071	36,684
	Basic salary	59,863	55,849
	Performance award	2,729	251
		109,663	92,784
5.2	Social contributions		
5.2.1	Short-term employee benefits		
	Pension	12,233	4,108
	Medical	5,829	5,686
	UIF	383	352
		18,445	10,146
5.2.2	Post employment retirement benefits		
	Pension	-	-
	Medical	-	-
	Insurance	-	-
		-	-
	Total compensation of employees	128,108	102,930
	Standard number of Members paid by the Legislature	62	62
	Average number of employees	297	252

6	Goods or services	Note	2008/2009 R'000	2007/2008 R'000
	Access control consumables		9	42
	Advertising		3,588	1,655
	Audit fees	6.1	1,127	1,004
	Bank charges		76	70
	Catering contract		912	665
	Cleaning contract		48	75
	Communications		412	655
	Computer consumables		312	371
	Conferences		5,051	1,507
	Constituency allowance		14,454	14,454
	Consultants	6.2	10,310	5,262
	EAP expenses		184	234
	Entertainment		56	1
	General equipment		3	65
	General stationary		282	52
	Hygiene services		237	563
	Insurance		308	1,076
	Interior décor		44	126
	Internal Audit fees		296	1,569
	Interpretations		490	92
	IT outsourcing		2,753	2,455
	IT services	6.3	2,391	485
	Library reference books		117	71
	Licensing fees		3,820	1,301
	Maintenance and consumables - Building		2,368	115
	Municipal services		2,426	2,529
	Official gifts and flowers		961	2,748
	Parking management fees		123	2,979
	Photocopier consumables		467	1,301
	Photographs - official		169	806
	Plant services		93	198
	Postage and courier		123	800
	Print room rentals		928	43
	Printing general		1,363	816
	Professional services		232	2,277
	Public hearing venues		-	139
	Recruitment costs		2,240	799
	Refreshments		751	504

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6	Goods or services (continued)	Note	2008/2009 R'000	2007/2008 R'000
	Rent		3,622	1,991
	Repairs of equipment		-	185
	Research		2,001	2,529
	Security maintenance		4,714	2,779
	Special events closing		21	62
	Special events opening		821	2,259
	Staff bursaries		776	304
	Staff training		2,436	1,622
	Storage consumables	6.4	167	126
	Strategic planning		706	770
	Subscriptions		714	928
	Technical outsourcing		2,061	1,678
	Technical services		755	584
	Telephone		4,705	4,929
	Telephone system		118	134
	Translations		-	1,177
	Transport and shuttle		4,085	3,685
	Travel and subsistence	6.5	12,032	14,745
	Uniforms		-	25
	Workshops and functions		6,419	7,945
			105,679	98,361

6.1	External audit fees	2008/2009 R'000	2007/2008 R'000
	Regularity and Performance audits	1,127	1,004
	Other audits	-	-
	Total external audit fees	**1,127**	**1,004**
6.2	Consultants		
	Business and advisory services	10,310	5,262
		10,310	**5,262**
6.3	Computer services		
	External computer services	2,391	485
		2,391	**485**
6.4	Inventory (purchased during the year)		
	Public Relations and Memorabilia Consumables	167	126
		167	**126**
6.5	Travel and subsistence		
	Local	8,222	9,952
	Foreign	3,811	4,793
	Total travel and subsistence	**12,033**	**14,745**
6.6	Owned and leasehold property expenditure		
	Maintenance and consumables	2,368	115
	Municipal Services	2,386	2,529
	Total external audit fees	**4,754**	**2,644**

Notes to the Annual Financial Statement

for the year ended 31 March 2009

7	Expenditure for capital assets	Note	2008/2009 R'000	2007/2008 R'000
	Buildings and other fixed structures	7.1	143	2,295
	Machinery and equipment		2,345	7,191
	Software and other intangible assets		5,162	8,947
			7,649	18,433
7.1	Capital building and structures expenditure analysed as follows:			
	Rehabilitation and maintenance - City Hall		143	1,384
	Rehabilitation and maintenance - Selbourn Hall		-	911
			143	2,295

8	Financial transactions in assets and liabilities	Note	2008/2009 R'000	2007/2008 R'000
	Material losses through criminal conduct	8.1	103	41
			103	41
8.1	Material losses through criminal conduct			
	Theft of laptops and computer hardware		103	18
	Theft of electronic equipment		-	19
	Theft of petty cash		-	4
			103	41

9	Unauthorised expenditure	Note	2008/2009 R'000	2007/2008 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 years unauthorised expenditure of R2,637,000 was recommended by the Public Accounts Committee and authorised by the Gauteng Provincial Legislature. This unauthorised expenditure will be written off upon receipt of funds from the Treasury.

10	Cash and cash equivalents	Note	2008/2009 R'000	2007/2008 R'000
	Cash with commercial banks		3,136	19,846
	Cash on hand		6	6
			3,142	19,852

11	Receivables	Note	2008/2009 R'000	2007/2008 R'000
	Staff debtors	11.1	-	-
	Other debtors		-	-
			-	-

11.1	Staff debtors	less than one year	2008/2009 R'000	2007/2008 R'000
	Salary advances and staff recoveries	-	-	-
		-	-	-

12	Prepayments and advances	2008/2009 R'000	2007/2008 R'000
	Rent on building premises paid in advance	221	173
	Insurance paid in advance	299	-
		520	173
	As from the previous financial year, prepayments are accounted for and reflected in the statement of financial position.		

13	Voted funds to be surrendered to the Revenue Fund	2008/2009 R'000	2007/2008 R'000
	Opening balance	245	245
	Transfer from income statement	-	-
	Voted funds not requested / not received	-	-
	Paid during the year	-	-
	Closing balance	245	245

Notes to the Annual Financial Statement

for the year ended 31 March 2009

14	Payables - current		Note	2008/2009 R'000	2007/2008 R'000
	Other payables		14.1	3,494	11,361
				3,494	**11,361**

14.1	Other payables	30 Days	30 + Days	2008/2009 R'000	2007/2008 R'000
	Trade creditors - Outstanding cheques and EFTs	3,206	288	3,494	11,361
	Employee vendors	-	-	-	-
	Sundry creditors	-	-	-	-
		3,206	**288**	**3,494**	**11,361**

15	Net cash flow from operating activities to deficit	2008/2009 R'000	2007/2008 R'000
	Net surplus as per Statement of Financial Performance	52,399	47,221
	(Increase)/decrease in receivables – current	-	9
	Increase in prepayments and advances	(347)	(173)
	Increase in payables – current	(7,867)	724
	Voted funds surrendered	(12,300)	(20,030)
	Allocation to parties for political party funding	(41,000)	(20,000)
	Net cash flow generated by operating activities	**(9,115)**	**7,751**

15.1	Cash utilised to decrease working capital	2008/2009 R'000	2007/2008 R'000
	(Increase) / decrease in receivables – current	-	10
	(Increase) / decrease in prepayments and advances	(346)	(173)
	Increase/(decrease) in payables - current	(7,868)	724
		(8,214)	**561**

16	Appropriated funds and Legislature Revenue surrendered	Note	2008/2009 R'000	2007/2008 R'000
	Appropriated funds surrendered	16.1	12,300	20,030
	Revenue funds surrendered		-	-
			12,300	20,030
16.1	Surplus of appropriated funds surrendered from 2008/2009 (2007/2008) year to facilitate a roll-over of funds for emerging priorities.		12,300	20,030
			12,300	20,030
	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 adjustment budget was conditional that funds subject to adjustment budget would be utilised from retained income of the Legislature.			

17	Retained income	2008/2009 R'000	2007/2008 R'000
	Opening balance	11,056	22,183
	Add : current year retained income	44,803	28,903
	Less: voted funds surrendered for adjustment budget	(12,300)	(20,030)
	Less: allocation to parties for political party funding	(41,000)	(20,000)
	Closing balance	2,559	11,056
	The current year surplus and other income is disclosed as retained income. Utilisation of retained income is subject to the approval of the Legislature Services Board and facilitated through the adjustment budget.		

18	Gauteng Political Party Funding	2008/2009 R'000	2007/2008 R'000
	Allocation to parties	41,000	20,000
		41,000	20,000
	Funding of political parties participating in the provincial legislature on an equitable and proportional basis in terms of the Gauteng Political Party Fund Act, 2007 (Act No. 3 of 2007)		

19	Fruitless and wasteful expenditure	2008/2009 R'000	2007/2008 R'000
	Opening balance	-	-
	Fruitless and wasteful expenditure – current year	-	-
	Fruitless and wasteful expenditure – written off	-	-
		-	-
19.1	Fruitless and wasteful expenditure – written off	-	-

Disclosure Notes to the Annual Financial Statement

for the year ended 31 March 2009

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		
	Labour Matter: GPL potential liability with regard to the reinstatement of an ex employee to her previous position and compensation to the amount of R120,000 equivalent to 6 Months Salary. Further legal costs to the amount of R17,321 in respect of the respondent's attorneys. The potential liability for the applicant's attorney should GPL lose the matter on appeal cannot be determined.		
20.2	Contingent Assets		
	No contingent assets are recognised for the reporting period.		

21	Commitments			2008/2009 R'000	2007/2008 R'000
	Current expenditure				
	Approved and contracted			4,157	3,457
	Approved but not yet contracted			2,502	3,963
				6,659	7,420
	Capital expenditure				
	Approved and contracted			22	4,079
	Approved but not yet contracted			2,105	1,589
	City Hall - rehabilitation programme			-	42,497
				2,127	48,165
	Total Commitments			**8,786**	**55,585**

22	Accruals	30 Days	30+ Days	2008/2009 R'000	2007/2008 R'000
	Listed by economic classification				
	Compensation of employees	-	5,586	5,586	-
	Goods and services	3,478	2,210	5,688	511
	Machinery and equipment	377	623	1,000	839
		3,855	**8,419**	**12,274**	**1,350**

Listed by programme level	2008/2009 R'000	2007/2008 R'000
1. Leadership and Governance	666	77
2. Office of the Speaker and Secretary	-	-
3. Corporate Services	5,846	985
4. Parliamentary Operations	3,774	288
5. Office of the CFO	1,988	-
	12,274	**1,350**

for the year ended 31 March 2009

23	Employee benefits / provisions	2008/2009 R'000	2007/2008 R'000
	Leave entitlement	3,794	2,909
	Thirteenth cheque	1,643	444
	Performance awards	213	-
		5,650	**3,353**

24	Operating leases	Building and other fixed structures	2008/2009 R'000	2007/2008 R'000
	Old Mutual Life Company - Property Management			
	Not later than 1 year	3,009	3,009	2,491
	Later than 1 year and not later than 5 years	2,840	2,840	4,308
	Later than 5 years			-
	Present value of lease liabilities	**5,849**	**5,849**	**6,799**
	Operating Leases disclosed consist of Properly Leased from Old Mutual Life Company and Truzen Six Trust respectively.			

25	Finance leases	Machinery and equipment	2008/2009 R'000	2007/2008 R'000
	Not later than 1 year	943	943	3,144
	Later than 1 year and not later than 5 years	-	-	943
	Later than 5 years	-	-	-
	Present value of lease liabilities	**943**	**943**	**4,087**
	Finance lease disclosed consist of business tools leased from Vodacom.			

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

27	Key management personnel		
27.1	Remuneration		
	Political	2008/2009 R'000	2007/2008 R'000
	Political Office Bearers		
	Speaker, Deputy Speaker and Members of the Legislature	47,071	36,684
	Administrative		
	Secretariat	6,540	3,676
	Extended Secretariat	12,258	8,058
		65,869	48,418

28	Inventory at year end	2008/2009 R'000	2007/2008 R'000
	Memorabilia shop inventory	1	2
		1	2

29	Receivables at year end	2008/2009 R'000	2007/2008 R'000
	Letting of City Hall	-	-
	Transfer in respect of Members remuneration for March 2008	-	7,271
		-	7,271

30	Tangible Assets					
30.1	Capital Tangible Asset Movement Schedule for the year ended 31 March 2009	Opening balance R'000	Current year adjustments to prior year balances R'000	Additions R'000	Disposals R'000	Closing balance R'000
	Building and Other Fixed Structures	36,144	(467)	143	-	35,820
	Other fixed structures	13,344	-	143	-	13,487
	Heritage assets	22,800	(467)	-	-	22,333
	Machinery and Equipment	24,204	(8,722)	2,343	(490)	17,335
	Transport assets	1,813	-	-	(43)	1,770
	Computer equipment	9,562	(1,414)	1,114	(150)	9,112
	Furniture and office equipment	5,135	(6,290)	501	(293)	(947)
	Other machinery and equipment	7,694	(1,018)	728	(4)	7,400
	Total Capital Assets	60,348	(9,189)	2,486	(490)	53,155

30.2	Additions Movement Schedule for the year ended 31 March 2009	Cash R'000	In-Kind R'000	Total R'000
	Building and other Fixed Structures	**143**	**-**	**143**
	Other fixed structures	143	-	143
	Heritage assets	-	-	-
	Machinery and Equipment	**2,486**	**-**	**2,486**
	Transport assets	-	-	-
	Computer equipment	1,114	-	1,114
	Furniture and Office equipment	501	-	501
	Other machinery and equipment	871	-	871
	Total Capital Assets	**2,629**	**-**	**2,629**

30.3	Disposals Movement Schedule for the year ended 31 March 2009	Cost/ Carrying Amount R'000	Cash R'000	Profit/(loss) on Disposal R'000
	Machinery and Equipment	**490**	**-**	**(490)**
	Transport assets	43	-	(43)
	Computer equipment	150	-	(150)
	Furniture and office equipment	293	-	(293)
	Other machinery and equipment	4	-	(4)
	Total Capital Assets	**490**	**-**	**(490)**

30.4	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**

30.5	Minor Assets for the year ended 31 March 2009	Intangible Assets R'000	Heritage assets R'000	Machinery/ Equipment R'000	Total R'000
	Minor Assets	34	467	8,722	9,223
	Total	34	467	8,722	9,223
	Number of minor assets	13	490	8,902	9,405
	Total	13	490	8,902	9,405

31	Intangible Assets					
31.1	Capital Intangible Asset Movement Schedule for the year ended 31 March 2009	Opening balance R'000	Current year adjustments to prior year balances R'000	Additions R'000	Disposals R'000	Closing balance R'000
	Computer software and capitalised development costs	17,996	(34)	5,162	-	23,124
	Total	17,996	(34)	5,162	-	23,124

31.2	Additions Movement Schedule For The Year Ended 31 March 2009	Cash R'000	In-Kind R'000	Total R'000
	Computer software and capitalised development costs	5,162	-	5,162
	Total	5,162	-	5,162

31.3	Disposals Movement Schedule For The Year Ended 31 March 2009	Cost/Carrying Amount R'000	Cash R'000	Profit/loss on Disposal R'000
	Computer Software and capitalised development costs	-	-	-
	Total	-	-	-

31.4	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

Other Notes to the Annual Financial Statement for the year ended 31 March 2009

EVENTS AFTER THE REPORTING DATE

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

STATEMENT OF AID ASSISTANCE RECEIVED

Annexure to the Annual financial statements for the year ended 31 March 2009.

Annexure 1

for the year ended 31 March 2009

STATEMENT OF AID ASSISTANCE RECEIVED FOR THE YEAR ENDED 31 MARCH 2009

Name Of Donor	Purpose	Opening Balance R'000	Revenue R'000	Closing Balance R'000
Paid directly to GPL				
EU	Facilitate co-operation in the sector	-	403	-
EU	Technical Equipment	-	13	-
Total		-	**416**	-

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

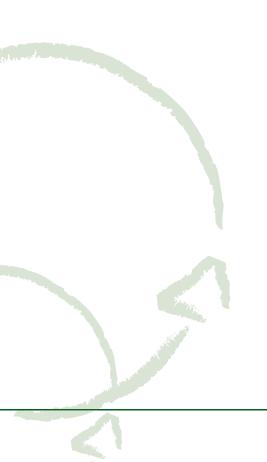| Name Of Donor	Purpose	Opening Balance R'000	Revenue R'000	Closing Balance R'000
Paid directly to suppliers of goods and services				
EU	IT Equipment	-	424	-
Total		-	**424**	-

Annexure 2

for the year ended 31 March 2009

STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2009

Nature Of Liability	Opening Balance R'000	Liabilities Incurred During the Year R'000	Liabilities Paid/ Cancelled/ Reduced During the Year R'000	Liabilities Recoverable R'000	Closing Balance R'000
Other					
1. The Merafong matter pending the Constitutional Court's judgment on the matter.	1100	-	(1100)	-	-
2. The Speaker/Mncedane (UIF) matter in respect of remuneration for the period which the Member Mncedane had been removed by the UIF party from the Legislature.	310	-	(310)	-	-
3. The Member's Register of Interests matter due to a payment dispute.	34	-	(34)	-	-
4. Labour Matter: GPL potential liability with regard to the reinstatement of an ex employee to her previous position. Compensation to the amount of R120 000 equivalent to 6 Months Salary. Further legal costs to the amount of R17, 321	-	137	-	-	137
Total	1,444	137	(1,444)	-	137

SECTION VI:
OUTLOOK: 2009/2010

Outlook for 2009/2010

The 2008/2009 financial year presented enormous changes that the institution had to consider and implement. The processes set a platform that is to be considered in planning for the outer years. With this in mind the institution seeks to improve the research capacity to ensure that there is independent information that will ensure that members have timely, accurate and up-to-date information.

The Bua Le Sechaba Project is one of the initiatives that will assist the institution and members in obtaining such information to enhance oversight. As this process and others unfolds the project that focuses on the reviewing of the current Committee system will continue ensuring that Committees remain relevant and updated accordingly.

Furthermore, the strengthening of the Legislative Programme for the effective rollout of PEBA will also be one of the key areas. This shall be realised through the implementation of recommendations of the PEBA efficacy study.

In addition the GPL will ensure the development and implementation of a wide Monitoring and Evaluation Framework, to inter alia, improve the tracking of House resolutions. During the year under review the Ministerial Accountability and Committee Inquiry as additional oversight mechanisms will be rolled out accordingly. Furthermore, the Terms of Reference of the study on the impact of the laws passed since 1994 will be completed and the rollout of the first phase will be accomplished.

By the end of the 2009/2010 financial year the Financial Management for Gauteng Legislature and Committee Inquiry Bills will be enacted. In addition, the institution will review the House Rules to ensure that they cater for new processes. The Legislature Services Act as Amended in 2001 will be reviewed to align it to the Financial Management Legislatures Act and the GPL Standing Rules.

The institution will embark on building capacity of members and staff, through sharing of experience and best practice with other legislatures to improve oversight and scrutiny, law-making, public participation and cooperative governance.

Over the years the participation of the civil society (corporate citizens, electorate, trade unions, NGOs, youth, women and organisations of people with disabilities) played a significant role in the Legislature business. Accordingly the institution will continue to build partnerships with such bodies to enhance stakeholder engagement and sound public participation in decision making. In addition the mainstreaming of Public Participation will also be redefined to enhance such engagements.

Subsequent to the adoption and approval of the GPLs OD exercise, a Communication strategy was developed to respond to a new Business Model. This strategy will be implemented in the 2009/2010 financial year. In addition, the following strategies will be finalised by the end of the 2009/2010 financial year:

- Public Participation;

- Inter-institutional; and

- Stakeholder Management.

As part of ensuring that the legislature remains an institution that promotes good practice and ethical conduct, the members and GPL staff codes of conduct will be improved and also ensure timeous declaration of interest and assets to avoid conflict of interest. Accordingly, the Office of the Provincial Secretary will ensure the monitoring of compliance whilst building capacity for corporate governance. Furthermore, the LSB and its sub-committees will be strengthened to ensure continued efficiency and effectiveness. For the purpose of improving the participation of the institution in SALSA forums, guidelines for good practice will be developed and finalised.

Section 41 (1) (iii) (iv) states that "all spheres of government and all organs of State within each sphere must inform one another of, and consult one another on, matters of common interests, and coordinate their actions and legislation with one another. In view of this, the institution will continue to strengthen its participation to National and Provincial Speaker's Forum as part of cooperative governance.

A process has been identified to ensure implementation of the Leadership Model that will guide on how the institution can be steered towards being successful, productive and consultative.
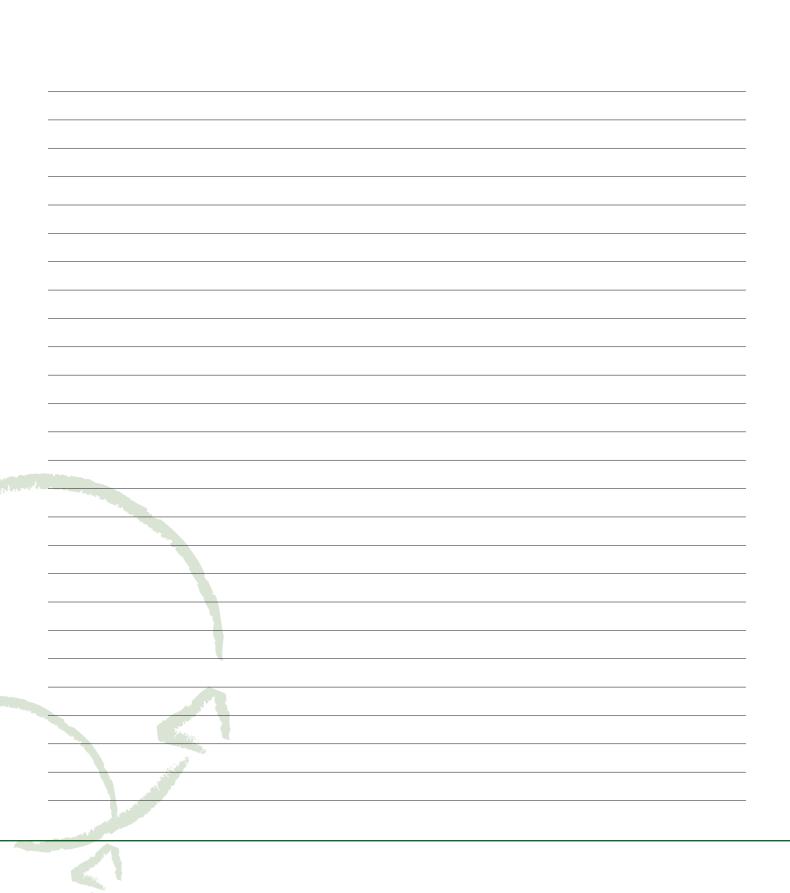
There will be ongoing transformation to improve the procurement processes to ensure the acceleration of payment of service providers particularly Small Medium and Micro Enterprises.

In addition, the Performance Management System policy of the GPL will be reviewed and revamped to improve individual and institutional performance. The institution will continue to create an environment that will offer support and training to political parties regarding financial management and other related training needs. This will be achieved by, amongst others, strengthening the Human Resource Directorate through building leadership capacity, which will meet the needs of the labour force. The Human Resources Development Strategy will also be implemented.

The GPL will continue to provide support services to members of the legislature by improving their capacity, through the provision of business tools, training and development.
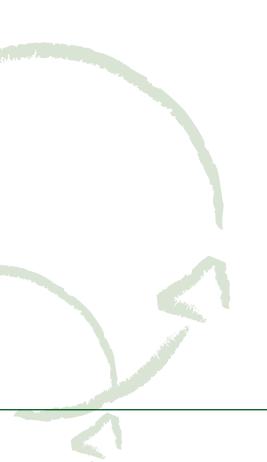
Mr. Peter Skosana
Provincial Secretary

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NOTES

GAUTENG
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