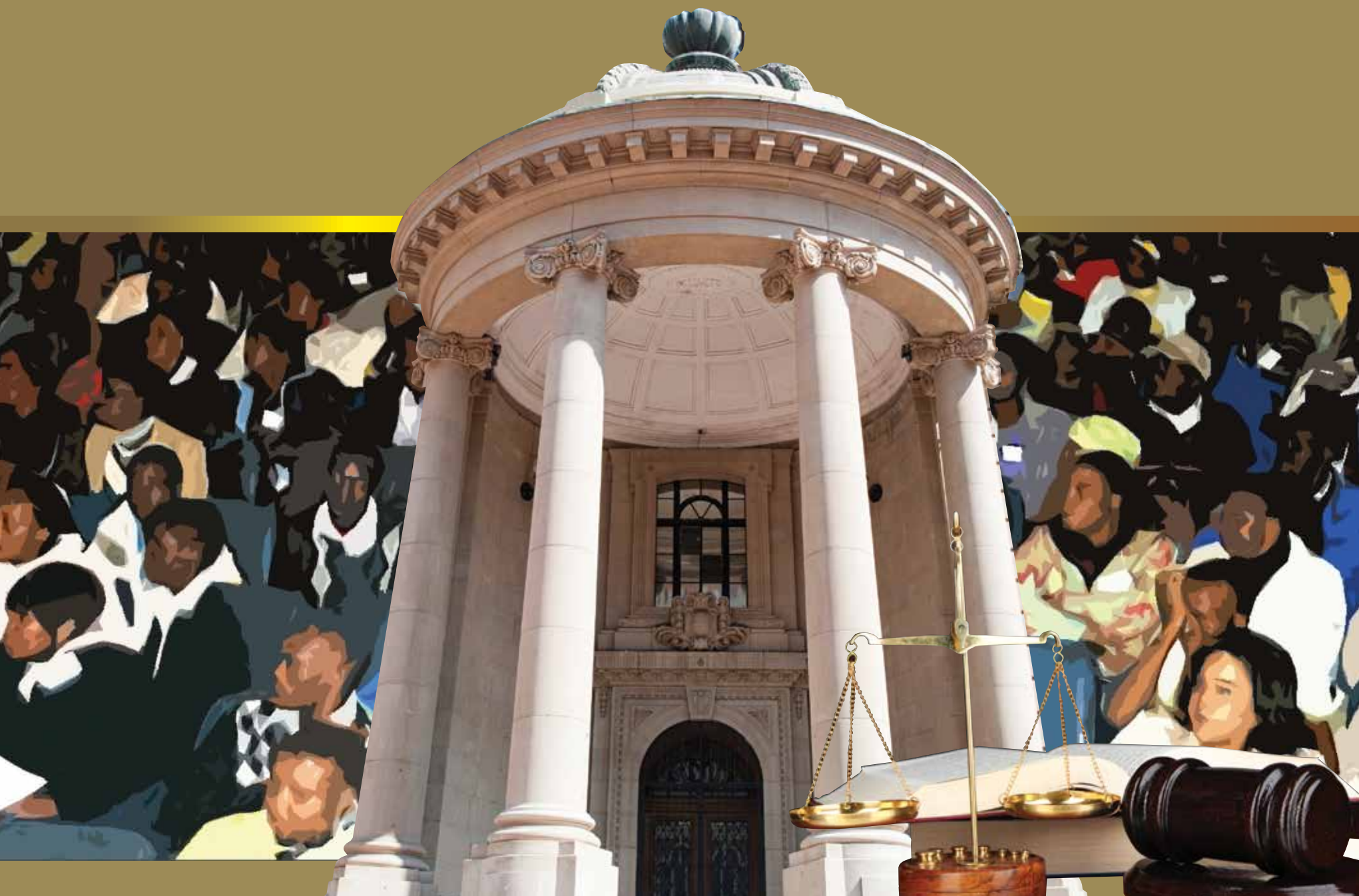




GAUTENG  
LEGISLATURE  
Your View ~ Our Vision

# ANNUAL REPORT 2014 / 15



FOSTERING PUBLIC PRIDE AND CONFIDENCE IN DEMOCRACY AND ENHANCING SERVICE DELIVERY TO THE PEOPLE OF GAUTENG





# The People Shall Govern: Public Participation Beyond Slogans



# GAUTENG

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## LEGISLATURE

Your View ~ Our Vision



The Gauteng Provincial Legislature (GPL) is the parliament of the people of Gauteng. The GPL has the constitutional mandates of law-making, oversight and scrutiny, public participation and cooperative governance.

The GPL therefore makes laws that address the specific needs of the Gauteng province, conducts oversight over Gauteng Provincial Departments, to support the improvement of service delivery, conducts public participation interventions to ensure public involvement in the GPL business processes and promotes cooperative governance for coherent decision making across spheres of government.







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# PART A

## LEGISLATIVE INFORMATION





# Acronyms

AFS	Annual Financial Statements
AGSA	The Auditor-General of South Africa
APPs	Annual Performance Plans
ARC	Audit and Risk Committee
ATC	Announcements, Tabling and Committee reports
AV	Audio Visual
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
CI	Constitutional Imperatives
CIO	Chief Information Officers
CoSO	The Committees of Sponsoring Organisations of the Treadway Commission
COVAC	The Committees Oversight and Accountability Framework
CPOF	Capital Projects Oversight Forum
CPA	The Commonwealth Parliamentary Association
CPC	Commonwealth Parliamentary Conference
CPS	Centre for Policy Studies
CRC	Citizen Responsibility Campaign
CRM	Customer Relations Management
CSOs	Civil Society Organisations
CSS	Corporate Support Services
CSSL	Committee on the Scrutiny of Subordinate Legislation
CSU	Committee Support Unit
DMS	Document Management System
EFT	Electronic Funds Transfer
EMS	Emergency Medical Services
ERP	Enterprise Resource Planning
EU	European Union
EULSP	European Union Legislature Services Programme
EAP	Employee Assistance Programme
ECC	Events Coordinating Committee
ED	Executive Director
EEA	Employment Equity Act
EEF	Employment Equity Forum
FAMLA	The Financial Management of the Gauteng Provincial Legislature Act of 2009
FIS	Focused Intervention Studies
FPC	Fraud Prevention Committee
GPG	Gauteng Provincial Government
GPL	Gauteng Provincial Legislature
GRAP	Generally Recognised Accounting Practice



GSF	Gauteng Speakers Forum
King III Report	King III Code of Corporate Practices and Conduct
LAC	Legislature Adjudication Council
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersex
LAC	Legislature Acquisitions Council
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersexual
LoGB	Leader of Government Business
LR	Labour Relations
LSA	Legislature Service Act
LSB	Legislature Services Board
LSS	Legislative Sector Support
M&E	Monitoring and Evaluation
MAC	Members Affairs Committee
MAD	Members Affairs Directorate
MECs	Members of Executive Councils
MPL	Member of the Provincial Legislature
MPAC	Municipal Public Accounts Committee
MTEF	Medium-Term Expenditure Framework
MSS	Management Self-Service
NACH	National Anti-Corruption Hotline
NCOP	National Council of Provinces
NCSL	National Conference of State Legislatures
NEHAWU	National Education Health and Allied Workers Union
NIA	National Intelligence Agency
NICSA	National Interfaith Council of South Africa
PI	Performance Information
POs	Presiding Officers
PPF	Public Participation Forum
PPP	Public Participation and Petitions
PGO	Project Governance Office
PSC	Public Service Commission
PSOM	Public Service Oversight Model
PSTN	Public Switched Telephone Network
RIF	Register of Interest Forms
RMC	Risk Management Committee
SADC	Southern African Development Community
SAHRA	South African Heritage Resources Agency
SALSA	Secretaries Association of Legislatures in South Africa
SANGONET	South African Non-Governmental Organisation Network
SAP	Systems Applications Processes
SALS	South African Legislative Sector
SAPS	South African Police Services
SCOPA	Standing Committee on Public Accounts

# Acronyms (continued)

SDA	Skills Development Act
SETA	Sector Education and Training Authority
SLA	Service Level Agreement
SLIS	Special Libraries and Information Sector
SMMEs	Small, Medium and Micro-sized Enterprises
SMS	Senior Management Services
TMALI	Thabo Mbeki African Leadership Institute
UJ	University of Johannesburg
UNISA	University of South Africa
VoIP	Voice over Internet Protocol
Wits	University of the Witwatersrand



Official Opening of the Legislature



## Your View ~ Our Vision

The Gauteng Provincial Legislature (GPL) was established in 1994 in terms of the 1993 Interim Constitution of the Republic of South Africa. The Legislature now exists in terms of section 108 of the 1996 Constitution of the Republic of South Africa (Constitution). The GPL is an autonomous Institution, empowered by the Constitution to make laws, oversee the performance of the provincial Government, promote cooperative governance and carry out public participation for the electorate of the Gauteng Province. Since its establishment, the GPL has focused its energies on building an Institution that gives effect to its constitutional mandate. This has not been a static process. Increasingly, the GPL had to gear itself up to respond to broader developments within the national and provincial environment.

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

In view of the above, the GPL has accelerated its political mandate of mobilising social forces around public participation, whilst also transforming itself into an agent of change, and representing a democratic Institution ready to discharge its key role in social transformation. This was achieved by encouraging public participation in the core activities of the GPL, thus soliciting the views of the electorate and ultimately converting this vision into reality.



Youth Parliament

# Vision Statement

A modern and transformative Legislature that fosters public pride and confidence in democracy and enhances service delivery to the people of Gauteng

# Mission Statement

In observing our constitutional obligations, the GPL is:

- A modern and dynamic African Legislature of the 21<sup>st</sup> Century;
- A caring, responsive, activist and transformative Legislature;
- Reflects the values, aspirations and cultures of the South African people;
- Is the most competent, accessible, transparent and accountable Legislature;
- Fosters ethical and good governance;
- Attracts, develops, and retains skilled and professional staff;
- Recognises staff contributions, rewards their achievements and provide a stimulating environment.

# Values

We believe and strive for:

<b>Moral integrity:</b>	Being honourable and following ethical principles.
<b>Goal orientated:</b>	Working diligently to achieve results.
<b>Teamwork:</b>	Being cooperative and working well with others.
<b>Courtesy:</b>	Being polite and having respect for individual dignity.
<b>Development:</b>	Encouraging the achievement of personal growth, learning and development.
<b>Economy:</b>	Using public resources economically, effectively and efficiently.
<b>Excellence:</b>	Continuous improvement in performance and standards.
<b>Transparency:</b>	Openness and accountability: Being sincere and candid in discussions.
<b>Participation:</b>	Foster popular involvement in decision making process
<b>Social equity:</b>	Promote non-racialism, non-sexism/gender equality and respect for religious and cultural diversity.





# Preamble to the Constitution

“We, the people of South Africa,  
Recognise the injustices of our past;  
Honour those who suffered for justice and freedom in our land;  
Respect 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 based on democratic values, social justice and fundamental human rights;
- Lay the foundations for a democratic and open society in which Government is based on the will of the people and every citizen is equally protected by law;
  - Improve the quality of life of all citizens and free the potential of each person; and
- Build a united and democratic South Africa able to take its rightful place as a sovereign state in the family of nations.

May God protect our people.  
Nkosi Sikelel' iAfrika. Morena Boloka setjhaba sa heso.  
God seën Suid-Afrika. God bless South Africa.  
Mudzimu fhatutshedza Afurika. Hosi katekisa Afrika.”







# PART B

## THE YEAR UNDER REVIEW



# SECTION I

## Foreword

It is an honour and privilege to present the 2014/15 financial year Annual Report of the Gauteng Provincial Legislature (GPL) to the people of Gauteng and all our stakeholders. The report provides a detailed account of the work we have completed during the year under review, as part of implementing the GPL's five year Strategic Plan for 2014 - 2019. We present the report during the year when the South African Nation is celebrating 21 years of freedom and Democracy. To this end, the report becomes an important yardstick to measure the progress we have registered as a nation to build a non- racial, non- sexist, prosperous and democratic country. This is, in particular, in relation to the role of the Legislature as a custodian of democratic governance and representation.



Hon. Lentheng Ntombi Mekgwe  
Speaker



The report is also presented during the year when the country is observing 60 years since the adoption of the Freedom Charter in Kliptown, a precursor to the Constitutional principles upon which a democratic South Africa is built. There are ongoing conversations about the extent to which the South African Nation has travelled towards the implementation of the Freedom Charter. These debates are also reflecting on the role of the South African Legislative Sector, and the Gauteng Legislature in particular, in providing adequate and meaningful democratic space for the people to participate in governance matters. Whereas our report argues that much has been done to lay a firm foundation for meaningful public participation, there is a glaring need to deepen public involvement in governance, particularly as it relates to influencing and informing governance action broadly.

We assert that since 1994 at the dawn of democracy, the Gauteng Provincial Legislature has made important strides towards implementing its mandate of law-making, public participation and oversight. Our public participation programmes have made it possible for the people of Gauteng to make inputs on all laws that are being considered by the Legislature. In this way, it can be concluded that the pieces of legislation that are passed in Gauteng have taken into consideration the views of the people. To this extent we can safely claim that the people are part of governance in the province. The key question going forward is the extent to which these legislation respond adequately to the needs of the people. This is a question that the Legislature will be working on during the rest of the political term up to 2019.

The public participation programmes of the Legislature have also ensured that the people of Gauteng uses the petitions system to submit their concerns with regard to various governance matters, including on issues of service delivery concerns. Through this system, the Legislature has been able to ensure that concerns of residents are being attended to and referred to relevant authorities for resolving. In addition to the above, the people of Gauteng are also involved in the work of the committees of the Legislature. Through this involvement, the people of Gauteng become part of processes of doing oversight on the work of the Executive. In other words, this means the people are part of monitoring the work of government departments and to make inputs on areas requiring interventions.

The report indicates that our oversight role over the Executive in respect of service delivery is achieving the desired results of making sure that government is accountable on its actions. The accountability of the government is achieved through answering questions on service delivery during House Sitzings; presenting quarterly and annual performance reports for scrutiny by the Legislature and implementing the resolutions of the House that are aimed at improving the capacity of the government departments to deliver services. There are additional mechanisms that were introduced to strengthen the oversight work of the Legislature, including an increased number of oversight visits to service delivery sites such as hospitals and schools and conducting hearings on critical service delivery issues.

The GPL has noted important lessons from its work during the year under review and the Members of the Provincial Legislature (MPLs) and the entire staff component have committed themselves to build a Legislature that is more responsive to the needs of the people of Gauteng. At the centre of these commitments is the desire of GPL Members and Staff to consolidate the relevance of the Legislature in a manner that places the people at the driving seat of its processes. In order to move towards this ideal state of affairs, the GPL will have to re-engineer its public participation processes.

This would mean total overhauling of the processes through which the people engage with the Legislature and their public representatives. This would also mean that Government is responding in time to the issues raised by the public. One of the fundamental changes that must occur is that the Members of the Provincial Legislature must spend more time in conversations with the people who elected them into power. The envisaged conversations must be used to listen to the views of the people and to develop appropriate programmes that address these views. It is only when we reach this state of affairs that we can truly claim that *"The People are Governing"* and that the government is based on the will of the people.

The second most important change that must occur during this political term of 2014- 2019 is that the government at provincial and local level must improve their working relations in order to improve the services to the people. In this regard, the Gauteng City Region approach is an attempt to create a sense of one government working for the same people. To this end, the GPL will be improving and strengthening its working relations with the municipal legislatures. Through these improved relations, we will ensure that we create better provincial laws that are responsive to the needs of the people of Gauteng. We will also ensure that the involvement of the people in all organs of public participation is meaningful and leads to improving the public confidence in democracy.

We are committed to working with and for the people of Gauteng in relation to creating a better life for all and ensuring that Gauteng is a better place to live. Working together with the people of Gauteng, we are moving our province forward.

  
 HON. L. N. MKGWE  
 SPEAKER OF THE GAUTENG LEGISLATURE

## Office Bearers

### Presiding Officers



Hon. Lentheng Ntombi Mekgwe  
Speaker



Hon. Uhuru Moiloa  
Deputy Speaker



Hon. Nomantu Nkomo Ralehoko  
Chairperson of Committees



Hon. Doreen Senokoanyane  
Deputy Chairperson of Committees

### Chairpersons of Portfolio Committees



Hon. Sochayile Khanyile  
Community Safety Committee



Hon. Mohatla Alfred Tseki  
Cooperative Governance, Traditional  
Affairs and Human Settlements  
Committee



Hon. Errol Magerman  
Economic, Environment, Agriculture  
and Rural Development Committee



Hon. Joe Mpisi  
Education Committee



Hon. Sakhiwe Khumalo  
Finance Committee

### Leaders of Political Parties



Hon. Brian Hlongwa  
ANC



Hon. John Moodey  
DA



Hon. Mandisa Mashego  
EFF



Hon. Nomantu Nkomo  
Ralehoko  
Chairperson of  
Committees



Hon. Lentheng Ntombi  
Mekgwe  
Rules and  
Programming  
Committee



Hon. Uhuru Moiloa  
Privileges and Ethics  
Committee



Hon. Bonginkosi Dhlamini  
IFP



Hon. Philip Van Staden  
FFP



Hon. Godfrey Tsotetsi  
Oversight Committee on  
the Premier's Office and  
the Legislature



Hon. Jacqueline Mofokeng  
Committee on the Scrutiny  
of Subordinate Legislation



Hon. Refilwe  
Mogale  
Petitions  
Committee



Hon. Mbongeni Radebe  
Public Accounts  
Committee

### Chairpersons of Standing Committee



## Leader of Government Business



Hon. Barbara Creecy

## Chairpersons of Portfolio Committees



Hon. Nompoti Nhlapo  
Health Committee



Hon. Lindiwe Lasindwa  
Infrastructure Development  
Committee



Hon. Jacob Khawe  
Roads and Transport  
Committee



Hon. Thuliswa Nkabinde  
Social Development  
Committee



Hon. Joyce Pekane  
Sports, Arts, Culture and  
Recreation Committee

## Whips of Political Parties



Hon. Brian Hlongwa  
Chief Whip  
ANC



Hon. Thoko Magagula  
Deputy Chief Whip  
ANC



Hon. Maggie Tlou  
ANC



Hon. Busisiwe Mncube  
ANC



Hon. Thandi Mahlangu  
ANC



Hon. Mike Moriarty  
Chief Whip  
DA



Hon. Fred Nel  
DA



Hon. Janet Semple  
DA



Hon. Glenda Steyn  
DA



Hon. Kate Lorimer  
DA



Hon. Hoffinel Ntobeng  
EFF



Hon. Lindiwe Dzimba  
EFF

# Opening of the Fifth Legislature: Ekurhuleni



Opening of the Fifth Legislature in Thokoza township in the Ekurhuleni Metropolitan municipality

Front Row from Left: Hon. John Moodey (Party Leader, DA), Hon. Ismail Vadi (MEC, Roads & Transport), Hon. Nandi Mayathula-Khoza (MEC, Infrastructure Development), Hon. Jacob Mamabolo (MEC, Human Settlement and Local Government), Hon. Panyaza Lesufi (MEC, Education), Hon. Sizakele Nkosi-Malobane (MEC, Community Safety), Hon. David Makhura (Premier), Hon. Ntombi Mekingwe (Speaker of the Gauteng Legislature), Hon. Uhuru Moiloa (Deputy Speaker), Hon. Qedani Mahlangu (MEC, Health), Hon. Lebohang Maile (MEC, Economic Development), Hon. Barbara Creecy (MEC, Finance), Hon. Molebatse Bopape (MEC, Sports, Recreation, Arts & Culture), Hon. Faith Mazibuko (MEC, Agriculture, Conservation and Social Development), Hon. Brian Hlongwa (ANC Chief Whip).

Second Row from Left: Peter Skosana (Secretary to the Legislature), Guest, Hon. Michael Madlala (MPL), Hon. Jacob Khawe (Chairperson, Roads and Transport Committee), Hon. Valentine Mbatha (MPL - Whip), Hon. Busisiwe Mncube (MPL), Hon. Bonginkosi Dlamini (IFP, Party Leader), Hon. Khumo Ramulifho (MPL), Hon. Ashor Sarupen (MPL), Hon. Thandi Mahlangu (MPL), Hon. Joe Mpisi (Chairperson, Education Committee), Hon. Mandisa Mashego (Party Leader, EFF), Hon. Nompoti Nhlapho (Chairperson, Health Committee), Hon. Mafika Mgcina (MPL), Hon. Joyce Pekane (Chairperson, Sports, Recreation, Arts & Culture), Hon. Lindiwe Lasindwa (Chairperson, Infrastructure Development), Hon. Daisy Mashego (MPL), Hon. Doreen Senokoanyane (Deputy Chair of Chairs), Hon. Sakhiwe Khumalo (Chairperson, Finance Portfolio Committee), Hon. Nomantu Nkomo-Ralehoko (Chairperson of Committees), Hon. Hope Papo (Former MPL), Hon. Gladwin Khaiyane (MPL).

Third Row from Left: Hon. Mbongeni Radebe (Chairperson, Public Accounts), Hon. Godfrey Tsotetsi (Chairperson, OCPOL), Hon. Sochayile Khanyile (Chairperson, Community Safety Committee), Guest, Hon. Thokozi Magagula (Deputy Chief Whip, ANC), Hon. Jackie Mofokeng (Chairperson, CSSL), Hon. Refilwe Mogale (Chairperson, Petitions Committee), Guest, Hon. Mpapa Kanyane (MPL), Hon. Mgcini Tshwaku (MPL), Alan Fuchs (MPL), Hon. Solly Msimanga (MPL), Hon. Agatha Cilliers (MPL), Hon. Adriana Randall (MPL), Hon. Kingsol Chabalala (MPL), Hon. Janet Semple (MPL), Hon. Kate Lorimer (MPL - Whip), Hon. Paul Willemburg (MPL), Hon. Justus de Goede (MPL), Hon. Mervyn Cirota (MPL), Guest.

Fourth Row from Left: Guest, Hon. Glenda Steyn (DA Whip), Hon. Graham Gersbach (MPL), Hon. Refiloe Ntsekhe (MPL), Hon. Jack Bloom (MPL), Hon. Michelle Clark (MPL), Hon. Phillip van Staden (Party Leader, FFP), Hon. Mike Moriarty (Chief Whip, DA), Hon. Janho Engelbrecht (MPL), Hon. Frederik Nel (MPL), Hon. Alfred Tseki (Chairperson, Human Settlement and Cooperative Governance), Hon. Benjamin Disolwane (MPL), Hon. Patrick Sindane (MPL), Hon. Christina Mabala (MPL), Hon. Thuliswa Nkabinde (Chairperson, Social Development Committee), Hon. Lindiwe Dzimba (MPL Whip), Hon. Errol Magerman (Chairperson, Economic Development), Hon. Hoffinel Ntobeng (MPL Whip), Hon. Lebogang More (MPL).





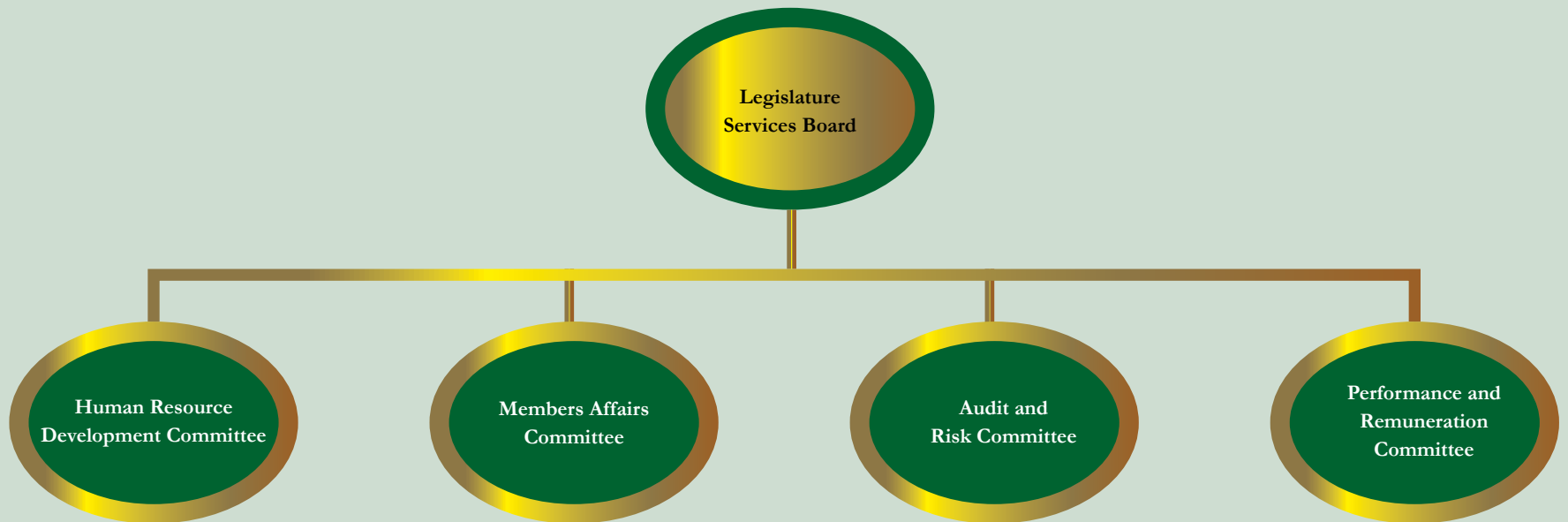
# Legislative Overview

## Corporate Governance Statement

### Background

The Legislature Services Board (LSB) was established in terms of the Legislature Services Act (Act No. 5 of 1996, The Public Finance Management Act, 1999 (Act 1 of 1999), and the recommendations of the King III, the Protocol on Corporate Governance for Public Entities. The Board of Directors is appointed in terms of section (4)1 of the Legislature Act and comprises of the Speaker of the Legislature, who acts as Chairperson of the Board, the Deputy Speaker, Chairperson of Committees, Leader of the Democratic Alliance, Leader of IFP, Leader of the ANC, the Chairperson of the Audit and Risk Committee and the Secretary to the Legislature.

To ensure its efficient operation and in compliance with best practices and legislative requirements, the Board has appointed a Legislative Board Secretary (LSB Secretary) to assist the organisation in carrying out its mandate. The LSB has 4 Sub-Committees as depicted below.



### The Governance Structure of the LSB

#### Compliance to Financial Management of Parliament Amendment Act, 2014

In executing its mandate, the Board has an obligation to formulate strategic, annual and operational plans, allocate resources for the implementation of those plans, and monitor and report the results. The Financial Management of Parliament Act (FMPA) now incorporating Provincial Legislatures provides guidance with respect to the preparation of the strategic and annual performance plans and the reporting on achievement of those plans.

The purpose of the Act recognises that Parliaments must be governed by the democratic values and principles enshrined in the Constitution in order to promote and maintain a high standard of professional ethics in the financial management, promote the efficient, economic, and effective use of resources allocated to Parliament; ensure the transparent, accountable and sound management of the revenue, expenditure, assets and liabilities of Parliaments both nationally and Provincially.

The Act replaced the Gauteng Legislatures compliance to the FAMLA since it was constitutionally declared null and void. During the financial year of 2014/15 the Legislature started to comply with the provisions of the Financial Management of Parliament Amendment Act 2014.

### Role and Functions of the LSB

The LSB is ultimately responsible and accountable for the affairs and performance of the GPL and for ensuring the sustainability of the Institution into the future. The Board's role includes, but is not limited to the following:

- Ensuring that appropriate systems and procedures are in place to enable the GPL to conduct its business in an honest, ethical and responsible manner;
- Ensuring that effective audit, risk management and compliance measures are in place;



- Reviewing, assessing and guiding management in setting group strategy and business plans;
- Reviewing and approving strategic plans, policies and operating budgets as well as monitoring financial performance and expenditure; and
- Ensuring accurate, concise, transparent and timely reporting.

The LSB executes its responsibility by delegating authority to the LSB sub-committees and management. The functions of the LSB sub-committees are described comprehensively in the Charters of these sub-committees. Powers delegated to management are prescriptive and controlled through Delegations of Authority to include only limited financial decision-making capacity without prior approval by the LSB.

## Members of the Legislature Services Board



Hon. Uhuru Moilola  
Non-Executive Member



Hon. Nomantu  
Nkomo Ralehoko  
Non-Executive Member



Hon. Ntombi  
Lentheng Mekgwe  
Non-Executive Member  
and Chairperson



Hon. Brian Hlongwa  
Non-Executive Member



Hon. Jack Bloom  
Non-Executive Member



Hon. Bonginkosi Dlamini  
Non-Executive Member



Mr. John Davis



Mr. Peter Skosana  
Secretary to  
the Legislature

The Chairperson is appointed in terms of Section 4 of the Legislature Service Act. The role of the LSB Chairperson is to lead the LSB and provides overall leadership and strategic direction; overseeing the adoption of appropriate governance and financial management rules and principles and manage Oversight on the Implementation of the GPL strategy and ensuring that any potential conflicts of interest are managed properly and ensuring that the LSB meets the target goals for each financial year. The Chairperson functions with the office of the Board Secretary who provides both administrative and professional support from a legal and governance perspective.

## Members of the Board Sub-committees

### Performance and Remuneration Committee

Ntombi Lentheng Mekgwe: Chairperson, Uhuru Moilola, Thokozile Magagula, Joyce Pekane, and Nomantu Nkomo Ralehoko (Non-Executive Member) and Peter Skosana (Secretary to the Legislature).

### Human Resource Development Committee

Chairperson, Uhuru Moilola, Nomantu Nkomo Ralehoko, Siphwe Mgcina, Phillip Van Staden, Joyce Pekane, (Non-Executive Members), Mr Chwano Setilone (Independent) and Peter Skosana the Secretary to the Legislature.

### Member's Affairs Committee

Chairperson: Lentheng Mekgwe, Uhuru Moilola, Brian Hlongwa, Nomantu Nkomo Ralehoko, Doreen Senokoanyane, Thokozile Magagula, Pinkie Mncube, Maggie Tlou, Thandi Mahlangu, Mandisa Mashego, Phillip van Staden, Fred Nel, Mike Moriarty, Glenda Steyn, Kate Lorimar, Janet Sample, Bonginkosi Dhlamini, and Peter Skosana the Secretary to the Legislature.

### Audit & Risk Committee

Chairperson: John Davis: Independent Members: Alwyn Martin, Roy Mnisi: (executive member): Peter Skosana the Secretary to the Legislature.

## Charters

Each committee is governed by its own charter being its terms of reference that flow from the LSB Charter, which determines its mandate. Meetings of the LSB and its sub-committees are on an annual schedule and the LSB is required to conduct a minimum of four meetings a year. The sub-committees make recommendations to the LSB, which is the final decision-making structure on policy and strategic issues.

## Statement of Commitment to King III

The Board recognises the need to conduct the organisation in accordance with the principles of the King Code of Corporate Practices and Conduct ('King III'). These principles include discipline, independence, responsibility, fairness, social responsibility, transparency and the accountability of directors to all stakeholders. A number of these principles are entrenched in the Group's internal controls and policy procedures governing corporate conduct. The Board is satisfied that every effort has been made in the financial year to 31 March 2015 to comply in all material aspects with King III.

## Appointment and Induction of LSB Members

The Board requires individuals with the necessary competence in order to fulfil their strategic role as custodians of the Institution's good governance. In exercising its duties, the Board is expected to act with due diligence and skill and are required to have a sound understanding of the business of the Legislature. Directors are appointed on the basis of their proven track record in public and private sector leadership roles and a wide-range of expertise gained in different fields. In addition, appointments to the Board reflect provincial and national demographics.

An orientation programme for new Directors is in place and was undertaken in this financial year to ensure that Board Members are adequately trained and have the required knowledge of the structure and mandate of the Institution, operations and policies to enable them to fulfil their duties and responsibilities.

## Fees for Non-executive Members

Only external members (non-executive directors) receive a fee for their contribution as members of the respective LSB Sub-Committees. Fee structures are recommended to the LSB by the Chairperson of the Performance and Remuneration Committee, based on market research of trends and levels for Directors' remuneration.

## Evaluation of the LSB

The LSB carries out a self-evaluation process on an annual basis facilitated by Internal Auditors. The evaluation focuses on whether the LSB is fulfilling its mandate as contained in the Board Charter as well as examining the effectiveness of the LSB. The conclusions from the evaluation are reviewed by the LSB and, where appropriate, best practice recommendations are implemented.



## Good Corporate Governance

In exercising good governance the LSB has led the administration towards effective leadership based on an ethical foundation. Compliance, as any other business activity, took place within the context of strong leadership and sound governance principles.

The Board has strived to ensure its alignment with the Financial Management Policy of the Gauteng Legislature and the King III Report on principles of good governance and improved accountability. The LSB ensures that the GPL complies with all applicable laws and policies; and adherence to codes and standards. All these compliance responsibilities are very onerous, especially where the state is involved. This is exacerbated by the fact that different single provisions in laws, policies, codes and standards cannot be read in isolation, but need to be interpreted in the context of the entire scope of compliance applicable to the GPL.

## Management of Risk

The specialist intervention of managing risk is handled by an internal audit function that is outsourced by the GPL. In line with the King III Report on Corporate Governance and the Financial Management Policy of the Gauteng Legislature, internal audit provides the Audit and Risk Committee and the GPL management with independent and objective 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 of the controls and processes.

During the year under review, the LSB monitored the corporate governance review implementation plan based on the Ten Key Risk Areas identified for effective corporate governance. The Legislature continued to conduct a risk assessment which identified high level risks to which the Institution was exposed. The outcome of this risk assessment was formally documented and approved by the Audit and Risk Committee and subsequently by the LSB. The Legislature updated the risk register based on the strategic priorities of the Institution. The risk register informed the development of the annual internal audit plan and the risk identification process within all Streams, including action plans to mitigate such risks. The risk register now features as a standard agenda item of the Audit and Risk Committee, LSB and senior management meetings.

## Technology Governance

Technology governance is vital to striking the right balance between holding on to our technology lead and service delivery. In line with King III, technology governance forms part of our governance structures, policies and procedures. It forms part of the organisations strategic and business processes and is managed by the Information Technology unit. A well-defined technology strategy has been adopted, which is clearly mapped to the IT governance principles of King III. Each framework element is supported by evidence, including aligning technology strategy and business needs, delivering value and managing performance, information security, information management, risk management, business continuity management and compliance.

## Delegation of Authority

The Secretary to the Legislature (CEO) has the LSB delegated authority for the management of the GPL and functions with the assistance of the Executive Directors. The delegated authority imposes certain restrictions and conditions appropriate for the effective exercise of such delegated powers. However, the LSB has not delegated its responsibility and accountability.



Opening of the Fifth Legislature in Thokoza township in the Ekurhuleni Metropolitan municipality

## Overview of Committees Work



**Hon. Nomantu Nkomo Ralehoko**  
Chairperson of Committees

### Introduction

The Office of the Chairperson of Committees is the third of four sub-programmes in Programme 1 (Leadership and Governance) of the Gauteng Provincial Legislature. The Chairperson of Committees is accountable for strategic management of GPL Standing and Portfolio Committee business in so far as it relates to oversight, public policy discourse, law-making processes, public participation and stakeholder management as well as ensuring that the Committee programmes are adhered to in line with GPL strategic goals and by extension with Global, National and Provincial Priorities.

### Role of the Chairperson of Committees

The primary role of the Office of the Chairperson of Committee Chairpersons (OCoC) in essence is to monitor and evaluate the discharge of mandates by the respective House Committees and to ensure strategic management of Committees and Committee business, thereby ensuring that the mandate of the Institution as a whole is delivered. Thus, it is through the OCoC that the very core objectives of the Institution is realised since the very mandate of the Institution is given effect and executed through the House Committees, as strategically led by the OCoC.

In so doing the OCoC will monitor the impact of Committee oversight initiatives and in addition ensure that committees drive their work in line with the objectives and programme of the Legislature. The OCoC will also ensure that there is a qualitative approach to oversight and scrutiny, stakeholder management as well as law-making and policy development.

According to Rule 174 of the Standing Rules of the GPL, the OCoC through the Standing Committee of Chairpersons is responsible for coordinating the work of the Committees of the Legislature, considering the annual programme of Committees; and for making recommendations to the Rules Committee and the Programming Committee regarding any matter affecting the scheduling or functioning of any committee.

## Focus of Office of the Chairperson of Committees and Deputy Chairperson of Committees

### Oversight

Oversight over the Provincial Executive is one of the core mandates of the GPL and is driven by the OCoC. The OCoC conducts its oversight over the Executive in line with the other core mandates of the Institution, i.e. Public Participation, Law-Making and Good Governance. The GPL uses as an instrument of assessment the Programme Evaluation and Budget Analysis (PEBA) methodology which empowers House Committees to scrutinise the performance of the Executive by endorsing the APPs and associated budgets and then evaluating the actual performance and associated expenditure.

One of the key responsibilities of the OCoC is therefore to manage Oversight and Accountability between Committees and the Executive in a more controlled and ordered manner as opposed to a haphazard manner; as well as to obtain reports / submissions from the Executive and account to the GPL, the standardisation and ordering of which was a serious challenge in previous Legislatures.

With the introduction of the Committees Oversight and Accountability Framework (COVAC) during the 2013/14 Financial Year, the Office had continued this work by rolling out the Oversight Formats to all Portfolio Committees, thereby practically implementing the Sector Oversight Model (SOM). The oversight processes have been developed and aligned to the Gauteng Provincial Government ten (10) Priority Pillars, the key prescripts of the National Development Plan (NDP) as well as to the 'TMR Imperatives', i.e. Transformation, Modernisation and Reindustrialisation. In doing so it will ensure that oversight is aligned with National drivers and development imperatives.

The innovative work of the OCoC with respect to the standardisation of Oversight is a long term process which has just yet been embarked upon and immediate successes are already been noticed. All Portfolio Committees now report to the House on Executive performance in a standardised manner, aligned to standardised formats and in line with standardised and agreed upon Focus Areas.

There is still a lot of exciting work that is planned with respect to the standardisation of Oversight in the GPL, some of which work includes the standardisation of oversight formats for Standing Committees as well as the huge and ambitious project to extend the standardisation of Oversight beyond the GPL and into the GPG Provincial Executive. This project will see the entire Provincial Executive conducting its Planning, Reporting, Oversight, Validation and Evaluation in a standardised manner and in line with the requirements of the GPL as well as other oversight institutions such as Treasury, AGSA and the Public Service Commission (PSC). Work on this exciting project has already begun.



The OCoC was also instrumental in developing a standardised oversight framework for Local Municipalities through the Gauteng Speaker's Forum (GSF) and it can therefore be stated that the OCoC is indeed the nerve-centre of Oversight and Accountability.

The Committees APP Assessments which had also been introduced during the 2013/14 Financial Year have been revised and institutionalised with all Committees (Portfolio and Standing) with outstanding results. These assessments have been based on the rationale that effective oversight over the Executive emanates from and is strengthened by well-functioning House Committees. They allow for quarter-on-quarter performance analysis and translates to strong growth and improvements in performance by House Committees.

Another great milestone is the leadership role played by the OCoC in strengthening support services to Committees. This leadership and guidance has ensured that ensure oversight practices are implemented positively and with a collaborative and non-punitive and non-adversarial attitude.

In addition, through strong strategic liaison, the OCoC has also continued and sustained constructive working relationships with external oversight institutions such as the Auditor-General South Africa (AGSA) and the Public Service Commission (PSC) where there is ongoing collaboration on oversight and best practice issues. It is through such relationships of proactivity, constant collaboration, improved oversight and the relentless quest for enhanced service delivery that have contributed to the positive audit outcomes for both GPL and GPG.

The One-on-One Oversight Sessions between the OCoC and Chairpersons of Committees have continued to yield positive results in the period under review. It is through such sessions, the OCoC has been able to identify problems and challenges as and when they occur on a first-hand basis and immediately institute mechanisms to remedy them. At times the issues led to heated and feisty discussions and debates, but all in the cause of good governance and enhanced service delivery to the people of Gauteng.

The Committee Inquiries Process, after its pilot in 2013/14 has continued as a strong oversight tool with the License and Registrations CIP that was conducted during the period under review. The period under review also saw the undertaking of Chairpersons Outreach Programmes to identified communities. As Presiding Officers, the Chairperson of Committees and the Deputy Chairperson are tasked with the responsibility of spearheading the public participation mandate in the Gauteng Provincial Legislature.

In line with this responsibility and noting the powers of GPL Committees as outlined in the Standing Rules (Rule 152 (10) and (11)), the Committee of Chairpersons agreed to embark on a series of outreach programmes to communities in various regions of Gauteng. This initiative is further in line with the Gauteng Provincial Legislature's (GPL) project of 'Taking Parliament to the People' which strives to bridge the gap between elected representatives and the electorate. The purpose of the outreach programmes were to afford members of the Committee an opportunity to determine the extent and reach of government services to the communities and to allow the Chairpersons to interact with communities on issues affecting their day-to-day functioning. It also empowers the GPL through the OCoC to identify service delivery challenges and then to assist in unblocking bottle necks in the system by referring challenges to relevant Committees for follow-up with line Departments, thereby intervene where challenges persist towards the ultimate goal of improved service delivery.



Hon. Doreen Senokoanyane  
Deputy Chairperson of Committees

With respect to Study Tours by House Committees, the OCoC has during the period under review revised the Committee Travel Policy, developed a comprehensive manual on Committee Travel as well as standardised formats required for the administration of Committee Travels. This was done to guide all Committee Travel in line with GPL strategic objectives and Committee mandates. Through this guide, the OCoC is able to guide Committees on the translation of all Committee Travel into tangible value-add for the Committee and indeed for the Institution as a whole.

## Role of the Deputy Chairperson of Committees

The Office of the Deputy Chairperson of Committee Chairpersons (O-Dep-CoC) is tasked with mobilising civil society to participate in the work and business of the GPL especially public participation programmes and to ensure implementation of the Stakeholder Management Strategy for Presiding Officers.

Mandates of House committees on public participation function are to seek the views of broad sectors of the people of Gauteng, especially those representing vulnerable groups. In order to do this work, committees of the Legislature have established dynamic relations with civil society organisations and draw them in when doing their legislative work of oversight and law-making. In addition, the O-Dep-CoC must ensure strategic coordination of Committees with the work of the National Council of Provinces (NCOP). This coordination with the NCOP is an essential linkage between the Gauteng Provincial Legislature (GPL) as provincial parliament and National Parliament.

### 3.2 Public participation and stakeholder management

The Office of the Deputy Chair of Chairs (O-Dep-CoC) has been tasked by the Presiding Officers to perform political leadership and oversight on public participation processes of the GPL. During the period under review, the O-Dep-CoC has established a Public Participation Forum as a sub-committee of the Presiding Officers with a view of providing the Deputy Chair of Chairs with a platform for performing leadership and oversight on public participation processes.

Committees of the Legislature have increased the posture of an activist legislature by not only providing space for people to make inputs during committee meetings but by also going out into communities to interact with people where they live and there has been increased engagement with stakeholders by both the committees and the Presiding officers. This has been made more- clearer by the increased number of sector parliaments held per annum. Further, more efforts have been put into exploring additional opportunities for public participation through innovations such as Bua le Sechaba. This listening campaign of the GPL has been implemented in all the regions of Gauteng, especially in areas populated by the poor. In this way the GPL has offered opportunities for the people of the province to raise their issues with their public representatives. In addition, the GPL has used public participation to improve oversight and to ensure that oversight is informed by the experiences of ordinary people on the ground.

In line with the decisions of the Presiding Officers, the GPL undertook to re-engineer Public Participation beyond slogans as part of the development of appropriate mechanisms to enable the public to actively participate in the processes of governance. At the heart of the re-engineering process must be the need to make public participation to become more meaningful for the people of Gauteng. To this extend, the Re-engineering process must, amongst others unpack the concept of public involvement versus public participation. The GPL's public participation and public education processes should link the people with the Members of the Provincial Legislature, while at the same time the Legislature as the tribunal of our people is tasked with making this vision of people's empowerment possible.

The GPL has also continually involved the people of Gauteng in the annually held events to mark, commemorate and celebrate key national and internal days. This includes convening special sittings to mark days such as Africa Day on the 25th May of every year; passing motions on important occasions such as 16 days of activism against women and child abuse, etc. in this way, the GPL has increased its profile as an activist legislature that is in touch with the issues of the day. There was also an implementation of the advocacy work on behalf of the people of Gauteng through committees' raising public policy issues on behalf of communities. For example, established a Public Participation Forum as a sub- committee of the Presiding Officers with a view of providing the Deputy Chair of Chairs with a platform for performing leadership and oversight on public participation processes, several engagements between Committees and relevant sectors through Sector Forums and most Committees have undertaken hearings over weekends with a much better participation and relevance.

The role of the Legislature as part of an activist state is to listen to people on an ongoing basis, develop policies to respond to their concerns and then mobilise them to participate actively in translating government policy into tangible service delivery outputs. Through this ongoing interaction with the people of Gauteng, we are fostering the implementation of the Constitutional values and empowering our people to feel proud to be South Africans, to be loyal to the constitution and the country.

With respect to working with the National Council of Provinces, the Deputy Chair of Chairs is tasked by the Presiding Officers to ensure strategic coordination of GPL committees with NCOP processes. In this regard, the Deputy Chair of chairs provides political leadership on matters relating to the GPL's interaction with NCOP activities. The GPL through the O-Dep-CoC regularly interacts with the NCOP on the Provincial Week, Taking Parliament to the People, Negotiating Mandates on the Bills, participation at NCOP Workshops and Seminars as well as Public Hearings on NCOP bills.

There has been strong participation in the NCOP workshops and Seminars as well as the Negotiating Mandates on the Bills. Through supporting the NCOP Programmes, it is evident that the coordination and alignment of programmes with the NCOP have drastically improved and it is envisaged that this improvement will grow further still. The NCOP Provincial Week oversight visit to Gauteng in September in Sebokeng in Sedibeng District Municipality has encapsulated the essence of our democratic dispensation where all the arms of the state across the spheres of government are actively engaged in ensuring that the socio economic rights as enshrined in our Constitution are realised and given effect to.

## Conclusion

Having noted the considerable achievements made by the Office during the period under review, it is clear that the Office has indeed delivered on its mandate and given effect to the Constitutional provisions as well as the Standing Rules with respect to Oversight, Accountability, meaningful Public Involvement and Stakeholder Management. The mandates of the GPL have been delivered and furthered by this Office through the Committees and as such it is with a sense of accomplishment that we can hail this, the Fourth Legislature as a definite improvement from the Third Legislature.

However, no improvement is to be considered with complacency and relief, albeit with a sense of pride for the mission now at hand is to ensure that the Fifth and ensuing Legislatures are vast improvements from the Fourth Legislature.





Opening of the Fifth Legislature in Thokoza township in the Ekurhuleni Metropolitan Municipality

# SECTION II

## Executive Summary



Mr. Peter Skosana  
Secretary to the Legislature

### Introduction

The GPL 2014/15 Annual Report marks the beginning of the Fifth political term of the Gauteng Legislature, which will span 2014/15 - 2019. The report reflects on the performance of the Legislature for the financial year 2014/15, in implementing its mandates of oversight over provincial government departments, law-making, public participation and cooperative governance. As a representative of the people, this report is one of the means that the Gauteng Legislature uses to account to the people of Gauteng.

This report signals a strategic journey since 1994, particularly the previous political term of 2009 – 2014, from which the GPL has learnt lessons that the institution has used to improve on its performance over the twenty years of democracy. As such, innovative approaches to improve oversight and scrutiny, law-making, public participation and cooperative governance are continuously initiated, in striving to render the Gauteng Legislature a 21<sup>st</sup> Century Activist Legislature that effectively represents its people. The Secretary to the Legislature is the Accounting Officer of the institution and is the head of Administration, responsible for providing strategic direction to administrative services that support the House and its Committees to fulfil the mandate of the GPL. This executive summary provides a brief description of the achievements of the Legislature during this reporting period.

### Summary of Performance

#### Strengthening Oversight and Scrutiny to Enhance Accountability for Service Delivery

The GPL conducts oversight and scrutiny over provincial government departments through holding them accountable for service delivery. Oversight and scrutiny serves to operationalise the principles of democracy, as it allows the Legislature to monitor the activities of the provincial government in a cooperative manner, working towards the same goal of improved service delivery.

Chairpersons of Committees of the Legislature conduct oversight and scrutiny through various instruments, including House

Resolutions, oral and written questions, ministerial accountability, Committee Inquiries and the consideration of quarterly and annual reports, as well as focused intervention studies (FIS), amongst others. The Sector Oversight Model (SOM) provides comprehensive procedures and tools for oversight and scrutiny and the GPL Committees have implemented all the SOM imperatives, but for a few areas that need strengthening, such as exercising budgetary powers and contracting with departments.

In this regard, the GPL initiated the project on Money Bills Amendment Procedures and Related Matters Bill during this reporting period, to enhance budgetary oversight. The Money Bills Amendment Procedures and Related Matters Act, once adopted, will ensure that the GPL fulfil its Constitutional obligation to institute a provincial Act that will provide procedures to amend Money Bills, thereby ensuring that the most urgent public policy priorities in Gauteng are funded and implemented accordingly. Also to further reinforce effective oversight, the Legislature has during this reporting period put in place plans to strengthen contracting with departments, including formalising contracting procedures and building capacity to apply related tools. Overall, the GPL has improved in holding the Executive accountable for service delivery, through a robust Committee System and the implementation of the SOM and other oversight instruments.

#### Promoting Meaningful Involvement of the Public in the Business of the Legislature

Public access and involvement in the business of the Legislature is a Constitutional obligation that is central to the work of the GPL. It is against the commitment to this obligation that the GPL is not only implementing its Public Participation Strategy, but is also seeking more innovative ways to improve the implementation of public participation interventions. In this regard, the project to re-engineer public participation beyond slogans was conceptualised during this reporting period, as one of the directives of the Presiding Officers. The project will result in improvements in the implementation of various public participation interventions, including public education, public mobilisation, coverage, reaching diverse stakeholders and the management of petitions amongst others.

Public Participation continues to be mainstreamed through the work of Committees and the House, as well as in other initiatives of the institution. These include the mobilisation of diverse stakeholders to attend various Committee meetings and workshops, where issues of interest to stakeholders were discussed. Various stakeholder engagement and consultative sessions were also conducted, including the hosting of Sector Parliaments, public hearings, Bua le Sechaba initiatives and public participation in departmental quarterly and annual report processes, as well as budget processes.



Public education is critical in efforts to empower the people of Gauteng to participate meaningfully in the GPL processes, hence public education workshops were scheduled throughout the year with various key stakeholders to engage in the work of Committees. Subsequently, all the GPL Sector Parliaments and Committee meetings or workshops proceeded by public education workshops targeting relevant stakeholders for each initiative. Public education workshops had a significant impact on the quality of submissions made to Committees by the public and this contributed to robust oversight processes. Following various oversight interventions, debates and reports tabled in the House, together with public attendance to House Sitzings, ensured that the House was a real tribune of the people.

The GPL also continues to successfully implement the Taking the Legislature to the People initiative, by ensuring that where possible, all Sector Parliaments, Committees' engagements and other community engagement initiatives are hosted within communities across the regions of Gauteng. Ultimately, the GPL is putting in place all possible innovations to promote meaning public access and involvement in the business of the Legislature. The Public Participation Forum (PPF); championed by the Deputy Chairperson of Committees, continues to provide strategic direction to this work.

## Increasing the Responsiveness of Laws to meet the Needs of the People of Gauteng

The GPL has during this reporting period initiated the project on Money Bills Amendment Procedures and Related Matters Bill, to strengthen both the oversight and law-making functions. In relation to law-making, the project will constitute legislation initiated by the Legislature. Furthermore, the Money Bills Amendment Procedures and Related Matters Act, once adopted, will ensure that the GPL fulfil its Constitutional obligation to institute a provincial Act that will provide procedures to amend Money Bills, thereby giving budgetary powers to the GPL.

Following the development and adoption of the GPL Law-Making Framework, the GPL continued to implement the framework, by capacitating Members to initiate laws, including the scrutiny of sub-ordinate legislation. The institution also maintained the implementation of the recommendations of the 2013/14 Study on the Impact of Laws Passed since 1994, including increasing public awareness on laws passed and improving oversight on the implementation of laws by the Executive. Through procedural and legal expertise in the institution, the House and Committees business was executed within legal frameworks in the Province, including the dissolution of the Fourth Legislature and the establishment of the Fifth Legislature, as well as the revision and adoption of Standing Rules and Orders. These processes ensured alignment of the GPL operations with Parliamentary Conventions, as well as striving to make laws that respond to the needs of the people of Gauteng.

## Fostering a Coherent and Coordinated Legislative Sector

Fostering a coherent legislative sector is key to the GPL, in order to promote standardisation of sector practices, coherence in decision-making and sharing of lessons and best-practices. Thus the Legislature promoted sector cooperation through various of its initiatives and fora, including the Gauteng Speakers' Forum that is chaired by the Speaker of the Gauteng Legislature, the Citizens' Responsibility Campaign, championed by the Deputy Speaker of the Gauteng Legislature, participation in the Legislative Sector Support (LSS) initiatives and hosting information sharing sessions through the Commonwealth Parliamentary Association (CPA) and the Commonwealth Women Parliamentarians (CWP) Gauteng Sub-Region.

During this reporting period the, the Legislature pioneered thought leadership conversations in the sector on oversight, public participation, law-making and cooperative governance, as part of knowledge creation, information sharing and the exchange of lessons in advancing parliamentary democracy. Through cooperative governance initiatives with other spheres of government; including municipalities, institutions supporting democracy, academia and policy institutions, the GPL continued to contribute to the vision of the Gauteng City-Region, where through cooperative programme implementation such as the CRC, Gauteng will be geared towards a more coherent and socially inclusive region.



Roundtable reflecting on 20 years of Public Participation from 1994 to 2014.



## Enhancing Public Confidence in the Governance and Leadership of the Legislature

The GPL established leadership and governance strategies that guided effective operational processes, in order to progressively improve on its institutional performance, subsequently fostering effective, efficient and economic business processes. Strengthening operational processes is essential to the functioning of the Legislature in a manner that is responsive to the interests of the people of Gauteng.

Therefore, the Legislature undertook to implement the directives of the Legislature Services Board (LSB) in promotion of good governance, and the LSB monitored the Corporate Governance Review Implementation Plan based on the ten key risk areas identified for effective corporate governance. The LSB through the Performance and Remuneration Committee also setup remuneration standards that attracted, retained and motivated a competent team that operationalised the institutional objectives.

Compliance to policies and legislation that govern the work of the legislature was also enforced, including the implementation of the Code of Conduct and Ethics. This ensured that senior management declared their interests and Members also submitted their declaration of interests, and the Register of Members interests has been compiled and published. The declaration of interests ensured openness and accountability by Members and staff.

Public confidence in the governance and leadership of the legislature is promoted through various public engagements, including Public Hearings, Bua le Sechaba initiatives, Committee Inquiries, Petitions Hearings, Sector Parliaments and accounting to the public through publishing the citizens' annual report in seven languages, including Braille.

The institution indicated gradual improvement in the implementation of results-based planning, reporting and monitoring and evaluation, through continuous implementation of its Monitoring and Evaluation Framework. Improvements have also been noted in various operational processes, including risk management, human resources management and supply chain management. The Office of the Integrity Commissioner ensured that the GPL operated within the principles and standards of good governance, through conducting and reporting on investigations brought to the attention of the office.

## Modernising Business Practices towards Supporting the Functions of the Legislature

The Presiding Officers of the Fifth Legislature undertook as one of their directives, the commitment to modernise business practices and processes in the GPL. Thus commitments were made and concepts were developed during this reporting period, to work towards an E-Legislature, reducing paper use throughout the institution. This was encouraged by reducing printing for meetings, utilising electronic documentation for the meetings, in support of the vision of a clean environment.

Members and staff were also capacitated to take advantage of new communication technologies, to interact with the public, including social media. Furthermore, the GPL conceptualised the Business Enhancement Project, which will modernise all operational business processes, to enhance efficiency in the fulfilment of the institution's Constitutional obligations.

Improvements in the electronic petitions and resolutions system led to usage of the system, gradually reducing reliance in the paper-based system. Improvements included the electronic generation of letters, signatures to appear on the letters sent to departments by the Speaker and a less complex tracking report. The system was also tested to ensure that it responds to requests for speedy communication of resolutions to Departments. Modernisation of business practices will continue through the project to re-engineer public participation beyond slogans, to enhance the efficiency of public participation interventions.

## Conclusion

Through this report, the GPL continues to be accountable to the people of Gauteng, by reporting on its improved efforts in conducting oversight and scrutiny, promoting meaningful public access and involvement, making laws that respond to the needs of the people, fostering cooperative governance and modernising the business practices of the institution. These efforts are aimed at supporting provincial government departments to improve service delivery and to render the GPL to be a responsive Legislature that fosters public confidence.



**PETER SKOSANA**  
SECRETARY TO THE LEGISLATURE



# SECTION III

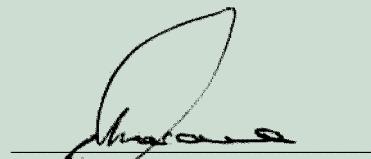
## Statement of Responsibility for Performance Information by the Accounting Officer

I hereby confirm that the Performance Information of the Gauteng Provincial Legislature have been submitted to the Auditor-General's office for auditing in terms of the guidelines issued by National Treasury.

I acknowledge my responsibility for the accuracy of the accounting records and the fair representation of the Performance Information and confirm to the best of my knowledge and belief; both true and correct in so far as the following is concerned:

- The Performance Information is complete and accurate;
- All amounts appearing on the Performance Information are consistent with the Financial Statements submitted to the Auditor-General for audit purposes; and
- The Performance Information is free from any omissions.

The Gauteng Provincial Legislature is responsible for keeping proper accounting records for purposes of disclosure with reasonable accuracy at any time and to ensure that the accounts comply with the guidelines issued by the National Treasury. The Gauteng Provincial Legislature is also responsible for safeguarding of its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**PETER SKOSANA**  
SECRETARY TO THE LEGISLATURE



**GAUTENG LEGISLATURE HOSTS THOUGHT LEADERSHIP PUBLIC LECTURE IN CELEBRATION OF 20 YEARS OF DEMOCRACY**

**Gauteng Legislature Speaker: Ntombi Mkgwe**

The Gauteng Provincial Legislature (GPL) will host a Thought Leadership Public Lecture as part of ongoing activities to reflect on and celebrate the achievements of the past 20 years within the Legislative sector. Themed, *"Twenty Years of Institution Building and Democratic Consolidation- Reflections and Foresights: Case of Gauteng Provincial Legislature"*, the Public Lecture will be addressed by Dr Sydlney Mufamadi, a Director at the UJ School of Leadership (also former Minister of Provincial and Local Government).

The Public Lecture is scheduled to take place as follows:  
Venue: GPL, Public Forum  
Date: Friday, 05th December 2014  
Time: 12:00 – 14:50

This first Public Lecture will mark the third series of Thought Leadership Conversations, and is scheduled to coincide with the launch of the *Twenty Years of Institution Building and Democratic Consolidation* report. The public lecture will focus on the role of Parliament (GPL) in strengthening and consolidating democratic gains since 1994. Following the lecture, a format respondent will come in followed by an open discussion, in which the participants will raise questions and engage in discussions on the topic. The session will also present an opportunity and platform for the presentation of a short synopsis of the *Twenty Years of Institution Building and Democratic Consolidation* report.

For more information and enquiries please contact:  
Ms Eugenia Mofe on 011 456 60913/ 012 349 3052e-mail: EMofe@gpl.gov.za

Website link: [www.gpl.gov.za](http://www.gpl.gov.za); follow us on Twitter @GautengLegislat; or like our FB page Gauteng Provincial Legislature.

*"Your view - Our vision"*



Hon. Lentheng Ntombi Mkgwe engaged in conversation during the Thought Leadership Public Lecture in celebration of 20 years of democracy.

# Strategic Outcome Oriented Goals

## Strategic Goal

To be a responsive Legislature that fosters public confidence.

## Strategic Objectives

1. Improved Accountability by the Executive to the Legislature in respect of service delivery.
2. Improved meaningful involvement by the public in Legislature business.
3. Increased responsiveness of Laws to meet the needs of the people of Gauteng.
4. Fostered coherent and coordinated legislative sector.
5. Enhanced public confidence in the governance and leadership of the Legislature.
6. Modernised business practices towards supporting the functions of the Legislature.



Public participate in the Thought Leadership Public Lecture in celebration of 20 years of democracy.



## NOTES

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Youth's Parliament held at the Mabopane Indoor Sports Centre, Mabopane, Tshwane.

# Programme Performance Information (non-financial reporting)

## Programme 1: Leadership and Governance

### Purpose

The purpose of the Leadership and Governance Programme is to provide strategic leadership and overall management to the Institution, thereby enabling the Institution to exercise its Constitutional responsibility of conducting oversight over the Provincial Executive, making and passing laws for the Province, meaningfully involving the people of Gauteng in all Institutional processes and facilitating of Cooperative Governance.

The Programme consists of five Sub Programmes, namely: Office of the Speaker, Office of the Deputy Speaker, Office of the Chairperson of Committees, Office of the Deputy Chairperson of Committees and the Legislature Services Board.

The Programme is also responsible for the alignment of institutional processes to the Strategic Plan for the term 2014-2019.

The strategic political management of Presiding Officers and Office Bearers as well as the strategic management of committees to ensure achievement of the provincial priorities is also given effect to through this Programme.

### Key Functions

The Programme, being responsible for the strategic leadership and overall management of the Institution is responsible for a number of key functions. It is responsible for the development and implementation of the Institutional Strategy and Budget, oversight on capital projects as well as the development and implementation of Legislature Programme. The Programme is also responsible for ensuring that the business of the House functions optimally, that the Standing Rules of the House are developed and implemented and that the LSB functions optimally in accordance with good cooperative governance codes.

The Programme ensures the development and maintenance of inter-institutional relations/partnerships and cooperative governance, ensuring the promotion of nation-building and good governance, mobilisation of the diverse societies in an all-embracing effort to build a sense of shared destiny and common nationhood, mobilisation of civil society to participate in the GPL and public participation programmes.

The Programme is further responsible for the strategic management of committees and their respective programmes, to ensure the strategic coordination of National Council of Provinces (NCOP), ensuring that the Legislature provides effective and efficient services to Members and the implementation of a training and development programme for Members.

The Leadership and Governance Programme also ensures the optimum functioning of the Office of the Integrity Commissioner, promotion of ethical governance, the performance assessment of senior management as well as responding to public policy issues. The development and maintenance of relations between local and international partners also falls within the key responsibilities of this Programme, which includes strengthening of relations with the Leader of Government Business.

Such partnerships include inter alia: civil society; business and labour; other spheres of government and Chapter 9 institutions; other oversight bodies such as the Public Service Commission (PSC), Statistics South Africa (StatsSA), the Auditor-General of South Africa (AGSA) and academic institutions; other countries and their representatives; international bodies such as Commonwealth Parliamentary Association (CPA) and National Council of State Legislatures (NCSL); as well as strengthening relations with political parties and Members of Provincial Legislatures (MPL).

### Summary of Achievements

The year under review coincides with the 20 Years of Democracy and has thus seen this Programme working tirelessly in shaping the legislative and political agenda of the Institution, particularly in the areas of oversight, Law-Making, public participation and cooperative governance.

### Office of the Speaker

The Office of Speaker is responsible for monitoring the implementation of House Resolutions by the Executive. The Office monitors this through monthly reports tabled before the Office Bearers. To this end the GPL has increased its monitoring of House Resolutions, resulting in an increased number of decisions implemented by the Executive thus contributing to enhanced service delivery. In ensuring that the Legislature effectively executes its mandate of oversight over the Executive, Legislature Term Programmes were developed and adopted by the Programming Committee.



Overall leadership and governance of the House as well as of the Institution as a whole is provided through the Office of the Speaker. During the period under review in this regard, the Speaker tabled the Annual Report, the Budget and the Mid-Term Report in the House for adoption. This demonstrated the values of the GPL of being a transparent and accountable organisation. This process also contributed to increase and improved active involvement by the people of Gauteng in the Legislature process of Oversight, Law-Making and Public Participation.

In an effort to improve institutional financial management with the aim of achieving a clean audit and in ensuring compliance to the Financial Management Policy of the Gauteng Legislature, the Speaker as Executive Authority convened monthly engagements with the Office of the Chief Financial Officer (CFO) to receive financial management reports detailing an analysis of the Institutional budget and expenditure and also to timeously identify possible risks.

A Presiding Officers' Strategic Planning Session was convened for purposes of revising the Presiding Officers' Strategic Plan. To this end the Presiding Officers' Strategic Plan was revised and adopted. The Strategic Plan outlined the key priorities of the term under review which informed the Institutional five year Strategic Plan. The Speaker's Budget Council was convened to consider for adoption the Committees APP and budget as well as the Institutional APP and budget.

In fostering Co-operative Governance the Office continued with the implementation of the Gauteng Speaker's Forum (GSF) Five (5) Year Strategic Plan. In this regard quarterly progress reports on the GSF Five (5) Year Strategic Plan were presented and adopted by the GSF.

In contributing to a cohesive and unified Legislative Sector, Presiding Officers participated in the quarterly National Speaker's Forum sessions convened by the Speaker of National Parliament as well as in the National Council of State Legislatures (NCSL) session which was held in the USA.

In its efforts of maintaining and strengthening relations with government constitutional structures, the Office had engaged the Office of the Public Protector, Office of the Integrity Commissioner, Office of the Financial Fiscal Commission and the office of the AGSA.

The Legislature continued with efforts of strengthening relations with African parliaments in furtherance of the African Renewal Agenda. In this regard MPL's participated in the CPA Regional Conference and the CPA Executive Committee meeting held in Tanzania.

### Office of the Deputy Speaker

Oversight on capital projects and the human resources development environment of the GPL falls within the ambit of the Office of the Deputy Speaker. Thus this Office is also responsible for fostering ethical governance through oversight on the Office of the Integrity Commissioner and its implementation of the Code of Conduct and Ethics for Members of the Legislature (COCE). In addition, it is responsible for promoting social cohesion, nation building, active and responsible citizenry through mobilisation of civil society and the public by means of the Citizen Responsibility Campaign.

During the period under review, Capital Projects Oversight Reports were successfully tabled with the Presiding Officers for decisions. The main focus in this regard related to high risk and capital-intensive projects such as the relocation of the GPL staff from the 1066 building to the Sage building, the 20 Years of Democracy Project and the Study of efficacy of laws passed since 1994.

Furthermore, this Office had successfully monitored the broad implementation of the Human Resource Strategy of the GPL. In this regard, it had comprehensively reported to the Legislature Services Board (LSB) on areas relating to Human Resource policy development and implementation as well as staff recruitment, training and development-to mention but a few.

The Office has rigorously pursued its mandate of fostering ethical governance through complementary oversight of the implementation of and adherence to the COCE. Accordingly, the Standing Committee on Privileges and Ethics reports were tabled in the House. As part of strengthening the ethical standing of the GPL, the COCE is currently undergoing a review process and as a result, a study was undertaken to Canada to learn best practices.

Through the Citizens Responsibility Campaign (CRC), this Office has been able to pursue its mandate of promoting social cohesion, nation building, active and responsible citizenry through various initiatives. Examples of such initiatives include the Voter Education and Registration Campaign, which was successfully concluded in the period under review and the 'Clean-Up' Campaign in Lesedi Local Municipality and in Tshwane Metropolitan Municipality. In addition, the office has been able to closely collaborate with civil society organisations such as the Moral Regeneration Movement (MRM), Valued Citizens Initiative (VCI) as well as the Constitution Hill. Through collaboration with VCI, a campaign dubbed SONDELA was launched at the GPL, which aims to give the youth a voice on salient issues affecting their lives. Further, the SONDELA Open Dialogue, which was also held at the GPL sought to encourage the youth to deliberate on issues and come up with solutions as responsible citizens of the Country and a report has been developed in this regard. The youth, coming from different schools in the Province was also involved in the development of murals and paintings as an artistic expression of their understanding of the rainbow nation, its future and to depict their role in building a better and prosperous nation.

## Office of the Chairperson of Committees

With respect to oversight, the Office of the Chairperson of Committees had oversaw the effective implementation of the Sector Oversight model (SOM) and other related oversight tools such as the Committees Oversight and Accountability Framework (COVAC) which has now been rolled out to all Portfolio Committees. Thus, the Oversight mandate, which is at the very core of the Legislature is given effect to through this Office.

The assessment of Committee performance was conducted on a quarterly basis and had identified significant areas, both in terms of strengths and areas of improvement. Committees' oversight over the Executive has now become standardised in line with the Oversight Focus Areas. The Committees Inquiry Process (CIP) had also been overseen from within this Office and the CIP had conducted notable inquiries especially within the Safety and Roads and Transport portfolios.

The recommendations of the GPL Five (5) Year and Twenty (20) Year review have been infused into the oversight processes to ensure that oversight in this institution is on a perpetual upward tangent, growing and enhancing based on previous recommendations and lessons learnt.

It is therefore evident that Oversight has been enhanced through the interventions of this Office with further enhancements planned throughout the current Term of Office.

The overall business as well as strategic management of Committees has been effected through the Standing Committee of Chairperson's Meetings, the Chairpersons Strategic Planning and Review Sessions as well as the One-on-One sessions with Committee Chairpersons.

The Programme and Schedule of Committee business is developed through this Office and submitted to the Programming Committee for inclusion into the Institutional Programme.

The Standing Committee of Chairpersons has also been active in assessing service delivery 'on the ground' through its Outreach Programmes, whereby pressing issues at 'grass-roots' level have been identified and then relayed to the relevant Portfolio Committees for further intervention and addressing.

The Office was also a presenting participant at the National Union of Sahrawi Women, during the period under review.

## Office of the Deputy Chairperson of Committees:

Public Participation and Stakeholder Management resides in the Office of the Deputy Chairperson of Committees as the custodian and champion towards ensuring implementation of the Stakeholder Management Strategy for Presiding Officers.

In an effort to further improve public participation, the GPL has undertaken to re-engineer Public Participation beyond slogans as part of the development of appropriate mechanisms to enable the public to actively participate in the processes of governance. At the heart of the re-engineering process is the need to make public participation more meaningful to the people of Gauteng. To this extent, the terms of reference for Re-engineering Public Participation were developed with the view to emphasize public involvement beyond mere participation.

In addition, the Committees of the GPL continue to hold stakeholder meetings in various communities of the Province, providing them an opportunity to express their views on various governance matters in order to improve oversight and enhance service delivery.

The work of the Public Participation Forum (PPF) is to consolidate sectors of civil society organisations, experts and ordinary people to be involved in public participation programmes of the GPL. These include public hearings to express their views on pieces of legislation; committee meetings to make inputs on matters being considered by committees; submitted petitions to raise their concerns with service delivery challenges; and participated in sector parliaments for youth, women, children, people living with disabilities, interfaith groups, the elderly and workers.

The Stakeholder Management Plan which was developed and adopted seeks to deepen, consolidate and advance stakeholder relations by ensuring that broad societal sectors of Gauteng are at the centre of legislative work and regular engagement is prioritised and maximised.

Working with the NCOP is one of GPL strategic objectives. The co-ordination and alignment of its business programme with Parliament through the NCOP is thus required to ensure amongst others the facilitation and co-ordination of joint programmes which seek to enhance oversight and public participation, co-operative governance through Taking Parliament to the People and Provincial Oversight Week programmes.

## Legislature Services Board:

With respect to good corporate governance, the Programme, through the Legislature Services Board (LSB) has led the Administration towards effective leadership based on an ethical foundation. Compliance, as any other business activity, took place within the context of strong leadership and sound governance principles.

The LSB strived to ensure its alignment with the Financial Management Policy of the Gauteng Legislature and King III Report on principles of good governance and improved accountability. It ensures that the GPL complies with all applicable laws and policies; and adherence to relevant codes and standards.

During the year under review, the LSB had monitored the Corporate Governance Review Implementation Plan based on the Ten Key Risk Areas identified for effective corporate governance. The Legislature continued to conduct a risk assessment which identified high level risks to which the Institution was exposed. The outcome of this assessment was formally documented and approved by the Audit and Risk Committee and subsequently by the Programme. The Legislature updated the risk register based on the strategic priorities of the Institution. The Risk Register informed the development of the Annual Internal Audit Plan and the risk identification process within all Streams, including action plans to mitigate such risks. The Risk Register now features as a standard agenda item of the Audit and Risk Committee, LSB and senior management meetings.

In the current Term of the Legislature (Fifth Legislature) the LSB adopted planning strategies as guided by the Financial Management Policy of the Gauteng Legislature. To ensure however that the legislation relating to financial management and administration is specific to the legislative environment, the Legislature had adopted the Financial Management of Parliament Act (FMPA). The purpose of the FMPA is to: regulate the financial management of the GPL in a manner consistent with its status in terms of the Constitution; to promote accountable, transparent and sound financial management, to ensure that all revenue, expenditure, assets and liabilities of the GPL are managed efficiently, effectively and transparently; to provide for the responsibilities of persons entrusted with financial management in the Gauteng Provincial Legislature; and to provide for matters connected therewith. In essence, the FMPA mirrors the PFMA while being more relevant to the Legislative Sector. The transition from PFMA to FMPA has progressed well in terms of the strategic planning and quarterly reporting requirements to the Executive Authority.

The LSB through the Performance and Remuneration Committee has during this year succeeded in setting remuneration standards which attract, retain and motivate a competent team in relation to strategic objectives.

The Programme as a whole has thus made notable strides with respect to Leadership and Governance in ensuring that the core mandates of the GPL are being delivered. Notwithstanding this however, there is still room for improvement and the Programme will continue with 'shoulders to the wheel' to ensure that there is constant improvement and enhancement going forward.



Dr. Sydney Mufamadi addresses the audience at the Thought Leadership Public Lecture in celebration of 20 years of democracy at the Gauteng Provincial Legislature.



## Programme Performance Information

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 1: OFFICE OF THE SPEAKER</b>					
Improved Accountability by the Executive to the Legislature in respect of service delivery	Number of assessment report prepared on the implementation of resolutions by the Executive to the House for adoption	1 assessment report prepared on the implementation of resolutions by the Executive to the House for adoption (by Quarter 3)	Not achieved	House resolutions is now conducted at the level of Committees.	Improved accountability by the Executive to the house
	Number of Quarterly GPL Programmes adopted	4 Quarterly GPL Programmes adopted (Quarterly)	6 Quarterly GPL Programmes were adopted and implemented	No deviation (The additional 2 were as a result of additional / special requests from the House / Speaker and updates requested)	Executed mandate of the GPL
Improved meaningful involvement by the public in Legislature business	Number of GPL reports prepared and delivered to the House.	2 GPL reports prepared and delivered to the House. (Annual Report and Budget) (By end of Quarter 4)	3 GPL reports (GPL annual report, mid-term report and budget) prepared tabled and adopted by the House.	No deviation (The additional report was a mid- term report which was an additional requirement)	2 GPL reports prepared and delivered to the House. (Annual Report and Budget) [Quarter 4]
Increased responsiveness of Laws to meet the needs of the people of Gauteng	Number of Submissions made by the GPL to Parliament	One amendment Bill submitted to Parliament by end Q4)	Not Achieved	This target has been reviewed by the Presiding Officers Strategic Review Session.	Result not achieved
	Level of compliance to the revised integrated law- making framework	Revision and Adoption of the revised integrated Law- Making Framework (Quarter 3 and Quarter 4)	The Law-making framework has been adopted by Presiding Officers and referred for implementation	No deviation	Effective law-making
Enhanced public confidence in the governance and leadership of the Legislature	No of Financial Management Reports considered and adopted	12 Monthly Financial Management Reports considered and adopted (by end of quarter 4)	12 Financial Management reports were considered and adopted	No deviation	Fostering public confidence
	Revision and Adoption of the Presiding Officers Strategic plan.	Presiding Officers Strategic plan revised and adopted. (by Quarter 1)	Presiding Officers Strategic plan was revised and adopted	No deviation	Improved leadership practices for good governance
		Revised ToR of all Governance For a chaired by Pos [Review in Quarter 3, Revision in Quarter 4]	TORs were revised and adopted by Presiding Officers and are being implemented.		
	APP and Budget developed and approved	APP and Budget developed and approved (by Quarter 3)	APP and budget was developed and approved	No deviation	Improved leadership practices for good governance

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Fostered coherent and coordinated legislative sector	No of Progress reports on the GSF 5 year Strategic Plan adopted by the GSF	4 Progress reports on the implementation of the GSF 5 year Strategic Plan adopted by the GSF (Quarterly)	3 Progress reports on the GSF 5 year Strategic Plan had been adopted by the GSF	The GSF meeting did not take place in the 4 <sup>th</sup> quarter to receive a progress report	Enhanced co-operative governance through establishment of Local Legislatures
	No of formalised and maintained Relations with other Parliaments.	3 Formalised and maintained relations with other Parliaments (by end of Quarter 4)	Not achieved	Unavailability of other parliaments/Legislatures due to the re-establishment processes	Enhanced co-operative governance through formalised Relations with other Parliaments.
	Number of Relations maintained with institutions supporting democracy (CH9/CH10)	10 Relations maintained with institutions supporting democracy (CH9/CH10) [4 in Quarters 2, 3 (by end of Quarter 4)	10 Relations maintained with institutions supporting democracy were achieved	No deviation	Enhanced oversight and accountability by GPL through partnerships with Government / Constitutional Structures
	No of participatory sessions in National Speakers' Forum	4 participatory sessions in National Speakers' Forum (Quarterly)	4 participatory sessions in National Speakers' Forum were achieved	No deviation	Cohesive and unified Legislative Sector
	No of participatory sessions in CPA initiatives	4 participatory sessions in CPA initiatives (Quarterly)	2 participatory sessions were achieved	Other meetings did not take place due to the processes of establishment of the Fifth Legislature and induction of Members	Strengthened African Renewal Agenda
	No of participatory sessions in NCSL initiatives	1 participatory session in NCSL initiatives / sessions (by Quarter 2)	Participated in 1 NCSL session	No deviation	Cohesive and unified Legislative Sector



Voter and Civic Education in practice on the Piazza outside the Gauteng Legislature



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 2: OFFICE OF THE DEPUTY SPEAKER</b>					
Enhanced public confidence in the governance and leadership of the Legislature	Quality and timeous oversight report over	4 Quarterly Capital Projects Oversight Forum (CPOF) Oversight Reports (Quarterly)	3 Quarterly Capital Oversight Forum Reports were achieved	1 Quarterly Capital Oversight Forum meeting did not take place due elections	An efficient and effective Institution
	Quality and timeous HRD report	HRD Chairpersons reports prepared (in Q2, Q3 and Q4)	HRD Chairpersons reports for Q3 and Q4 were prepared	Q2 report was prepared but not considered by the Committee as the establishment of the LSB and its sub-committees were not been completed at the time.	An efficient and effective Institution
	Quality and timeous Ethics & Privileges report prepared	2 annual Quality and timeous Ethics & Privileges reports prepared (by Quarter 3 and Quarter 4)	2 annual Quality and timeous Ethics and Privileges reports were prepared and tabled in the House	No deviation	Improved public confidence in the Legislature
	Level of compliance to the GPL Governance Framework	Development of the Strategic Plan for the Privileges and Ethics committee (Quarter 3)	The Strategic Plan for the Privileges and Ethics Standing Committee was developed	No deviation	A cogent plan to improve public confidence in the Legislature has been put in place
		Adoption of the Strategic Plan for the Privileges and Ethics Committee (by Quarter 3)	The Strategic Plan for the Privileges and Ethics Standing Committee was adopted	No deviation	A cogent plan to improve public confidence in the Legislature has been put in place
	Level of compliance to the GPL Governance Framework	Development and Adoption of an Implementation Plan for the Privileges and Ethics Strategic Plan (Adoption in Quarter 3 and Implementation in Quarter 4)	An Implementation Plan for the Privileges and Ethics Strategic Plan was developed and adopted	No deviation	A cogent plan to improve public confidence in the Legislature has been put in place
Fostered coherent and coordinated legislative sector	Level of compliance with the CRC 5 year Strategy (ODS)	Adopted CRC 5 year Strategy and implementation plan Phase 1: part Implementation of the CRC 5 Year Strategy as per the implementation plan [Strategy in Quarter 3 and Implementation in Quarter 4)	The CRC 5 year Strategy and Implementation plan was adopted by Presiding Officers. Phase 1: part Implementation of the CRC 5 Year Strategy as per the implementation plan was achieved	No deviation	A plan to improve public confidence in the Legislature and the broader Legislative Sector has been put in place



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 3: OFFICE OF THE CHAIRPERSON OF COMMITTEES</b>					
Improved Accountability by the Executive to the Legislature in respect of service delivery	No. of Oversight assessments conducted on Committee Performance	4 assessments conducted on Committee Performance (Quarterly)	4 assessments on Committee performance were conducted	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
	No. of Feedback sessions on Committee Performance	4 Feedback sessions on Committee Performance (Quarterly)	4 feedback sessions on Committee performance were achieved	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
	No. of Oversight assessments conducted on the Committee Inquiry Process	4 Oversight assessment conducted on the Committee Inquiry Process (Quarterly)	4 Oversight assessments on the Committee Inquiry Process were conducted	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
	Level of Compliance with the COVAC Framework	Roll Out of COVAC Framework to Portfolio Committees (Pilot in Quarter 3, Roll Out in Quarter 4)	The COVAC Framework has been rolled out to Portfolio Committees.	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
	Level of implementation of recommendations of the 5 and 20 year reports as it relates to Oversight	A roll-out plan of recommendations of the 5 and 20 year reports as it relates to Oversight (Development in Quarter 3, Adoption in Quarter 4)	A roll-out plan of recommendations of the 5 and 20 year reports as it relates to Oversight were achieved	No deviation	Enhanced service delivery and improved quality of life for the people of Gauteng
<b>SUB-PROGRAMME 3: OFFICE OF THE DEPUTY CHAIRPERSON OF COMMITTEE</b>					
Improved meaningful involvement by the public in Legislature business	No. of assessments conducted on the implementation of the PP Strategy	Quarterly assessments conducted on the implementation of the PP Strategy	4 Quarterly assessments conducted on the implementation of the PP Strategy	No deviation	Enhanced Public involvement in Legislature Processes
	Level of compliance with the revised integrated Public Involvement Strategy	Commission Re-engineering of Public Involvement (Development and Commissioning in Quarter 3, Adoption in Quarter 4)	The integrated Re- engineered Public Involvement Strategy was commissioned	No deviation	Enhanced Public involvement in Legislature Processes
	% implementation of the stakeholder engagement strategy.	50% implementation of the SM Strategy (Quarterly)	50% implementation of the SM Strategy was achieved	No deviation	Enhanced Public involvement in Legislature Processes
Fostered coherent and coordinated legislative sector	Level of support by GPL of NCOP programme.	4 Quarterly Reports on GPL support to NCOP Programme	4 Quarterly Reports on GPL support to NCOP Programme were prepared	No deviation	Improved intergovernmental relations

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 4: LEGISLATIVE SERVICES BOARD</b>					
Enhanced public confidence in the governance and leadership of the Legislature	No. of Institutional Governance reports Adopted	1 Annual Institutional Governance report Adopted, Incorporating LSB Sub-Com Reports (by end of Quarter 4)	1 Annual Institutional Governance report, incorporating the quarterly sub-committee reports was adopted	No deviation	Compliance to good governance
	No. of Annual Institutional compliance reports Adopted	1 Annual Institutional compliance report Adopted (by end of Quarter4)	1 Annual Institutional compliance report, incorporating the quarterly sub-committee reports was adopted	No deviation	Compliance to good governance
Improved public confidence in the governance and leadership of the Legislature	No. of Monitoring Reports on the Implementation of the GPL Wide Governance Framework	1 Annual Monitoring Report on the Implementation of the GPL Wide Governance Framework (by end of Quarter 4)	Not achieved	No monitoring took place as the project was deferred to 2015/2016	Compliance to good governance
	No. of Reports on Induction /Training of Board Members	1 Annual Report on Training of Board Members (by end of Quarter)	1 Annual Report on Training of Board Members was achieved	No deviation	Improved capacity of leadership of the Board and Subcommittees
	No. of LSB governance reports to conduct oversight over the Administration	Governance reports to conduct oversight over the Administration (Quarterly)	4 Governance reports to conduct oversight over the Administration achieved	No deviation	Oversight Meetings by the Board on the Administration



Thought Leadership Seminar in the Gauteng Legislature





## Programme 2: Office of the Secretary to the Legislature

### Purpose

The Office of the Secretary to the Legislature serves as the custodian of the development and implementation of the GPL Strategy and provides administrative leadership to the achievement of the Institutional Mandates on Oversight and Scrutiny, Law-Making, Public Participation and Cooperative Governance. Consequently the Office has the responsibility to deliver on all LSB and Presiding Officers' directives in line with the GPL Business Model.

### Key Functions

The Office of the Secretary to the Legislature serves as the custodian of the development and implementation of the GPL Strategy and provides administrative leadership to the achievement of the institutional mandates on Oversight and Scrutiny, Law-Making, Public Participation and Cooperative Governance. Consequently the office has the responsibility to deliver on all Board and Presiding Officers' directives in line with the GPL Business Model.

Moreover, the Office has to ensure effective management of the GPL administration services, good financial management practices, strategic planning and management including budgeting, reporting, implementation, monitoring and evaluation. The Office is also responsible for supporting the Executive Authority, Oversight Committees and all Legislative Sector related structures.

### Summary of Achievements

The Programme continues to strive for effectiveness and efficiency in its implementation of the APP. To this end the Secretary to the Legislature led the administration in the induction of GPL Members for the Fifth Legislature; convened meetings with political parties represented at the GPL; continuously provided support to the House and House Committees and conducted table duty for the House Sitzings. Furthermore, audit steering Committee meetings, quarterly review sessions, the midyear review were convened and the M&E framework and analysis effectively utilised to assess the status of compliance of programmes to programme APPs. The public participation programme and activities were continuously monitored and evaluated to ensure the achievements of the planned outcomes.

In enhancing GPL planning, reporting and budgeting, the Secretary to the Legislature convened Special Secretariat and Extended Secretariat planning meetings as a means to ensure accountability and report. This assisted in the development and finalisation of the GPL 2014-19 GPL Strategic Plan, the 2015-16 Institutional Annual Performance Plan, Budget Adjustment for 2014/15 and the Budget for 2015/16 financial years.

The Secretariat was also convened to monitor the implementation of the Institutional Performance Management System (IPMS) for 2013/14 financial year and recommended the report for the LSB approval. In addition, the Secretary to the Legislature convened the GPL Staff meetings on relevant and respective occurrences.

Furthermore, the Secretariat and Extended Secretariat meetings convened and reviewed the Financial Year-End Report, approved the Delegations of Authority, and commenced with a process of developing a concept on scarce and critical skills for the GPL. Notably, the Secretariat also discussed and approved the following frameworks, strategies, policies and terms of references (ToRs):

- The process map on the development of the GPL 2013/14 Annual Report and the report on the disestablishment of the Fourth Legislature
- Literature review on the public perception survey and the study protocol;
- ToR for Risk Management Committee;
- Progress on the reviews of the 20 Year project;
- Progress on the CRC/Voter Education project;
- State of readiness for the GPL Official Openings;
- Internal Audit Plan;
- Tracking of the Remuneration Strategy implementation;
- Retention Strategy;
- Close out report on stolen cellphones and
- Approval on the process of Business Impact Assessment.

### Planning, Budgeting, M&E, and Project Management

As a major achievement, a new way of planning has been introduced and the M&E Committee was utilised as a mechanism to ensure that Programmes accurately plan their targets in line with the Strategic Goal and Objectives as defined in the approved Institutional Annual Performance Plan (IAPP). In enhancing the GPL planning, reporting and budgeting, Special Secretariat meetings were convened to discuss the implementation of the 2014/15 APP and Presiding Officers' decisions for 2014/15 and plans for 2015/16. Furthermore, the Extended Secretariat was convened and conducted the review on the GPL 4 quarters and mid-year reports on performance information and also deliberated on the GPL financial reports for 2014/15.

On the other hand, the Programme continuously monitored the financial management of the GPL and monthly and quarterly financial reports were provided and processed through the Secretariat and Extended Secretariat Committee meetings with the latest financial report as at end of March 2015. Notably, the GPL Financial Management Policy was developed and approved to replace FAMLA, as FAMLA was no longer operational for legislatures due to previous court processes. Accordingly, the Annual Financial Statement (AFS) and an Audit of Gauteng Political Party fund was conducted in line with the provisions of the Gauteng Political Party Fund Act was finalised.

Moreover, the Extended Secretariat meeting was convened to monitor deliberations on Scenario / Fore-sighting for Strategic Planning, Finance and SCM Policy and procedures, Revised Delegations of Authority, overview of the Strategic Risk Register, and the FMPA. The Programme further provided advice to Programmes on matters related to contract register, legal matters and contract management.

Furthermore, a fully functional Monitoring and Evaluation (M&E) system which has been embedded in the institutional planning, budgeting and reporting cycle. Thus the M&E function continues to impact on the legislative environment by effectively and efficiently monitoring and evaluating its strategic initiatives and projects. To this end, the M&E analysis was conducted on the GPL 4 quarterly performance information reports for 2014/15 financial year which was ultimately presented to the OCPOL and Audit and Risk Committee meetings. Furthermore, the M&E function continues to strengthen the institutional processes by integrating and linking strategic planning, budgeting, programme performance, statistical data quality analysis and evaluation of reported results. The thrust of monitoring and evaluation will result in a marked improvement, quarter on quarter, of Programmes' achieving their set targets for the specific financial year and providing corrective action feedback on the non-achieved targets.

The M&E Committee convened meetings to guide the Institutional Planning Process. In addition, a session to consolidate the 2015/16 IAPP and addressing issues of alignment was convened, producing a draft report guiding the institutional planning for the development of the 2014-19 GPL Strategy. The M&E analysis was conducted on performance information for quarters 1, 2, mid-year and 3 reports for 2014/15, which were ultimately presented to OCPOL.

The Managing by Project (MBP) principle continues to be embedded into the project management discipline of the GPL. Accordingly, high performing project teams were appointed for various institutional strategic projects. To this end, the Enterprise Project Information Centre (EPIC) tool is being enhanced for ease of institutional project reporting and also providing the facility for Executives to enable them to track strategic and operational projects remotely. Moreover, a new initiative has been developed to further enhance the tracking of project financial resources which will be integrated with the Systems Applications Product (SAP) financial module. The integration will similarly be accessible and aligned to the Legislature Information Management System (LIMS) through application for access to the EPIC project tool which will ease the financial tracking functionality.

### GPL Oversight Committees Reporting

The Programme continues to play an important role in supporting the Oversight Committees of the Legislature. Accordingly, consistent support was provided to reporting structures such as the Presiding Officers, LSB and Sub-Committees, Office Bearers, Secretariat and Sub-Committees, Standing Committee of Chairpersons' Review Sessions, the Capital Project Oversight Committee, PPP Forum meetings, the Executive Authority including OCPOL and Standing Committee on Public Accounts (SCOPA). There was also constant interface with GPL Programmes to ensure that reporting and accountability in implementing APPs was in line with the GPL Strategy. Moreover, resolutions from these structures were implemented in an integrated approach and a solid resolution tracking system to monitor and evaluate implementation was improved.

### Policy Development

The Programme continued to provide leadership and management on policy development. Accordingly, the Programme provided an enabling environment for policy development processes including adoption and implementation. To this end, the Grievance Policy was approved which is aimed to outline the principles and procedures that apply and guide in the instance of a grievance arising and to provide protection to an employee against any form of inequitable treatment or victimization. Similarly, the Disciplinary Policy was developed and approved to promote and facilitate GPL's labour process by ensuring that both procedural and substantive elements are adhered to during a disciplinary process. The Policy also provides a framework within which employees, their trade union and employer orderly promote disciplinary hearings.

Furthermore, amendments to the existing Supply Chain Management (SCM) Policy were approved. The Policy serves as an integrated framework to provide guidelines in respect of SCM. Among other things, the Policy enables GPL to effectively manage and coordinate the various components of its SCM and through increased agility, decreased operational expenses, improve customer relations and empower suppliers to enhance service delivery. The Policy also ensures that the government's objectives of good governance and socio-economic upliftment of Historically Disadvantaged Individuals (HDI) and Small Medium Micro Enterprises (SMME) are achieved. In ensuring that the GPL's risk management approach helps to achieve the strategic and operational objectives, the Risk Management Policy was developed and approved, which outlines the guiding principles in the risk management process as this is not elaborated on in the Risk Management Strategy.

A separate Risk Management Plan was documented, which outlines all aspects necessary for implementing the Risk Management Strategy and Policy. In addition, the Funeral Policy for GPL staff was developed and approved to ensure effective support to GPL employees in case of death of an employee or their next-of-kin.

Moreover, the Programme developed the Code of Conduct and Ethics Framework for the GPL Employees which was adopted by the Secretariat. The Code of Conduct and Ethics Framework for the GPL Employees aims to ensure that GPL will maintain the values and the highest ethical and professional standards of conduct for employees. The Code also serves to

provide direction to employees with regard to their relationship with the Legislature, political and Office-Bearers, other employees and the public. It also indicates spirit in which employees should perform their duties; how to avoid conflict of interests and GPL's expectations in terms of their personal conduct. The Draft Regulations for Political Party Funding were reviewed and adopted, which regulate conditions of fund allocations to parties.

Similarly, the Health and Wellness Strategy was developed and approved, which aims to provide a stimulating and rejuvenating environment that enables high performance. In addition, the Strategy envisages realising cost savings, increased productivity, decreased absenteeism, increased job satisfaction, morale and engagement, decreased stress levels, increased retention and decreased staff turnover.

## Compliance Risk and Governance

In keeping with principles of good corporate governance, the Programme contributed and monitored quarterly reports on the implementation of the IAPP including financial management of the institution Audit and Risk Committee, Performance and Remuneration, Human Resources Development and Members Affairs Sub-Committees.

Significantly, the Code of Conduct and Ethics Framework was approved which will guide the institution on issues around conflict of interest and what is expected in terms of ethical conduct in a work place. Notably, Senior Management declared their interests which were recorded in the declaration forms. In addition, all Members have submitted their declaration of interests for the 2013/14 financial year and the Register of Members Interests has been compiled and published. Security upgrades and threat and risk assessment for the Office of the Integrity Commissioner have also been completed and approved by the Secretary. Implementation of the security upgrades was completed in the second quarter. The Programme continuously monitored implementation of the Human Resource value chain, the Institutional Risk Register and facilitated the adoption of ToRs for the Risk Management Committee, Internal Audit Plan and approval of the process of Business Impact Assessment.

The Grievance, Disciplinary, and the Relocation policies were approved and consent was granted for further amendments to the SCM Policy. The Programme continues to track implementation of the Remuneration Strategy and also adopted the Retention Strategy. Accordingly, the process of defining scarce and critical skills and pay progression is in progress.

The Programme convened its monthly meetings in line with the standard requirements and procedures of the Institution. Similarly, performance assessments for Executive Directors were conducted by the Secretary to the Legislature and those for Staff completed by the Acting Manager in line with the Institutional Performance Management Policy. Lastly, there was effective monitoring and approval of leave in line with the Leave Policy.

## Human Capital

The GPL continues to enable and empower its Staff Members in order to perform their duties, and creating a culture of a high performing Institution. Accordingly, the Staff in Programme 2 embarked on various personal and Institutional Development Training initiatives. As such, mentorship and coaching sessions were continuously held with Project Managers. In addition, the following courses and conferences were attended:

- Basic Interpretation Theory Certificate with University of Johannesburg (UJ);
- Corporate and Ethics Governance with UJ;
- M&E program with University of Witwatersrand;
- The diversity training facilitated by the GPL Human Resources Unit;
- Performance, Monitoring and Evaluation Conference with South African Monitoring and Evaluation Association (SAMEA);
- Secretaries' Association of Legislatures of South Africa (SALSA) Development Seminar;
- The report writing training;
- Results based planning capacity workshop;
- Certificate programme in Corporate Governance and
- Ad-hoc Mentorship and training conducted by the Project Governance Office (PGO).

## Stakeholder Management

### External Stakeholder Management

The Programme interacted with its external stakeholders and built relations guided by the Inter-Institutional Strategy. Notably, external stakeholder relations were enhanced and strategic consultations conducted particularly with Institutions Supporting Democracy (ISDs) such as the Public Service Commission, Public Protector, Local Government and the Institute for Security Studies. High level of support was obtained from the National Parliament specifically regarding the work on the Register of Members Interests. In addition, relations were established with the Wits Institute for Ethics regarding work around the enhancement of the Ethics Framework for Members of the MPLs.

The Programme coordinated and participated in various SALSA forums including institutional participation in the SALSA Development Seminar. Similarly, meetings were convened with stakeholders in the Legislative Sector in ensuring that the establishment of the Fifth Legislature was a success and conducted in collaboration with the Sector. In addition, the Programme



participated in Thought Leadership Conversations in the form of Seminars, Public Lectures and Roundtable discussions, including participation by the Secretary to the Legislature in a round table discussion on the 20 Years of a Democratic Legislature, which was hosted in partnership with Oxford University.

The Joint Planning Committee meetings were convened in compliance with the National Key Point Act (NKPA). In enhancing accountability and governance of the GPL, meetings with stakeholders such as the Audit General South Africa (AGSA), whereby issues related to audit, risk and governance were discussed and plans agreed upon. Similarly, meetings were held with the Provincial Treasury in relation to submission of performance and non-performance information where reports were provided; meeting between the Secretary to the Legislature and Member of the Executive Council (MEC) for Finance on financial related issues and Internal Audit where matters related to audit, risk and governance were discussed and reports provided. The GPL also entered into a partnership with Franklin Covey South Africa regarding issues of leadership development, management practices and the accredited leadership training programme. This seeks to promote leadership and management practices that are conceptually sound and pragmatic, and will be sustainable and embedded in the Institution.

### **Internal Stakeholder Management**

The Programme continued to interact with its internal stakeholders whereby implementation on the GPL performance was continuously tracked and reports provided to various structures. These included meetings between the Secretary to the Legislature and the Speaker of the Legislature, where regular feedback and reporting was provided regarding the status of the GPL's financial management and progress regarding the implementation of the IAPP.

### **Office of the Integrity Commissioner**

The Office of the Integrity Commissioner is prescribed by Rule 282 of the Standing Rules of the Gauteng Provincial Legislature, which makes provision for the appointment of an Integrity Commissioner whose functions are prescribed under Rule 281. The Office therefore supports the work and functions of the Integrity Commissioner in the following ways: provide assistance to the IC with regard to the role of reporting any violation of the Code of Conduct and Ethics by Members; prepare reports with relevant facts and conclusions for submission to the Privileges and Ethics Committee; open and keep a register; record in the Register; and submit an annual report to the Privileges and Ethics Committee. The Office further supports the IC on the implementation of the Code of Conduct and Ethics for Members of the Provincial Legislature (MPLs).

### **Register of Members' Interests**

The Register of Members Interests for 2013/14 (the last term of the Fourth Legislature) was published on 28 May 2014. The register is intended to assist in openness and accountability by enabling MPLs to clarify their interests that may be thought of by a reasonable member of the public when considering certain actions by Members. The register continues to be the cornerstone in instances of MPL Conflict of Interests as public representatives. Public scrutiny of interests is intended to ensure that there is no conflict between personal MPLs interests and their duties as public representatives.

The year 2014 was unusual in that MPLs were required to declare twice. This was due to the Opening of the Fifth Legislature which took place in June 2014. The register for 2013/14, was compiled in accordance with the Opening of the last term of the Fourth Legislature, which was published in May 2014. A new Register was compiled in accordance with the Opening of the First Term of the Fifth Legislature; and the register for 2014/15 has also been completed. The publication of the register for 2014/15 constitutes a combined publication of declarations for both the period 2013/14 and 2014/15.

### **Stakeholder Consultations: One on One Sessions with all MPLs:**

During the 2014/15 financial year, the IC conducted one on one advice and counselling sessions with all MPLs. These sessions provided a platform for the IC to engage directly with MPLs and to address some of the difficulties that confront them when completing the declaration forms. Accordingly, these sessions provided MPLs with advice on the type of information which they are required to declare and information that is not required. Highlights were provided on the shortcomings of the disclosure process which will be given due attention in the review of the Code of Conduct process, which is currently underway. The process of engaging with MPLs was also a highlight in enriching experience to both the IC and the Office, and lessons learnt during these consultations will be implemented.

### **Review of the Code of Conduct and Ethics (COCE) for MPLs**

During the 2014/15 financial year, the Office of the IC engaged in a review of the existing Code of Conduct and Ethics for MPLs (COCE). The review process has been informed by extensive research, stakeholder consultations (both internal and external) as well as a study tour to Canada in order to gain insight and perspective into the Canadian Parliamentary Ethics Regime. The review exercise is still ongoing and will be finalized in the 2015/16 financial year.

### **Complaints Form**

A standardised complaints form for the Office of the IC has been developed and implemented. The purpose of this form is to record complaints which are submitted to the office. The form is relevant to both complaints lodged by or against MPLs and by the public at large.

### **Complaints and Investigations on allegations relating to the Code of Conduct**

In accordance with the mandate of the IC as stipulated in the Code of Conduct and Ethics for MPLs, the Office of the IC has undertaken various investigations during the 2014/15 financial year. These investigations were conducted mainly on the basis of complaints submitted to the IC from MPLs. Completed investigation reports were submitted to the Privileges and Ethics Committee for consideration. The Committee has tabled its recommendations and reports to the House in accordance with its mandate and functions as prescribed in terms of the Standing Rules.

### **Subscriptions**

The Office of the IC continues to subscribe to the 'Who owns Whom' and Experian Research products. These research products serve as relevant tools in terms of undertaking advice and counseling exercises of the completed Register of Members Interests as it provides a record of both past and current financial interests' records of MPLs who might omit and forget to declare in their register.

### **External Stakeholder**

In the year under review the Office of the IC continued to engage with relevant external stakeholders. Engagements included a briefing delivered by the IC to Members of the Mpumalanga Provincial Legislature on the Code of Conduct and Ethics for MPLs. The Office of the IC also consulted with the Department of Public Service and Administration (DPSA) regarding the development of the e-Disclosure System which has been implemented by the public service.

The IC also consulted with the Governance, Crime and Justice Division of the Institute for Security Studies with the aim of developing stakeholder collaborations on matters relating to ethics and good governance.

### **Capacity building for MPLs**

During the year under review the Office of the IC made a significant contribution to the process of orientation of newly appointed MPLs to the Fifth Legislature. The IC conducted briefing sessions to MPLs in relation to the implementation of the Code of Conduct and Ethics for MPLs.

### **Human Capital**

A new position of an Ethics and Investigations Officer has been approved in the organisational structure of the Office of the IC. This planned appointment is in line with the increasing mandate of the IC and to enhance the organisational structure of the office in order to promote and increase the level of independence for the Office of the IC.

### **Security upgrades for the Office**

During the year under review, a threat and risk assessment was conducted on the Office of the IC. The Risk Assessment report recommended security upgrades for the office.

## Programme Performance Information

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 1: OFFICE OF THE SECRETARY</b>					
Improved accountability by the Executive to the Legislature in respect of service delivery	Level of support for Oversight	100% support of Oversight processes (quarterly)	100% support of Oversight processes were provided	No deviation	Effective exercise of Constitutional Oversight mandate realised
	Level of monitoring implementation of Oversight Model and Oversight mechanisms	100% monitoring implementation of Oversight Model and Oversight mechanisms (quarterly)	The implementation of Oversight Model and Oversight Mechanisms were 100% monitored	No deviation	Effective exercise of Constitutional Oversight mandate realised
	Level of monitoring implementation of recommendations of PEBA efficacy study	100% monitoring implementation of recommendation of PEBA efficacy study (quarterly)	100% monitoring implementation of recommendation of PEBA efficacy study was achieved	No deviation	Effective exercise of Constitutional Oversight mandate realised
	Level of monitoring of implementation resolutions tracking system	100% monitoring of implementation resolutions tracking system (quarterly)	100% monitoring of implementation resolutions tracking system was achieved	No deviation	Effective exercise of Constitutional Oversight mandate realised
	Level of monitoring of uniform reporting standards to Legislature	100% monitoring of reports conforming to uniform standards (quarterly)	Reports on uniform reporting standards were 100% monitored	No deviation	Effective exercise of Constitutional Oversight mandate
	Level of monitoring of the 20 year democracy review project	100% of monitoring of the 20 year democracy review project (quarterly)	100% monitoring of the 20 year democracy review project was achieved	No deviation	Constitutional mandate in terms of Oversight realised
	Level of implementation of recommendations of the 20 year democracy review project	100% implementation of recommendations of the 20 year democracy review project (quarterly)	100% implementation of recommendations of the 20 year democracy review project was achieved	No deviation	GPL mandate realised
	Level of monitoring of the 2055 plan	100% monitoring of the recommendations of the 2055 plan (quarterly)	Not achieved	The long term plan was deferred and to form part of the business enhancement project planned for 2015/16	GPL mandate realised
	Level of implementation of 2055 plan	100% of recommendations implemented (quarterly)	Not achieved	The long term plan was deferred, and is to form part of the business enhancement project planned for 2015/16	GPL mandate realised



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Improved meaningful involvement by the public in Legislature business	Level of monitoring implementation of public education overhaul system in GPL	100% monitoring progress of the public education overhaul system in GPL (quarterly)	100% monitoring progress of the public education overhaul system in GPL was achieved	No deviation	Realisation of the Constitutional mandate In terms of Public Participation
	Level of monitoring of Public Participation strategy	100% monitoring and evaluation of Public Participation strategy (quarterly)	100% monitoring and evaluation of Public Participation strategy was achieved	No deviation	Realisation of the Constitutional mandate In terms of Public Participation
	Level of monitoring the implementation of Institutional transversal imperatives	100% monitoring of transversal imperatives (quarterly)	100% monitoring of transversal imperatives were achieved	No deviation	Fair, transparent and inclusive GPL processes
	Level of active involvement of the people of Gauteng in legislative processes	100% monitoring and evaluation of active involvement by the people of Gauteng in legislative processes (quarterly)	100% monitoring and evaluation of active involvement by the people of Gauteng in legislative processes was achieved	No deviation	Fair, transparent and inclusive GPL processes
	Level of monitoring of the implementation of the Public Perception survey	100% monitoring of implementation of Public Perception survey (quarterly)	100% monitoring of implementation of Public Perception survey was achieved	No deviation	Realisation of the Constitutional mandate In terms of Public Participation
Increased responsiveness of Laws to meet the needs of the people of Gauteng	Monitoring implementation of recommendations of the Efficacy of Laws study	100% monitoring implementation of recommendations of the Efficacy of Laws study (quarterly)	100% monitoring implementation of recommendations of the Efficacy of Laws study was achieved	No deviation	Realisation of Constitutional mandate in terms of Law- Making
	Level of monitoring of implementation of law- making imperatives	100% monitoring of implementation of law- making imperatives (quarterly)	100% monitoring of implementation of law- making imperatives were achieved	No deviation	Realisation of Constitutional mandate in terms of Law- Making
Fostered coherent and coordinated legislative sector	Level of monitoring implementation of sector decisions	100% monitoring of implementation of Sector decisions (quarterly)	100% monitoring of implementation of Sector decisions were achieved	No deviation	Realisation of Constitutional mandate in terms of Cooperative Governance
	Level of monitoring implementation of the inter-institutional relations strategy	100% monitoring and implementation of the inter-institutional relations strategy (quarterly)	100% monitoring and implementation of the inter-institutional relations strategy was achieved	No deviation	Realisation of Constitutional Mandate in terms of Cooperative Governance
	Level of learning, sharing and implementation of best practice recommendations	100% implementation of best practice recommendations (quarterly)	100% implementation of best practice recommendations were achieved	No deviation	Realisation of a “learning organisation” ethic

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature	Level of monitoring of implementation of the Institutional Annual Performance Plan	100% monitoring implementation of Institutional Annual Performance Plan (quarterly)	100% monitoring implementation of Institutional Annual Performance Plan was achieved	No deviation	Enhanced public confidence of the Legislature
	Level of monitoring of implementation of the Programme Annual Performance Plan	100% implementation of the Programme annual performance plan (Quarterly)	100% implementation of the Programme annual performance plan was achieved	No deviation	Enhanced public confidence of the Legislature
	Level of implementation of decisions of all Oversight structures	100% implementation of decisions of all Oversight structures (quarterly)	100% implementation of decisions of all Oversight structures were achieved	No deviation	Efficient, Effective and Cost-effective operations of the GPL Enhanced public confidence in GPL
	Level of monitoring of risk management processes	Monitoring of risk management processes (quarterly)	Monitoring of risk management processes was achieved	No deviation	Full regulatory compliance
	Level of adequacy and effectiveness of internal controls	Monitoring adequacy and effectiveness of internal control systems (quarterly)	Adequacy and effectiveness of internal control systems were monitored	No deviation	Effective internal control
	Level of monitoring implementation of sound Financial Management and compliance with FMPLA	100% Monitoring of the 5% under-/over-expenditure of the approved budget (quarterly)	100% Monitoring of the 5% under-/over-expenditure of the approved budget was achieved	No deviation	Full regulatory compliance with FMPLA
	Level of monitoring Implementation of HR Strategy	100% Monitoring implementation of the HR Strategy (quarterly)	100% Monitoring implementation of the HR strategy was achieved	No deviation	Full regulatory compliance with regard to HR
	Level of compliance with Monitoring, Evaluation, Performance and Reporting	100% compliance with Monitoring, Evaluation, Performance and Reporting (quarterly)	100% compliance with Monitoring, Evaluation, Performance and Reporting was achieved	No deviation	Full regulatory compliance with regard to Monitoring, Evaluation, Performance and Reporting
	Level of PGO functionality	100% PGO functionality (quarterly)	100% PGO functionality was achieved	No deviation	Full regulatory compliance with regard to Monitoring, Evaluation, Performance and Reporting
	Level of monitoring implementation of the Integrated performance management practices	100% monitoring the effectiveness of the Integrated Performance Management System (quarterly)	100% monitoring of the effectiveness of the Integrated Performance Management System was achieved	No deviation	Enhanced public confidence in the leadership of the Legislature
	Level of compliance with the Integrated performance management practices	100% compliance with the Integrated Performance Management System (quarterly)	100% compliance with the Integrated Performance Management System was achieved	No deviation	Enhanced public confidence in the leadership of the Legislature

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature	Level of implementation of the institutionalised leadership practices	100% development of the institutionalised leadership and management practice policies (quarterly)	Not achieved	The leadership and management practices policy was developed in quarter 4	Enhanced institutionalised leadership management practices
	Level of implementation of the GPL governance framework	100% Development of the GPL governance framework (quarterly)	Not achieved	Deferred to the 2015/16 financial year	Full regulatory compliance
	Level of monitoring of SCM policies and procedure	100% monitoring of implementation of SCM policies and procedures 100% monitoring (quarterly)	100% monitoring of implementation of SCM policies and procedures was achieved	No deviation	Effective and efficient policy implementation Effective governance and optimal service delivery
	Level of implementation of SCM policies and procedures	100% implementation of SCM policies and procedures (quarterly)	100% implementation of SCM policies and procedures was achieved	No deviation	Effective and efficient policy implementation Effective governance and optimal service delivery
	Level of support of the implementation of the CRC 5 year Strategy	100% institutional integration of the work of the Gauteng Speakers Forum and CRC 5 year plan into GPL operations (quarterly)	100% institutional integration of the work of the Gauteng Speakers Forum and CRC 5 year plan into GPL operations were achieved	No deviation	Increased involvement of the people of Gauteng through the CRC
Modernised business practices towards supporting the functions of the Legislature	Level of monitoring the implementation of E-Legislature	Development of E-Legislature monitored	Not achieved	Deferred to the 2015/16 financial year	Level of Monitoring the implementation of E-Legislature



Youth's Parliament held at the Mabopane Indoor Sports Centre, Mabopane, Tshwane.



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 2: OFFICE OF THE INTEGRITY COMMISSIONER</b>					
Increased responsiveness of Laws to meet the needs of the people of Gauteng	Level of review of the Code of Conduct for Members	100% Revised Code of Conduct for Members developed (quarterly)	Not achieved	The revised Code of Conduct will be completed in the first quarter: 2015/16	Effective and efficient policy implementation
	Level of Revised Members register of interest forms	100% Revised Members Register of Interest forms developed (quarterly)	Not achieved	The Register of Members interest forms will be aligned to the revised Code of Conduct for Members upon approval of the Code	Realisation of Constitutional mandate in terms of Law- Making
Enhanced public confidence in the governance and leadership of the Legislature	Level of development of the code of conduct and the Conflict of Interests framework for GPL Staff	100% development of the Code of Conduct and Conflict of Interest Framework for staff (by end of quarter 4)	The Code of conduct and conflict of interest framework 100% developed and adopted	No deviation	Effective and efficient policy implementation
	Level of implementation and monitoring compliance with the Code of Conduct and ethics for MPLs	100% implementation and monitoring compliance with the Code of Conduct and Ethics for Members (by end of quarter 4)	100% implementation and monitoring compliance with the Code of Conduct and Ethics for Members was achieved	No deviation	Effective and efficient policy implementation
Fostered coherent and coordinated legislative sector	Level of compliance with the inter-institutional relations strategy	100% sustainable working relationship with internal stakeholders (quarterly)	100% sustainable working relationship with internal stakeholders was achieved	No deviation	Realisation of Constitutional Mandate in terms of Cooperative Governance
	Level of compliance with the inter-institutional relations strategy	100% engagement with external stakeholders (quarterly)	100% engagement with external stakeholders was achieved	No deviation	Realisation of Constitutional Mandate in terms of Cooperative Governance



Youth's Parliament held at the Mabopane Indoor Sports Centre, Mabopane, Tshwane.

## Programme 3: Corporate Support Services

### Purpose

The purpose and core mandate of the Corporate Support Services stream (programme) is to give support to our internal stakeholders from within Human Resources, Information & Technology, Safety & Security, Building Management, Administration, Transport & Logistics, and Members relations & facilities through provision of systems, policies, processes and facilities that enables service provision in the most effective, efficient and professional manner. We also interact and work with external stakeholders in varied ways that all seek to build relationships and cooperative mechanism which harness efforts to strengthen provision of service delivery to the public through our Constitutional mandate of, Law-making, Oversight and Public Participation.

### Key Functions

The key functions of the stream (programme) are:

- Co-ordination of Members facilities, benefits and services
- Co-ordination of training and development function for Members and Political Support Staff
- To manage Members facilities and promote corporate governance through policy development initiatives, process enhancements and improved management of Party caucuses.
- Support the Members and Parties of Legislature through professional, effective and efficient human resources systems and financial management systems
- Effective support in budgetary control to strengthen the accountability of Party Leaders over the allocated funds
- Provide custodianship of all corporate support (HR, Administration, Transport & logistics; ICT; Safety & Security; Building & maintenance; Member's affairs) policies within the Institution, and play the role of watchdog on compliance to policies and procedures which affect all internal stakeholders.
- Develop and maintain programs that aims at assisting GPL to attract, develop and retain skilled and professional staff;
- Development and facilitation of Performance Management processes
- Administer and Process Payroll for Members and Staff
- Administer and process Staff Benefits and Retirement Funds
- Management of Employee Relations
- Facilitation of OD processes
- Provision and management of Landline and Mobile Business
- Provision and management of transportation services to all internal and external Stakeholders
- Provision and management of safety and security services
- Provision and maintenance of a stable ICT infrastructure, IT services and IT business solutions, as well as Audio Visual services
- Provision and management of Occupational Health services
- Provision and management of Wellness
- Provision and maintenance and management of physical infrastructure and services needed to facilitate business of the Legislature

### Summary of Achievements

The Programme managed and facilitated the Dis-establishment processes of the Fourth Legislature and Establishment of the Fifth Legislature programmes including the training and Induction of new Members. The Transitional Task team on the Disestablishment of the Fourth Legislature and the establishment of the Fifth Legislature convened during the reporting period which imposed the bulk of the outputs on the Programme. The Programme project managed the transitional task team outputs on behalf of the Institution and the transition took place smoothly and successfully. Key milestones during the period was delivered such as (Development of a Terms of Reference; Development of a framework; Development of a manual; All functions and preparations for Core Business, Corporate Support Services and CFO was done; Farewell function for Members; Exit processes communicated to Members; Welcome and registration day; All procedural activities done such as mock sitting, swearing-in session and Official Opening; Orientation programme; and an Induction programme).

The Programme complied with all Oversight processes of the Legislature quarterly and annually in terms of responding to questions raised and attending OCPOL and SCOPA committee meetings. Programme also supported LSB and its sub-committees on a quarterly basis in facilitating meetings and meetings packs for the Board, HRD and Members Affairs Committees. The Programme reported to the Presiding Officers Forum in line with the mandate and the CPOF during the reporting period. Reports to the following Institutional committees were done. Programme also supported the Secretariat and its sub-committees viz. Risk Management Committee (RMC); LAC; ICT; Fraud Prevention; Asset Disposal, Policy Committee, Budget Council, M&E Committee, Annual report task team, EE Committee, Planning Committee, Extended Secretariat and ECC in term of submitting the necessary reports and attending the scheduled meetings. Programme facilitated service provision and query resolution through courtesy visits to parties on a quarterly basis and using CRM for case management of such queries.

Programme participated in SALSA forums viz. (HR forum, ISM Forum, Security Forum and a Special forum for Members Affairs). Programme further facilitated discussions relating to the establishment of and the development of a Recognition Agreement with PAWUSA, which is a new union in the GPL. Meetings were facilitated for the introduction of the newly elected leadership of the two Unions within the GPL, i.e. PAWUSA and NEHAWU. The Programme facilitated, participated and reported in the JPC meetings held quarterly in line with the Terms of Reference and National Key Point Act. A meeting of the Provident Fund was convened in August following the elections of employee representatives on the Board of Trustees.

The Programme developed its 2015/16 budget in line with Institutional budget planning processes criteria and templates. The Programme participated in the Budget adjustment exercise for the 2014/15 financial year. A Risk and audit tracking register for continuous tracking were developed and utilised by the Programme. An updated contract register that was managed on a quarterly basis for progress in line with the GPL register was maintained. The Programme managed in excess of 30 contracts in line with the Institutional contract management framework as well as the signed SLA's. The Policy Committee convened five (5) times to deliberate and process policies for approval.

The Programme developed a Wellness Strategy which was adopted towards the end of the reporting period. With respect to wellness, the partnership with ICAS proved to be successful as per the utilisation of the executive wellness programme and the employee assistance programs. The relationship with Alexander Forbes has been beneficial in ensuring sound management of the Medical Aid schemes.

The Programme further contributed to building the capacity of the Institution through filling of vacancies, leave management through the SAP ESS/MSS system, remuneration and benefits and training & development of both Members and staff. The Remuneration strategy was approved in 2013/14 by the LSB. The following strategy imperatives have been implemented: Annual Increases for 2013/14 for both Senior Management and Employees, 13th Cheque payments. IPMS payments for the 2013/14 review period. During Quarter 2 and Quarter 3 engagement workshops was held with Extended Secretariat to determine the criteria for the Scarce and Critical Skills for the institution. The recommendation for the Scarce and Critical criteria was incorporated into the revised Remuneration and Benefits Policy.

The Scars and Critical Skills Assessment is a deliverable of the Remuneration Strategy and link to the Retention Strategy of the Institution. The Retention Strategy was adopted at the end of the 4th Quarter of the 2013/14 reporting period. The GPL hosted the Years in Service function in recognition of employees that celebrated five (5), ten (10), fifteen (15) and twenty (20) of service with the GPL. The Institution accommodated seven (7) graduates with the opportunity to observe GPL operations. This was a pre-requisite for their qualifications.

In terms of performance management, the programme ensured alignment between individual performance and the realisation of the institutional strategic objectives. Ongoing support was given to Line Management and Employees on alignment of Scorecards. The GPL Employment equity report was submitted to the Department of Labour on time and in full compliance with Legislation. The GPL was able to maintain the target of 50% representation of women in Senior Management positions for the first three Quarters of the reporting period. In the fourth quarter women representation was at 48% in Senior Management positions. 39% positions at middle Management were filled with females at the end of the reporting period. The programme also embarked on Diversity awareness programs for Employees and Senior Management during the reporting period.

The Members' Capacity Building programme is designed for Members' professional training and development programme sponsored by the South African Legislative Sector under the leadership of the Speakers' Forum. The overall purpose of the programmes is to enhance the performance of Legislators to execute their constitutional responsibilities through a professional development programme anchored in the core functions of the Legislature and the role and responsibilities of Members whilst providing access to academic opportunities.

The programme is delivered in partnership with the National School of Government and the Universities of Witwatersrand formerly known as PALAMA. The programme qualifications include:

- Graduate Certificate in Governance and Leadership – internally benchmarked at NQF Level 7 by Wits University in line with standards and principles of the Higher Education Qualifications Framework;
- Post Graduate Diploma in Governance and Public Leadership – registered with the South African Qualifications Authority at NQF Level 8; and
- Masters' Programmes – registered with the South African Qualifications Authority at NQF Level 9.

Training and empowerment of Members occurred through workshops and courses ranging from; induction and orientation, committee inquiry training, standing rules workshops, mass media and social network workshops, basic economics training, interpretation of audit reports workshop, financial management of Parliament and Provincial Legislatures Act training.

Gauteng Provincial Legislature hosted two Members and Political Support Staff Wellness days. The objective of these Wellness days was to give Members and Political support staff an opportunity to evaluate and assess their health status whilst also promoting healthy lifestyles.



## Programme Performance Information

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 1: OFFICE OF THE EXECUTIVE DIRECTOR: CORPORATE SUPPORT SERVICES</b>					
Fostered coherent and coordinated legislative sector	Percentage integration of plans	40% integration of SALSA plans in CSS plans (quarterly)	40% integration of SALSA plans into CSS plans was achieved	No deviation	Effective relations with other spheres of government on service delivery to respond more effectively to the needs of the ordinary citizens
Modernised business practices towards supporting the functions of the Legislature	Percentage implementation	100% implementation of Human Capital Strategy (quarterly)	100% of Human Capital Strategy was implemented	No deviation	Effective human capital responsive to representation of all groups
	Level of development and implementation of the Terms of Reference and achievement of the productivity audit monitored	100% implementation of the of the Productivity Audit monitored in line with the Terms of Reference (by the end of quarter 4)	100% implementation of the Productivity Audit was monitored, in line with the Terms of Reference	No deviation	Effective workforce that is productive and enabling effective execution of the GPL mandate
	Level of the implementation of the Wellness strategy as per implementation plan (EAP, OHAS, Gym, Canteen, Sporting Codes, 702 & marathons, Work-life Balance)	100% Development and approval of a wellness strategy (by end of quarter 4)  100% developed and approved implementation plan (by end of quarter 4)	The wellness strategy was 100% developed and approved	The implementation plan was developed in quarter 1 of the 2015/16 financial year	Healthy GPL workforce allowing effective execution of the business of the GPL
	Percentage of integrated planning for the successful transition from the Fourth Legislature to the Fifth Legislature	100% of action plans for integrated plans implemented (quarterly)	100% of agreed and integrated action plans were implemented	No deviation	Successful transition from the Fourth Legislature to the Fifth Legislature which empowers Members to perform their constitutional obligations
Enhanced public confidence in the governance and leadership of the Legislature	Percentage implementation of internal control mechanisms	90% implementation on internal control mechanisms with regard to: <ul style="list-style-type: none"> <li>• Policy development</li> <li>• Procedure manuals and process flows</li> <li>• Internal control registers</li> <li>• Compliance checks</li> <li>• Implementation of audit recommendations (quarterly)</li> </ul>	90% implementation on internal control mechanisms with regard to the following were achieved: <ul style="list-style-type: none"> <li>• Policy development</li> <li>• Procedure manuals and process flows</li> <li>• Internal control registers</li> <li>• Compliance checks</li> <li>• Implementation of audit recommendations</li> </ul>	No deviation	Effective internal controls contributing to an accountable institution
	Percentage implementation of the balance core card imperatives	100% balance score card cascaded, integrated and 70% implemented (by end of quarter 4)	100% balance score card was cascaded, integrated and 70% implemented	No deviation	Accountable leadership

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 2: MEMBERS AFFAIRS</b>					
Fostered coherent and co-ordinated legislative sector	Percentage integration of plans	40% integration of SALSA plans in Sub-Programme plans (quarterly)	40% of SALSA plans were integrated	No deviation	Effective relations with other spheres of government on service delivery to respond more effectively to the needs of the ordinary citizens
Enhanced public confidence in the governance and leadership of the Legislature	Percentage implementation of internal control processes	90 % implementation internal control processes with regards to policy development (by end of quarter 4)	90 % implementation of internal control processes with regard to policy development was achieved	No deviation	Effective internal controls contributing to an accountable Institution
		90% procedure manual and process flow developed (by end of quarter 4)	90% of procedure manual and process flow were developed	No deviation	Effective internal controls contributing to an accountable Institution
		90% Development of Internal control and registers (by end of quarter 4)	90% of Internal control and registers were developed	No deviation	Effective internal controls contributing to an accountable Institution
		80% compliance check (by end of quarter 4)	80% compliance check of all relevant policies were achieved	No deviation	Effective internal controls contributing to an accountable Institution
		100% Implementation of audit recommendations (by end of quarter 4)	100% Implementation of audit recommendations was achieved	No deviation	Effective internal controls contributing to an accountable Institution
	Improved Regulatory framework with regards to <ul style="list-style-type: none"> <li>• demand planning</li> <li>• project management</li> <li>• terms of reference, specifications;</li> <li>• contract management</li> </ul>	90% application of improved regulatory framework (quarterly)	90 % application of improved regulatory framework in application of requisitions was achieved	No deviation	Effective supply chain management enhancing Institution and accountable and transparent role
Modernised business practices towards supporting the functions of the Legislature	Percentage implementation of the M&E system and identified tools (such as SAP; EPIC; Barn Owl; CRM; IPMS)	70% implementation of the M&E system and identified tools (by end of quarter 4)	70% Implementation of the M & E system and identified tools was achieved	No deviation	Ensure that the GPL is an accountable, transparent and effective executor of its business in line with its mandate and responsive to the needs of the people of Gauteng.

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature	Percentage implementation of the leadership policy and institutional balance score card	100% implementation of agreed plans (quarterly)	100% Implementation of agreed plans was achieved	No deviation	Accountable leadership
	Percentage implementation of balance score card imperatives	100% balance score card cascaded (quarterly)	100% balance score card was cascaded	No deviation	Accountable leadership
		100 % balance score card integrated and implemented (quarterly)	100% balance score card was integrated and implemented	No deviation	Accountable leadership
Modernised business practices towards supporting the functions of the Legislature	Level of stakeholder satisfaction survey undertaken	100% Implementation of the stakeholder satisfaction survey project (quarterly)	100 % implementation of stakeholder satisfaction survey project was achieved	No deviation	Improved stakeholders satisfaction level
	Percentage development of action plans	90% development of action plans (by quarter 1)	Not achieved	Delayed approval of the stakeholder survey report due to legislative business priorities.	Improved stakeholders satisfaction level
	Level of usage of the CRM system for tracking and resolution of queries	90% usage of the CRM system (quarterly)	90% usage of the CRM system was achieved	No deviation	Improved stakeholder satisfaction level
	Level of implementation of SLAs	75% SLAs implementation (by end of quarter 4)	75% SLAs were implemented	No deviation	Improved stakeholder satisfaction level
	Level of courtesy visits	15 Courtesy visit per annum (by end of quarter 4)	8 Courtesy visits were conducted	Non- availability of Parties due to conflicting Legislature business	Improved relationship building with primary stakeholder
	Percentage of execution of plans for the successful transition from the Fourth Legislature to the Fifth Legislature Remuneration of exiting MPL Training Induction Procedure and policy manual	100% implementation of agreed and integrated plans (quarterly)	100% implementation of agreed and integrated plans on members' capacity- development program was achieved	No deviation	Successful transition to enable Members to perform their constitutional obligations
	Compliance to good governance within Party Caucus	80% Compliance to good governance within Party Caucus (quarterly)	80% Compliance to good governance within Party Caucuses was achieved	No deviation	Promote Good governance for Party Caucuses



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 3: INSTITUTIONAL SUPPORT SERVICES</b>					
Fostered coherent and coordinated legislative sector	Percentage integration of plans	40% integration of SALSA plans in CSS plans (by end of quarter 4)	40% integration of SALSA plans in CSS plans was achieved.	No deviation	Effective relations with other spheres of government on service delivery to respond more effectively to the needs of the ordinary citizens
Modernised business practices towards supporting the functions of the Legislature	Level of development of a new Framework for Performance Based Contracts of Senior Managers	50% development of a new framework for Performance Based contracts for Senior Managers (by end of quarter 4)	This target was achieved and exceeded by 50%, as the development of the framework for performance-based contracts for senior managers was 100% completed.	No deviation	Improved performance  Improved Service Delivery
	Level of Implementation of Remuneration Strategy as per the approved Implementation plan	30% Implementation of Remuneration Strategy (by end of quarter 4)	30% Implementation of the Remuneration Strategy was achieved.	No deviation	Staff Retention Staff Engagement Employer of Choice
	% development and implementation of Remuneration policy	30% implementation of Remuneration Policy (by end of quarter 4)	30% implementation of Remuneration Policy was achieved.	No deviation	Staff Retention Staff Engagement Employer of Choice
	Level of Implementation of Retention Strategy as per the approved Implementation plan	50% Implementation of Retention strategy as per the implementation plan (by end of quarter 4)	50% Implementation of Retention strategy was achieved.	No deviation	Staff Retention Staff Engagement Employer of Choice
	Level of the implementation of the Wellness strategy as per implementation plan (EAP, OHAS, Gym, Canteen, Sporting Codes, 702 & marathons, Work-life Balance)	100 % Development and approval of a wellness strategy. 100% developed and approved implementation plan (by end of quarter 4)	The wellness strategy was 100% developed and approved.	The implementation plan was developed in quarter 1 of the 2015/16 financial year	Improved employee Wellbeing and improved productivity
	Percentage of integrated planning for the successful transition from the Fourth Legislature to the Fifth Legislature	100% of agreed and integrated action plans implemented (by end of quarter 4)	100% of agreed and integrated action plans was implemented.	No deviation	Successful transition from the Fourth Legislature to the Fifth Legislature which empowers Members to perform their constitutional obligations
	Level of development and implementation of the Terms of Reference and achievement of the productivity audit	100% development and Implementation of Productivity Audit Terms of Reference (quarterly)	100% Terms of reference developed. Implementation not achieved.	Proposal on delivery plan presented to Secretary, and implementation deferred to the 2015/16 financial year.	Aligned Capacity

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature	Percentage implementation of internal control mechanisms	90% implementation internal control processes with regards to: <ul style="list-style-type: none"> <li>• policy development</li> <li>• procedure manuals and process flows</li> <li>• internal control registers</li> <li>• compliance checks</li> <li>• implementation of audit recommendations (by end of quarter 4)</li> </ul>	90% internal control processes was implemented.	No deviation	Effective internal controls contributing to an accountable Institution
	Percentage implementation of balance score card imperatives	100% balance score card cascaded, integrated and 70% implemented (quarterly)	100% balance score card was cascaded, integrated and 70% was implemented.	No deviation	Accountable leadership
Modernised business practices towards supporting the functions of the Legislature	% of road transport service rendered as per policy	100% of road transport service provided as per policy (quarterly)	100% of road transport services were provided.	No deviation	Conducive working environment Enhanced service delivery
	% of air travel management service rendered as per policy	100% of air travel management service provided as per policy (quarterly)	100% of air travel management services was provided.	No deviation	Conducive working environment Enhanced service delivery
	% of logistical support services rendered as per policy	100% of logistical support services rendered as per policy (quarterly).	100% of logistical support services was rendered.	No deviation	Conducive working environment Enhanced service delivery
	Appointed panel of air travel agencies	Approval of terms of reference & Appointment of panel (by end of quarter 4)	Not achieved	The Terms of Reference was approved late at the end of quarter 4 and amendments to the Terms of Reference will only be affected in quarter 1 of the 2015/ 2016 financial year	Conducive working environment Enhanced service delivery

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 4: OPERATIONAL SUPPORT SERVICES</b>					
Improved Accountability by the Executive to the Legislature in respect of service delivery	% Implementation of ICT strategy as per implementation plan	WAN Architecture (Virtualisation) 80% (by end of quarter 4)	90% of the WAN Architecture (Virtualisation) was achieved	No deviation	Effective support to enhance execution of oversight functions of the House and committees
	Level of Installation and maintenance of the air conditioning in the City Hall	100% of installation of the air conditioning in the City Hall (by end of quarter 4)	65 % of installation of the air conditioning in the City Hall was achieved.	Cash flow for the project was affected by change in scope of works and funds being utilised for other projects.	Safe and productive workforce
	New premises sourced and rehabilitated as per requirements and all affected staff relocated by 27th February 2015	New premises sourced and rehabilitated as per GPL requirements and all affected staff relocated (by end of quarter 4)	New premises were sourced at the SAGE building and leasing was concluded.	Rehabilitation works and relocation was not completed due to delays in the SCM processes.	Safe and productive workplace and no negative impact on business continuity
	Level of completion of rehabilitation works on 1 passenger lift in the main building	80% Level of completion of Installation of 1 VIP Passenger lifts (Disability Friendly) (by end of quarter 4)	Not achieved	There were delays in SCM processes and sourcing of the lift from overseas.	Safe and productive workplace
	Percentage development and implementation of business intelligence	Business intelligence modules within SAP 100% implemented (by end of quarter 4) Database Tracking Solutions 100% Implemented (by end of quarter 4)	Business intelligence modules within SAP were 100% implemented. Database Tracking Solutions were 100% implemented.	No deviation	Effective monitoring of business to enhance productivity
	Level of functionality of ICT infrastructure in support of the work of the Legislature	100% functionality of ICT infrastructure in support of the work of the Legislature (quarterly)	100% functionality of ICT infrastructure in support of the work of the Legislature was achieved.	No deviation	Increased performance and efficiency in service delivery
Modernised business practices towards supporting the functions of the Legislature	Percentage of integrated planning for the successful transition from the Fourth Legislature to the Fifth Legislature	Review of the actions plans versus implementation (quarterly)	The review of the action plans and implementation thereof were achieved.	No deviation	Successful transition from the Fourth Legislature to the Fifth Legislature which empowers Members to perform their constitutional obligations
Improved Accountability by the Executive to the Legislature in respect of service delivery	Level of Improved technical facilities to enhance participation in law-making	100% Provision of Technical Support (quarterly)	100% provision of technical support services was achieved.	No deviation	Provision of secured, reliable technical infrastructure and responsive support
	Level of Improved technical facilities to enhance participation in law-making	100% Provision of Technical, Safety security support (quarterly)	100% provision of technical, safety and security support was achieved.	No deviation	Provision of safe, secured, reliable technical infrastructure and responsive support



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Improved Accountability by the Executive to the Legislature in respect of service delivery	Level of serviceability of X-ray and walk through detectors in GPL	75% functional x-ray equipment and 100% monitoring of the x-ray and walk through detectors (quarterly)	75% functional x-ray equipment and 100% monitoring of the x-ray walk through detectors was achieved.	No deviation	Effective, safe and secure precinct to enhance oversight function for enhanced service delivery
Fostered coherent and coordinated legislative sector	Percentage integration of plans	40% integration of SALSA Security and ICT plans in CSS plans (by end of quarter 4)	40% integration of SALSA Security and ICT plans in CSS plans was achieved.	No deviation	Effective relations with other spheres of government on service delivery to respond more effectively to the needs of the ordinary citizens
Enhanced public confidence in the governance and leadership of the Legislature	Percentage implementation of internal control mechanisms	100% implementation internal control processes with regards to: <ul style="list-style-type: none"> <li>policy development</li> <li>procedure manuals and process flows</li> <li>internal control registers</li> <li>compliance checks</li> <li>Implementation of audit recommendations (quarterly)</li> </ul>	100% implementation of internal control processes was achieved, including: <ul style="list-style-type: none"> <li>policy development</li> <li>procedure manuals and process flows</li> <li>internal control registers</li> <li>compliance checks</li> <li>Implementation of audit recommendations</li> </ul>	No deviation	Effective internal controls contributing to an accountable Institution
	Percentage implementation of balance score card imperatives	100% balance score card cascaded, integrated and 70% implemented (quarterly)	Balance score card was 100% reviewed, cascaded and 70% implemented.	No deviation	Accountable leadership



From left: Poster announcing the Gauteng Legislature's support during 16 days of Activism against Gender-based violence and participants at the Women's Parliament.

## Programme 4: Core Business

### Purpose

The purpose of the Core Business Programme is to support the House and its Committees to make laws for the Gauteng Province, conduct oversight over the Executive and facilitate cooperative governance. The Programme also supports the involvement of the people of Gauteng in all GPL processes through its public participation initiatives, ensuring that platforms are created for their effective participation. The Programme consists of four directorates that play a critical role in supporting the execution of the GPL constitutional mandate by providing professional support for the House and Committees, facilitating communication, public participation and information and knowledge management.

### Key Functions

The key functions of the Core Business Programme is to support the implementation of the core business of the GPL, contributing to the achievement of the mandates of the institution, of law-making, oversight and scrutiny, public participation and co-operative governance. Thus the Core Business Programme contributes to the development and implementation of the institutional strategy and budget, the development and implementation of the Legislative Programme and supports the optimal functioning of the House and its Committees.

### Summary of Achievements

The Presiding Officers of the Fifth Legislature pronounced the priorities for implementation in the 2014/15 and 2015/16 financial years, to the end of the Fifth Legislative term. These priorities were summarised under the following six pillars:

- I. Transformation of the Legislature Governance Processes;
- II. Modernisation of Legislature Business of Oversight, Public Participation and Law-Making Practices;
- III. Re-engineered Public Participation beyond Slogans;
- IV. Transformation of the Legislative Sector in the Context of Integrated Global City Region and Connected Government;
- V. Transformation of the Law-making Processes; and
- VI. Consolidating Oversight Practices of the Legislature.

It followed therefore, that programmes of the Legislature responded appropriately in their APPs, in order to operationalise the directives of the Presiding Officers. Some of these priorities were incorporated into the 2014/15 Performance Plans as directed. The achievements presented below reflect the performance of Programme 4, including how the Programme responded to the political priorities of the Presiding Officers for the 2014/15 financial year, and these are reported under the dimensions of the institutional scorecard.

### Internal and External Stakeholder Management

Stakeholder management is central to the effective implementation of the constitutional mandates of the Legislature. As such, participatory democracy may be expressed fully through engaging stakeholders in their diversity. These include the people of Gauteng, experts and practitioners in the legislative sector in South Africa and internationally, different spheres of government, as well as other partners such as Institutions Supporting Democracy (ISD). To this end, various ISDs were engaged, including the AGSA in the submission and tabling of annual reports, the PSC in the annual reports and budget processes as well as convening the 15th Association of Public Accounts Committee (APAC) Conference in the North West, to benchmark and share best practices on the SCOPA and Public Accounts systems.

To support the ideal of participatory democracy, Programme 4 engaged various GPL stakeholders in contribution to the promotion of public participation, cooperative governance, knowledge sharing and bench-marking of current practices in the legislative sector. This involved participation in sector fora, including hosting Thought Leadership Conversations in the form of Seminars, Public Lectures and Round-table discussions on the 20 Years of a Democratic Legislature, with one round-table hosted in partnership with Oxford University in April 2014. The participation by the GPL in the overall Oxford University Conference on 20 Years of Democracy in South Africa, was also initiated, which included a presentation of a paper, titled, 20 Years of Institution Building and Democratic Consolidation: A critical Look at the Performance of the South African National Assembly by a GPL researcher, as well as the chairing of the session on Parliament and Institutions by the Speaker of the Legislature. Through these activities, the GPL is pioneering knowledge creation and thought leadership in the legislative sector, nationally and internationally, which contributes to positioning the institution at a global stage in the legislative sector.

In an effort to contribute to the activism and transformative stance of the GPL, various initiatives have been implemented to enhance the public image of the institution. These included conducting media road shows and interviews, advertorials for print and electronic media, press releases, branding institutional events; and hosting exhibitions as part of promoting the corporate image of the GPL.

The implementation of the decisions of the Presiding Officers for 2014/15 included the development of a Media Relations Project Plan; which is currently being implemented. The targeted growth in media monitoring, analysis and reporting has also been recorded.

The Integrated Communications Strategy was reviewed to include aspects of the activist and transformative stance of the Legislature, including expansions on the use of modern technology

to reach the people of Gauteng and to enhance the profile of the GPL. As such, the strategy elaborates on the use of all current social media, as well as targeted electronic and print media. The strategy will be further reviewed as part of re-engineering public participation beyond slogans, to further elaborate on recommendations that emerged from the GPL 20 Years of Democracy Project.

Contributions towards a coherent and cooperative legislative sector were made through engagements with various strategic partners by way of different initiatives of the GPL, such as Sector Parliaments, participation in sector fora, stakeholder engagement and feedback sessions, the co-ordination of the NCOP Provincial Oversight Week and hosting the GPL Information Centre Open Day, in which stakeholders from the legislative sector participated.

While a standardised public mobilisation strategy for the GPL will be defined, developed and piloted as part of the re-engineering of public participation project in 2015/16, stakeholders; mainly the people of Gauteng, continue to be mobilised through public education workshops, to participate in the processes of the GPL. These included initiatives such as public hearings, stakeholder feedback sessions, budget processes, quarterly report processes of Committees, sector parliaments and other Committee activities.

The Programme continues to contribute to diversifying the GPL stakeholder pool; particularly the progressive inclusion of marginalised groups in GPL processes, through sector dialogues such as the Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Dialogue and the Commercial Sex Workers' Dialogue. In response to a directive from the Political Leadership, research was conducted and a paper developed on Commercial Sex Workers in Gauteng, and the first Commercial Sex Workers Dialogue was subsequently implemented by the institution. In diversifying its stakeholder pool, the GPL is also ensuring that it represents the voice of all the people of Gauteng, particularly the marginalised. Similarly, the GPL acquired the capacity to produce Braille material internally and for the first time, Braille material was produced for the GPL 2013/14 Citizens' Annual Report.

Internal stakeholder management; in contribution to good governance and stakeholder relations, was achieved through reporting to various structures in the institution, including the Presiding Officers, LSB, Office Bearers, the Secretariat, the Standing Committee of Chairpersons' Review Sessions, and the Capital Project Oversight Committee amongst others, where all reporting requirements were complied with. Reporting on progress on the implementation of the Presiding Officers' priorities for 2014/15 was also complied with.

The Programme, through its public participation and Communications functions, has supported various activities of the CRC, including profiling, branding and publicity for the campaign, as well as stakeholder mobilisation and other related support. Furthermore, the Programme managed various institutional projects such the compilation of the GPL Annual Report, the GPL 20 Years of Democracy Project and the GPL Public Perception Survey, where the projects demand stakeholder management at various levels, including managing collaborative relations with both internal and external project partners and contract management.

The management office in Programme 4 strives to enhance stakeholder satisfaction each year and in the reporting period the office scored 86% in the internal stakeholder satisfaction survey, ranking 2nd in the institution, with the first place taken by a unit within the Core Business Programme. The office also manages the Programme Implementation Committee, which serves as a central coordination point for support services to the Programme of the Legislature. This is intended to ensure seamless support to the House and its Committees, in executing the GPL's constitutional mandates.

The institution also contributed to the development of the legislative sector Knowledge Management Framework and Strategy. The adopted framework will feed into the review of the GPL Knowledge Management Strategy, in order to align it with that of the sector.

### Internal Business Processes

Supporting Effective Operational Processes, Programme 4 has developed systems for streamlining effective internal processes in support of the House and its Committees; particularly mainstreaming public participation in the work of Committees and the operations of the institution. While the implementation of these systems is still in its infancy, the systems include the Core Business Processes and Procedures Manuals and the Committee Support Value Chain Initiative. These currently guide collaboration and inter-dependence in support services provided to the House and its Committees by different support structures in the GPL. The Core Business Processes and Procedures Manuals for instance, provide for processes required for the implementation of various GPL initiatives, including sector parliaments, tabling and processing sector parliament resolutions, feedback sessions, processing petitions and reporting to political structures.

As part of re-engineering public participation beyond slogans, an intervention has been conceptualised to establish the demographic profile of the Gauteng Province, to ensure appropriate target setting and optimal reach of the people of Gauteng, through public participation interventions. Research will be conducted to establish the demographic profile of the province that will be cascaded down to profiles of local municipalities in the context of the Ward Committee System. Consultation with experts in this area, such as the Gauteng City-Region Observatory (GCRO), has commenced in this reporting period and agreements have been reached in relation to project rollout.

The profile of the province will then inform the expansion of the existing GPL stakeholder database. The database will be centralised, integrated and will categorise stakeholders of interest in public participation, including PCOs, CDWs, institutions supporting democracy, community-based organisations, institutions of higher education, local government spheres and other public and private entities. It is worth noting that the existing database is functional, however, it will be enhanced as part of re-engineering public participation, to ensure that it is a central database that provides information for the institution at a click of a button.



## Law-Making

In striving to transform law-making processes of the GPL, the implementation of the GPL law-making mechanisms for Members and Committees was enforced through legal and procedural support to the House and Committees in relation to the dissolution of the Fourth Legislature and the Establishment of the Fifth Legislature, as well as the adoption and revision of Standing Rules and Orders and the co-ordination of the implementation of the Electoral Act.

Following the development of the GPL Law-Making Framework, Members were trained on law-making processes and the Standing Rules and Orders. The revision to the House Rules ensured alignment with Parliamentary Conventions and other legislative developments. The GPL also played a significant role in the law-making processes through the production of socio-economic analyses of legislation as well as analyses of regulations. To improve scrutiny of sub-ordinate legislation, all submitted regulations were tabled, referred and scrutinised. Furthermore, support was provided to Committees in the scrutiny of sub-ordinate legislation, including support provided to the CSSL Standing Committee for:

- Revision of uniform patient fee schedule relating to ambulances;
- Revision of the uniform patient fee schedule relating to hospital mortuaries; and
- Revision of uniform patient fee schedule relating to the classification of fees payable by patients at provincial hospitals.

Public awareness and participation in law-making processes were also conducted, through mobilisation for public hearings. Committees were able to consider S76 Bills and accordingly submitted mandates to the NCOP in line with the set timelines.

Recommendations of the Study on the Impact of Laws Passed since 1994 are currently being implemented, mainly through the Parliamentary Business directorate. Through this study, the GPL was able to identify areas of improvement, such as the need to increase awareness levels of various types of legislation among the general members of the public. It also emerged from this study that there is a need to revise or amend some of the legislation. The study further revealed that there is an urgent need to develop regulations to accompany certain Acts to make some of the legislation more enforceable. The Programme has included in its 5 year plan an undertaking to conduct regular impact assessments of laws passed, at least every 5 years.

## Oversight and Scrutiny

Following the adoption and customisation of the Sector Oversight Model (SOM) in the previous reporting period, all SOM imperatives are enforced in support of Committee work. This includes providing support to the consideration of the annual report process and the Focussed Intervention Studies (FIS) emanating from the Provincial Appropriation Bill, relating to 15 main budget votes and 13 entities. The Programme has also finalised the Five (5) Year Report, including the resolution tracking document for the period 2009-2014. Furthermore, budget, quarterly reports, previous financial year's annual reports and FIS were considered in support of oversight and scrutiny, including the analyses, adoption and tabling of departmental submissions.

The GPL has a responsibility to improve the effectiveness of the oversight function for enhanced service delivery. To fulfil this obligation, the system of House Resolution Tracking was implemented successfully, to track responsiveness by the Executive to the resolutions passed by the House. Research analyses conducted on responses by the Executive to House resolutions revealed that although there is a marked improvement in this area, departments still need to improve the quality of responses they provide to the Legislature. All resolutions taken were sent to Government departments and implementation was tracked. Similarly, both written and oral questions were processed, in efforts to improve accountability by the Executive.

As part of increasing the usage of the Electronic Resolution Tool, more than 2000 resolutions were captured into the system. The gradual increase in usage led to improvements being identified to limit the switch between the electronic system and paper-based processes or running parallel processes which are time consuming. The improvements identified include the electronic generation of letters, signature to appear on the letters sent to departments by the Speaker and a less complex tracking report. System improvements have been completed and are being tested to ensure that it responds to requests for speedy communication of resolutions to Departments.

The GPL facilitated a fully functional Committee System that develops and adopts the committee schedule of meetings in line with the GPL schedule. Quarterly plans for Committees meetings were developed in an endeavour to plan ahead for the work that had to be done to ensure sound professional and administrative support to Committees and the House during the period under review.

To enhance the oversight role of the Legislature and to develop both Members and staff, the Research Agenda was implemented, to provide a systematic and coherent direction on leveraging on the intellectual capital of the Legislature in a pro-active manner. To this end, brown bag sessions were successfully hosted, with the aim of encouraging Members and staff to share ideas with the Legislative Sector. Policy Briefs were also published to encourage and stimulate debates amongst staff members, MPLs and the community. Committee inquiries, Bua le Sechaba and public hearings were conducted as part of involving the public in the oversight and law-making processes of the GPL.

### Public Participation

Public participation remains central to the work of the GPL. The implementation of the Public Participation Strategy continues to find expression through a number of interventions, notably the mainstreaming of public participation in the work of Committees and the House. This included the mobilisation of diverse stakeholders to attend various Committee meetings and workshops, where issues of interest to stakeholders were discussed. To further operationalise the Public Participation Strategy, various stakeholder engagement and consultative sessions

were conducted, including the hosting of Sector Parliaments, with the aim of mainstreaming transversal issues in the work of the GPL, including:

- Youth Parliament, in collaboration with Tshwane Municipality,
- Parliament for Women, in collaboration with Ekurhuleni Municipality,
- Parliament for Persons with Disability (PWD), in collaboration with the West Rand Municipality,
- Parliament for Older Persons, in collaboration with the Sedibeng District Municipality,
- The LGBTI, in collaboration with the Ekurhuleni Municipality, where the GPL opened space to discuss controversial, yet essential issues that affect the people of Gauteng,
- The Commercial Sex Workers Dialogue, in partnership with the Commission for Gender Equality,
- The Interfaith Sector Parliament, providing a platform for dialogue between different faiths, which was hosted in collaboration with the Midvaal Local Municipality,
- Feedback sessions for the sector parliaments were also conducted.

Public education plays a central role in empowering the people of Gauteng to participate meaningfully in the GPL processes. To this end, public education workshops were conducted with various key stakeholders to support the work of Committees. Subsequently, all the GPL Sector Parliaments and events were preceded by public education workshops targeting relevant stakeholders for each event. The public education workshops had a significant impact on the quality of submissions received by Committees and this contributed to robust oversight and scrutiny by the GPL. Unprecedented numbers of people attended and participated in various GPL processes, which provided a platform for members of the communities to directly engage with MPLs and facilitated the integration of the input from the people of Gauteng into the governance value chain of the GPL. Public education workshops were conducted in partnership with various partners in the legislative sector, including National Parliament, to foster a better understanding of parliaments and legislatures.

Debates and reports in the House are the results of numerous oversight interventions and also constitute distinct oversight tools. The Presiding Officers have pronounced that the Sittings of the House should become the real tribune of the people of Gauteng and that relevant stakeholders should be invited to attend the Sittings. Thus mobilisation is conducted to fill the House galleries with the people of Gauteng during the Sittings. Furthermore, Sittings of the House serve as a form of feedback and educating the stakeholders and the public about the proceedings of the House. Committees continue to play their role to identify stakeholders to attend Sittings, where issues raised during the oversight processes are debated. The Programme successfully implemented Bua le Sechaba for two Committees as well as feedback sessions to stakeholders; and also supported the implementation of the Committee Inquiry by the Roads and Transport portfolio Committee on Taxi operating permits. Committees outreach activities were also fully supported through stakeholder mobilisation, media and legal as well as procedural advice.

Petitions are administered daily, including receiving complaints (grievances), processing through verifying whether complaints meet the requirements of the Petitions Act and registration thereof as a petition, if these meet the requirements of the Act. The process also encompassed referral to the relevant authority and the necessary follow up as per the resolutions of the Public Service Commission (PSC).

Petition hearings were also conducted, aimed at facilitating direct engagement between the petitioners and the relevant authority, over and above the report that would have been submitted by the relevant authority addressing the petitioner's concerns. The hearings also seek to bring all relevant stakeholders on-board, if applicable to the particular petition, with the view of providing an array of possible solutions to the petition, thus optimising the possibility of short-term and long-term relief to the petitioner.

The analysis of petitions indicates that the majority of petitions are grievances against lack of service delivery and a lot less on policies of government. The current ongoing petitions were received from ordinary members of the public, individuals and organised business, associations and churches. The bulk of the petitions received fall within the jurisdiction of the Department of Local Government and Housing.

As part of increasing the usage of the Electronic Petitions System, more than 200 petitions were captured into the system. The gradual increase in usage led to improvements being identified to limit the switch between electronic system and paper-based processes or running parallel processes. The improvements identified include electronic generation of letters, automated letters generation and sending to committees, departments and municipalities with the Petitions Chairperson signature. A Petitions Status Tracking Report was also created to assist the committee with tracking. System improvement processes have been completed and tested through users. The SMS or email has been integrated to the tool for feedback purposes and its functionality was also tested. The improved tool is now live and currently been operationalised. To lead the change and maximise utilisation, the unit has identified a person to specifically focus on ensuring that the information on the system is accurate. The same person will also facilitate training session with all support units that are system users, in collaboration system developers.

Events Management in the GPL has continued to remain a process that purely focuses on interpreting the vision of the Legislature and bringing together different bodies to transmit GPL messages through activities and functions. These functions mostly include external stakeholders, with a minimal focus on internal stakeholders. Through the years it has focused on the creation and development of large scale events such as the Official Opening of the GPL, International Women's Day and all other commemorative events. Events Management has furthermore continued to plan within the allocated budget, arrange for site inspection, setup task teams inclusive of various partners, arrange décor and subsequently combine all the resources that contribute towards the success of each GPL event. Progress reports are compiled, including evaluation reports, following each event, which are presented to the Office Bearers for further guidance and approval. The GPL events serve as another platform for public participation and an opportunity to educate the people of Gauteng on the Legislature's constitutional role and responsibilities.

## Profiling of the Legislature

The profiling of the Legislature and brand marketing continue to be intensified and as a result, the Legislature, Presiding Officers, Office Bearers and Committee Chairpersons gained considerable exposure in different media outlets during the period under review. These continuous efforts ensure improved public awareness about the Legislature and its role as a law-making and an oversight body. The profiling of the Legislature was mainly focused on relevant oversight matters and topics emanating from the work of Committees. The success of the profiling of the GPL is evident from the increased participation in the processes of the Legislature by the people of Gauteng and the constant appearance of Presiding Officers and MPLs in the media, including print, television and radio.

The Institution also gained momentum in mass communication, through radio, print and television in communicating matters related to the work of the Legislature. This process strengthens the contribution of the Legislature in deepening democracy and facilitating constructive engagement between the Legislature and the people of Gauteng.

The current use of social media platforms such as Facebook, Twitter and YouTube, ensures real time communication between the Legislature and the people of Gauteng, with the direct outcome of this being that communities discuss and access information relating to the representational role of the Legislature. Some of the profiling conducted in this reporting period includes:

- Branding, marketing and development of promotional material as well as media interviews for Presiding Officers and Chairpersons during the First Sitting of the Fifth Legislature and the Official Opening of the Legislature in February and June 2014.
- Similarly, Sector Parliaments, Bua le Sechaba, Public Hearings, Committee Inquiries and other stakeholder engagement initiatives were publicised. Some of the electronic and print media used for profiling the GPL included the SABC radio and television, E-TV, Soweto TV, Radio 2000, SA FM, Ukhozi FM, Power FM, Jozi FM, Kasie FM, Sowetan, Citizen, Daily Sun, Sunday World and City Press.

## Corporate Governance

### Leadership

In the spirit of the transformation of the GPL governance processes, Programme 4 leads the annual compilation of the GPL annual reports, managing and coordinating the project team and the compilation of the reports, in fulfilling the Institution's Constitutional obligations. To this end, the GPL 2013/14 Annual Report was successfully published on behalf of the Institution, in line with policy requirements, including the publication of the Citizens' Annual Report in seven languages, namely: XiTsonga, IsiZulu, IsiXhosa, SePedi, English, Afrikaans and Braille. The publication of the report in these languages ensures that the work of the GPL is disseminated to diverse groups of the people of Gauteng, with Braille being part of mainstreaming transversal issues in the work of the GPL. To facilitate compliance to its constitutional reporting requirements for the coming year, the preparatory work was completed, including the development and approval of the terms of reference for the 2014/15 annual report, terms of reference for the Project Team thereof and the appointment of the Project Team by the Secretary to the Legislature. The Programme also manages various institutional projects such the GPL 20 Years of Democracy Project and the GPL Public Perception Survey, where the manage-by-project approach is applied, to transfer skills and mentor staff in project management.

### Contract Management

The Project Teams for various institutional projects, led by the Programme 4 management office, have been experiencing challenges in relation to the quality of products submitted by service providers. Thus, a decision was taken that the Project Teams will scrutinise every project product submitted and withhold payment to service providers, until satisfactory project products have been received by the GPL. Thus, following the submission of project products by various service providers, the Project Teams convened review sessions to scrutinise the products and provided comprehensive feedback for improvements. Subsequently, the GPL expected and received high quality products for outsourced projects. The scrutiny of project products also contributed to managing risks associated with value for money in outsourced work by the GPL.

## Learning and Growth

Programme 4 has adopted a stance to promote the personal and professional development of staff, including encouraging staff to improve their qualifications and venture into upward mobility within the institution. In this regard, various situations of upward mobility took place within the Programme, including two Committee Administrators who were appointed into Committee Coordinator positions, two Committee Coordinators who were appointed into Senior Committee Coordinator positions and a Senior Coordinator who was appointed into a Group Committee Coordinator position, to name a few examples. Following the development and submission of skills audits to Human Resources, the staff in the Programme were taken through various training and development interventions throughout the year.



## Projects Implemented

### GPL 20 Years of Democracy Project

The GPL commissioned the project as part of the 20 year celebrations and the project was implemented under the theme: 'Twenty Years of Institution Building and Democratic Consolidation (or GPL 20 Years of Democracy Project). The project underscored the important role that the GPL played in the growing democracy in South Africa. The high level scope of the project entailed the development of:

1. GPL 20 Years of Democracy Report,
2. GPL 20 Years of Democracy Citizens' Report,
3. GPL 20 Years of Democracy Book,
4. GPL 20 Years of Democracy Coffee Table Book,
5. GPL 20 Years of Democracy Members' Encyclopaedia,
6. GPL 20 Years of Democracy Documentary,
7. GPL 20 Years of Democracy External Assessment Report,
8. The Gauteng Legislature Educational Booklet,
9. GPL 20 Years of Democracy Institutional Memory Repository, and
10. GPL 20 Years of Democracy Thought Leadership Conversations, of which 5 have so far been conducted, one in partnership with the University of Oxford, as part of the university's conference on 20 Years of Democracy in South Africa.

These products narrate the history and evolution of the Gauteng Legislature from 1994 to 2014.

### GPL Public Perception Survey

The GPL Public Perception Survey sought to measure the perceptions of the people of Gauteng pertaining to the role, effectiveness and efficiency of the Legislature in fulfilling its constitutional mandates. The findings of the survey will inform improvements in implementing public access and involvement interventions in support of law-making, oversight and scrutiny, public participation and cooperative governance mandates. The specific objectives of the study were:

- To assess awareness of the people Gauteng in relation to the sphere and arm of State that the GPL is, the role of the GPL as a State entity, the Legislature's relationship with the people of Gauteng and the Legislature's relationship with other national, provincial and local state entities.
- To assess perceptions of the GPL's effectiveness and efficiency in achieving its constitutional mandates, and
- To explore improvements required for the GPL to enhance its effectiveness and efficiency.

The survey suggests that the stakeholders of the Gauteng Legislature are generally aware of the mandate of the Legislature, but have limited understanding of the specific details of each mandate. The stakeholders demonstrated a good understanding of the effectiveness of the Legislature in fulfilling certain elements of its mandate, but are generally unable to comment adequately on its overall efficiency owing to a limited understanding of resource allocation and utilisation, per mandate.



Banner advert announcing the online e-Petition facility

## Programme Performance Information

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 1: OFFICE OF THE EXECUTIVE DIRECTOR: CORE BUSINESS</b>					
Improved Accountability by the Executive to the Legislature in respect of service delivery	Number of analytical reports on the level of improvement of budgetary oversight	1 analytical report (by the end of quarter 4).	1 analytical report has been prepared	No deviation	Responsive budget to the needs of the people of Gauteng
	Level of overseeing the sustained implementation of PEBA/SOM	100% of overseeing the sustained implementation of PEBA/SOM (quarterly).	100% of overseeing the sustained implementation of PEBA/SOM was achieved	No deviation	
	Number of reports on the management and coordination of oversight processes	4 assessment reports on the management and coordination of oversight processes (quarterly)	4 assessment reports on the management and coordination of oversight processes have been completed	No deviation	
	Number of support initiatives provided to the sector	3 support initiatives provided to the sector (in quarter 1, 2 & 4).	3 support initiatives provided to the sector were achieved	No deviation	
	Level of effectiveness of resolutions tracking	Quarterly analysis of resolution tracking status to assess effectiveness (quarterly).	4 quarterly analytical reports to assess the effectiveness of resolution tracking were completed.	No deviation	
Improved meaningful involvement of the public in Legislature business	Level of implementation of the public participation strategy	100% implementation of Public Participation Strategy (quarterly).	100% implementation of the PP Strategy was achieved.	No deviation	Enhanced public involvement in all oversight imperatives.
	Percentage of implementation of the PP Strategy to support designate groups	100% implementation of the PP Strategy to support designate groups (quarterly)	100% implementation of the PP Strategy to support designate groups was achieved	No deviation	Enhanced public participation in the processes of the Legislature by targeted groups
	Percentage of measures implemented for quality civic education	100% measures implemented for quality civic education (quarterly)	100% measures implemented for quality civic education was achieved	No deviation	Enhanced quality of civic education
	Level of overseeing the re-engineering process of public access and involvement in the GPL	100% overseeing the re- engineering process of public access and involvement in the GPL	100% overseeing the re- engineering process of public access and involvement in the GPL was achieved	No deviation	Active and meaningful participation by the people of Gauteng.
	Number of demographic profiles of the province of Gauteng	1 demographic profile of the province of Gauteng developed (by the end of quarter 4).	Not achieved.	This is an immense project that is part of the project to re-engineer public participation in the GPL in 2015/16.	Informed public participation processes
	Level of public participation in law-making processes	100% participation in law- making processes (quarterly)	100% participation in law- making processes was achieved	No deviation	Improved public participation in law-making processes.

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Increased responsiveness of Laws to meet the needs of the people of Gauteng	Level of assessment of the efficacy and impact of laws passed.	Oversee the implementation of the lessons learnt from the study of laws passed (quarterly)	Oversight on the implementation of the lessons learnt from the study of laws passed was achieved	No deviation	Relevant and responsive laws passed in the Province.
	Level of implementation of the law-making framework	100% assessment of Members and Committees' capacity to make laws (by the end of quarter 4)	100% Assessment of Members and Committees' capacity to make laws was achieved	No deviation	
Fostered coherent and coordinated legislative sector	Level of implementation of the inter-institutional relations strategy	100% implementation of the inter-institutional relations strategy (quarterly).	100% implementation of the inter-institutional relations strategy was achieved through various initiatives of the GPL 20 Years of Democracy Project.	No deviation	Enhanced inter-institutional relations
	Level of cooperation and collaboration with the Sector Fora	100% cooperation and collaboration as required (quarterly).	100% cooperation and collaboration in the sector was achieved through the coordination and participation in sector fora.	No deviation	Sustained participation in the legislative sector
Enhanced public confidence in the governance and leadership of the Legislature	Level of integration and collaboration in support services to the House and Committees	100% integration and collaboration in support services to the House and Committees (quarterly).	100% integration and collaboration in support services to the House and Committees was achieved.	No deviation	Effective House and Committees processes
	Level of satisfaction of stakeholders	70% (by the end of quarter 4).	The Office of the ED scored 86% in the Stakeholder Satisfaction Survey, ranking 2nd in the institution, following the 1st place position that was also in Core Business.	No deviation	Increased levels of stakeholder satisfaction
	Number of joint projects with ISDs	Partnerships with ISDs formed in 4 relevant projects (quarterly).	The forming of partnerships in 4 projects with ISDs was achieved.	No deviation	Enhanced Stakeholder Relations
	Functionality of the GPL stakeholder database	Annual assessment of the functionality of the GPL stakeholder database (by the end of quarter 4).	An annual assessment of the functionality of the GPL stakeholder database was achieved.	No deviation	Enhanced GPL stakeholder database
	Number of Research Agenda reviews	1 research agenda reviewed (by the end of quarter 3).	Not achieved	The Research Agenda review has been deferred to 2015/16.	Improved research support services
	Number of initiatives to lead the implementation of the research agenda	Lead 4 thought leadership initiatives in support of the implementation of the research agenda (quarterly)	Leadership initiatives in support of the implementation of the research agenda were achieved.	No deviation	Enhanced thought leadership in the GPL



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature	Level of implementation of the leadership model	100% implementation of the leadership model (quarterly)	100% implementation of the leadership model was achieved.	No deviation	Enhance leadership practices
	Percentage systems for managing institutional memory	100% implementation of the institutional memory management system (quarterly)	100% implementation achieved through the Legislature information management system (LIMS), as well as compilation and publication of GPL products such as the 20 Year report, books and documentaries)	No deviation	Enhanced Institutional Memory
	Level of oversight over the implementation of MoUs	100% oversight over MoUs implemented (quarterly).	100% oversight conducted over the implementation of MoUs was achieved.	No deviation	Enhanced cooperative governance
	Level of compliance to the Results Based Approach	100% compliance to the Results Based Approach (quarterly)	100% compliance with the Results Based Approach was achieved.	No deviation	Enhanced compliance to the Results Based Approach
	Completion of the annual report within timelines prescribed by legislation	Completed annual report within timelines prescribed by legislation (quarterly)	The GPL 2013/14 Annual Report was completed in the prescribed timelines.	No deviation	Improved reporting of the performance of the GPL.
	Level of compliance with institutional policy and legislation	100% compliance with institutional policy and legislation (quarterly)	100% compliance with institutional policy and legislation was achieved	No deviation	Enhanced compliance to policy and legislation that govern the work of Core Business
	Level of compliance with SCM policies and legislation	100% compliance with SCM policies and legislation (quarterly)	100% compliance with SCM policies & legislation was achieved	No deviation	Enhance compliance to SCM policies and legislation
	% risks associated with the delivery of Core Business mitigated	75% of risks associated with the delivery of Core Business mitigated (quarterly).	75% of risks associated with the delivery of Core Business was mitigated.	No deviation	Effective risk management
	Level of compliance with the Financial Management processes	100% compliance with the Financial Management processes (quarterly).	100% compliance with the Financial Management processes was achieved	No deviation	Achieved clean audit
	Level of implementation of staff development plans	85% implementation of staff development plans (quarterly)	85% implementation of staff development plans was achieved	No deviation	Conducive working environment
	Level of implementation of GPL Core Values to promote staff morale	100% implementation of GPL Core Values to promote staff morale (quarterly)	100% implementation of GPL Core Values to promote staff morale was achieved	No deviation	
	Level of compliance with HR policies	100% compliance with HR policies (quarterly)	100% compliance to HR policies was achieved	No deviation	Efficient HR Management

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Modernised business practices towards supporting the functions of the Legislature	Level of monitoring the integration functionality and utilisation of LIMS	100% monitoring of the integration functionality and utilisation of LIMS (quarterly)	100% monitoring of integration functionality and utilisation of LIMS was achieved	No deviation	Improved integration, functionality and utilisation of LIMS
	Level of implementation of Knowledge Management practices	60% implementation of Knowledge Management practices (quarterly)	60% implementation of knowledge management practices was achieved	No deviation	Improved KM in the GPL
	Level of Implementation of the Integrated Communications Strategy.	100% implementation of the Integrated Communications Strategy (quarterly)	100% implementation of the Integrated Communications Strategy was achieved	No deviation	Improved implementation of GPL Integrated Communications Strategy.
<b>SUB-PROGRAMME 2: PARLIAMENTARY BUSINESS</b>					
Improved Accountability by the Executive to the Legislature in respect of service delivery	Level of implementation of the SOM/PEBA/SOM model	100% implementation of the SOM/PEBA model (quarterly).	100% implementation of the SOM/PEBA model was achieved	No deviation	Enhanced service delivery
	Level of effectiveness of Committee and House processes	100% effectiveness of Committee and House processes (quarterly).	100% effectiveness of Committee and House processes achieved	No deviation	Enhanced service delivery
	Percentage of resolutions managed	100% resolutions managed (quarterly).	100% of resolutions were managed	No deviation	Enhanced oversight, accountability and service delivery
	Level of support in the implementation of Committee Inquiries	100% support provided in the implementation of Committee Inquiries (quarterly).	100% support on the implementation of Committee Inquiries was achieved	No deviation	Enhanced oversight, accountability and service delivery
	Level of support provided in the monitoring of implementation of legislation by the executive	100% support provided in the monitoring of implementation of legislation by the executive (quarterly).	100% support on the monitoring of implementation of legislation by the Executive was provided	No deviation	Improved implementation of the legislation by the executive
	Level of Legal and Procedural support services for the legislative processes	100% Legal and Procedural support services (quarterly)	100% Legal and Procedural support services were provided	No deviation	Improved legislative processes in the institution
	Level of support provided towards the implementation of budgetary oversight	100% support effectiveness of Committee and House processes (quarterly).	100% support towards the implementation of budgetary oversight was achieved	No deviation	Enhanced budgetary oversight
	Level of research support provided	100% research support provided (quarterly).	100% research support was provided	No deviation	Enhanced oversight

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Improved meaningful involvement of the public in Legislature business	Level of implementation of the public participation strategy	100% implementation of Public Participation Strategy (quarterly).	100% implementation of the PP Strategy was achieved	No deviation	Enhanced public involvement in all oversight imperatives.
	Level of support towards public participation in oversight processes of the GPL	100% support provided (quarterly).	100% support towards the public participation in oversight processes of the GPL was provided	No deviation	Enhanced and effective oversight, law-making and public participation processes of the Legislature
	Level of public participation mainstreaming in all oversight imperatives of GPL	100% (quarterly).	100% support to the public participation mainstreaming in all oversight imperatives of the GPL was achieved	No deviation	Enhanced public participation mainstreaming in all oversight imperatives of GPL
	Level of participation by targeted groups in the legislative processes of oversight and law-making	75% participation by the targeted groups in the legislative processes of oversight and law-making (quarterly).	75% participation by the targeted groups in the legislative processes of oversight and law-making was achieved	No deviation	Improved involvement of targeted groups in oversight and law-making
	Level of support to the implementation of civic education in the Legislature process	100% support provided (quarterly).	100% support to the implementation of the civic education process was achieved	No deviation	Enhanced public participation approach
	Level of research support provided to the public participation mandate	60% (quarterly).	60% research support to the GPL public participation mandate was provided	No deviation	Informed public participation processes
	Level of support provided to committees to provide feedback to stakeholders	80% (quarterly).	80% support to Committees to provide feedback to stakeholders was provided	No deviation	Enhanced public participation approach
Increased responsiveness of Laws to meet the needs of the people of Gauteng	Level of implementation of Scrutiny of Subordinate Legislation (SSL)	100% (quarterly)	100% implementation of Scrutiny of Subordinate Legislation (SSL) was achieved.	No deviation	Improved implementation of Scrutiny of Subordinate Legislation
	Level of legal and research support provided to the institution in processing legislation	100% legal and research support provided to the institution in processing legislation (quarterly)	100% legal and research support to the institution in processing legislation was provided.	No deviation	Improved quality of laws passed
	Level implementation of law-making framework by GPL	100% (quarterly)	100% implementation of law-making framework by the GPL was achieved.	No deviation	Enhanced law-making processes
	% support towards the assessment of the impact of laws passed	100% (quarterly)	100% assessment of the impact of laws passed was achieved.	No deviation	Enhanced law-making processes
	Level of public participation in law-making processes	100% participation in law- making processes (quarterly)	100% participation in law- making processes was achieved	No deviation	Enhanced public participation in law-making processes



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Fostered coherent and coordinated legislative sector	Level % alignment between the GPL and the parliamentary programme	100% alignment between the GPL and the parliamentary programme (quarterly)	100% alignment between the GPL and the parliamentary programme was achieved.	No deviation	Enhanced cooperative governance between the GPL and the parliament
	Level of collaboration and interaction between the GPL and municipal Councils	100% collaboration and interaction between the GPL and municipal Councils (quarterly)	100% collaboration and interaction between the GPL and municipal Councils were achieved.	No deviation	Enhanced cooperative governance between the GPL and municipal Councils
	Level of participation and implementation of Sector fora	100% (quarterly)	100% participation and implementation of Sector fora was achieved.	No deviation	Enhanced cooperation and collaboration in the Legislative Sector
Enhanced public confidence in the governance and leadership of the Legislature	Level implementation of tenets of the Electoral Act	100% implementation of tenets of the Electoral Act (quarterly)	100% implementation of tenets of the Electoral Act was achieved.	No deviation	Improved public confidence in the governance and leadership of the Legislature
	Level of interaction with ISDs for oversight specific knowledge	100% interaction with identified ISDs (quarterly)	100% interaction with identified ISDs was achieved.	No deviation	Improved public confidence in the governance and leadership of the Legislature
	Percentage compliance to all Acts, regulations and policies and procedures	100% compliance (quarterly)	100% compliance to all Acts, regulations and policies and procedures was achieved.	No deviation	Effective and efficient policy implementation
	Level of implementation of institutional leadership practice	100% adherence to implementation of institutional leadership practice (quarterly)	100% implementation of institutional leadership practice was achieved.	No deviation	Improved leadership accountability
	% implementation of action plans in the risk registers.	95% risks mitigated (quarterly)	95% implementation of action plans in the risk registers was achieved.	No deviation	Improved Risk Management for GPL
	Percentage of GPL operations managed according to manage-by- project approach	60% of GPL operations managed according to manage-by-project approach (quarterly)	60% GPL operations managed according to manage-by-project approach were achieved.	No deviation	Improved operations in the GPL
Modernised business practices towards supporting the functions of the Legislature	Level of utilisation of LIMS	60% usage of LIMS	60% percent usage of LIMS was achieved	No deviation	Improved LIMS usage by the institution

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 3: INFORMATION AND KNOWLEDGE MANAGEMENT</b>					
Improved Accountability by the Executive to the Legislature in respect of service delivery	Level of information provided in support of institutional mandates	100% provision of information (quarterly)	100% of information services in line with institutional needs were provided	No deviation	Enhanced functionality of the House and Committees.
Fostered coherent and coordinated legislative sector	Number of participation in the SALSA Forum	4 (quarterly)	Participation in 4 SALSA KM Forum meetings was achieved	No deviation	Sustained participation in the legislative sector
	Level of satisfaction of stakeholders	85% (by the end of quarter 4)	86% in the stakeholder satisfaction survey was achieved	No deviation	Increased levels of stakeholder satisfaction
	Level of functionality of the stakeholder database	100% functionality (quarterly)	100% functionality of the Stakeholder Database was achieved	No deviation	Increased levels of stakeholder satisfaction
	Level of impact of LIMS	Annual impact assessment conducted (by the end of quarter 4)	The annual impact assessment was conducted and completed	No deviation	Enhanced ability of GPL to assess value derived from using the system
	Level of compliance with SCM policies & legislation	100% (quarterly)	100% Compliance with SCM policies was achieved	No deviation	Enhance compliance to SCM policies and legislation
	% risks associated with the delivery of IKM mitigated	95% (quarterly)	95% compliance with the risk management plan was achieved	No deviation	Effective risk management
	Level of compliance with the Financial Management processes	100% (quarterly)	100% compliance with financial management processes was achieved	No deviation	Improved compliance to financial management processes



Public Participation at the Piazza

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Modernised business practices towards supporting the functions of the Legislature	Level of compliance with HR policies	100% (quarterly)	100% compliance with HR processes was achieved	No deviation	Efficient HR Management
	Level of integration functionality and utilisation of LIMS	70% (by the end of quarter 2)	70% LIMS functionality was integrated to the intranet and 70% usage was achieved	No deviation	Fully integrated, functional and utilised LIMS
	Level of access to information on the portal	100% (quarterly)	100% accessibility of the Information portal was achieved	No deviation	Enhanced accessibility of information by the institution
	Level of functionality of the resolutions tracking system	100% functionality (quarterly)	100% functionality of the Resolution tracking system and improvements on the tool have been effected	No deviation	Enhanced ability of GPL to hold the executive accountable
	Level of functionality of the electronic petitions system	100% functionality (quarterly)	The electronic petitions system is 100% functional and improvements made are being operationalised.	No deviation	Enhanced levels of public participation
	Approved language policy	Implementation of the language policy (quarterly)	Not achieved	The Language policy was completed and the Policy has been tabled with the Policy Committee for approval in quarter 4. However, language services are being implemented in line with Provincial Language Policy.	Enhanced oversight, law-making and public participation
	Level of quality of recordings and language services provided	100% quality of recordings and languages services (quarterly)	100% quality recording and language services in line with institutional needs were provided	No deviation	Enhanced promotion of previously marginalised languages
	Level of documents and records systems implemented	70% implementation of systems (by the end of quarter 4)	70% of all records management systems and processes was implemented	No deviation	Improved access to information and Institutional memory management
	Level of utilisation of DMS	70% (by the end of quarter 4)	The DMS is 70% used and integrated to the workflow process. All documents attached to workflows are stored on the DMS.	No deviation	Improved access to information and institutional memory
	Level of functionality DMS	100% functionality (quarterly).	100% functionality of the document management system was achieved	No deviation	Improved access to information and institutional memory
	Level of KM plan institutionalised	100% of plan (by the end of quarter 4)	100% of the revised plan was implemented	No deviation	Enhanced institutionalisation of KM in GPL
	100% compliance with the Financial Management processes	100% compliance with the Financial Management processes (quarterly).	100% compliance with financial management processes was achieved	No deviation	Improved compliance to financial management processes



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Modernised business practices towards supporting the functions of the Legislature (continued)	Level of utilisation of LIMS	60% usage of LIMS (quarterly).	60% utilisation of LIMS was achieved	No deviation	Improved LIMS usage by the institution
Improved Accountability by the Executive to the Legislature in respect of service delivery	Level of support provided towards the implementation of PEBA and SOM model	100% (quarterly)	100% of the communications and public participation strategies was implemented in support of PEBA and SOM Model	No deviation	Enhanced public involvement during the PEBA and SOM Model
Improved meaningful involvement of the public in Legislature business	Percentage of targeted groups participating in Legislature process	100% implementation of the PP Strategy to support designate groups (quarterly).	100% implementation of the PP strategy to support designated groups was achieved	No deviation	Enhanced public participation in the processes of the Legislature by targeted groups
	Level of implementation of Public Participation Strategy	100% (quarterly).	100% implementation of the public participation strategy was achieved	No deviation.	Enhanced public participation in legislative processes.
	Number of reviews of the public participation strategy	1 (annually)	1 report on the review of the public participation strategy was completed	No deviation.	Enhanced public participation in legislative processes.
	Number of Bua le Sechaba campaigns implemented	100% support to bua le sechaba campaigns (quarterly).	100% integrated public participation and communications support to Committees' Bua le Sechaba Campaigns was provided	No deviation.	Enhanced public participation in legislative processes.
	Level of support provided to Committees of the Housed in respect of "taking the Legislature to the people" initiatives	100% support (quarterly).	100% integrated public participation and communications support was provided to Committees in respect of "taking the Legislature to the people" initiatives.	No deviation.	Enhanced public participation in legislative processes.
	Number of interventions to improve public education	240 sector public education workshops (annually)	261 workshops were conducted	The target was exceeded due to the additional 10 public education workshops conducted in partnership with Parliament.	Enhanced public education in legislative processes.
	Number of public education programmes developed	1 (annually)	One public education programme was developed	No deviation.	Enhanced public education in legislative processes.
	Level of mobilisation support provided to committees to provide feedback to stakeholders	100% (quarterly).	100% mobilisation support to committees with regards to feedback to stakeholders was provided	No deviation.	Enhanced public participation in legislative processes.
	Number of quarterly plans to improve public participation initiatives of the Legislature	4 quarterly plans to improve public participation initiatives of the Legislature	4 public participation and communications plans for all public participation initiatives were developed	No deviation.	Enhanced public participation in legislative processes.

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Improved meaningful involvement of the public in Legislature business (continued)	Percentage of public participation and integrated communications strategies implemented to support Oversight processes	100% of public participation and integrated communications strategies implemented (quarterly).	100% public participation and integrated communications strategies was implemented	No deviation.	Enhanced public involvement in all oversight imperatives.
	Updated consolidated primary and secondary stakeholder database	80% updated consolidated primary and secondary stakeholder database (quarterly).	70% updated consolidated primary and secondary stakeholder database with new contacts was acquired	Recruitment for a dedicated resource was only finalised in the fourth quarter.	Updated stakeholder database.
Increased responsiveness of Laws to meet the needs of the people of Gauteng	Level of implementation of integrated communications and public participation plans to support law-making mechanisms initiated for Members and Committees	4 quarterly integrated communications and public participation plans	4 integrated communications and public participation plans to support law-making were implemented.	No deviation.	Enhanced and effective law-making capacity by Members and Committees.
	Level of collaboration between the GPL and Municipal Councils	100% (quarterly).	100% collaboration between GPL and municipal councils in the petitions system and hosting of sector parliaments and other programmes of the GPL was achieved	No deviation.	Enhanced cooperative governance between the GPL and Municipal Councils
Enhanced public confidence in the governance and leadership of the Legislature	Number of interventions to improve public education	01 project plan and report for the overhaul of the public education function.	A project plan and scope report for the overhaul of public education were developed.	No deviation.	Enhanced public participation in legislative processes.
	Number of evaluations on public education	1 evaluation on public education to be prepared	1 evaluation report on public education was prepared		Enhanced public confidence
	Level of satisfaction of stakeholders	80% (by the end of quarter 4)	74% level in the stakeholder survey was achieved	There were areas of weaknesses identified and action plans have been put together to address the weaknesses.	Enhanced stakeholder satisfaction.
	% compliance to all Acts, regulations and policies and procedures	100% compliance (Quarterly)	100% compliance to all Acts, regulations, policies and procedures was achieved	No deviation.	Enhance compliance to all Acts, regulations, policies and procedures.
	Level of compliance with SCM policies & legislation	100% (quarterly)	100% compliance with SCM policies and legislation was achieved	No deviation.	Enhance compliance to SCM policies and legislation
	% implementation of action plans in the risk registers.	80% of risk mitigated (Quarterly)	80% of risks were mitigated for each quarter	No deviation.	<ul style="list-style-type: none"> <li>Unqualified audit opinion</li> <li>Improved Risk Management for GPL</li> <li>Compliance with Corporate Governance Practices, and relevant and applicable legislation</li> </ul>

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature (continued)	Level of compliance with the Financial Management processes	100% compliance with the Financial Management processes (quarterly)	100% compliance with financial management processes was achieved	No deviation.	Improved compliance to financial management processes
Enhanced public confidence in the governance and leadership of the Legislature	Percentage of GPL operations managed according to manage-by-project approach	60% of GPL operations managed according to manage-by-project approach (Quarterly)	60% of GPL operations according to manage-by-project approach was managed	No deviation.	Effective project management in the GPL.
Modernised business practices towards supporting the functions of the Legislature	Number of quarterly plans to support Committee Enquiries Act	4 quarterly plans to support Committee Enquiries Act	4 Quarterly plans to support Committee Enquiries Act were implemented.	No deviation	Enhanced oversight
	% of the Petitions processed.	100% of Petitions received to have been processes (Quarterly)	100% of all petitions received were processed.	No deviation.	Improved processing of petitions and integration in the oversight processes.
	Report on Number of petitions received and resolved.	4 tracking documents for Petitions processed	4 tracking documents for Petitions were processed.	No deviation.	Improved processing of petitions and integration in the oversight processes.
	Level of utilisation of LIMS	80% usage of LIMS (Quarterly)	80% usage of LIMS through the processing of petitions was achieved	No deviation.	Improved processing of petitions and integration in the oversight processes
	Number of reviewed communications policies	1 Communications Policy to be reviewed	1 Communications Policy was reviewed	No deviation	An activist and transformative legislature
	Level of utilisation of social media by the GPL to interact with the people of Gauteng	80% utilisation of the social media by the GPL interacting with the people of Gauteng (Quarterly)	50% utilisation of social media by the GPL to interact with the people of Gauteng was achieved	Additional training of Members and staff took place in the 4th Quarter	Improved profile of the Gauteng Provincial Legislature (GPL)
	Level of implementation of integrated communication strategies	100% implementation of the Integrated Communications Strategy (Quarterly)	100% implementation of the Integrated Communications Strategy was achieved	No deviation.	Improved profile of the Gauteng Provincial Legislature (GPL)
	Level of compliance with HR policies	100% compliance with HR policies (Quarterly)	100% compliance with HR policies was achieved	No deviation.	Efficient HR Management



Voter Education



## Programme 5: Office of the Chief Financial Officer

### Purpose

The purpose of the Programme is to provide professional financial, risk and supply chain management services to stakeholders for the realisation of the Institutional (GPL) strategic goals and objectives. The Office strives to raise financial resources equitably to ensure adequate funding for the implementation of the Institutional Strategic Plan whilst promoting effective financial management in respect of revenue, expenditure, assets and liabilities.

The Office promotes strong financial, supply chain and risk management practices through partnership processes with all Programmes of the GPL. It provides effective and efficient management of all financial resources through the implementation of best business practices by linking strategic planning, budgeting and reporting. The Office is also responsible to ensure continuous implementation of all relevant financial legislation to enhance the fiscal stability, accountability and integrity of the GPL.

### Key Functions

#### Office of the Chief Financial Officer (CFO)

The Office of the Chief Financial Officer (CFO) is responsible for strategic guidance and support to the Institution on financial management, supply chain management and risk management processes.

#### Financial Management

The purpose of the Finance Sub-programme is to facilitate financial planning, execute financial accounting, accounts payable and management accounting functions, in line with applicable legislation, accounting standards, financial policies and procedures.

#### Supply Chain Management (SCM)

The purpose of the SCM Sub-programme is to manage the supply and demand of all goods and services. The supply value chain ensures that there is an efficient, effective and uniform planning and acquisition of all goods and services required for GPL to fulfil its mandate, while promoting the principles of consistency, fairness, equitability, transparency, competitiveness and cost-effectiveness.

#### Audit, Risk and Governance (ARG)

The purpose of the RG Sub-programme is to improve internal controls, risk management and governance processes within GPL. The Sub-programme facilitates and coordinates the risk management process, monitors and reports progress to management, oversight structures and the LSB, to ensure that the GPL's strategic goal and objectives will be achieved. Continuous improvement of the internal control environment is pursued to ultimately achieve Enterprise-wide Risk Management and good governance practices.

### Summary of Achievements

The Programme strived to improve and sustained relationships with all relevant stakeholders throughout the period. In line with this, partnership meetings were hosted with the National and Provincial Treasury, Auditor-General and SARS. Monthly partnership meetings were conducted with Programme Managers and Chairpersons of Committees. Presiding Officers, Programmes and Sub-Programmes were supported and guided through the planning and budgeting process. Further workshops were conducted by the Programme with management, to increase the understanding of their role and responsibility in adhering to relevant policies and procedures, for improved service delivery. In order to improve stakeholder relations, closer liaison with the Members Affairs Sub-programme were maintained to ensure service excellence to Members.

Engagements were held with SARS to discuss tax matters affecting GPL and Members. Continuous engagements were held with the Office of the Auditor-General (AG), on a regular basis. The outsourced Internal Audit service provider was treated with the same courtesy. Relations with both these assurance providers remain extremely cordial and professional. Performance reports were prepared on a quarterly basis and submitted to all relevant internal and external stakeholders. Executive Management meetings were held subsequent to the Board and Secretariat meetings, to communicate decisions of the Board and Secretariat. The Programme attended and participated in LSB meetings and other oversight and governance meetings for the period. Resolutions were implemented; responses were prepared and presented to oversight structures to enforce responsibility and accountability within the Institution.

The Programme played a leading role in the National SALSA CFO's Forum as the CFO of the Gauteng Provincial Legislature is the Chairperson of the Forum. The CFO's Forum is the platform for CFO's and financial practitioners in the legislative sector where best practice, innovations that are relevant to the sector and challenges are addressed. Most significantly, the CFO shared and engaged with peers on some of the latest innovation in public finance. The Programme engaged regularly with all Programmes, sub-programmes and respective Programme Managers to finalise the 2015/16 budget and reprioritisation of projects for 2014/15 in order to spend within available resources.

The Programme ensured that the Institution achieved its strategic objectives with limited resources, by implementing continuous austerity and cost cutting measures to realise savings to prioritise activities and projects. The Programme was able to achieve this through consultative processes between the Speaker, the MEC of Finance and Provincial Treasury to ensure that GPL delivers effectively and efficiently on its mandate. To ensure complete and timeous budget submissions to the Provincial Treasury, the Programme co-ordinated and finalised the 2015/16 budget for the Institution. The APP and the budget for 2015/16 were presented and adopted at the LSB. The approved APP was submitted to the Provincial Treasury and

subsequently aligned to the final budget allocation from Treasury, after certification by all Programme Managers. Bilateral discussions and engagements with Committee Chairpersons and relevant Committee staff were undertaken to confirm Annual Performance Plans and associated budgets.

During the 2014/15 Adjustment Budget process, emerging priorities and additional funding for the Political Party Fund were considered prior to submission to the Gauteng Provincial Treasury. Engagements with the Head of the Gauteng Provincial Treasury led to the finalisation of the requirements for the 2014/15 MTEF and Adjustment Budget. Quarterly expenditure and performance outcome discussions were held with Provincial Treasury. The IDU budgeting system was implemented and the 2014/15 budget loaded accordingly. Furthermore, the SAP system was aligned to the GRAP requirements and other SAP enhancements were implemented to improve transactional workflow.

In improving fiscal discipline and financial management, regular bilaterals with the Provincial Treasury were conducted to ensure effective cash flow management and adequate cash flow resources. The Programme continued to implement the revenue generation measures and strategy for the Institution, in preparation for the 2014/15 financial year.

In improving the supply and demand value chain and ensuring improved facilitation of requisitions, demand plans for all Programmes were prepared to facilitate requisitions for goods and services, for the 2014/15 financial year. A response to the demand plans was facilitated by the Programme to enable the Institution to deliver on its mandate, in line with the Supply Chain Management policy and relevant regulations. The 2014/15 Delegation of Authority was revised and approved, to ensure appropriate levels of delegation and to improve operational efficiencies.

All tenders were awarded within 90 days (i.e. within the validity period) or in line with any approved deviations. Vendor management for suppliers of goods and services was enhanced through the finalisation of the remaining milestones on the Intenda System. Furthermore, existing suppliers in the database were vetted and the non-vetted suppliers were removed from the database. In meeting the demand for unforeseeable events, the Programme facilitated the condonation of expo factors. Contract Management remained a key aspect in managing service providers' performance, in this respect all contract were accounted for in the Contract Register. The SCM policy was reviewed and revised to elevate the provision of professional SCM services to the next level. Provision for the promotion of BBBEE is also incorporated in the SCM policy to further emphasise the seriousness that is orchestrated by both the Acts.

The Asset Management cycle was managed, from planning, acquisition, through to maintaining the asset throughout its use and finally disposing of it when required. The safeguarding of GPL's assets remained a priority, as prescribed by the Financial Management Policy of the Legislature. The Programme conducted the bi-annual asset counts and embarked on an impairment of assets exercise, to satisfy GRAP 21 requirements. The Asset Management policy was also enhanced and revised in the period. The Asset Disposal Committee meetings were held. The committee, as a sub-committee of Secretariat, made recommendations to the Accounting Officer, on the effective disposal of damaged and obsolete assets. The Legislature Adjudication Council (LAC) met to ensure adherence to SCM principles and to adjudicate on tenders evaluated by the Tender Evaluation Committee. Final recommendations on the awarding of tenders were made in line with the Delegations of Authority.

The Programme coordinated and facilitated the 2013/14 Regulatory Audit by the Auditor-General South Africa, in line with the Financial Management Policy of the Legislature. The Institution once again achieved an unqualified audit opinion with NO matters of emphasis. The Programme also coordinated and facilitated the 2013/14 Political Party Fund audit by the Auditor-General South Africa in line with the Gauteng Political Party Fund Act. An audit strategy was developed, implemented and monitored to address the AG's reported findings.

Audit & Risk Committee Meetings were held on a quarterly basis, in line with the approved Charter with a full agenda preceding LSB meetings. Special meetings were held as and when required. The Audit & Risk Committee reviewed annual financial statements, monitored the relevant accounting policies, and provided oversight on the systems of internal controls, risk management and governance processes. The Committee considered internal and external auditors' reports on compliance, materiality and the adequacy and effectiveness of controls. The Risk Management Committee Terms of Reference were reviewed and approved, to address risk related issues and elevate the committee to a strategic sub-committee of the Secretariat. Risk Management Committee meetings were held in line with the approved terms of reference with a full agenda preceding Audit & Risk Committee meetings.

Fraud Prevention Committee meetings were held on a quarterly basis, preceding Risk Management Committee meetings. The committee monitored the implementation plan and pursued strategic engagements with the Public Service Commission and the Gauteng Provincial Government. Anti-fraud and anti-corruption awareness initiatives were implemented throughout the period to educate GPL staff and to mitigate the fraud risks. Reports were presented to the Secretariat, Risk Management Committee and Audit & Risk Committee meetings. The Programme coordinated and facilitated the Risk Management and Audit & Risk Committee meetings, with a complete agenda and reports.

A Strategic Risk Assessment was conducted, giving rise to a Strategic Risk Register which informed the 2014/15 Internal Audit Plan (IAP). The Audit & Risk Committee approved the 2014/15 IAP. The outsourced internal audit service provider executed audits, as informed by the IAP, and provided reasonable assurance to management, Audit & Risk Committee and ultimately the Board that controls are working as intended, or not.

The Combined Assurance Model and Plan were developed and approved by the Secretariat. The plan was aligned to the 2014/15 Strategic risk Register. The 2014-19 strategic planning process incorporated risk management, for the first time. The Risk Management Plan was developed and aligned to the 2014-19 Strategic Plan, thus embedding risk management into daily GPL operations. The Risk Management Policy was revised and approved. The Business Continuity Strategy and Policy were developed to enable a continuation of operations, in the event of a disaster. The Business Continuity Management Terms of Reference were incorporated in the ICT Committee revised Terms of Reference which were reviewed in the period.

The Programme embarked on initiatives to continuously improve the control environment, risk management and governance processes.

The following policies were developed / reviewed during the year:

- The Inventory Management Policy and Procedure
- The Business Continuity Strategy & Business Continuity Policy
- SCM Policy
- Asset Management Policy
- Risk Management Policy

In supporting continuous learning and growth of staff, a number of training programmes were attended, to enhance the relevant skills and competency required to provide the professional service needed for GPL to deliver on its mandate. The Programme capacitated the accounts payable function with training and compiled supplier reconciliations in line with GRAP requirements. The staff of the Finance Directorate was also trained on the transition to GRAP and specific requirements as related to the GPL. A number of approved vacancies were filled successfully and interns were appointed, as part of the internship programme.

In striving to support the objectives of the Institution through more efficient staff and by creating an environment that encourages staff to develop their careers, some of the Programme's staff were awarded bursaries to further their studies. Conferences were also attended to remain abreast of the developments around the professional services provided by the Programme, to the Institution.



Youth's Parliament held at the Mabopane Indoor Sports Centre, Mabopane, Tshwane.



## Programme Performance Information

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 1: OFFICE OF THE CFO</b>					
Fostered coherent and coordinated legislative sector	Level of CFO Forum participation	100% participation in CFO Forum (Quarterly)	100% participation in CFO Forum was achieved	No deviation	Enhanced sector wide approach Unified sector policies and procedures. Sustained participation in the Legislative Sector.
	Level of implementation of CFO Forum decisions	100% implementation of CFO Forum decisions (Quarterly)	100% of CFO Forum decisions were implemented	No deviation	Enhanced sector wide approach. Unified sector policies and procedures. Sustained participation in the Legislative Sector.
Enhanced public confidence in the governance and leadership of the Legislature	% Compliance of Annual Performance Plans to Results Based Planning Methodology	100% Compliance of Annual Performance Plans to Results Based Planning Methodology (Quarterly)	100% Compliance of Annual Performance Plans to Results Based Planning Methodology was achieved	No deviation	CFO Programme aligned to Presiding Officers resolutions, political imperatives and GPL mandate. Performance according to the strategic plan. Adequately resourced Programme. Compliance in line with relevant and applicable legislation.
	Level of compliance in the submission of Programme reports (Finance, SCM and ARG)	Monthly and quarterly reports submitted	Quality and timeous monthly, quarterly and annual reports were submitted	No deviation	Effective Financial, SCM, Risk Management & governance processes.
	% Implementation of effective financial management processes	Effective financial management processes 100% implemented, (Quarterly)	100% of effective financial management processes were implemented	No deviation	Effective financial management processes.
	Frequency of partnership engagements with GPL Programmes and Committees	Partnership engagements with GPL Programmes and Committees (Quarterly)	Partnership engagements with GPL Programmes and Committees were achieved	No deviation	Effective stakeholder management.
	% Implementation of an updated Audit Strategy to achieve a clean audit	Updated Audit Strategy 100% implemented to achieve a clean audit (Quarterly)	100% of the Audit Strategy document to achieve a clean audit was updated and implemented	No deviation	Improved internal controls, risk management & governance processes, leading to an unqualified audit opinion with no emphasis of matters.

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature (continued)	% Compliance to applicable legislation, regulations and policies	Applicable legislation, regulations and policies 100% complied with (Quarterly)	100% compliance with applicable legislation, regulations and policies was achieved	No deviation	Strengthened control environment, risk management & governance processes.
	Level of implementation of FMPA	FAMILA 100% implemented (Quarterly)	100% implementation – FAMILA policy applied during the window period of 2014/15	No deviation	Effective, efficient & economical financial management.
	% Implementation of House resolutions, RMC & ARC resolutions, applicable to the Programme	100% implementation of House resolutions, RMC & ARC resolutions, applicable to the Programme (Quarterly)	100% implementation of House resolutions, RMC & ARC resolutions, applicable to the Programme was achieved	No deviation	Improved accountability.
	Level of implementation of relocation plan to ensure continued service to the Legislature	100% implementation of relocation plan in quarter 3 & 4	100% implementation of relocation plan was achieved	No deviation	Pro-active mitigation of related relocation risks.
	% Development & implementation of the SAP role Profiling Plan	100% Development of the SAP role Profiling Plan in quarter 4	100% Development of the SAP role Profiling Plan was achieved	No deviation	Improved efficiencies in supply chain & financial management processes and reporting. Improved segregation of duties and improved internal controls
Modernised business practices towards supporting the functions of the Legislature	Level of Programme processes reviewed and documented	20% of Programme processes reviewed and documented (by end of quarter 4)	20% of Programme processes were reviewed and documented	No deviation	Effective continuity of the Programme's functions, operations and processes.



Bua le Sechaba

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 2: FINANCE</b>					
Enhanced public confidence in the governance and leadership of the Legislature	% of Facilities paid in line with relevant Acts and Policies	100% of Facilities paid in line with relevant Acts and Policies (Quarterly)	100% of Facilities were paid in line with relevant Acts and Policies	No deviation	Enabled Members to fulfil their constitutional obligation. Contributed towards reducing dependency on private funding. Enhanced multi-party democracy.
	% funded Annual Performance Plan	100% financially resourced Annual Performance Plan (by end of quarter 4)	100% financially resourced Annual Performance Plan was achieved	No deviation	Adequate funding to fulfill the GPL's mandate and implement the strategic plan. Allocative efficiency and fiscal discipline.
	% increase of revenue generated	Annual revenue increased by 40% (by the end of quarter 4)	40% increase of annual revenue was achieved	No deviation	Ensured adequate funded Institution to fulfil the GPL's mandate and implement the strategic plan.
	Level of implementation of the Revenue Budgeting Model	Revenue Model 100% implemented (by end of quarter 4)	100% implementation of the Revenue Model was achieved	No deviation	Increased own financial resources. Enhanced cash flow management.
	Number of financial statements adopted within 60 days.	Bi-Annual and Annual Financial Statements adopted within 60 days after mid-year & year-end, respectively	Bi-Annual financial Statements were concluded and adopted within 60 days after mid –year  2013/14 Annual Financial Statements were concluded, adopted and submitted to AGSA within 60 days after year end	No deviation	Transparent reflection of GPL's financial performance and financial position, changes in net asset and cash flow.  Accountability for money spent on the implementation of the strategic plan. Fostered public pride and confidence.
	% of Financial plans meeting the parameters for results-based planning	100% of Financial plans meeting the parameters for results-based planning ( by end of the third quarter)	100% of the GPL's Financial plans in line with the parameters of results based planning were developed	No deviation	Communicated GPL service delivery plans to enhance transparency and accountability.  Ensured appropriate and adequate allocation of financial resources.  Increased public awareness of the GPL service delivery plans.



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature (continued)	% of reports in compliance with the FAMLA	FAMLA 100% complied with (Quarterly)	100% compliance to the FAMLA policy was achieved	No deviation	Prevented unauthorised, irregular, fruitless and wasteful expenditure.  Ensured unqualified audit opinion.
	% of available funds to honour monthly financial obligations	100% available funds to honour monthly financial obligations	100% of funds to honour monthly financial obligations were available	No deviation	Optimal cash flow management. Ensured financial obligations were timeously honoured.
	Level of accountability of sub programme monthly expenditure against the budget	Budget implemented within 5% variance (Quarterly)	The sub-programme over spent its allocated budget by 4.2%	No deviation	Improved budget management. Prevented enormous over and under expenditure.
	% of invoices paid within 30 days from receipt of invoice by Finance	100% of invoices paid within 30 days from receipt of invoice by Finance (Quarterly)	100% of invoices received by finance were processed and paid within 30 days	No deviation	Ensured compliance with Financial Management Policy of the Gauteng Legislature. Improved public confidence in the GPL. Prevented unauthorised, irregular, fruitless and wasteful expenditure.
	% Compliance with applicable legislation, regulations and policies	Applicable legislation, regulations and policies 100% complied with (Quarterly)	100% compliance to all applicable legislation, regulations and policies was achieved	No deviation	All applicable legislation, regulations & policies were complied with to strengthen the control environment, risk management & governance processes.
Modernised business practices towards supporting the functions of the Legislature	Level of Programme processes reviewed and documented	20% of Programme processes reviewed and documented (by end of quarter 4)	20% Programme processes were reviewed and documented	No deviation	Effective continuity of the sub-programme's functions, operations and processes.

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 3: SUPPLY CHAIN MANAGEMENT</b>					
Enhanced public confidence in the governance and leadership of the Legislature	% of procured goods and services acquired in line with the SCM Policy	100% of procured goods and services acquired in line with the SCM Policy (Quarterly)	100% of procured goods and services were acquired in line with the SCM Policy	No deviation	Resources provided to implement the strategic plan. Resources acquired, economically and efficiently in a fair and transparent manner. Value for money realised. Alignment with applicable Acts.
	% of HDI, PWD, Women and Youth participating in procurement processes	60% HDI; 30% Women; 10% Youth; & 2% PwD participation in procurement processes (Quarterly)	The target for HDI, Women & Youth was achieved. Participation in procurement processes by PwD was not achieved	New approaches and interventions are being explored to increase the procurement spend on enterprises owned by People with Disabilities.	Redress of socio-economic imbalances. Economic empowerment of historically disadvantaged individuals.
	% Compliance with the Asset Management Policy	100% compliance with the Asset Management Policy, (Quarterly)	100% of all assets acquired were in compliance with the Asset Management Policy	No deviation	Institutional Assets safeguarded. Effective asset management.
	% Compliant vendor database	100% Compliant vendor database (Quarterly)	100% Compliant vendor database was achieved	No deviation	Resources acquired economically and efficiently in a fair and transparent manner. Alignment with BBBEE and PPPFA Acts.
	% Implementation of the annual acquisition plan	100% Implementation of the annual assets acquisition plan (Quarterly)	100% Implementation of the annual assets acquisition plan was achieved	No deviation	Improved asset management.
	% Compliance with applicable legislation, regulations and policies	Applicable legislation, regulations and policies 100% complied with (Quarterly)	100% Compliance with applicable legislation, regulations and policies was achieved	No deviation	All applicable legislation, regulations & policies were complied with to strengthen the control environment, risk management & governance processes.
Modernised business practices towards supporting the functions of the Legislature	Level of Programme processes reviewed and documented	20% of Programme processes reviewed and documented (by end of quarter 4)	20% Programme processes were reviewed and documented	No deviation	Effective continuity of the sub-programme's functions, operations and processes.

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
<b>SUB-PROGRAMME 4: AUDIT, RISK AND GOVERNANCE</b>					
Fostered coherent and coordinated legislative sector	Level of strategic engagements with each stakeholder, to foster a coherent & coordinated Legislative Sector (AG, PSC, Public Protector, Parliament etc.)	Strategic engagements with relevant stakeholders (Quarterly)	Quarterly strategic engagements with relevant stakeholders were held	No deviation	Improved risk management & governance processes for the Legislative Sector.
Enhanced public confidence in the governance and leadership of the Legislature	Number of initiatives identified to improve the control environment	1 initiative (Quarterly)	More than 4 initiatives were achieved in the period.	The implementation of the Audit Strategy was managed; year-end inventory stock counts were conducted; the draft Inventory Management policy was developed; contributed to a Programme's development of internal controls; and a Compliance Risk Assessment was conducted on 10 Acts.	Improved internal control environment.
	Level of implementation of the Internal Audit Plan	100% implementation of the Internal Audit Plan, on ARG's deliverables (Quarterly)	100% implementation of the Internal Audit Plan, on ARG's deliverables was achieved	No deviation	Enhanced internal control environment.
	Level of coordination of the External Audit (AG) process	100% implementation of the Audit Strategy, on ARG's deliverables (Quarterly)	100% implementation of the Audit Strategy, on ARG's deliverables was achieved	No deviation	Achievement of a Clean Audit & enhanced accountability.
	Number of strategic engagements with Programmes, to embed risk management into daily operations.	Engagements with identified Programme (Quarterly)	Quarterly engagements with identified Programmes were held	No deviation	Sub-programmes informed on the internal control environment and the importance of reviewing existing controls to improve the efficiency & effectiveness.



PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature (continued)	Number of initiatives to improve the risk management maturity level	1 initiative (Quarterly)	More than 4 initiatives to improve the risk management maturity level were achieved	The 2014/15 Strategic Risk Register was considered in the 5 Year 2014-19 Strategic Planning process; emerging risks were identified; a 5 Year Risk Management Plan was developed; a Combined Assurance Model & Plan were developed; the Risk Management Committee ToR were revised; the Risk Management Policy was approved; operational risk assessments were conducted; risk management was incorporated into project management (Official Opening, Inter- Legislature Games & CRC).	Improved the risk management maturity level.
	Number of initiatives to improve fraud risk management	4 initiatives (Annually)	4 initiatives to improve fraud risk management per annum were achieved	No deviation	Improved fraud risk management.
	Developed Business Continuity Management Strategy	Business Continuity Management Strategy developed (by end of quarter 4)	Business Continuity Management Strategy and Policy were developed	No deviation	Improved continuity of operations & enhanced disaster recovery operations.
	Quality of the report to RMC, Secretariat & ARC, measured by relevant stakeholders	Stakeholder satisfaction rating of 3 or more, out of 5, on the quality of the report to RMC, Secretariat & ARC (Quarterly)	Stakeholder satisfaction rating of 3 out of 5, was achieved on the quality of the report to RMC, Secretariat & ARC	No deviation	Ensured stakeholder needs were satisfied to enhance their oversight role.
	Quality of coordination of the Risk Management & Audit and Risk Committees	Stakeholder satisfaction rating of 3 or more, out of 5 on the quality of coordination (Quarterly)	Stakeholder satisfaction rating of 3 out of 5, was achieved on the quality of coordination	No deviation	The good coordination of the oversight committees enabled the oversight structures to deliberate on relevant emerging risks and high risk areas. The resolutions from the committees, once implemented, encourage accountability from GPL Management to achieve the strategic objectives.
	% Implementation of House resolutions, RMC & ARC resolutions, applicable to the sub-programme	100% implementation of House resolutions, RMC & ARC resolutions, applicable to the sub-programme (Quarterly)	100% of House resolutions, RMC & ARC resolutions applicable to the sub-programme were implemented	No deviation	The decisions taken were implemented, through the monitoring by the oversight bodies.

PLANNED			ACTUAL		
Strategic Objective	Performance Indicator/ Measure	Annual Target 2014/15	Actual Achievement against Planned Annual Target (2014/15)	Reasons for deviation from Planned Annual Target (2014/15)	Results achieved (effectiveness)
Enhanced public confidence in the governance and leadership of the Legislature (continued)	% Compliance to applicable legislation, regulations and policies	Applicable legislation, regulations, policies 100% complied with (Quarterly)	100% compliance with applicable legislation, regulations & policies was achieved	No deviation	All applicable legislation, regulations & policies were complied with to strengthen the control environment, risk management & governance processes.
Modernised business practices towards supporting the functions of the Legislature	Level of sub-programme processes reviewed and documented	20% of sub-programme processes reviewed and documented (by the end of quarter 4)	20% of the sub-programme processes were reviewed and documented	No deviation	Effective continuity of the sub-programme's function and operations, with the processes documented.



Public Lecture at the Gauteng Legislature





Thought Leadership Seminar





Women's Parliament held in August 2014 at the Faranani Multipurpose Centre in Tsakane.



# PART C

## GOVERNANCE



## SECTION IV

# Risk Management and Internal Controls

Adequate and effective internal controls, risk management and governance processes are key to the achievement of GPL's adopted strategic goals and strategic objectives. The GPL recognises risk management as an integral part of responsible management and has therefore adopted a comprehensive approach to the management of risk. The adopted Risk Management Strategy provides a framework for Enterprise-Wide Risk Management (ERM). The GPL adopted the Committees of Sponsoring Organisations of the Treadway Commission (COSO) framework, to identify, manage, control, reduce or eliminate business, financial and operational risks that may affect the performance of the GPL adversely. The annual strategic risk assessment informs the internal audit effort and priority. The significant risks and associated controls are communicated to the Board through the Chairperson of the Audit and Risk Committee. The identified risks and their mitigating controls are tracked continuously, and the progress on the implementation of action plans in the risk registers is monitored and reported to oversight structures on a regular basis.

The strategic planning process and resultant 2014-2019 Strategic Plan incorporated a Five-Year Risk Management Plan. The implementation of the Risk Management Plan is regularly monitored and further reported to oversight structures periodically. In improving the GPL's control environment, a Combined Assurance Model and Plan was developed to provide a coordinated effort to manage risks by all assurance providers. Operational risk assessments and project-specific risk assessments were undertaken to embed risk management into daily operations and improve the GPL's risk management maturity level.

### Internal Audit

The Internal Audit function is outsourced to an independent service provider, Nexia SAB&T, who continued to operate in line with the approved terms of reference and associated service level agreement. The service is based on the requirements of the Financial Management Policy of the Legislature and Standards for the Professional Practice of Internal Audit of the Institute of Internal Auditors.

The Audit and Risk Committee approved the Internal Audit Plan for the year under review. The adequacy and effectiveness reviews on the internal control environment, risk management and governance processes were conducted accordingly.

The internal audit function provided an objective and independent assurance to management and the Audit and Risk Committee on the adequacy and effectiveness of controls within the GPL. The reported findings are monitored through the Tracking Register and reported to the Risk Management Committee, Audit and Risk Committee, and ultimately, to the Legislature Services Board.

### Key Activities of Internal Audit

Adequacy and effectiveness reviews were conducted by internal audit, in line with the approved internal audit plan. The progress against the 2014/15 Internal Audit Plan implementation is tabled below.

#	AUDITABLE AREA	STATUS
1	Occupational Health & Safety	Completed
2	Asset Management	Completed
3	Financial Management	Completed
4	Supply Chain Management	Completed
5	Human Resources Management	Completed
6	Logistics Management (Fleet)	Completed
7	Audit of the 2013/14 Performance Information	Completed

## Internal Control

The Audit, Risk and Governance sub-programme embarked on initiatives to continue to improve the control environment, risk management and governance processes.

- An internal control enhancement plan was developed in the period. Existing policies, procedures and processes were reviewed where necessary and initiatives to close control gaps identified were continuously implemented to improve the internal control environment.
- The Business Continuity Strategy and Policy were developed.
- The Combined Assurance Model and Plan were developed and approved by the Audit & Risk Committee.
- The Compliance function was enhanced to ensure compliance to all applicable laws and regulations. Preparation for establishing a Regulatory Universe for GPL was initiated and a Compliance risk assessment was conducted on a number of Acts.

## Fraud and Corruption

The Public Service Commissioner (PSC) administers the GPL's Anti-Fraud and Corruption hotline at a national level. Members of the Provincial Legislature, staff, service providers and the public are continuously encouraged to use the hotline number to report possible or alleged incidents of fraud or corruption. Whistle blowers have the option to remain anonymous and are protected in terms of the Protected Disclosures Act No 26 of 2000. Cases reported are sent to the Forensic Department of the Gauteng Department of Finance (GDF) and then forwarded to the GPL's Accounting Officer for further investigation, if necessary.

The Fraud Risk Management Committee monitored the implementation of the fraud risk management implementation plan within the GPL. The Committee reports progress on a quarterly basis to the various oversight structures. The GDF submits a report with the hotline cases reported for the GPL periodically, and this report is included in the Fraud Risk Management Report presented to the Risk Management Committee, Audit and Risk Committee and the LSB quarterly. Fraud Risk Management awareness initiatives were implemented on a quarterly basis to improve the overall management of fraud risks.

## Prior Modifications of Audit Reports

#	NATURE OF QUALIFICATION, DISCLAIMER, ADVERSE OPINION AND MATTERS OF NON-COMPLIANCE	FINANCIAL YEAR IN WHICH IT FIRST AROSE	PROGRESS MADE IN CLEARING / RESOLVING THE MATTER
1	N/A, Clean audit opinion achieved	2012/13	N/A
2	N/A, Clean audit opinion achieved	2013/14	N/A
3	N/A, Clean audit opinion achieved	2014/15	N/A

## Code of Conduct and Management of Conflict of Interest

### The Code of Conduct and Ethics for Members

The Code serves as a code of good practice, and is intended to provide the Legislature a set of values to guide the conduct of Members in their capacity as public representatives. The code also seeks to regulate conflicts of interests by prescribing minimum standards of disclosure and for the establishment of a Register of Members Interests.

The Register is intended to assist in openness and accountability by enabling Members to make clear what the interests are that might be thought of by a reasonable member of the public when considering certain actions by Members.

The public scrutiny of interests is intended to ensure that there is no conflict between personal Members' interests and their duties as public representatives. The Register continues to be the cornerstone in the management of conflict of interest that might arise for Members as public representatives. All Members of the Legislature submitted their declarations of interest to the Integrity Commissioner (IC) for the period under review, and the Register has been accordingly published.



## The Code of Conduct and Ethics Framework for Employees

During the period under review, the Gauteng Provincial Legislature, through its Executive Committee, adopted a Code of Conduct and Ethics Framework for Employees. Through this Code, the Legislature intends to promote and maintain the values and the highest standards of ethical and professional conduct for employees. The code also encompasses a disclosure of financial interests framework that seeks to address potential areas of conflict relating to the financial affairs of employees. Employees have accordingly submitted their respective declarations of interests to the Secretary of the Legislature in compliance with the Code.

## Health, Safety and Environmental Issues

### The Description and Nature of Health, Safety and Environmental Issues and their Effect on the Institution

The Occupational Health and Safety Act No 85 of 1993 requires the employer to bring about and maintain, as far as is “reasonably practicable”, a work environment that is safe and without risk to the health of the worker. This means that the employer must ensure that the workplace is free of substances, articles, equipment, processes, etcetera, that will or may cause injury, damage or disease. Where this is not possible, the employer must inform workers of these dangers, how to avoid them and how to work safely.

The scope of this Act is appropriately wide: it covers private industry, as well as the public sector; the agricultural sector, as well as domestic workers in private households, and also persons who are exposed to hazards even though this may not occur in the context of employment. Occupational health and safety (OHS) is part of every employer’s legal, moral and management obligation, it is an investment, a cost saver, productivity booster, skills retainer and sustainability insurer.

### Health and Safety practices in the GPL: Health and Safety Committee

As part of the Health and Safety practices in the GPL, the Health and Safety Committee was established to serve for a term of three years, and consists of health and safety representatives as elected by GPL employees. The Committee meets quarterly and reports are submitted to the GPL management for implementation. The Committee consists of, and provides functions such as:

- Well trained fire fighters, health and safety representatives.
- Training all units in housekeeping and proper stacking.
- Conducted an annual fire evacuation exercise that included all Gauteng disaster agencies (Disaster, fire, traffic and medical services).
- Trained First Aiders.
- Serviced Fire Equipment.

### Occupational Health Nurse

The GPL appointed an Occupational Health Nurse who provided the following support:

- Health briefs that are circulated on a quarterly as well as monthly basis depending on a specific monthly health theme.
- Medical examinations and doctor referrals.
- Examination of injuries on duty and referrals.
- No injuries occurred on duty as a direct negligence by the employer during the reporting period.
- Advisory service on Occupational Health issues to GPL.

A mini clinic was established which is not fully operational as yet, but provides primary health care.

### Wellness Provision

As part of wellness provision at the GPL, the following was achieved:

- A Wellness Strategy was approved during the reporting period.
- The GPL has a gym facility with a membership of 130 (40 Members and 90 employees).
- A total of twenty three (23) marathons were successfully organised and carried out. This included the 702 Walk the talk, Vodacom challenge, Soweto Marathon, Ladies SPAR marathon. A total of one hundred and twenty five (125) members and employees participated in the marathons.
- No injuries were reported during the marathons or at the gym facility.
- The partnership with ICAS proved to be successful as per the utilisation of the executive wellness programme and the employee assistance programmes. ICAS provided quarterly statistical reports to the GPL on its state of health and profiled employees based on statistics.
- The relationship with Alexander Forbes has been beneficial in ensuring sound management of the Medical Aid schemes.
- Wellness days are held as part of the wellness offering.

# Report of the Audit and Risk Committee

The Audit and Risk Committee is pleased to present its report for the financial year ended 31 March 2015.

The report has been prepared in line with the Financial Management Policy of the Legislature.

## Audit & Risk Committee Members Details and Attendance

The Audit & Risk Committee consists of the members listed hereunder. The committee's approved Charter stipulates that the committee should meet at least 4 times per annum. Five (5) meetings were held during the 2014/15 financial year, as detailed below.

### Relevant Information on the Audit & Risk Committee Members

#	Member Name	Qualifications	Membership Category	Current Term commencement	Number of meetings attended
1	John Davis (Chairperson)	CA(SA)	Independent	1 April 2013	5
2	Alwyn Martins	CA(SA)	Independent	1 April 2013	4
3	Roy Mnisi	LLB Degree	Independent	1 April 2013	4
4	Peter Skosana	MA Degree	Executive*	1 Feb 2008	5

Legend\*: Two Members of the Legislature were appointed as ARC Members, and were subsequently inducted in the 4th Quarter and commenced serving the ARC during the 1st quarter of 2015/16.

## Committee Responsibility

The Audit & Risk Committee reports that it has complied with its responsibilities arising from the Financial Management Policy of the Legislature.

The Audit & Risk Committee also reports that it has adopted appropriate formal terms of reference as its Audit & Risk Committee Charter, has regulated its affairs in compliance with this Charter and has discharged all its responsibilities as contained therein.

## The Effectiveness of Internal Control

The system of internal control applied by the Gauteng Legislature over financial risk and risk management is generally effective, efficient and transparent. The Internal Auditors provide the Audit & Risk Committee and Management with reasonable assurance as to whether the internal controls remain adequate, appropriate and effective, in line with the Financial Management Policy of the Legislature. This is achieved by means of the risk management process, implementation of the internal audit plan as well as the identification of corrective actions and recommended enhancements to the controls and processes.

From the various reports of the Internal Auditors and the Audit Report on the Annual Financial Statements and the Management Report of the Auditor-General, we conclude that the existing control environment provides reasonable assurance that the Legislature's goals and objectives are being achieved. In addition, no matters were reported by the Auditor-General indicating any material deficiencies in the system of internal control or any deviations there from.

There are some areas highlighted in the various reports of the Auditor-General and by the Internal Auditors during the year, where internal controls require improvement and some corrective action. The Audit & Risk Committee has not only been instrumental in requesting that corrective actions are taken in this regard but also in providing guidance on necessary enhancements to these controls and processes that have an effect on GPL's compliance, risk and performance environment as well as responsibilities that GPL has to the external environment that it serves.

The Audit & Risk Committee is also satisfied with the content and quality of monthly and quarterly reports prepared and issued by the Accounting Officer of GPL during the year under review.

## Evaluation of Annual Financial Statements

The Audit & Risk Committee has:

- Reviewed and discussed the audited annual financial statements to be included in the annual report, with the Auditor-General and the Accounting Officer;
- Reviewed the Auditor-General of South Africa's management report and management's response thereto;
- Reviewed changes in accounting policies and practices; and
- Reviewed the entity's compliance with legal and regulatory provisions.

The Audit & Risk Committee concurs with and accepts the Auditor-General of South Africa's report on the annual financial statements, and is of the opinion that the audited annual financial statements should be accepted and read together with the report of the Auditor-General of South Africa.

## Internal Audit

The Audit & Risk Committee is satisfied that the Internal Audit function is operating effectively and that it has addressed the risks pertinent to the Legislature subsequent to the appointment of the out-sourced Internal Audit service provider.

## Auditor-General of South Africa

The Audit & Risk Committee has met with the Auditor-General of South Africa to ensure that there are no unresolved issues.

## Conclusion

The Audit & Risk Committee would like to thank the Legislature Services Board, the Secretary and management for their support.

**Chairperson of the Audit & Risk Committee**



MR J. DAVIS

DATE: 29 JULY 2015





## Transversal Mainstreaming

Transversal mainstreaming in the Gauteng Provincial Legislature (GPL) has a main focus on race, gender, youths and disabilities, and this function is strategically positioned in the Office of the Secretary, which provides strategic direction to the institution for optimal implementation. A number of initiatives were implemented by the GPL, to address matters relating to race, gender, youths and disabilities.

Transversal mainstreaming requires that diversity matters, particularly those relating to previously disadvantaged people, are made part of the normal operations of the Institution. Thus following the dissolution of the Gender, Youths and Disability (GEYODI) Committee, the GPL continues to make strides in addressing the mainstreaming of transversal issues in its business operations, thereby normalising the inclusion of matters of interest to previously marginalised groups in the GPL. In this regard, the Office of the Secretary has appointed a dedicated resource to support transversal mainstreaming in the institution.

Nevertheless, the GPL continues to implement the Gender Policy, which is operationalised through various initiatives, including implementing and reporting on the performance of the institution on the Employment Equity Policy, in areas of supply chain management (SCM), Finance and Human Resource (HR) amongst others. Thus the interests of women, youth and persons with disabilities are promoted through this policy and the implementation of other related policies.

Transversal mainstreaming is further implemented through public participation initiatives such as the implementation of various Sector Parliaments for previously disadvantaged groups such as the Women's Parliament, Youths Parliament, Parliament for Persons with Disabilities, Senior Citizens' Parliament, and the Parliament for Lesbians, Gay, Bisexual, Transsexual and Intersexual (LGBTI) people. These Sector Parliaments serve to provide a platform where the concerns and views of the previously disadvantaged people are discussed and their inputs are incorporated in the decision-making processes of the Legislature, through resolutions of the Sector Parliaments and stakeholder feedback sessions.

In 2013/14, the GPL led the way for the Legislative Sector by hosting the Inaugural Interfaith Parliament, the Parliament for LGBTI and the Commercial Sex Workers Dialogue. This work continued in the current reporting period. This encouraged open debate on contentious societal issues, in an effort to promote de-stigmatisation, inclusion and social cohesion. The GPL has thus been pro-active in ensuring that transversal issues become central to its day-to-day operations. This is signified by, amongst others, the various steps that were taken to render the Institution accessible and user-friendly, both physically and in relation to access to information, such as the publication of the GPL Citizens' Annual Report in seven languages, including Braille. Though transversal mainstreaming is a complex and gradual process, the various activities that have become part of the GPL calendar are an indication that transversal mainstreaming efforts are taking root in the institution.

### Gauteng Legislature Women Leaders



Hon. Nomantu Nkomo-Ralehoko  
Chairperson of Committees



Hon. Doreen Senokoanyane  
Deputy Chairperson of Committees



Hon. Lentheng Ntombi Mekgwe  
Chairperson for the Rules and  
Programming Committee



Hon. Refilwe Mogale  
Chairperson for the  
Petitions Committee



Hon. Nompoti Nhlapo  
Chairperson for the Health Committee



Hon. Thuliswa Nkabinde  
Chairperson for the Agriculture,  
Rural & Social Development  
Committee



Hon. Lindi Lasindwa  
Chairperson for the Infrastructure  
Development Committee



Hon. Joyce Pekane  
Chairperson for the Sports, Arts,  
Culture and Recreation Committee



Hon. Jacqueline Mofokeng  
Chairperson for the Scrutiny of  
Subordinate Legislation Committee

## OCPOL Resolutions

Resolution No.	Subject	Details	Response by the GPL						Resolved Yes/No	
Questions emanating from the 1 <sup>st</sup> quarter report for the 2014/15 FY.										
1.	Office of the Speaker	The First Quarter Expenditure report indicates that the GPL spent an amount of R1.9 million during the Official Opening of the Fifth Legislature. Provide the Committee with a budget breakdown and activities during the opening taking into account that this was a joint event with the Office of the Premier.	Response: PROCUREMENT REPORT FOR OFFICIAL OPENING OF THE FIFTH LEGISLATURE						Yes	
			REQUISITION NUMBER	DESCRIPTION	ORDER NUMBER	NAME OF COMPANY	VALUE OF REQUISITION	VALUE OF ORDER		STATUS/ COMMENT
			10035657/ 10035664	Breakfast	450003 3026	Feedem Pitseng	90 122.70	90 122.70		Paid
			10035666	Lunch	450003 3040	By Word Of Mouth	632 527.00	632 526.99		Paid
			10035660	Décor	450003 3086	Décor Mechanics	665 123.88	680 928.27		Paid
			10035665	Halaal lunch	450003 3039	Best Of Both Corp	127 500.00	127 500.00		Paid
			10035370	Photography & Videography	450003 3023	Jade Photography	40 000.00	25 699.00		Paid
			10035676/ 10035757	Technical equipment	450003 3046	Prosound	347 400.64	347 400.64		Paid
			10035673	Exhibition stand	450003 3029	Oasys Innovations	15 888.15	14 701.00		Paid
			10035672	Banners	450003 3041	Combination Printers	48 000.00	50 661.60		Paid
			10035674	Signage	450003 3022	Combination Printers	33 800.00	14 804.04		Paid
			10035607	Jozi FM Adverts	450003 3055	City Wise	293 000.00	293 200.00		Paid
			10035675	Pictures & Frame	450003 3043	Joe Magoba	13 600.00	11 200.00		Paid
			10035659	Entertainment	450003 3028	G Management (Musa)	45 000.00	34 200.00		Paid
			10035714	Opening pamphlet	45003 3001	Zu Nas Films	20 000.00	14 200.00		Paid
			10035608	Power FM Adverts	450003 3000	Power FM	345 848.00	300 000.00		Paid
			10035590	RSVP System & Automation	450003 2977	Petrol Bom Digital	13 608.00	13 608.00		Paid
			10035658	Entertainment	45003 2999	Village Gossip Productions	80 000.00	60 000.00		Paid
			10035721/ 10035724/ 10035883	6 Iveco's and 2 small cars	450003 3061	Moon & Earth	26 200.00	25 360.00		Paid
			10035722/ 10035724	4 Iveco's and 3 small cars	450003 3060	Miyelani Transport & Tours	27 300.00	18 040.00		Paid
			10035723/ 10035724	6 Quantum's and 1 small car	450003 3062	Rapid Dawn 1222	19 100.00	18 680.00		Paid
			10035822	10 Ton truck	450003 3121	Moon & Earth	10 000.00	10 000.00		Paid
			10035678	Print adverts in Sowetan	450003 2962	Times Media	32 011.20	32 011.20		Paid
			10035679	Advertorial City Press	450003 3044	Media 24	40 000.00	35 841.60		Paid
			1003 5792	Printing of programme and menu	450003 3047	Combination Printers	5 000.00	5 700.00		Paid
			1003 5839	Security Services	450003	Born To Protect	32 980.00	32 980.00		Paid
			1003 5368	Hansard services	450003 3071	Somakhawula	70 000.00	57 000.00		Paid
			10035367	Photo Accreditation		State Security Agency	237 830.00	237 830.00		Paid
			TOTAL				3 311 839.57	3 184 195.04		



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
1.	Office of the Speaker (continued)	The First Quarter Expenditure report indicates that the GPL spent an amount of R1.9 million during the Official Opening of the Fifth Legislature. Provide the Committee with a budget breakdown and activities during the opening taking into account that this was a joint event with the Office of the Premier. (continued)	<ul style="list-style-type: none"> <li>An additional amount of R184 195 was due to the critical requirements to boost Safety and Security Services because of the safety demands of the event being externally hosted. The days for accreditation had to be increased from three to five days and;</li> <li>Technical Services had to provide an extra screen (facing the street) as there was an outcry from the members of the community, who were in the close surroundings and could not access the venue, yet it was within a kilometre radius.</li> <li>Although the event was held outside of the permanent GPL Chamber, the ambience and standard of parliament had to be preserved without compromise; and the organising team strived and did exceptionally well to ensure this.</li> </ul>	Yes
2.		Clarify the Committee whether this sub-programme participated in the GSF for the quarter under review as there is a discrepancy between the financial and non-financial reports	<p>Response:</p> <p>The scheduled meeting of the Gauteng Speakers' Forum (GSF) did not take place during the period under review as a result of the National and Provincial Elections and the Transition into the Fifth Legislature. During the period under review, the GSF Technical Teams held several workshops and meetings to prepare reports for the next GSF meeting. In this regard, the programme did incur costs for logistics of convening the meetings of the technical teams.</p>	Yes
3.	Members Affairs	Provide the Committee with reasons for not including the following targets in the report: a) Improving capacity to MPL's and political parties staff	<p><b>Improving capacity to MPL's and political parties staff</b></p> <p><b>Response:</b></p> <p>The Target related to improving capacity of MPLs was not part of the APP. The target related to the improved collaboration within the legislative sector was included in the APP, but mistakenly left out of the Quarterly report. Below is a report:</p> <p>One capacity building initiative on the following areas for both MPL and Political support staff was completed during period under review.</p> <ul style="list-style-type: none"> <li>Budget analysis;</li> <li>Oversight model;</li> <li>Legislative drafting;</li> <li>Target set for the first quarter were induction processes for both MPL and political staff (disestablishment and establishment of the Fifth Legislature); and</li> <li>The induction process has been conducted according to plan</li> </ul> <p><b>Improve collaboration within the Legislative Sector.</b></p> <p><b>Response:</b></p> <ul style="list-style-type: none"> <li>Sharing information on capacity building initiatives for MPL is on a continuous basis.</li> <li>Furthermore Members Affairs hosted all the Legislatures and Parliament to benchmark members' facilities and support services.</li> </ul>	Yes
4.		Clarify the Committee whether this sub-programme participated in the GSF for the quarter under review as there is a discrepancy between the financial and non-financial reports.	<p>GPL embarked on a process of reprioritisation and identification of funds from lower priority and areas of inefficiency, across all Programmes to ensure alignment of the Institution's budget with the tabled budget. The budget cuts will not have adverse effects with regard to the implementation of the Institution's Annual Performance Plan. Programme budgets have been reprioritised from compensation of employees by deferring new vacant positions to the second quarter of the financial year, under goods and services items such as accommodation, international and domestic conferences, S&amp;T, Team-building, institutional study tours, and some of the new capital projects. Furthermore GPL will engage with Treasury regarding more emphasis on the realignment of the 2013/14 tabled budget with the GPL budgets inputs in relation to compensation of employees and CAPEX, the aim is for the GPL to correct the misalignment during the Adjustments Budget process.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
5.		<p>Provide the Committee with reasons for the non-achievement of the following targets:</p> <ul style="list-style-type: none"> <li>• Scarce and critical skills assessment (Remuneration Strategy);</li> <li>• SAP configuration;</li> <li>• Switch board licences; and</li> <li>• Procurement of refreshments for GPL activities as well as purchase of the Deputy Speaker vehicle.</li> </ul>	<p><b>Scarce and critical skills assessment (Remuneration strategy);</b> <b>Response:</b></p> <p>The Scarce and critical skills assessment was not planned for in the 1st Quarter on the GPL Annual Performance Plan. In May 2013 the GPL adopted the Remuneration Strategy for staff, one of the deliverables is the Scares and Critical Skills premium to be paid to staff, and these premiums will be paid to qualifying staff based on the Institutional Scares and Critical Skills assessment.</p> <p>During the 2014-2015 Budget planning cycle funding was required to perform the assessments. In April 2014 it was confirmed that funding was not allocated for the exercise to be performed externally and the process needs to be concluded internally.</p> <p>Extended Secretariat in consultation with Human Resources engaged in consultation sessions to identify the criteria determining the Scares and Critical Skills for the GPL. Human Resources developed a roadmap for implementation. The process is underway and is anticipated to be concluded in Quarter 3. The GPL Institutional planning and budget process will be prioritised during Quarter 2.</p> <p><b>The following targets relating to the Remuneration Strategy for Quarter 1 were achieved:-</b></p> <ul style="list-style-type: none"> <li>• Implementation of Annual Salary Increases for 2014/2015 for all staff;</li> <li>• Bench marking of GPL salaries with Market;</li> <li>• Development of proposed pay scale in Line with 75th percentile of market.</li> </ul> <p><b>SAP Configuration</b> <b>Response:</b></p> <p>GPL budget on annual basis for SAP configuration to be done to align the SAP system with Business Processes and Legislation, during Quarter 1 all configuration was done through the EOH SAP support contract, no additional costs were incurred.</p> <p><b>Switchboard Licences</b> <b>Response:</b></p> <p>Configuration of the Switchboard was concluded in the previous financial year. There were, however, delays experienced in the payment of licenses for the related lines the Service provider to the amount of R R200 366, 10 due to changes introduced at the beginning of the year by SCM with regards to compliance for payment processing which contributed the underspend in the Admin unit.</p> <p><b>Procurement of Refreshments for GPL Activities</b> <b>Response:</b></p> <p>The Admin unit spent a total of R 185 905 in the first quarter towards catering of Refreshments for various GPL activities as well as stock provisioning in the various Business unit kitchens. There were no reported shortages for the quarter under review.</p> <p><b>Purchase of the Deputy Speaker's Vehicle.</b> <b>Response:</b></p> <p>The budget for the Deputy Speaker's vehicle for the year was set at R1, 1 million. The approach taken was to first process and concludes the acquisition of the Speaker's Vehicle and then begins the processes for the procurement of the Deputy Speaker's vehicle. The process of procuring the Speaker' Vehicle has been concluded and the Deputy Speaker's vehicle will be concluded in the 2<sup>nd</sup> Quarter.</p>	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
6.	IT	Provide the Committee with a progress report relating to insourcing of the IT function.	Only 6 posts were approved in the last financial year and those posts have been profiled and graded, the process of recruitment is currently underway. After these posts were approved a new ICT Strategy was then adopted, and this was followed by network infrastructure architecture upgrade to CISCO ECM (Enterprise Composite Model). Both these innovations highlighted new resourcing requirements, including support for CISCO ECM (Enterprise Composite Model) network design architecture, System Security, Firewalls, SAP new models BI (Business Intelligence) business warehouse, ESS/MSS to name a few. In order to realign the support structures as per ICT Strategy recommendations, some of the specialised support functions because of their specialised nature will still remain outsourced. The process of acquiring outsourcing support to is currently under way.	Yes
7.	OSS	Provide the Committee with reasons for not undertaking the following planned activity:  <b>Public Perception Survey</b>	<p><b>Response:</b> <b>Public Perception Survey</b></p> <p><b>INTRODUCTION</b> The Office of the Executive Director: Core Business was tasked to conduct Public Perception Survey. The purpose of the survey is to measure public perception about the role, effectiveness, and efficiency of the Gauteng Provincial Legislature, in order to inform improvements in achieving the oversight, law-making, public participation, and cooperative governance constitutional mandates. The project was planned as a multi-year project for the 2013/14 to 2014/15. Quarterly reports on project progress are submitted to the Planning and Budgeting Unit.</p> <p><b>PROJECT OBJECTIVES</b></p> <p>The specific objectives are to assess the awareness and perceptions of the people of Gauteng in relation to the:</p> <ul style="list-style-type: none"> <li>• Sphere and arm of the state the GPL is;</li> <li>• Role of the GPL as a state entity;</li> <li>• Relationship of the GPL with other entities of the state at national, provincial and local level;</li> <li>• GPL's relationship with the people of Gauteng;</li> <li>• GPL's effectiveness in achieving its constitutional mandates;</li> <li>• GPL's efficiency in achieving its constitutional mandate; and</li> <li>• Improvements that is necessary for the GPL to enhance its effectiveness and relations with the people of Gauteng.</li> </ul> <p><b>Project Approach</b></p> <p>The project was commissioned to the Human Sciences Research Council (HSRC), working under the supervision of the GPL Project Governance Structure. The project is executed in 3 phases: documentation of the literature review, documentation of the public perception survey report and lastly' documentation of the recommendations on how the GPL can improve on delivering its constitutional mandate of promoting participatory democracy.</p>	





Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No																																																																																					
7.	OSS (continued)	<p>Provide the Committee with reasons for not undertaking the following planned activity:</p> <p><b>Public Perception Survey (continued)</b></p>	<p><b>Project Status and Key Strategic Milestones</b></p> <p>HSRC was appointed in February 2014 and have submitted the Literature Review Report which included an outline of summary indicators for measuring Effectiveness, Efficiency, and Public Perception. These indicators were used to guide the development of the Study Protocol that was submitted to obtain Ethics Approval for the Study and to guide data collection.</p> <p>The conceptualisation of the data collection approach entailed conducting household interviews, focus group discussions and key informant interviews drawn from a randomised sample from all the 5 districts, as well as a purposively sampled group of certain individuals from the GPL Draft Stakeholder Database, in order to triangulate the findings of the study with views of those that have had the privilege to engage with the GPL at various stakeholder consultative processes. The table below describes key strategic milestones for the project and status in relation to delivery:</p> <p><b>The table below describes key strategic milestones for the project and status in relation to delivery:</b></p> <table> <tr> <th></th><th>MILESTONE DESCRIPTION</th><th>DATE DUE</th><th>STATUS</th><th>AMENDMENT</th></tr> <tr> <td>1.</td><td>Approval of Service Provider Terms of Reference by the Secretary to the Legislature</td><td>23 October 2013</td><td>Completed</td><td></td></tr> <tr> <td>2.</td><td>Sourcing out of Service Provider by SCM</td><td>31 January 2014</td><td>Completed</td><td></td></tr> <tr> <td>3.</td><td>Signing of contract by Service Provider</td><td>14 February 2014</td><td>Completed</td><td></td></tr> <tr> <td>4.</td><td>Submission of Inception Report and Implementation Framework</td><td>07 March 2014</td><td>Completed</td><td></td></tr> <tr> <td>5.</td><td>Ethics Application and Approval</td><td>6 June 2014</td><td>Completed</td><td></td></tr> <tr> <td>6.</td><td>Draft Literature Review Report and Study Protocol</td><td>30 April 2014</td><td>Completed</td><td></td></tr> <tr> <td>7.</td><td>Submission of Inception Report and Implementation Framework</td><td>07 March 2014</td><td>Completed</td><td></td></tr> <tr> <td>8.</td><td>Ethics Application and Approval</td><td>30 April 2014</td><td>Completed 6 June 2014</td><td></td></tr> <tr> <td>9.</td><td>Presentation of Draft Literature Review Report and Study Protocol to the Project Reference Group</td><td>06 June 2014</td><td>Completed</td><td></td></tr> <tr> <td>10.</td><td>Submission of revised Draft Literature Review Report and Study Protocol; incorporating inputs of the Project Reference Group</td><td>20 June 2014</td><td>Completed</td><td></td></tr> <tr> <td>11.</td><td>Piloting of Research Instruments</td><td>June 2014</td><td>Completed</td><td></td></tr> <tr> <td>12.</td><td>Training of Field Workers</td><td>July 2014</td><td>Completed</td><td></td></tr> <tr> <td>13.</td><td>Data Collection</td><td>July 2014</td><td>Ongoing</td><td>July and August 2014</td></tr> <tr> <td>14.</td><td>Data Processing</td><td>August 2014</td><td>Ongoing</td><td>30 September 2014</td></tr> <tr> <td>15.</td><td>Writing of Report outlining Public Perceptions and Recommendations</td><td>September 2014</td><td>Pending</td><td>30 October 2014</td></tr> <tr> <td>16.</td><td>Submission of Final Report and Recommendations</td><td>September 2014</td><td>Pending</td><td>28 November 2014</td></tr> </table>		MILESTONE DESCRIPTION	DATE DUE	STATUS	AMENDMENT	1.	Approval of Service Provider Terms of Reference by the Secretary to the Legislature	23 October 2013	Completed		2.	Sourcing out of Service Provider by SCM	31 January 2014	Completed		3.	Signing of contract by Service Provider	14 February 2014	Completed		4.	Submission of Inception Report and Implementation Framework	07 March 2014	Completed		5.	Ethics Application and Approval	6 June 2014	Completed		6.	Draft Literature Review Report and Study Protocol	30 April 2014	Completed		7.	Submission of Inception Report and Implementation Framework	07 March 2014	Completed		8.	Ethics Application and Approval	30 April 2014	Completed 6 June 2014		9.	Presentation of Draft Literature Review Report and Study Protocol to the Project Reference Group	06 June 2014	Completed		10.	Submission of revised Draft Literature Review Report and Study Protocol; incorporating inputs of the Project Reference Group	20 June 2014	Completed		11.	Piloting of Research Instruments	June 2014	Completed		12.	Training of Field Workers	July 2014	Completed		13.	Data Collection	July 2014	Ongoing	July and August 2014	14.	Data Processing	August 2014	Ongoing	30 September 2014	15.	Writing of Report outlining Public Perceptions and Recommendations	September 2014	Pending	30 October 2014	16.	Submission of Final Report and Recommendations	September 2014	Pending	28 November 2014	
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9.		Most programmes underspent during the quarter under review, what measures will the Office of the CFO put in place to expedite spending.	<p>The GPL has adopted an enhanced budget expenditure monitoring with the implementation of the following strategies;</p> <p>During the commencement of the current 2014/15 financial year each programmes were requested to certify their Operational Plans in line with approved Annual Performance Plans. The certified APP's and Operational Plans were utilised by programmes in developing credible and realistic projections of the current financial year.</p> <p>The developed projections were informed by activities as outlined in the Programs Approved Operational Plans. These Projections were utilised to develop a comprehensive demand management plan of the Institution, therefore ensuring proactive, efficient and effective acquisition of Goods and Services. The projections will be reviewed on a monthly basis for all Programmes and Committees.</p> <p>Timeous capturing of requisitions on SAP system linked to the outcome of revised projections and activities determined. The CFO's office will continue to present monthly expenditure reports to the Executive Authority, Secretariat and Programme Managers to serve as an in year monitoring system and early warning on trends in the implementation of the budget.</p> <p>The Planning Committee will meet to present reports on the implementation of the Annual Performance Plan and associated budget.</p> <p>The Planning and Budget office will continue to engage all programmes on a monthly basis to review projections on activities for the remaining period and remedial action for the potential under/ over spend where identified. Plans will be revisited on continuous basis to ensure alignment to the respective annual performance plans and activities. This will indeed limit the risk of under/ over spending and non-performance.</p>	Yes																																																												



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9.		Most programmes underspent during the quarter under review, what measures will the Office of the CFO put in place to expedite spending. (continued)	<p>Programme managers that have incurred an overall variance of more or under five percent will be held accountable through a written report to the Accounting Officer detailing corrective actions.</p> <p>Emphasis on value for money whilst ensuring continuous commitment to efficiency measures in the way GPL work and conducts its business.</p> <p>In the event of under and overspending within programmes, Virements would be effected between programmes to ensure no overspending occurs in any programme and thus averting unauthorised expenditure.</p>	Yes
10.		IT Management and Electronic Documents Management System	<p>The Legislature's document management system is poorly co-ordinated, with long delays in posting committee reports, annual reports, replies, etc on the shared T: drive. Soft copies of documents are not provided by Departments, and staff often have to resort to scanning hard copies (with 300 page annual reports, this is cumbersome, and often results in illegible documents.)</p> <p>Members have indicated that they would like to make greater use of their Legislature resources (iPads, laptops, etc.), and reliable delivery of soft copies will be essential in this regard.</p> <p>The shared T: drive is a mess of folders, many of them empty while others are inconsistently populated.</p> <p>The Legislature uses an outdated method of printing out, stamping, signing, scanning, and then printing out again, when it comes to managing documents (particularly in the case of replies). This results in great inefficiencies when it comes to the processing documents, and often results in poor legibility.</p> <p>The Legislature is reported to have an Electronic Document Management System (EDMS) in place, but details on this and the service provider are sparse. Staff has apparently not been given proper training on it, and there is no formal documentation on it.</p> <p>In the Legislature budget speech, the Deputy Speaker spoke of an E-Legislature, which will be fully electronic (like Parliament's system). The establishment of a unified IT policy, particularly for all sections of the Parliamentary Operations Unit, which is thoroughly implemented, will be invaluable if we are to move to an E-Legislature.</p> <p><b>We therefore request clarity on the following issues:</b></p> <p><b>Further details on the Legislature's EDMS policy, Implementation Plan, and contract details of the service provider;</b></p> <p><b>Response:</b></p> <p>The document and records management policy for GPL has been formulated to address both paper and electronic documents. Electronic Document Management System (EDMS) as a records management tool is covered by this policy.</p> <p>The policy is in a draft stage and will undergo the approval processes of the institution. The EDMS is part of electronic tools that come with the Legislature Information Management System (LIMS). The project was completed and is being operationalised.</p> <p>The GPL has a one year "pay-as-you-go" Service Level Agreement (SLA) with the Docqnet to support the system whenever required. Training on the system was provided to Documents and Services staff to enable them to use the tool and provide support to other business units when the tool is extended to them.</p>	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
10.		IT Management and Electronic Documents Management System (continued)	<p><b>The Implementation Plan and Budget for the E-Legislature Project</b></p> <p>As indicated in 7.1, the EDMS is part of the electronic tools that come with the LIMS. LIMS is no longer a project and is being operationalised. The major area of LIMS that the institution is paying more attention to is the electronic petitions and resolutions tracking system.</p> <p>These are core business electronic workflow processes and documents that get attached to the processes are automatically stored in the EDMS as this is integrated to the electronic workflows. As indicated, there are two support contracts for electronic solutions – one with Docqnet (EDMS) and the other with Flow-centric (electronic workflows). The total budget for support is R604 800.00. The support contracts with the providers are based on a pay-as-you go and the institution only pays for hours used in delivering a particular service. The institution is now focused on increasing usage of the system.</p> <p><b>Details on the Implementation of a Unified IT Policy for the Legislature, particularly with regards to management of the shared T: drive and Legislature resources for Members and Committees.</b></p> <p><b>Response:</b> There is one general ICT Policy for the GPL which is aimed towards the protection of Honourable Members, GPL's employees, support staff, partners and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/network-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, data bundles management, internet browsing, social media and FTP activities, are the property of GPL. These systems are to be used for business purposes in serving the interests of the GPL, and of our internal and external stakeholders in the course of normal operations. The policy is being reviewed to accommodate the recommendations of the newly adopted ICT strategy and governance including management of social media.</p> <p><b>Details on the implementation of a more efficient system for processing questions and replies.</b></p> <p><b>Response:</b> Questions are received from MPL's, date stamped, signed and forwarded to the Principal Table Assistant for checking as to whether they comply with the Standing Rules, guidelines and parliamentary practice.</p> <p>Questions are then typed up by the Table Assistant in the correct format and handed back to the Principal Table Assistant for final checking. Corrections are made where required to do so, it is then printed onto the Secretary's letterhead, signed off by the PTA on behalf of the Secretary, scanned and e-mailed to the relevant Department.</p> <p>The said question is also sent to the Leader of Government Business as well as the Director General's office for information and follows up with the various departments. Original letters to Departments are placed in the pigeon holes of the various Departments. These are collected by the Parliamentary Liaison Officers on the same day or the next day as the response is due in 10 days' time.</p> <p>If questions are not responded to within the stipulated time frame the question is then placed under Question for Oral Explanation in terms of Rule 141(5). If replies are received, it is usually emailed to House Proceedings or hand delivered by the Department officials. House Proceedings checks that the MEC has signed. The Reply is date stamped, a cover with the number of the question is typed and together the Reply and the cover sheet is scanned and e-mailed to the relevant Member who asked the question and also placed on the T-Drive. The original copy is then filed in the House Proceedings Office.</p>	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
10.		IT Management and Electronic Documents Management System (continued)	<p><b>A commitment from Gauteng Provincial Government Departments that they will provide soft copies of all documents that are submitted to the Legislature, and that these be provided timeously and in an appropriate format for archiving by the Legislature.</b></p> <p><b>Response:</b> When Department are required to submit reports, Bills it is a requirement that they submit such documents in two forms i.e. Hard Copies and Soft Copy. All Government Departments are required to submit their quarterly and annual reports in a format prescribed by the GPL within a month after each quarter, annual report within six months of the end of the financial year as required by section 40 of the PFMA act (No.1 of 1999) read with the Rule 47(1).</p> <p>They are expected to send at least 150 hard copies and a soft copy for archiving purposes. It is important that the documents submitted must be accompanied by a signed letter from the MEC responsibly for such a department or Entity.</p>	Yes
11.		The Committee recommends that there should be plans and mechanisms in place to avoid any negative impact caused accruals on the 2014/15 budget allocation. A progress report on the matter should be submitted to the Committee on 30 October 2014.	<p>By virtue of the application of GRAP as provisioned previously in FAMLA and now in the FMFA. The GPL must accrue for expenditure incurred but not necessarily paid. This application does not affect the budget for the following year as budget is charged and accordingly reserved for the accrued items. Therefore the accruals of 2013/14 did not impact on the budget for 2014/15. The raising of accruals is primarily consequential to invoices not received on time and the recognition of such expenditure in the period occurred.</p> <p>However, internal control processes are in place to first identify accrued expenditure and minimise same. The GPL maintains a control account on sap which registers all goods and services received. This account is reconciled on a monthly basis by Finance in conjunction with SCM. The process forces the team to review goods and services received from purchases orders and then follow up on outstanding invoices and process payment within the same month or following month. This control also ensures that payments are effected within 30 days.</p>	Yes
12.		GPL 2 <sup>nd</sup> Quarter Financial Report Presentation	The 2 <sup>nd</sup> Quarter Financial Report was presented to the Committee and it is available on request.	Yes
13.		GPL 2 <sup>nd</sup> Quarter Performance Report Presentation	The 2 <sup>nd</sup> Quarter Performance Report was presented to the Committee and it is available on request.	
14.		Submit new priorities, revised Strategic Plan and APP as completed.	<p><b>Response:</b> The revised APP 2014/15 and the APP for 2015/16 and the APP for 2015/16 were submitted.</p>	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
15.		With respect to oversight on Strategic Priorities, the Committee hereby recommends that the report on the study on Review the Efficacy of Laws Passed since 1994 and recommendations be submitted to the Committee by 30 January 2015.	<b>Response:</b> The study on the Review of the Efficacy of Laws Passed since 1994 was commissioned by the GPL in 2010. This, as part of the need to improve the lives of the people in the province through an effective law-making process. As per the committee's recommendation, the actual report of the study is attached as an annexure to this report and the recommendations briefly outlined below: <ul style="list-style-type: none"> <li>• There is a need to amend some legislations to reflect and accommodate the current and ever-changing societal needs.</li> <li>• There is a need to develop/finalise regulations, accompanying respective Acts, where needed.</li> <li>• Improve coordination amongst various players (e.g. the 3 spheres, NGOs and the private sector).</li> <li>• The application processes to be improved e.g. in terms of the turnaround times and simplifying it.</li> <li>• Increase funding/resources/ capacity for the implementation of legislations,</li> <li>• Establishment of/improving the operations of support structures.</li> <li>• Improve institutional efficiency and leadership (also need to address the issue of corruption).</li> <li>• Awareness levels of communities with regard to passed legislations should be increased by:               <ul style="list-style-type: none"> <li>~ Ensuring that the process of law-making consistently involves the public through hearings and developing feedback mechanisms to relevant stakeholders.</li> <li>~ Integrating education on laws within the public education programmes of the Legislature.</li> <li>~ Reviewing the programme of the Legislature to ensure that law-making processes and other business of the Legislature are catered for in the programme.</li> </ul> </li> <li>• Increase the Legislature's capacity to oversee and monitor the implementation of laws passed (provincially and nationally).</li> <li>• There is a need to increase the Legislature's capacity to set up effective Monitoring and Evaluation mechanisms and conduct evaluations methodologically and regularly.</li> </ul>	Yes
16.		With respect to oversight on Technical performance, the Committee hereby recommends that the GPL submits a project strategy of the 20 years of democracy by 30 January 2015.	<ul style="list-style-type: none"> <li>• The project strategy on the GPL 20 years of democracy project was submitted to the Committee.</li> </ul>	Yes
17.		The committee recommends that the GPL should report on what is hampering the achievement of Procurement Spending and Employment Equity targets get PWD's and identify solutions to address such challenges by 30 January 2015.	<b>Response:</b> The following challenges are experienced: <ul style="list-style-type: none"> <li>• Ineffective Employment Equity Committee</li> <li>• Ineffective recruitment methods for PwD's</li> <li>• Outdated Disability policy</li> <li>• Inadequate support mechanisms.</li> </ul> <b>Human Resources plans the following activities to attract People Living with Disability for the 2014-2015 period:</b> <ul style="list-style-type: none"> <li>• Appointment of a panel of Recruitment Services Providers to include agencies specialising in People Living with Disability.</li> <li>• Disability Audit on GPL to include but not limited to working conditions and business tools.</li> <li>• Review of the GPL Disability Policy in line with recommendations from the Disability Audit.</li> <li>• Awareness sessions on Diversity to include but not limited to People Living with Disability.</li> <li>• Disability Audit on GPL employees in line with GPL policy provisions.</li> <li>• On- going engagement with Line and Recruitment Agencies to identify vacant positions suitable for people living with disability.</li> <li>• GPL Internship programme and Learnership programme to source suitable disability candidates aligned to the revised Disability Policy.</li> </ul>	



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
18.		The GPL provides the Committee with a quarterly progress report regarding the status of developing the framework for documents and records management practices commencing 30 days after adoption hereof and continuing up until the end of the 2015/2016 financial year.	<p><b>Responses:</b></p> <p>The development of a framework for documents and records management practices in the GPL was part of the planning processes for 2015/16 financial year. It emerged out of the realisation that documents and records management in the institution is not standardised. To eliminate this anomaly, the GPL has developed a document and records management project proposal as part of 2015/16 annual performance plan.</p> <p>The project is one of the institutional enhancement projects whose detailed project scoping and planning will commence in January 2015. The aim of the project is to assess the state of record keeping in the institution. Based on this assessment, a framework / roadmap on good documents and records management practices will be developed and implemented. The end goal of the project is to deliver a platform for compliance and accountability by providing the organisation a documents and records management regime with the ability to manage both physical and electronic records within a single solution.</p> <p>To date, the document and records management policy and procedure manual for GPL has been formulated to deal with the both paper and electronic documents. Electronic Document Management System (EDMS) as a records management tool is covered by this policy. The policy is in a draft stage and will be aligned with the framework once it has been developed. Quarterly status reports will be provided in line with a detailed institutional project enhancement plan to be formulated at the beginning of 2015.</p>	Yes
19.		The GPL provides the Committee with the updated report regarding the Recruitment of IT personnel.	<p><b>Response:</b></p> <p>The positions were advertised internally and externally. CV's were received from internal and external candidates. The interviews have since taken place in the last week of January 2015. HR is in the process of finalising the background checks, reference checks as well as the verification of qualifications. This will be followed by the recommendation letters by the end of February 2015 and the appointments will take effect in March and April depending on the notice requirements in case of external candidates.</p> <p>In the meantime three of the long serving IT staff were given temporary contracts to assist in keeping GPL IT infrastructure running.</p> <p>The recruitment process was delayed to enable the finalisation of the appointment of Director: ICT.</p>	
20.		Please provide the Committee with a reason for not convening a capital projects monitoring meeting.	The meeting of Capital Projects Oversight Forum was postponed as it coincided with the Biennial Seminar of Secretaries Association of Legislatures of South Africa (SALSA) which took place in December 2014. The meeting is scheduled to take place on the 6th March 2015.	Yes
21.		Please provide the Committee with reasons for underspending by R4.86 million during the quarter under review in the Secretary's Office.	<p><b>Response:</b></p> <p>The main reason for the underspending relates to delays in the filling of vacant positions. These vacancies include Monitoring and Evaluation Analyst, Transversal Mainstreaming Focal Person, Senior Manager: Strategy, Planning, Monitoring and Evaluation and Ethics Officer.</p>	Yes
22.		Please provide the Committee with a criteria that was used in awarding performance bonuses.	<p><b>Response:</b></p> <p>Performance Management is governed by the Integrated Performance Management System (IPMS) Policy. The Policy is applicable to all GPL staff members.</p>	Yes
23.		Please provide the Committee with a progress report relating to filling vacant posts, especially on the Office of the Secretary (M&E).	<p><b>Response:</b></p> <p>The interviews for Senior Manager: Strategy, Planning, Monitoring and Evaluation, Transversal Mainstreaming Focal Person, Monitoring and Evaluation Analyst and Ethics Officer are planned for early March 2015. It is envisaged that all the incumbents will resume duty at the beginning of the new financial year.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No																					
24.		Please provide the Committee with reasons for overspending by Core Business under the quarter under review.	<p><b>Response:</b></p> <p>The overspending is attributable to emerging priorities and projects that have arisen following the establishment of the Fifth Legislature. These included Increased Taking the Legislature to the People initiatives, with related activities such as public education workshops, Hansard outsourcing, transport, media, catering and other procured services for these initiatives.</p> <p>Hosting of the Commercial Sex Workers Dialogue, with related activities such as transport, media, catering and other procured services for these initiatives.</p> <p>Additional funds were requested from Treasury to augment areas of spending pressures that were emerging during the financial year. However, Treasury did not approve the request for additional funding. Funds will be identified and reprioritised from slow spending areas within and between the Institutional programmes at year-end.</p>																						
25.		4 <sup>th</sup> quarter finance presentation	The 4th quarter financial report was presented to the Committee.	Yes																					
26.		Budget Presentation to OCPOL 2014/15 FY	The 2014-15 Budget presentation was presented to the Committee.	Yes																					
27.		GPL 4 <sup>th</sup> Quarter Performance Report 2013/14 FY	The 4 <sup>th</sup> Quarter Performance Report was presented to the Committee and it is available on request.	Yes																					
28.		A budget for payments of capital assets shows that for the current financial year this classification is allocated a budget of R17 348 million. Provide the Committee with a list of capital projects that will be rolled out during this financial year and their budget breakdown.	<p><b>Response:</b></p> <p>Below please find list of capital projects summarising purpose and budget breakdown:</p> <table><tr><th>CAPITAL ASSETS</th><th>PURPOSE</th><th>2014/15 VALUE</th></tr><tr><td>Audio visual equipment</td><td>To purchase conference systems, server upgrades and 19 touch screens for the House</td><td>1 461 600</td></tr><tr><td>Computer Software</td><td>Annual software licensing fees</td><td>7 232 500</td></tr><tr><td>Computer Hardware</td><td>To purchase laptops for new Members and staff, as well as server blades, storage area network, printers and desktops</td><td>4 312 000</td></tr><tr><td>Furniture</td><td>Purchase of office furniture for Members, Presiding Officers and new Staff</td><td>3 242 300</td></tr><tr><td>Motor Vehicle</td><td>To purchase Deputy Speaker's vehicle in line with the Ministerial handbook</td><td>1 100 000</td></tr><tr><td><b>TOTAL</b></td><td></td><td><b>17 348 400</b></td></tr></table>	CAPITAL ASSETS	PURPOSE	2014/15 VALUE	Audio visual equipment	To purchase conference systems, server upgrades and 19 touch screens for the House	1 461 600	Computer Software	Annual software licensing fees	7 232 500	Computer Hardware	To purchase laptops for new Members and staff, as well as server blades, storage area network, printers and desktops	4 312 000	Furniture	Purchase of office furniture for Members, Presiding Officers and new Staff	3 242 300	Motor Vehicle	To purchase Deputy Speaker's vehicle in line with the Ministerial handbook	1 100 000	<b>TOTAL</b>		<b>17 348 400</b>	Yes
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Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
29.		Furthermore a budget analyses shows an increase towards compensation of employees' classification and this is attributed to filling of vacant post as the institution underspent during the 2013/14 financial year in filling vacant posts.	<p><b>Response:</b></p> <p><b>Strategy to fill the newly approved position for 2014-2015.</b></p> <p>Management acknowledges that there were delays in the filling of positions for the 2013/14 financial year. This matter was tabled by HR for discussion at the HRD Committee meeting as well as the Secretariat for management redress. Some of the factors which were brought to the attention of the Secretariat was the inherent delay in processing vacancies by HR, such as acquiring mandates from line management timeously, development of job profiles for respective positions, acquiring a consultant from Deloitte Human Capital to grade a job, HR developing a recommendation memorandum to Secretary for approval of a grading, develop a job advert and then commencement with the recruitment process. On the other hand, there are internal constraints experienced by HR relating to capacity of two recruitment specialists which service the entire GPL. A new position has been created and will be eligible for recruitment in this financial year.</p> <p>The Legislative Services Board approved a total of fifteen (15) new positions for the 2014-2015 periods. There is five (5) positions approved for the Core Business stream, seven (7) for the CFO stream and three (3) for the Corporate Support Stream. The approved by LSB is subject to the filling of the vacancies from Quarter 3 only, i.e. 1 October 2014.</p> <p>Human Resources started engagement with the respective business units in April 2014 to ensure the following is received by Human Resources in planning for the recruitment during Quarter 1 and Quarter 2:-</p> <ul style="list-style-type: none"> <li>• Updated and signed off profiles for the vacancies;</li> <li>• Job grading for new positions;</li> <li>• Approved mandates to recruit from Line management; and</li> <li>• Advertisements and Interviews of graded positions.</li> </ul> <p>Whilst the primary focus of HR from a recruitment perspective has been the closing of vacant positions from the previous financial year, HR has also been supporting line in positioning itself for the filling new positions from 1 October 2014.</p>	Yes
30.		What measures has the GPL put in place to ensure that the cost cutting measures on goods and services do not negatively affect rendering of all important services?	<p><b>Response:</b></p> <p>The implementation of the cost cutting/ efficiency measures on goods and service does not affect the rendering of all important services of the GPL. The approved budget on goods and services caters for the full implementation of the adopted annual performance plan, implementation of committee activities and operational costs relating to the administration of the institution. The GPL identified the following major areas of budget reprioritisation/ efficiency measures during the 2014 MTEF budget process:</p> <ol style="list-style-type: none"> <li>None critical new positions</li> <li>Business Solutions</li> <li>International Study tours</li> <li>International Conferences</li> <li>Non-Strategic projects:</li> <li>Programmes team-building sessions</li> <li>The use of external venues /conference package for meetings and functions</li> <li>Catering for internal stakeholders</li> <li>Opening of the Legislature Feb 2015 (to be held internally)</li> <li>Accommodation for meetings and functions</li> </ol> <p>During the budget reprioritisation processes, emphasis was placed on doing more with less and not necessarily removing or compromising important services.</p>	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
31.		Provide the committee with plans that will ensure that the GPL will achieve a clean audit during the 2014/15 financial year.	<p><b>Response:</b></p> <p>In line with its strategic objective of achieving a clean audit, the GPL developed an “Audit strategy to achieve a clean audit”. The strategy was adopted by the Secretariat and reviewed on an annual basis. Immediately after the outcome of the 2012/13 audit, the Audit Strategy was revised to incorporate new findings and to record all further potential audit risks. Relevant action plans were developed to address the gaps identified and the recommendations by AG. The strategy is signed off by all relevant Management as a commitment to implementing the agreed action plans. Implementation is monitored continuously and progress reported on the Audit Tracking report which is tabled at all Risk Management Committee (RMC) and Audit &amp; Risk Committees (ARC) meetings.</p> <p>The Audit Tracking report is used as a key monitoring tool to track the progress on implementation of the findings raised by both internal audit and the AG. Unresolved findings remain in the tracking report until resolved. Once resolved the ARG Directorate verify the resolved status to ensure that the action plan was implemented fully.</p> <p>Weaknesses and shortcomings on the Annual Financial Statements and Performance Information were major audit issues during 2011/12. In this regard, Internal Audit was requested to review the draft Annual Financial Statements (AFS) &amp; Performance Information (PI), raise areas to be addressed and allow management time to implement the areas for improvement, prior to the final submission to the AG.</p> <p>SCM, Finance, Asset Management and HR have been identified as functions primarily focused on by the AG and that have the major impact on audit outcomes. These areas are all covered under the internal audit plan for each to ensure timeous identification of weaknesses and corrective action prior to the final audit by the AG.</p>	
32.		Provide the Committee with an update and plan to implement the decision taken by the Constitutional Court on FAMILA.	<p>In line with the decision of the constitutional court on FAMILA, the financial management Act of Parliament (FMPA) was then updated to incorporate all Legislatures. The resultant FMPA Amendment Bill [B1 - 2014] was introduced by the Standing Committee on Finance to the National Assembly plenary on 06 February 2014. The bill is consistent with the constitutional and legal framework as alluded to. The bill will further enhance the constitutional and legal principles of transparency, accountability and the sound financial management of the GPL.</p> <p>It is also noted that the window period provided by the Court ended on 1 April 2014. The constitutional principle of separation of powers, one of the cornerstones of our constitutional democracy, requires that the GPL remain responsible for the sound financial management of its institution. In due cognisance of the ended window period and the imminent passing of the updated act of Parliament, it was important to ensure that the financial management of the GPL is regulated during the interim period.</p> <p>Accordingly, FAMILA was converted to a policy effective 1 April 2014 and adopted by the Secretariat. Whilst the principles and fundamentals remain the same, the FAMILA policy would be reviewed in line with the Act and the regulations that will be developed after passing of the Act.</p>	Yes





Resolution No.	Subject	Details	Response by the GPL				Resolved Yes/No
33.		<p>Provide the committee with a plan including timeframes of the Legislature's readiness to attain an unqualified audit opinion with no matters under compliance of laws and regulations and predetermined objectives.</p> <p>Analyse the GPL's compliance with each House resolution emanating from the Committee reports for the last three financial years i.e. for the years ending 2011, 2012 and 2013. Such analysis must include:</p> <ul style="list-style-type: none"><li>a. the Committee resolution,</li><li>b. the issue to which this resolution pertained,</li><li>c. the action taken by the GPL</li><li>d. Date of compliance with the resolution</li><li>e. whether this matter recurred subsequent to the action taken</li><li>f. further action required to resolve the matter</li></ul>	Resolution	Subject	Action	Recurrence	Yes
			2010				
			The GPL submit a progress report on the effectiveness of measures put in place to improve the management of the timeous payment of invoices by 31 January 2011.	Payment of service providers within 30 days from receiving invoices.	Dates stamping of payment batches were introduced to maintain an audit trail on the timing of actual receipt of documents and payment for goods and services. The GI/IR (payables) is also monitored to ensure that payments are not outstanding for more than 30 days.	No material findings were raised during the 2013/14 audit.	
			The Speaker ensures that the Accounting Officer complies with the requirements of all applicable legislation and ensure that creditors are paid within the stipulated timeframes and a progress report be provided to SCOPA on 31 March 2011.	Payment of service providers within 30 days from receiving invoices.	(A report regarding the control measures was submitted to SCOPA as per the timeframe)	No material findings were raised during the 2013/14 audit.	
			The Speaker to submit the LIMS investigation report within seven days of finalisation thereof.	Processes following during the awarding of tenders	The evaluation audit report on LIMS was submitted to the Committee within the stipulated timeframe.	No further action required	
			2011				
			N/A as GPL received a clean audit				
			2012				
			That, in terms of Rule 187 (4), the Secretary (Accounting officer) report to OCPOL on a quarterly basis on the effectiveness of measures put in place in addressing matters related to under-spending.	Budget management	<p>Financial Reports are presented to OCPOL on a quarterly basis together with the Performance report for the quarter. The report provides an analysis of spending trends and implementation of the budget with specific reference to under an over spending.</p> <p>The GPL has enhanced budget expenditure and monitoring Monthly expenditure reports are presented to the Executive Authority, Secretariat and Programme Managers to serve as an in year monitoring system and early warning on trends in the implementation of the budget.</p> <p>The Planning Committee meets on a quarterly basis to present reports on the implementation of the Annual Performance Plan and associated budget</p> <p>The Planning and Budget office engages with all programmes to determine projections on activities for the remaining period and remedial action for the potential under spend where identified. Plans are revisited to ensure alignment to the respective annual performance plans and activities. This will indeed limit the risk of under-spending and non-performance.</p>	No material findings were raised subsequently	
			That the Accounting Officer provide the Committee with a progress report to address non-compliance with applicable laws and regulations in line with the requirements of Financial Management Policy of the Gauteng Legislature within thirty days of adoption hereof.	Non-compliance to SCM policies and processes	<p>A SCM compliance register was developed and monitored on a monthly basis. The register incorporates provisions of the Financial Management Policy of the Legislature, SCM Policy, Treasury Regulations and Circulars and relevant provisions of all applicable Acts and Regulations. This register serves as a point of reference for all SCM personnel to ensure.</p> <p>In the event of any instances of non-compliance / deviations are reported on in the monthly SCM reports. The Audit, Risk &amp; Governance Directorate (internal) provides internal assurance on non - compliance. This is followed up with external assurance as provided by the Internal Auditors.</p>	No material findings were raised subsequently	

Resolution No.	Subject	Details	Response by the GPL				Resolved Yes/No
33.		(continued)	Resolution	Subject	Action	Recurrence	Yes
			2012				
			That the Secretary submit to the Committee, within 30 days of adoption hereof and subsequent monthly, a report on all Supply Chain Management, procurement & contract deviations and/or instance of non-adherence to policy, processes and/or laws & regulations for the 2012/13 financial year to date & for the duration of the 2013/14 financial year.	Deviation from normal SCM process	A deviation register is maintained in SCM and deviations are reported on a monthly basis. The SCM report is now included in the financial report as presented to the Executive authority on a monthly basis.  In the 2012/13 financial year, two quotations to the total value of R205 780 were procured from suppliers who did not have tax clearance from SARS confirming that their tax matters were in order. One award to the total value of R58 379 was procured without inviting at least three written price quotations from prospective suppliers.	No material findings were raised subsequently	
			That the Committee conduct a hearing on the report on the forensic audit into the LIMS system within 6 months hereof.	Tender processes and awarding of business on the LIMS project	The LIMS investigation was completed during the 2012/13 period. The final report was duly submitted to the Committee.	No further action required	
			That the CFO submits to the Committee a monthly report for the deviation of the 2013/14 financial year COP on all deviations from this practice including explanations for each of the non-payment.  That the Speaker table the mid-year report to the House on progress made in relation to the effectiveness of measures put in place in addressing audit findings and progress made towards achieving a clean audit by 2014.	Deviation from normal SCM processes and monitoring thereof.	Deviation from SCM processes are monitored on an on-going basis and reported and recorded in the SCM deviation register.  A summary of deviations from 1 April 2014 to 30 September 2014 if any will be included in the mid-year report	No material findings were raised subsequently	
			2013				
			The Accounting Officer submits the report within 30 days detailing the status of the investigation and a quarterly update on the matter until finalisation thereof.	LIMS FORENSIC REPORT	GPL took steps to correct all the weaknesses identified in the report and a new Supply Chain Management (SCM) Policy and strategy were developed. Training on SCM and financial management takes place annually. SCM structures such as Legislature Acquisition Committee, Technical Evaluation Committee and the Specification Committee have been established; advertisements are no longer placed in newspapers in December; project management templates have been developed to ensure proper approvals, budgets, governance and accountability. Whilst pursuing all the other avenues to correct the anomalies that were taking place, GPL continued to find solutions to ensure that the objectives of LIMS are realised.  Based on the report from PWC, GPL laid criminal charges with the South African Police Services (SAPS) (805/07/2012). However, GPL received a letter from the investigating officer that due to insufficient evidence, Advocate Nonyana of the (NPA) declined to prosecute.	None	
			The Accounting Officer submits a progress report on the recommendations pertaining to employee matter within 30 days of adoption thereof.	SCM INVESTIGATION	The matter was referred to the Forensic Investigators but no evidence could be obtained to support the allegations of extortion. The recommendations by the Investigators that necessary measure should be put in place to ensure that officials, particularly those working at procurement environment declare their financial and business interest. In response to the report above, all SCM/Procurement staff complete annual declaration of interest and they are reminded and inculcated about conflict of interest issues.		

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
34.		<p>How does the GPL ensure that documents are readily available for auditing purposes?</p> <p>What is the status of record keeping by GPL in terms of the National Archives and Record Service of South Africa Act, no 43 of 1996?</p>	<p>The documentation relating to audit primarily focuses on two areas – financial and performance</p> <p><b>Financial Documentation</b> – Every payment effected by the GPL is supported by a payment batch. The payment batch comprises of all documents within the purchase payment cycle. These batches are maintained by the Finance Directorate in a systematic filing system. During audit request, these documents are extracted from the filing system and handed over to the auditors. Manual payments batches are filed alphabetically per supplier which enables the effective provisioning of the requested samples.</p> <p><b>Performance Documentation</b> – Performance information is prepared every quarter, mid-year and annually. The planning and budgeting unit (PBU) prepares reporting templates for each reporting period for completion by all programmes. The completed performance information is then tabled to the Executive Authority and various oversight structures including OCPOI, Audit &amp; Risk Committee and the LSB. The certified performance reports are then also held in the Office of the Secretary (M &amp; E unit) as well as the PBU and presented to auditors when requested.</p> <p>During the 2013/14 audit, all audit requests for both financial and performance documentation was duly provided resulting in no instance of non-compliance.</p> <p>The documents and records management in the institution is not standardised and each Stream is responsible for the management of its records following its own norms. To eliminate this anomaly, the GPL has developed a document and records management project proposal as part of 2015/16 annual planning processes. The aim of the project is to assess the state of record keeping in the institution. Based on this assessment, a framework / roadmap on good documents and records management practices will be developed and implemented.</p> <p>The end goal of the project is to deliver a platform for compliance and accountability by providing the organisation a documents and records management regime with the ability to manage both physical and electronic records within a single solution.</p>	Yes
35.		What information system does the GPL currently employ to record the following:	<p>Strategic documents including, among others, business plans, minutes of meetings, reports, tender documents, contracts with service providers.</p> <p>Currently, strategic documents such as the Strategic Plan and business plans are maintained by the Secretary through the M &amp; E Committee as well as the Planning &amp; Budgeting Unit. This is in line with adopted formats and templates as accepted by the Provincial Treasury and the Auditor-General.</p> <p>In line with the SCM policy, the safeguarding of all vendor and tender information must be conducted in a way that information is easily retrievable, but also secure enough to protect any sensitive information. As regards tenders and contracts, manual registers are maintained and stored electronically. With the implementation of the e-Procurement system (Intenda) the tender process will be automated and whereby prospective bidders have to register on-line to partake in the process. With reference to other documents referred; electronic copies are maintained however a dedicated system is not employed.</p>	Yes
			<p>Management of revenue</p> <p>All the GPL revenue is received by means of Electronic Funds Transfer into our bank account, with the exception of sundry revenue, such as sale of Tender documents and replacement of access cards. The GPL revenue is electronically recorded on the transversal SAP system on a monthly basis. Manual monthly revenue reconciliations are performed by finance to ensure completeness of receivable revenue. Finance has implemented an Accounts Receivable Module on SAP system, to further enhance the automated management of receivable revenue.</p> <p><b>Does the GPL have adequate IT skilled staff?</b></p> <p>A new strategy has been adopted which seeks to address the capacity challenges in IT. The Strategy seeks to ensure that GPL invests in beefing up internal capacity. This is an improvement on the current model which placed huge reliance on external service providers to render critical IT Support. In this regard, a total of six positions have been created. The process of recruiting for the positions has been delayed to allow the newly appointed IT Director who will be commencing employment on the 1st November, to oversee the recruitment process.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No																																																																														
35.		What information system does the GPL currently employ to record the following: (continued)	<p><b>Does the GPL have efficient and effective IT infrastructure?</b></p> <p>The GPL networks and infrastructure platforms are regularly subjected to scrutiny by both internal auditors and the Auditor-General. In the last two years, GPL has upgraded its IT platform in line with best practice to the CISCO Enterprise Composite Model network architecture.</p> <p>The network infrastructure is divided into a manageable series of virtual LANS (VLANS) with Core, Distribution and Access Layers. The entire IP Addressing scheme are designed around a scalable addressing scheme organised by GPL office locations and utilising inter-domain routing with variable length subnet masks.</p>																																																																															
36.		Does the GPL have a comprehensive strategy and policy governing the use of consultants?	<p>The GPL does not have a comprehensive strategy and policy governing the use of consultants. However, governing guidelines are provided for in the in the SCM Policy. Consultants are only used where necessary to complement or enhance management skills and engaged principally for the following reasons:</p> <ol style="list-style-type: none"><li>To provide specialised services for limited periods without any obligation of permanent employment.</li><li>To benefit from superior knowledge, transfer of skills and upgrading of a knowledge base while executing an assignment.</li><li>To provide independent advice on the most suitable approaches, methodologies and solutions of projects.</li></ol> <p>The GPL promotes a competitive environment by discouraging the tendency of direct appointments to ensure that prices charged by consultants are market related. The use of consultants is discouraged for projects/ activities that can be done internally. The GPL’s budget supports continuous learning and development of staff and Members to ensure skilled and competent staff with the aim of reducing the need for consultants. The GPL stress the importance of skills transfer when the consultant is appointed through in-house training, working closely with the consultants as well as various forms of partnering with the private sector. The GPL will continue to strengthen measures in place to reduce reliance on consultants.</p>																																																																															
37.		Provide names of the consultants appointed during the year under review. The information must include the following: a. Amounts of each contract; b. Inception dates for which each contract was effected; and c. Completion date for each of the contracts. d. Service provided e. Was the Consultant appointed to fill a vacancy rate or skills gap within the Department?	<table><tr><th>SERVICE PROVIDER'S NAME</th><th>CONTRACT VALUE in Rands</th><th>INCEPTION DATE</th><th>COMPLETION DATE</th><th>SERVICE PROVIDED</th><th>REASON</th></tr><tr><td>HUMAN SCIENCES RESEARCH COUNCIL</td><td>303 221</td><td>28.03.2014</td><td>30.11.2014</td><td>Perception survey</td><td>Specialist Research and exceptional service</td></tr><tr><td>DocQnet Systems International</td><td>185 168</td><td>20.05.2013</td><td>On going</td><td>LIMS Project</td><td>Licensing Fees</td></tr><tr><td>Mahuma Arts and Communication</td><td>6 539 371</td><td>18.03.2014</td><td>Before Elections</td><td>Voter Education Campaign</td><td>Exceptional Service - Specialist Marketing and Project Management</td></tr><tr><td>FIGJAM AGENCY CC</td><td>20 000</td><td>28.03.2014</td><td>Once off</td><td>Heritage Liberation Indaba</td><td>SKILLS GAP</td></tr><tr><td>EOH Mthombo (Pty) Ltd</td><td>32 063</td><td>27.02.2014</td><td>Once off implementation</td><td>SAP Ageing Report</td><td>SKILLS GAP – Specialist IT Services</td></tr><tr><td>Interactive Junction Holdings</td><td>178 456</td><td>28.05.2013</td><td>Once off implementation</td><td>Automated Recruitment system</td><td>Specialist Recruitment System</td></tr><tr><td>Interactive Web Work cc</td><td>14 934</td><td>03.03.2014</td><td>Once off implementation</td><td>Editing services for the Impact of Laws passed</td><td>SKILLS GAP – Specialist editing services</td></tr><tr><td>IDU Software (Pty) Ltd</td><td>17 835</td><td>20.02.2014</td><td>Once off</td><td>Upgrade of IDU server</td><td>SKILLS GAP – Specialist IT Services</td></tr><tr><td>Deloitte and Touché</td><td>142 044</td><td>03.06.2013</td><td>27.03.2014</td><td>Job Evaluations</td><td>Licensed Service Provider</td></tr><tr><td>KPMG</td><td>1 233 141</td><td>05.09.2013</td><td>30.6.2013</td><td>Auditing fees</td><td>Independent and objective auditing service</td></tr><tr><td>Flow Centric Technologies</td><td>200 416</td><td>31.05.2013</td><td></td><td>LIMS Project</td><td>Licensing fees</td></tr><tr><td>Ubusi Consulting (Pty) Ltd</td><td>1 063 213</td><td>22.01.2014</td><td>31.3.2014</td><td>Conduct quarterly performance assessment of Secretary and Political Advisor on behalf of Performance and Remuneration Committee of the LSB</td><td>SKILLS GAP</td></tr></table>	SERVICE PROVIDER'S NAME	CONTRACT VALUE in Rands	INCEPTION DATE	COMPLETION DATE	SERVICE PROVIDED	REASON	HUMAN SCIENCES RESEARCH COUNCIL	303 221	28.03.2014	30.11.2014	Perception survey	Specialist Research and exceptional service	DocQnet Systems International	185 168	20.05.2013	On going	LIMS Project	Licensing Fees	Mahuma Arts and Communication	6 539 371	18.03.2014	Before Elections	Voter Education Campaign	Exceptional Service - Specialist Marketing and Project Management	FIGJAM AGENCY CC	20 000	28.03.2014	Once off	Heritage Liberation Indaba	SKILLS GAP	EOH Mthombo (Pty) Ltd	32 063	27.02.2014	Once off implementation	SAP Ageing Report	SKILLS GAP – Specialist IT Services	Interactive Junction Holdings	178 456	28.05.2013	Once off implementation	Automated Recruitment system	Specialist Recruitment System	Interactive Web Work cc	14 934	03.03.2014	Once off implementation	Editing services for the Impact of Laws passed	SKILLS GAP – Specialist editing services	IDU Software (Pty) Ltd	17 835	20.02.2014	Once off	Upgrade of IDU server	SKILLS GAP – Specialist IT Services	Deloitte and Touché	142 044	03.06.2013	27.03.2014	Job Evaluations	Licensed Service Provider	KPMG	1 233 141	05.09.2013	30.6.2013	Auditing fees	Independent and objective auditing service	Flow Centric Technologies	200 416	31.05.2013		LIMS Project	Licensing fees	Ubusi Consulting (Pty) Ltd	1 063 213	22.01.2014	31.3.2014	Conduct quarterly performance assessment of Secretary and Political Advisor on behalf of Performance and Remuneration Committee of the LSB	SKILLS GAP	Yes
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Resolution No.	Subject	Details	Response by the GPL						Resolved Yes/No
37. (continued)		Provide names of the consultants appointed during the year under review. The information must include the following: a. Amounts of each contract; b. Inception dates for which each contract was effected; and c. Completion date for each of the contracts. d. Service provided e. Was the Consultant appointed to fill a vacancy rate or skills gap within the Department?	SERVICE PROVIDER'S NAME	CONTRACT VALUE in Rands	INCEPTION DATE	COMPLETION DATE	SERVICE PROVIDED	REASON	Yes
			Grace Human Capital	151 235	13.03.2014	Once off	Procedure Manuals and facilitation of the workshop	SKILLS GAP	
			Global Softech Solutions	492 480	24.06.2013	Once off -	Finance SAP enhancement	SKILLS GAP – Specialised SAP enhancement	
			Walking Tall Trading & Projects 186	244 000	11.06.2013		Asset counting	VACANCY RATE	
			Mohlaba & Moshona Inc. Attorneys	326 623	12.12.2013	Ad Hoc	Legal representation	Independent legal service	
			NEXIA SAB & T	17 583	11.07.2013	31.3.2015	Strategic Risk Consultation	Independent and objective internal audit services	
			NEXIA SAB & T	870 015	17.09.2013	31.3.2015	Internal Auditing fees	Independent and objective internal audit services	
			NEXIA SAB & T	240 045	28.03.2014	31.3.2015	Project Implementation Management	Independent and objective internal audit services	
			Thupa Media	150 500	05.06.2013		Website Maintenance	SKILLS GAP	
			Phakamisani Consulting	2 614 498	04.10.2013		OD for GSF + Strategic plans for Municipal Legislature	SKILLS GAP – Specialist Consultants appointed	
			Deloitte and Touché	194 443	18.02.2014	31.3.2014	Business Impact Analysis	SKILLS GAP – Specialist Consultants appointed	
			Tokiso Dispute Settlement	40 092	23.01.2014	Once off	Labour Arbitrator	Independent Consultant required	
			ICAS Employee Enhancement	27 929	27.09.2013	Once off	Members Wellness	SKILLS GAP and lack of capacity in field of Employee and Members wellness programme	
			ICAS Employee Enhancement	129 875	30.10.2013	Once off	Members Executive Care assessment		
			ICAS Employee Enhancement	68 244	21.11.2013	Once off	Implementation of a comprehensive employee wellness programme		
			F Connaway	5 000	13.05.2013	Once off	Provided services for wellness day		
			Bemazi Hairstylist	11 570	13.05.2013	Once off	Provided services for wellness day		
			ICAS Employee Enhancement	42 267	28.02.2014	Once off	Members Wellness		
			Neo Genesis Health Products	5 800	26.09.2013	Once off	Provided services for wellness day		
			Discovery Health	4 140	30.01.2014	Once off	Provided services for wellness day		
			Alexander Forbes	26 178	08.05.2013	Once off	Provided services for wellness day		
			Tokiso Dispute Settlement	19 266	31.05.2013	Once off	Labour Negotiations	Independent services required	
			SDS Services	131 100	19.07.2013		Political Party Audit	Independent audit services required	
			Discovery Health	2 090	16.09.2013	Once off	HIV Testing	SKILLS GAP	
			Tonnes Commodity Trade	15 000	22.010.2013	Once off	Motivational Speaker	Exceptional Service	

Resolution No.	Subject	Details	Response by the GPL						Resolved Yes/No
37. (continued)		Provide names of the consultants appointed during the year under review. The information must include the following: a. Amounts of each contract; b. Inception dates for which each contract was effected; and c. Completion date for each of the contracts. d. Service provided e. Was the Consultant appointed to fill a vacancy rate or skills gap within the Department?	SERVICE PROVIDER'S NAME	CONTRACT VALUE in Rands	INCEPTION DATE	COMPLETION DATE	SERVICE PROVIDED	REASON	Yes
			IDU Software (Pty) Ltd	30 920	12.11.2013	Once off	System upgrade	Exceptional Service	
			Prof Rassie Malherbe	60 000	25.02.2014	Once off	CSSL Manual launch	Exceptional Service	
			Spot the Zebra	113000	06.06.2013	30.09.2013	Stakeholder Survey	Exceptional Service	
			Pro Acoustic Consulting Eng.	30 000	24.03.2014	Once off	Technical Evaluation Report	Exceptional Service	
38.		Indicate whether or not the department performed a comprehensive assessment covering the following: a. Determining future needs; b. Identifying critical delivery dates; c. Specifying the frequency of the need; d. Linking the requirement to the budget; e. Skills transfer f. Performing a commodity analysis/checking for alternatives; and g. Performing an industry analysis.	In line with the provisions of the SCM policy, Demand management is the first phase of SCM. It translates GPL's Annual Performance Plan (APP) into current and future needs, in order to cost and budget for it. The objective is to ensure that the resources required to fulfil the needs identified in the strategic plan of the GPL are delivered at the correct time, price and place and that the quantity and quality will satisfy those needs. As part of this element of SCM, a total needs assessment is undertaken. This analysis is included as part of the strategic planning process of the GPL and hence incorporates the future needs. As part of the strategic plan of the institution, resources required for the fulfilment of its obligations are clearly analysed. This includes a detailed analysis of the goods, works and services required, such as how much can be accomplished, how quickly and with what materials, equipment, etc. In performing demand planning as the initial stage of SCM process, the following is ensured:  1. Future as well as current needs are understood; 2. Requirements are linked to the budget; 3. Specifications and or Terms of Reference are determined; 4. The needs form part of the strategic plan of the GPL; 5. An analysis of the past expenditure may assist in determining the manner in which the GPL fulfilled this need in the past; 6. The optimum method to satisfy the need is considered, including the possibility of procuring goods, works or services from other institutions (e.g. stationery, printing and related supplies from the Government Printer or furniture from the Department of Correctional Services, SITA), or on transversal or ad-hoc contracts; 7. The frequency of the requirement is specified; 8. The economic order quantity is calculated; 9. Lead and delivery times are identified; and 10. An industry and commodity analysis is conducted.  Managing demand is a cross-functional exercise that brings the supply chain practitioner closer to the end user and ensures that value for money is achieved. Pursuant to the Five Year Plan, the Annual Strategic Sessions are conducted to do an self-assessment of where the institution's achievements are against the targets set in the Five year Plan and Annual Performance Plans. Based on the Five Year and Annual Plans, future needs are determined as all Annual Plans activities and delivery dates had to be detailed in the Operational Plans annually. The Annual Operational Plans informs the budget of the institution hence any activity would always be linked to a budget since spending outside the budget is not permitted with the exception of emergencies and other political priorities. It had been established through the previous years' procurement spend that the main cost drivers in the GPL are Travelling and Accommodation, Transport and Catering which are repetitive. There was therefore no commodity analysis done as these services are procured through the competitive bidding process and there are no alternative services. Other than the services mentioned above, professional services from Consultants and other building maintenance projects are procured as and when there is a need therefore doing commodity analysis would not be necessary.						Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
39.		Does the GPL have skilled personnel to manage contracts?	Yes – GPL has skilled personnel to manage contracts. There were challenges identified regarding project management in the past, in particular regarding management of Legislature Information Management Services (LIMS). Subsequently, GPL, assisted by developed a Contract Management Framework and conducts financial managements and contract management workshops on an annual basis to increase awareness amongst relevant staff members.	
40.		<p>Please provide the Committee with reasons for non-inclusion on the report of targets relating to:</p> <ul style="list-style-type: none"> <li>• CPA Participation</li> <li>• Development of the Law-Making Framework</li> </ul>	<p>The GPL Administration embarked on a process of reviewing its Annual Performance Plans (APP) for 2013/14 financial year during the month of June 2013. During this process, APP's were revised and submitted for consolidation; however some of the targets in question were erroneously omitted from the consolidated APP. It can, however, be reported that the identified targets were being implemented and monitored, as if they were not omitted.</p> <p><b>CPA Participation</b> During the quarter under review the programme participated in the following CPA Activities: CPA 14th Commonwealth Africa Region Speakers and Presiding Officers Conference was held in the Seychelles. The Conference the fora where Speakers interact and share experience through mutual and frank exchanges of the responsibilities back in their home countries. Topics for consideration included, inter alia, the role of Presiding Officer in enforcing recommendations of Parliamentary Committees; whether the time has come for African Parliaments to require MPs to meet certain formal qualifications and the challenge of Speakers in ensuring true democracy through balancing interests of majority and minority parties.</p> <p>In addition, CPA Africa Region held a Coordinating Committee meeting to review progress on the implementation of its Strategic Plan, and consider offers for hosting subsequent Meetings of the Executive Committee and Conferences, and the election of CWP Chairperson and other Office Bearers of CPA International.</p> <p><b>Development of the Law-Making Framework</b> The Role of the Programme was to monitor the development the Law-Making Framework which draft has since been developed by Core Business and enhanced based on the Constitutional Court Ruling on which declared unconstitutional rules stating that MPs had to get permission from a majority of the House before tabling a bill. The draft Law-Making Framework is awaiting approval from Presiding Officers.</p>	Yes
41.		Submit the terms of reference for the planned National Conference on Oversight and Accountability by the end of September 2014.	<p>The Terms of Reference for the Conference on Oversight and Accountability are attached. As would be noted in the ToR, the Conference was initially planned for March 2014 but had to be called off due to preparations of 2014 National and Provincial Elections.</p> <p>The Committee must also note that, whilst the project was not undertaken in the form that it was initially planned, the spirit and content of the project have been incorporated into Thought Leadership Conversations as part of the 20 Years Review Report “; GPL has initiated Thought Leadership Conversations to reflect on the achievements, weaknesses and opportunities of GPL relating to oversight, law-making, representation (public participation/involvement) and co-operative governance.</p> <p>To-date GPL has hosted two seminars, i.e. Appreciating and Embracing GPL Exceptionalism: Looking through the Oversight Lens presented by Mr. Michael Youash (Researcher and contributing author of PEBA/SOM) with Mr Ralph Mathekga as a respondent (20th November 2014); and a Public Lecture - “Twenty Years of Institution Building and Democratic Consolidation- Reflections and Foresights: Case of Gauteng Provincial Legislature” presented by Dr Sidney Mufamadi with Mr Ibrahim Fakir as a respondent, hosted on the 5th December 2014.</p>	Yes
42.		Submit new priorities, revised Strategic Plan and APP as soon as they are completed.	GPL 2014 – 2019 Strategic Plan, including the Annual Performance Plan (APP) is attached for ease of reference.	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
43.		The Committee recommends that the GPL should provide an indication as to when a contract will be in place for the installation of X-ray searching device and walk through detectors in the at relevant places by the end January 2015.	Due to the obsolete nature of the current X-ray searching devices, no contract will be put in place for the existing X-rays. A new contract will be signed. An order has been placed for a walk-through detector and X-ray searching device for the Public entrance at President Street, and delivery is scheduled for end of February 2015. Additional walk through detectors and X-ray searching devices will be procured in the new final year. All other scanners will be serviced prior to the Official Opening.	Yes
44.		The Committee recommends that the GPL should provide plans to mitigate the lack of adequate capacity in the Petitions Office by the end of January 2015.	The capacity of the PPP unit to service the Gauteng province was limited by the fact that only two staff members were responsible for the petitions function in the GPL. A new Petitions Officer (P8) position was approved and the interviews were conducted on the 22 January 2015. As a result, the number of Petitions Officers will increase to two and a two temporary Petitions Administrators. Interviews for two temporary Petitions Administrators (P11) have been conducted and the Human Resources Unit is in the process of finalising the appointments. The extra capacity will mainly address two issues namely data capturing on the electronic e-petitions system and the implementation of a new filing system for the petitions. The total number of permanent positions in the Petitions Officers and Administrators will therefore increase to four comprising of two (2) Petitions Officers and one Petitions Administrator.	Yes
45.		Please provide the Committee with reasons for underspending, especially under office of the Chair of Chairs by the LSB Programmes	The reasons for underspending for Leadership and Governance are due to the delay in undertaking the following activities by the sub-programme: <b>Office of the Chair of Chairs</b> <ul style="list-style-type: none"> <li>• Meeting on request to Parliament;</li> <li>• Strategic oversight with recommendation and corrective measures on Committee business session;</li> <li>• Institutionalisation of the COVAC framework in the GPL.</li> </ul> <b>LSB</b> <ul style="list-style-type: none"> <li>• Induction of LSB Members ;</li> <li>• Learning and sharing opportunities for the Board;</li> <li>• Development of the governance framework/handbook;</li> </ul>	Yes
46.		Please provide Committee with progress report on LIMS investigation report	The executive summary of the investigation is attached for ease of reference. GPL tooksteps to correct all the weaknesses identified in the report and a new Supply Chain Management (SCM) Policy and strategy were developed. Disciplinary actions were taken against incumbents and training on SCM and financial management takes place annually. SCM structures such as LAC, Technical Evaluation and the Specification Committees have been established; adverts are no longer placed in the newspapers in December; project management templates have been developed to ensure proper approvals, budgets, governance and accountability.  Whilst pursuing all the other avenues to correct the anomalies that were taking place, GPL continued to find solutions to ensure that the objectives of LIMS are realised. In this regard, a presentation is also included to demonstrate some of the achievements on LIMS.  Based on the report from PWC, GPL laid criminal charges with the South African Police Services (SAPS) (805/07/2012), however GPL received a letter from the investigating officer that due to insufficient evidence, Advocate Nonyana of the (NPA) declined to prosecute.	
47.		Please provide the Committee with a progress report on the implementation of the ICT Strategy	The implementation plan which reflects progress is attached for ease of reference. It should be noted that the main recommendation relating to the appointment of the Chief Information Officer is currently underway. In addition, terms of reference (attached and composition of the ICT Committee have been approved.	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
48.		Please provide the Committee with measures put in place to increase spending within the programmes for the remainder of the financial year.	<p>The GPL has enhanced budget expenditure monitoring with the introduction of the following strategies:</p> <ul style="list-style-type: none"> <li>• During the current 2013/14 adjustment budget process each programme was requested to revise their initial projections and develop credible and realistic projections of the unexpired period of the current financial year. The revised projections were informed by activities as outlined in the Programmes Approved Operational Plans. These projections were utilised to develop a comprehensive demand management plan of the institution, therefore ensuring pro-active, efficient and effective acquisition of Goods and Services;</li> <li>• The projections will be reviewed on a monthly basis for all Programmes and Committees;</li> <li>• Timeous capturing of requisitions on the SAP system linked to the outcome of revised projections and activities determined;</li> <li>• The CFO's office will continue to present monthly expenditure reports to the Executive Authority, Secretariat and Programme Managers to serve as an in year monitoring system and early warning on trends in the implementation of the budget;</li> <li>• The Planning Committee will meet to present reports on the implementation of the Annual Performance Plan and associated budget;</li> <li>• The Planning and Budget Office will continue to engage all programmes on a monthly basis to review projections on activities for the remaining period and remedial action for the potential under/over spend where identified. Plans will be revisited on a continuous basis to ensure alignment to the respective annual performance plans and activities. This will indeed limit the risk of under/over spending and non-performance;</li> <li>• Programme Managers that have incurred an overall variance of more or under five percent will be held accountable through a written report to the Accounting Officer detailing corrective actions;</li> <li>• In the event of under and overspending within Programmes, virements would be effected between Programmes to ensure no overspending occurs in any Programmes and thus averting unauthorised expenditure.</li> </ul>	Yes
49.		Please provide the Committee with a reason for not convening capital projects	The meeting of Capital Projects Oversight Forum was postponed as it coincided with the Biennial Seminar of Secretaries Association of Legislatures of South Africa (SALSA) which took place in December 2014. The meeting is scheduled to take place on the 06th March 2015.	Yes
50.		Please provide the Committee with reasons for underspending by 4.86 million during quarter under review.	The main reason for underspending relates to delays in filling of vacant positions. These vacancies include Monitoring and Evaluation Analyst, Transversal Mainstreaming Focal Person, Senior Manager: Strategy, Planning, Monitoring and Evaluation and Ethics Officer.	Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
51.		Please provide Committee with a criteria that was used in awarding performance bonuses.	<p>Performance Management is governed by the Integrated Performance Management System (IPMS) policy. The policy is applicable to all GPL staff members.</p> <p>The process of performance review/assessment involved the following:</p> <ul style="list-style-type: none"> <li>• Formal performance reviews which take place on a quarterly basis, with the final review conducted from June – August 2014;</li> <li>• Formal preparations of the review session using the Annual Performance Plan (APP) and GPL Strategic Plans;</li> <li>• Assigning scores based on the weighting assigned to key performance areas/indicators;</li> <li>• Formal meeting to conduct formal performance assessment/review and reaching agreement on the final scores to be awarded;</li> <li>• The final score is recorded in the Balanced Score Card (BSC) of the relevant person being assessed;</li> <li>• Agreement on an individual learning plan for the next assessment period;</li> <li>• At the final review of the year, the copies of the signed agreements are forwarded to the Human Resources for consolidation and recommendation to Secretariat. The criteria used by Human Resource for consolidation and recommendation to Secretariat involve the following:- <ul style="list-style-type: none"> <li>~ Assessment of the ratings in line with the Perspectives of Institutional Balanced Score Card (Financial, Internal Business Processes, Human Capital and Stakeholder Management ) and in comparison to independent corroborating information as contained in the Audited Annual Financial Statements, the Audited Annual Performance Information, the Stakeholder Satisfaction and the Employee Satisfaction Surveys to the extent that they are applicable;</li> <li>~ Secretariat follows the same approach as in the bullet above to conduct reviews and moderate reviews as presented by Executives to the Secretary. The recommendations for all Senior Managers as well as levels 7&amp;8 were presented to the Joint Committee of HRD and Performance; and Remuneration for consideration and recommendation to the LSB;</li> <li>~ Performance is rated from 1-5 (with 1 unsatisfactory performance); 2 (needs improvements); 3 (meet requirements); 4(exceeds requirements) and 5 (outstanding performance). The performance bonus wards are based on how individual employees rate their performance against a set and agreed performance plan with targets and weighs for all the four BSC dimensions and the assessment of the supervisor.</li> </ul> </li> </ul>	
52.		Please provide the Committee with a progress report relating to filling vacant posts, especially on the Office of the Secretary (M&E).	The posts were advertised in September 2014 and shortlisting completed in December 2014. The interviews for Senior Manager: Strategy, Planning, Monitoring and Evaluation, Transversal Mainstreaming Focal Person, Monitoring and Evaluation Analyst and Ethics Officer are planned for early March 2015. It is envisaged that all the incumbents will resume duty at the beginning of the new financial year.	
53.		What are the reasons for a 25% budget increase to the IKM sub-programme?	The 25% increase in the IKM sub-programme is as a result of the increased number of Committee activities especially taking Committees to the People which require the availability of interpretation services and technical equipment to be hired, consultants for LIMS on need basis and Hansard outsourcing.	Yes
54.		Please provide Committee with reasons for a 516% budget decrease to the SCM sub-programme.	During 2014/15 financial year SCM was allocated R2.7 million for the purchase of Members and new staff furniture. The 2015/2016 budget allocation was decreased to R 82 000 as the GPL will not be purchasing new furniture during the current financial year.	Yes
55.		Financial Management as a sub-programme recorded a 13% budget decrease what is/are the reason/s.	The budget decrease to the Financial Management sub-programme is as a result of the decreased need to print pay slips for staff members. The GPL has implemented the employee Self Service (ESS) portal wherein employees are able to view and print their payslips of they really need to.	Yes

## SCOPA Resolutions

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
Questions emanating from the 1st quarter report for the 2014/15 FY.				
1.		Debts between Legislature and state entities and spheres of government To the Accounting Officer: At the end of the financial year, did the Legislature owe money to any municipalities?	Response: At the end of 2013/14 financial year the Gauteng Legislature did not owe money to any municipality. All our current accounts were settled before the end of the financial year.	Yes
2.		At the end of the financial year, did the Legislature owe money to any other Gauteng Department/entity?	Response: At the end of 2013/14 financial year the Gauteng Legislature did not owe money to any Gauteng Department/entity.	Yes
3.		At the end of the financial year, did any other Gauteng Department owe money to the Legislature?	Response: Yes, two Gauteng Departments owed the Legislature money at the end of 2013/14 financial year. If yes, which Department and the total amount owed? <ul style="list-style-type: none"> <li>• Department of Social Development R 106, 869.00</li> <li>• Office of the Premier R 164, 592.25.</li> </ul>	Yes
4.		Please state the nature of the debt/s	The outstanding debt is for the monthly parking rentals, of both Departments.	Yes
5.		How long has this debt/s been outstanding for?	The debts were outstanding for 30 days as at the end of 2013/14 financial year.	
6.		When is it anticipated that the debt/s will be settled?	The debts were settled during April 2014.	Yes
		Provide the committee with a plan including timeframes of the Legislature's readiness to attain an unqualified audit opinion with no matters under compliance of laws and regulations and predetermined objectives.	<p>The GPL has already updated its audit strategy to achieve a clean audit for 2014/15. The strategy will now be transposed onto a commitment register stipulating responsibility at various levels. This is to ensure that proper monitoring and tracking of all potential audit risks and prior year audit findings is conducted.</p> <p>Through the continued monitoring and implementation of this strategy, the GPL will be able to sustain the clean audit opinion for the 2014/15 financial period. The audit strategy will regularly be workshopped with all relevant line.</p> <p>Adherence to audit matters has also been introduced on the institutional balance scorecard and planning documents which forms the basis of performance plans for individual managers.</p> <p>The GPL has a dedicated internal audit function. The internal audit coverage plan for 2014/15 will cover all critical areas and identify audit risks, if any, and will provide management an early warning to apply corrective action. The Audit &amp; Risk Committee will conduct oversight on this process as well as the audit tracking register.</p> <p>The GPL will also partner with the GPG and Legislative sector initiatives to further enhance the realisation of this objective.</p>	

Resolution No.	Subject	Details	Response by the GPL			Resolved Yes/No																											
7.		<p>Provide the committee with a plan including timeframes of the Legislature’s readiness to attain an unqualified audit opinion with no matters under compliance of laws and regulations and predetermined objectives.</p> <p>Analyse the GPL’s compliance with each House resolution emanating from the Committee reports for the last three financial years i.e. for the years ending 2011, 2012 and 2013. Such analysis must include:</p> <ol style="list-style-type: none"><li>1. the Committee resolution,</li><li>2. the issue to which this resolution pertained,</li><li>3. the action taken by the GPL</li><li>4. Date of compliance with the resolution</li><li>5. whether this matter recurred subsequent to the action taken</li><li>6. further action required to resolve the matter</li></ol>	<table><tr><td colspan="3">2010</td></tr><tr><td>The GPL submit a progress report on the effectiveness of measures put in place to improve the management of the timeous payment of invoices by 31 January 2011.</td><td>Payment of service providers within 30 days from receiving invoices.</td><td>Dates stamping of payment batches were introduced to maintain an audit trail on the timing of actual receipt of documents and payment for goods and services. The GI/IR (payables) is also monitored to ensure that payments are not outstanding for more than 30 days.</td></tr><tr><td>The Speaker ensures that the Accounting Officer complies with the requirements of all applicable legislation and ensure that creditors are paid within the stipulated timeframes and a progress report be provided to SCOPA on 31 March 2011.</td><td>Payment of service providers within 30 days from receiving invoices.</td><td>(A report regarding the control measures was submitted to SCOPA as per the timeframe)</td></tr><tr><td>The Speaker to submit the LIMS investigation report within seven days of finalisation thereof.</td><td>Processes following during the awarding of tenders</td><td>The evaluation audit report on LIMS was submitted to the Committee within the stipulated timeframe.</td></tr><tr><td colspan="3">2011</td></tr><tr><td>N/A as GPL received a clean audit</td><td></td><td></td></tr><tr><td colspan="3">2012</td></tr><tr><td>That, in terms of Rule 187 (4), the Secretary (Accounting officer) report to OCPOL on a quarterly basis on the effectiveness of measures put in place in addressing matters related to under-spending.</td><td>Budget management</td><td>Financial Reports are presented to OCPOL on a quarterly basis together with the Performance report for the quarter. 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Resolution No.	Subject	Details	Response by the GPL			Resolved Yes/No
7. (continued)			2012			
			That the Accounting Officer provide the Committee with a progress report to address non-compliance with applicable laws and regulations in line with the requirements of the Financial Management Policy of the Gauteng Legislature within thirty days of adoption hereof.	Compliance to applicable laws and regulations	<p>Compliance with applicable laws and regulations in line with the requirements of the Financial Management Policy of the Gauteng Legislature is monitored by the Corporate Legal Advisor and reported at quarterly Risk Management meetings.</p> <p>The Financial Management Policy of the Gauteng Legislature Implementation plan also forms part of the Audit Strategy as adopted by GPL and monitored through the strategy.</p> <p>The Internal Auditors conducted an audit on compliance to laws and regulations during the 2012/13 and 2013/14 period and were satisfied with the compliance levels at the GPL.</p> <p>No instances of non-compliance occurred for the period.</p>	
			That the Accounting Officer provides the Committee with a progress report to address non-compliance with Supply Chain Management within thirty days of adoption hereof.	Non-compliance to SCM policies and processes	<p>A SCM compliance register was developed and monitored on a monthly basis. The register incorporates provisions of Financial Management Policy of the Gauteng Legislature, SCM Policy, Treasury Regulations and Circulars and relevant provisions of all applicable Acts and Regulations. This register serves as a point of reference for all SCM personnel to ensure.</p> <p>In the event of any instances of non-compliance / deviations are reported on in the monthly SCM reports.</p> <p>The Audit, Risk &amp; Governance Directorate (internal) provides internal assurance on non - compliance. This is followed up with external assurance as provided by the Internal Auditors.</p>	
			That the Secretary submit to the Committee, within 30 days of adoption hereof and subsequent monthly, a report on all Supply Chain Management, procurement & contract deviations and/or instance of non-adherence to policy, processes and/or laws & regulations for the 2012/13 financial year to date & for the duration of the 2013/14 financial year	Deviation from normal SCM process	<p>A deviation register is maintained in SCM and deviations are reported on a monthly basis. The SCM report is now included in the financial report as presented to the Executive authority on a monthly basis.</p> <p>In the 2012/13 financial year, two quotations to the total value of R205 780 were procured from suppliers who did not have tax clearance from SARS confirming that their tax matters were in order. One award to the total value of R58 379 was procured without inviting at least three written price quotations from prospective suppliers.</p>	
			That the Committee conduct a hearing on the report on the forensic audit into the LIMS system within 6 months hereof.	Tender processes and awarding of business on the LIMS project.	The LIMS investigation was completed during the 2012/13 period. The final report was duly submitted to the Committee.	

Resolution No.	Subject	Details	Response by the GPL			Resolved Yes/No
7. (continued)			2012			
			That the CFO submits to the Committee a monthly report for the deviation of the 2013/14 financial year COP on all deviations from this practice including explanations for each of the non-payment.  That the Speaker table the mid-year report to the House on progress made in relation to the effectiveness of measures put in place in addressing audit findings and progress made towards achieving a clean audit by 2014.	Deviation from normal SCM processes and monitoring thereof.	Deviation from SCM processes are monitored on an on-going basis and reported and recorded in the SCM deviation register.  A summary of deviations from 1 April 2014 to 30 September 2014 if any will be included in the mid-year report	
			2013			
			The Accounting Officer submits the report within 30 days detailing the status of the investigation and a quarterly update on the matter until finalisation thereof.	LIMS Forensic Report	GPL took steps to correct all the weaknesses identified in the report and a new Supply Chain Management (SCM) Policy and strategy were developed. Training on SCM and financial management takes place annually. SCM structures such as Legislature Acquisition Committee, Technical Evaluation Committee and the Specification Committee have been established; advertisements are no longer placed in newspapers in December; project management templates have been developed to ensure proper approvals, budgets, governance and accountability. Whilst pursuing all the other avenues to correct the anomalies that were taking place, GPL continued to find solutions to ensure that the objectives of LIMS are realised.  Based on the report from PWC, GPL laid criminal charges with the South African Police Services (SAPS) (805/07/2012). However, GPL received a letter from the investigating officer that due to insufficient evidence, Advocate Nonyana of the (NPA) declined to prosecute.	
			The Accounting Officer submits a progress report on the recommendations pertaining to employee matter within 30 days of adoption thereof.	SCM investigation	The matter was referred to the Forensic Investigators but no evidence could be obtained to support the allegations of extortion. The recommendations by the Investigators that necessary measure should be put in place to ensure that officials, particularly those working at procurement environment declare their financial and business interest.  In response to the report above, all SCM/Procurement staff complete annual declaration of interest and they are reminded and inculcated about conflict of interest issues.	

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
8.		How does the GPL ensure that documents are readily available for auditing purposes?	<p><b>Response:</b> The documentation relating to audit primarily focuses on two areas – financial and performance</p> <p><b>Financial Documentation</b> – Every payment effected by the GPL is supported by a payment batch. The payment batch comprises of all documents within the purchase payment cycle. These batches are maintained by the Finance Directorate in a systematic filing system. During audit request, these documents are extracted from the filing system and handed over to the auditors. Manual payments batches are filed alphabetically per supplier which enables the effective provisioning of the requested samples.</p> <p><b>Performance Documentation</b> – Performance information is prepared every quarter, mid-year and annually. The planning and budgeting unit (PBU) prepares reporting templates for each reporting period for completion by all programmes. The completed performance information is then tabled to the Executive Authority and various oversight structures including OC POL, Audit &amp; Risk Committee and the LSB. The certified performance reports are then also held in the Office of the Secretary (M &amp; E unit) as well as the PBU and presented to auditors when requested.</p> <p>During the 2013/14 audit, all audit requests for both financial and performance documentation was duly provided resulting in no instance of non-compliance.</p>	Yes
9.		What information system does the GPL currently employ to record the following:	<p><b>Response:</b> Strategic documents including, among others, business plans, minutes of meetings, reports, tender documents, contracts with service providers</p> <p>Currently, strategic documents such as the Strategic Plan and business plans are maintained by the Secretary through the M &amp; E Committee as well as the Planning &amp; Budgeting Unit. This in line with adopted formats and templates as accepted by the Provincial Treasury and the Auditor-General.</p> <p>In line with the SCM policy, the safeguarding of all vendor and tender information must be conducted in a way that information is easily retrievable, but also secure enough to protect any sensitive information. As regards tenders and contracts, manual registers are maintained and stored electronically.</p> <p>With the implementation of the e-Procurement system (Intenda) the tender process will be automated and whereby prospective bidders have to register on-line to partake in the process. With reference to other documents referred; electronic copies are maintained however a dedicated system is not employed.</p> <p><b>Management of revenue</b> All the GPL revenue is received by means of Electronic Funds Transfer into our bank account, with the exception of sundry revenue, such as sale of Tender documents and replacement of access cards. The GPL revenue is electronically recorded on the transversal SAP system on a monthly basis. Manual monthly revenue reconciliations are performed by finance to ensure completeness of receivable revenue. Finance has implemented an Accounts Receivable Module on SAP system, to further enhance the automated management of receivable revenue.</p>	Yes
10.		Does the GPL have adequate IT skilled staff?	<p><b>Response:</b> A new strategy has been adopted which seeks to address the capacity challenges in IT. The Strategy seeks to ensure that GPL invests in beefing up internal capacity. This is an improvement on the current model which placed huge reliance on external service providers to render critical IT Support. In this regard, a total of six positions have been created. The process of recruiting for the positions has been delayed to allow the newly appointed IT Director who will be commencing employment on the 1st November, to oversee the recruitment process.</p>	Yes
11.		Does the GPL have efficient and effective IT infrastructure?	<p>The GPL networks and infrastructure platforms are regularly subjected to scrutiny by both internal auditors and the Auditor-General. In the last two years, GPL has upgraded its IT platform in line with best practice to the CISCO Enterprise Composite Model network architecture.</p> <p>The network infrastructure is divided into a manageable series of virtual LANS (VLANS) with Core, Distribution and Access Layers. The entire IP Addressing scheme are designed around a scalable addressing scheme organised by GPL office locations and utilising inter-domain routing with variable length subnet masks.</p>	Yes

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12.		Does the GPL have a comprehensive strategy and policy governing the use of consultants?	<p><b>Response:</b></p> <p>The GPL does not have a comprehensive strategy and policy governing the use of consultants. However, governing guidelines are provided for in the in the SCM Policy. Consultants are only used where necessary to complement or enhance management skills and engaged principally for the following reasons:</p> <ol style="list-style-type: none"> <li>1. To provide specialised services for limited periods without any obligation of permanent employment.</li> <li>2. To benefit from superior knowledge, transfer of skills and upgrading of a knowledge base while executing an assignment.</li> <li>3. To provide independent advice on the most suitable approaches, methodologies and solutions of projects.</li> </ol> <p>The GPL promotes a competitive environment by discouraging the tendency of direct appointments to ensure that prices charged by consultants are market related. The use of consultants is discouraged for projects/ activities that can be done internally. The GPL's budget supports continuous learning and development of staff and Members to ensure skilled and competent staff with the aim of reducing the need for consultants. The GPL stress the importance of skills transfer when the consultant is appointed through in-house training, working closely with the consultants as well as various forms of partnering with the private sector. The GPL will continue to strengthen measures in place to reduce reliance on consultants</p>	Yes																																																																																										
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			NEXIA SAB & T	870 015	17.09.2013	31.3.2015	Internal Auditing fees	
			NEXIA SAB & T	240 045	28.03.2014	31.3.2015	Project Implementation Management	
			Thupa Media	150 500	05.06.2013		Website Maintenance	
			Phakamisani Consulting	2 614 498	04.10.2013		OD for GSF + Strategic plans for Municipal Legislature	
			Deloitte and Touché	194 443	18.02.2014	31.3.2014	Business Impact Analysis	
			Tokiso Dispute Settlement	40 092	23.01.2014	Once off	Labour Arbitrator	
			ICAS Employee Enhancement	27 929	27.09.2013	Once off	Members Wellness	
			ICAS Employee Enhancement	129 875	30.10.2013	Once off	Members Executive Care assessment.	
			ICAS Employee Enhancement	68 244	21.11.2013	Once off	Implementation of a comprehensive employee wellness programme.	
			F Connnoway	5 000	13.05.2013	Once off	Provided services for wellness day.	
			Bemazi Hairstylist	11 570	13.05.2013	Once off	Provided services for wellness day	
			ICAS Employee Enhancement	42 267	28.02.2014	Once off	Members Wellness.	
			Neo Genesis Health Products	5 800	26.09.2013	Once off	Provided services for wellness day.	
			Discovery Health	4 140	30.01.2014	Once off	Provided services for wellness day	
			Alexander Forbes	26 178	08.05.2013	Once off	Provided services for wellness day	
			Tokiso Dispute Settlement	19 266	31.05.2013	Once off	Labour Negotiations	
			SDS Services	131 100	19.07.2013		Political Party Audit	
			Discovery Health	2 090	16.09.2013	Once off	HIV Testing	
			Tonnes Commodity Trade	15 000	22.010.2013	Once off	Motivational Speaker	
			IDU Software (Pty) Ltd	30 920	12.11.2013	Once off	System upgrade	
			Prof Rassie Malherbe	60 000	25.02.2014	Once off	CSSL Manual launch	
			Spot the Zebra	113000	06.06.2013	30.09.2013	Stakeholder Survey	
			Pro Acoustic Consulting Eng.	30 000	24.03.2014	Once off	Technical Evaluation Report	

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14.		<p>Indicate whether or not the department performed a comprehensive assessment covering the following:</p> <ol style="list-style-type: none"> <li>Determining future needs;</li> <li>Identifying critical delivery dates;</li> <li>Specifying the frequency of the need;</li> <li>Linking the requirement to the budget;</li> <li>Skills transfer;</li> <li>Performing a commodity analysis/checking for alternatives; and</li> <li>Performing an industry analysis.</li> </ol>	<p><b>Response:</b></p> <p>In line with the provisions of the SCM policy, Demand management is the first phase of SCM. It translates GPL's Annual Performance Plan (APP) into current and future needs, in order to cost and budget for it. The objective is to ensure that the resources required to fulfil the needs identified in the strategic plan of the GPL are delivered at the correct time, price and place and that the quantity and quality will satisfy those needs. As part of this element of SCM, a total needs assessment is undertaken. This analysis is included as part of the strategic planning process of the GPL and hence incorporates the future needs. As part of the strategic plan of the institution, resources required for the fulfilment of its obligations are clearly analysed. This includes a detailed analysis of the goods, works and services required, such as how much can be accomplished, how quickly and with what materials, equipment, etc. In performing demand planning as the initial stage of SCM process, the following is ensured:</p> <ol style="list-style-type: none"> <li>Future as well as current needs are understood;</li> <li>Requirements are linked to the budget;</li> <li>Specifications and or Terms of Reference are determined;</li> <li>The needs form part of the strategic plan of the GPL;</li> <li>An analysis of the past expenditure may assist in determining the manner in which the GPL fulfilled this need in the past;</li> <li>The optimum method to satisfy the need is considered, including the possibility of procuring goods, works or services from other institutions (e.g. stationery, printing and related supplies from the Government Printer or furniture from the Department of Correctional Services, SITA), or on transversal or ad-hoc contracts;</li> <li>The frequency of the requirement is specified;</li> <li>The economic order quantity is calculated;</li> <li>Lead and delivery times are identified; and</li> <li>An industry and commodity analysis is conducted.</li> </ol> <p>Managing demand is a cross-functional exercise that brings the supply chain practitioner closer to the end user and ensures that value for money is achieved. Pursuant to the Five Year Plan, the Annual Strategic Sessions are conducted to do a self-assessment of where the institution's achievements are against the targets set in the Five year Plan and Annual Performance Plans.</p> <p>Based on the Five Year and Annual Plans, future needs are determined as all Annual Plans activities and delivery dates had to be detailed in the Operational Plans annually.</p> <p>The Annual Operational Plans informs the budget of the institution hence any activity would always be linked to a budget since spending outside the budget is not permitted with the exception of emergencies and other political priorities.</p> <p>It had been established through the previous years' procurement spend that the main cost drivers in the GPL are Travelling and Accommodation, Transport and Catering which are repetitive. There was therefore no commodity analysis done as these services are procured through the competitive bidding process and there are no alternative services. Other than the services mentioned above, professional services from consultants and other building maintenance projects are procured as and when there is a need therefore doing commodity analysis would not be necessary.</p>	
15.		<p><b>CONTRACT MANAGEMENT</b></p> <p>What processes do you follow to ensure that supply chain management key laws and regulations are complied with in each contract?</p>	<p><b>Response:</b></p> <p>The GPL Supply Chain Management Policy which is informed by all relevant legislation has been approved by the Board and it regulates the procurement of all goods and services. Flowing from the SCM Policy, the procedure and processes manual had been developed and documented guiding user departments on what to do step by step when there is a need to acquire goods and services.</p> <p>An annual Finance Awareness Workshop whereby all programmes are invited by the CFO programme to be workshopped on Finance and SCM compliance is conducted. SCM officials are also always available to advise user departments on processes to be followed when acquiring goods and services.</p>	
16.		Does the GPL have any internal guidelines on the management of contracts?	Yes, the GPL has developed and adopted the 'Guidelines on Contract Management' Framework.	Yes

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17.		How does the GPL Monitor and Evaluate Contracts/Projects?	<p>The Secretary to the Legislature has established a Project Office that is dealing with projects. The GPL has embraced the principles of 'Managing by Project'. (MBP) and has implemented the Enterprise Project Information Centre (EPIC) to assist project managers to manage their projects more effectively. A Project Management Process Framework has also been adopted, aligned to EPIC, to ensure the successful monitoring and evaluation of projects.</p> <p>The latter also forms a guided, for project managers, for the successful delivery of projects. The EPIC tool has the facility enabling the effective monitoring and evaluation of each project registered. The reporting system consists of three Dashboard reports and one graphic report providing a holistic overview of the registered projects. This enables the Executive Directors and Senior Management to have oversight of the project portfolios in their respective Programmes.</p> <p>The Secretary receives reports on a monthly basis in relation to contracts. Where contracts are extended; valid reasons are requested from Line, supported by respective Executive Directors and SCM. Extensions without the support of SCM as experts on procurement processes are returned back to Line. All extension of contracts are subjected to the Legislature Adjudication Council process.</p> <p>Decisions by the LAC/Accounting Officer to award a tender/contract is subject to the preferred supplier entering into a written contract for all goods and services. The Corporate Legal Advisor in the Office of the Secretary evaluates contracts and sends reminders to Line and SCM in relation to dates of expiry of contracts; requesting commitments of tender processes timeously and verifications of the contracts in the contract register.</p> <p>Reports are also tabled on a quarterly basis to Risk Management Committee; where all the Programmes are represented. These reports are also sent to respective Programme Managers so that they know and advice Executive Directors on status of contracts.</p> <p>The person nominated to be a project manager must forward a performance report to the SCM Office at each milestone, deliverable or other significant review point of the project and on completion of the project. Provision of a satisfactory performance report is a prerequisite for approval to pay the contractor either progress payments or a final payment. The Project Manager must consult with the SCM Unit where any difficulties are being experienced with the contractor or where remedial action is required in relation to poor performance. These processes form part of the SCM office's responsibilities to ensure the organisation's obligations, that due processes are met and that the organisation's risk exposure is managed effectively. The GPL Finance Unit does not pay for services which require a contract if there is no contract in place. Finance and SCM have the entire contract entered into by the GPL for record purposes and verifications of payment amounts.</p> <p>It is the responsibility of each contract owner to ensure that the quality of the goods or services received in terms of the contract is in line with the scope of the project. The 'Contract Payment Schedule' is an additional control that was implemented. The project manager certifies that the goods or services received are aligned to the contract and that payment could be effected. All quarterly and mid-year reports also require specific reporting on adopted projects for the financial year. Deviations and reasons thereof form part of the report.</p>	Yes
18.		Does the GPL have skilled personnel to manage contracts?	<p><b>Response:</b> Yes – GPL has skilled personnel to manage contracts. There were challenges identified regarding project management in the past, in particular regarding management of Legislature Information Management Services (LIMS). Subsequently, GPL, assisted by developed a Contract Management Framework and conducts financial managements and contract management workshops on an annual basis to increase awareness amongst relevant staff members</p>	Yes

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19.		The Accounting Officer submits the report within 30 days detailing the status of the investigation and a quarterly update on the matter until finalisation thereof.	<p>The executive summary of the investigations is attached for ease of reference. GPL took steps to correct all the weaknesses identified in the report and a new Supply Chain Management (SCM) Policy and strategy were developed. Training on SCM and financial management takes place annually. SMC structures such as Legislature Acquisition Committee, Technical Evaluation Committee and the Specification Committee have been established; advertisements are no longer placed in the newspapers in December; project management templates have been developed to ensure proper approvals, budgets, governance and accountability.</p> <p>Whilst pursuing all the other avenues to correct the anomalies that were taking place, GPL continued to find solutions to ensure that the objectives of LIMS are realised. In this regard, a presentation is also included to demonstrate some of the achievements on LIMS. Based on the report from PWC, GPL laid criminal charges with the South African Police Services (SAPS) (805/07/2012. However GPL received a letter from the investigating officer that due to insufficient evidence, Advocate Nonyana of the (NPA) declined to prosecute.</p>	Yes
20.		The Accounting Officer submits a progress report on the recommendations pertaining to employee matter within 30 days of adoption thereof.	The matter was referred to the Forensic Investigators but no evidence could be obtained to support the allegations of extortion. The recommendations by the Investigators that necessary measure should be put in place to ensure that officials, particularly those working at procurement environment declare their financial and business interest. In response to the report above, all SCM/ Procurement staff complete annual declarations of interests and they are reminded and inculcated about conflict of interests issues.	
21.		Based on the understanding that a “clean audit” refers to an unqualified audit opinion with no matters under compliance of laws and regulations, predetermined objectives, please describe the department’s current readiness in order to attain such an audit opinion by 2014.	<p>Response: Based on previous experience and the outcome of the 2012/2013 audit, GPL has reviewed the Annual Performance Plan to address weaknesses that were raised by the AG in the 2011/12 audit opinion for both 2012/13, 2013/14 and 2014/15.</p> <p>The Monitoring and evaluation function is being strengthened through the establishment of the Monitoring and evaluation Committee (MECom) and recruitment of additional staff in the Office of the Secretary, and capacity and training is also being provided for all Programmes on an on-going basis.</p> <p>Unit, Directorate, Programme and Secretariat meetings are held on a regular basis to assess performance of the Institution and correct weaknesses. In addition, performance assessments are conducted on a regular basis to assess individual performance and how it contributes to GPL performance.</p> <p>Monthly financial reports are presented to the Executive Authority, Provincial Treasury and Secretariat for consideration to enhance accountability and financial performance; and Quarterly performance and financial reports considered by Extended Secretariat. These reports are also tabled for consideration to OC POL, LSB and its Sub-Committee.</p> <p>An enhanced Audit Strategy for 2013/14 has been developed to ensure that GPL does not regress from achievement of a clean audit. With the continued updating, monitoring and implementation of the annual audit strategy, the GPL will be in a position to attain a clean audit for the 2013/14 financial period.</p> <p>In addition, audit and risk related issues are standing items in all management meetings.</p>	Yes



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22.		The Committee recommends that there should be plans and mechanisms in place to avoid any negative impact caused accruals on the 2014/15 budget allocation. A progress report on the matter should be submitted to the Committee on 30 October 2014.	<p>Response:</p> <p>By virtue of the application of GRAP as provisioned previously in FAMLA and now in the FMPA. The GPL must accrue for expenditure incurred but not necessarily paid. This application does not affect the budget for the following year as budget is charged and accordingly reserved for the accrued items. Therefore the accruals of 2013/14 did not impact on the budget for 2014/15. The raising of accruals is primarily consequential to invoices not received on time and the recognition of such expenditure in the period occurred.</p> <p>However, internal control processes are in place to first identify accrued expenditure and minimise same. The GPL maintains a control account on sap which registers all goods and services received. This account is reconciled on a monthly basis by Finance in conjunction with SCM. The process forces the team to review goods and services received from purchases orders and then follow up on outstanding invoices and process payment within the same month or following month. This control also ensures that payments are effected within 30 days.</p>	
23.		How does the GPL ensure that documents are readily available for auditing purposes?	<p>The documentation relating to audit primarily focuses on two areas – financial and performance.</p> <p>Financial Documentation – Every payment effected by the GPL is supported by a payment batch. The payment batch comprises of all documents within the purchase payment cycle. These batches are maintained by the Finance Directorate in a systematic filing system. During audit request, these documents are extracted from the filing system and handed over to the auditors. Manual payments batches are filed alphabetically per supplier which enables the effective provisioning of the requested samples.</p> <p>Performance Documentation – Performance information is prepared every quarter, mid-year and annually. The planning and budgeting unit (PBU) prepares reporting templates for each reporting period for completion by all programmes. The completed performance information is then tabled to the Executive Authority and various oversight structures including OCPOL, Audit &amp; Risk Committee and the LSB. The certified performance reports are then also held in the Office of the Secretary (M &amp; E unit) as well as the PBU and presented to auditors when requested.</p> <p>During the 2013/14 audit, all audit requests for both financial and performance documentation was duly provided resulting in no instance of non-compliance.</p>	
24.		What is the status of record keeping by GPL in terms of the National Archives and Record Service of South Africa Act, no 43 of 1996?	<p>The documents and records management in the institution is not standardised and each Stream is responsible for the management of its records following its own norms. To eliminate this anomaly, the GPL has developed a document and records management project proposal as part of 2015/16 annual planning processes. The aim of the project is to assess the state of record keeping in the institution. Based on this assessment, a framework / roadmap on good documents and records management practices will be developed and implemented.</p> <p>The end goal of the project is to deliver a platform for compliance and accountability by providing the organisation a documents and records management regime with the ability to manage both physical and electronic records within a single solution</p>	
25.		What information system does the GPL currently employ to record the following:	<p>Strategic documents including, among others, business plans, minutes of meetings, reports, tender documents, contracts with service providers. Currently, strategic documents such as the Strategic Plan and business plans are maintained by the Secretary through the M &amp; E Committee as well as the Planning &amp; Budgeting Unit. This in line with adopted formats and templates as accepted by the Provincial Treasury and the Auditor-General.</p> <p>In line with the SCM policy, the safeguarding of all vendor and tender information must be conducted in a way that information is easily retrievable, but also secure enough to protect any sensitive information. As regards tenders and contracts, manual registers are maintained and stored electronically. With the implementation of the e-Procurement system (Intenda) the tender process will be automated and whereby prospective bidders have to register on-line to partake in the process. With reference to other documents referred; electronic copies are maintained however a dedicated system is not employed.</p>	Yes

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			<p><b>Management of revenue</b> All the GPL revenue is received by means of Electronic Funds Transfer into our bank account, with the exception of sundry revenue, such as sale of Tender documents and replacement of access cards. The GPL revenue is electronically recorded on the transversal SAP system on a monthly basis. Manual monthly revenue reconciliations are performed by finance to ensure completeness of receivable revenue. Finance has implemented an Accounts Receivable Module on SAP system, to further enhance the automated management of receivable revenue.</p> <p><b>Does the GPL have adequate IT skilled staff?</b> A new strategy has been adopted which seeks to address the capacity challenges in IT. The Strategy seeks to ensure that GPL invests in beefing up internal capacity. This is an improvement on the current model which placed huge reliance on external service providers to render critical IT Support. In this regard, a total of six positions have been created. The process of recruiting for the positions has been delayed to allow the newly appointed IT Director who will be commencing employment on the 1st November, to oversee the recruitment process.</p> <p><b>Does the GPL have efficient and effective IT infrastructure?</b> The GPL networks and infrastructure platforms are regularly subjected to scrutiny by both internal auditors and the Auditor-General. In the last two years, GPL has upgraded its IT platform in line with best practice to the CISCO Enterprise Composite Model network architecture. The network infrastructure is divided into a manageable series of virtual LANS (VLANs) with Core, Distribution and Access Layers. The entire IP Addressing scheme are designed around a scalable addressing scheme organised by GPL office locations and utilising inter-domain routing with variable length subnet masks.</p>	Yes
25.		Does the GPL have a comprehensive strategy and policy governing the use of consultants?	<p>The GPL does not have a comprehensive strategy and policy governing the use of consultants. However, governing guidelines are provided for in the SCM Policy. Consultants are only used where necessary to complement or enhance management skills and engaged principally for the following reasons:</p> <ol style="list-style-type: none"> <li>1. To provide specialised services for limited periods without any obligation of permanent employment.</li> <li>2. To benefit from superior knowledge, transfer of skills and upgrading of a knowledge base while executing an assignment.</li> <li>3. To provide independent advice on the most suitable approaches, methodologies and solutions of projects.</li> </ol> <p>The GPL promotes a competitive environment by discouraging the tendency of direct appointments to ensure that prices charged by consultants are market related. The use of consultants is discouraged for projects/ activities that can be done internally. The GPL's budget supports continuous learning and development of staff and Members to ensure skilled and competent staff with the aim of reducing the need for consultants. The GPL stress the importance of skills transfer when the consultant is appointed through in-house training, working closely with the consultants as well as various forms of partnering with the private sector. The GPL will continue to strengthen measures in place to reduce reliance on consultants.</p>	Yes

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26.		Provide names of the consultants appointed during the year under review. The information must include the following: a. Amounts of each contract; b. Inception dates for which each contract was effected; and c. Completion date for each of the contracts. d. Service provided e. Was the Consultant appointed to fill a vacancy rate or skills gap within the Department?	SERVICE PROVIDER'S NAME	CONTRACT VALUE IN RANDS	INCEPTION DATE	COMPLETION DATE	SERVICE PROVIDED	Yes
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			Interactive Web Work cc	14 934	03.03.2014	Once off implementation	Editing services for the Impact of Laws passed	
			IDU Software (Pty) Ltd	17 835	20.02.2014	Once off	Upgrade of IDU server	
			Deloitte and Touché	142 044	03.06.2013	27.03.2014	Job Evaluations	
			KPMG	1 233 141	05.09.2013	30.6.2013	Auditing fees	
			Flow Centric Technologies	200 416	31.05.2013		LIMS Project	
			Ubusi Consulting (Pty) Ltd	1 063 213	22.01.2014	31.3.2014	Conduct quarterly performance assessment of Secretary and Political Advisor on behalf of Performance and Remuneration Committee of the LSB	
			Grace Human Capital	151 235	13.03.2014	Once off	Procedure Manuals and facilitation of the workshop	
			Global Softech Solutions	492 480	24.06.2013	Once off -	Finance SAP enhancement	
			Walking Tall Trading & Projects 186	244 000	11.06.2013		Asset counting	
			Mohlaba & Moshoana Inc. Attorneys	326 623	12.12.2013	Ad Hoc	Legal representation	
			NEXIA SAB & T	17 583	11.07.2013	31.3.2015	Strategic Risk Consultation	
			NEXIA SAB & T	870 015	17.09.2013	31.3.2015	Internal Auditing fees	
			NEXIA SAB & T	240 045	28.03.2014	31.3.2015	Project Implementation Management	
			Thupa Media	150 500	05.06.2013		Website Maintenance	
			Phakamisani Consulting	2 614 498	04.10.2013		OD for GSF + Strategic plans for Municipal Legislature	
			Deloitte and Touché	194 443	18.02.2014	31.3.2014	Business Impact Analysis	
			Tokiso Dispute Settlement	40 092	23.01.2014	Once off	Labour Arbitrator	
			ICAS Employee Enhancement	27 929	27.09.2013	Once off	Members Wellness	
			ICAS Employee Enhancement	129 875	30.10.2013	Once off	Members Executive Care assessment	

Resolution No.	Subject	Details	Response by the GPL					Resolved Yes/No
26. (continued)			SERVICE PROVIDER'S NAME	CONTRACT VALUE IN RANDS	INCEPTION DATE	COMPLETION DATE	SERVICE PROVIDED	
			ICAS Employee Enhancement	68 244	21.11.2013	Once off	Implementation of a comprehensive employee wellness programme	
			F Connoway	5 000	13.05.2013	Once off	Provided services for wellness day	
			Bemazi Hairstylist	11 570	13.05.2013	Once off	Provided services for wellness day	
			ICAS Employee Enhancement	42 267	28.02.2014	Once off	Members Wellness	
			Neo Genesis Health Products	5 800	26.09.2013	Once off	Provided services for wellness day	
			Discovery Health	4 140	30.01.2014	Once off	Provided services for wellness day	
			Alexander Forbes	26 178	08.05.2013	Once off	Provided services for wellness day	
			Tokiso Dispute Settlement	19 266	31.05.2013	Once off	Labour Negotiations	
			SDS Services	131 100	19.07.2013		Political Party Audit	
			Discovery Health	2 090	16.09.2013	Once off	HIV Testing	
			Tonnes Commodity Trade	15 000	22.10.2013	Once off	Motivational Speaker	
			IDU Software (Pty) Ltd	30 920	12.11.2013	Once off	System upgrade	
			Prof Rassie Malherbe	60 000	25.02.2014	Once off	CSSL Manual launch	
			Spot the Zebra	113000	06.06.2013	30.09.2013	Stakeholder Survey	
			Pro Acoustic Consulting Eng.	30 000	24.03.2014	Once off	Technical Evaluation Report	
27.		<p>Indicate whether or not the department performed a comprehensive assessment covering the following:</p> <ol style="list-style-type: none"> <li>Determining future needs;</li> <li>Identifying critical delivery dates;</li> <li>Specifying the frequency of the need;</li> <li>Linking the requirement to the budget;</li> <li>Skills transfer</li> <li>Performing a commodity analysis/checking for alternatives; and</li> <li>Performing an industry analysis.</li> </ol>	<p>In line with the provisions of the SCM policy, Demand management is the first phase of SCM. It translates GPL's Annual Performance Plan (APP) into current and future needs, in order to cost and budget for it. The objective is to ensure that the resources required to fulfil the needs identified in the strategic plan of the GPL are delivered at the correct time, price and place and that the quantity and quality will satisfy those needs. As part of this element of SCM, a total needs assessment is undertaken. This analysis is included as part of the strategic planning process of the GPL and hence incorporates the future needs. As part of the strategic plan of the institution, resources required for the fulfilment of its obligations are clearly analysed. This includes a detailed analysis of the goods, works and services required, such as how much can be accomplished, how quickly and with what materials, equipment, etc.</p> <p>In performing demand planning as the initial stage of SCM process, the following is ensured:</p> <ol style="list-style-type: none"> <li>Future as well as current needs are understood;</li> <li>Requirements are linked to the budget;</li> <li>Specifications and or Terms of Reference are determined;</li> <li>The needs form part of the strategic plan of the GPL;</li> <li>An analysis of the past expenditure may assist in determining the manner in which the GPL fulfilled this need in the past;</li> <li>The optimum method to satisfy the need is considered, including the possibility of procuring goods, works or services from other institutions (e.g. stationery, printing and related supplies from the Government Printer or furniture from the Department of Correctional Services, SITA), or on transversal or ad-hoc contracts;</li> <li>The frequency of the requirement is specified;</li> <li>The economic order quantity is calculated;</li> <li>Lead and delivery times are identified; and</li> <li>An industry and commodity analysis is conducted.</li> </ol>					Yes



Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
27. (continued)			<p>Managing demand is a cross-functional exercise that brings the supply chain practitioner closer to the end user and ensures that value for money is achieved. Pursuant to the Five Year Plan, the Annual Strategic Sessions are conducted to do an self-assessment of where the institution's achievements are against the targets set in the Five year Plan and Annual Performance Plans. Based on the Five Year and Annual Plans, future needs are determined as all Annual Plans activities and delivery dates had to be detailed in the Operational Plans annually. The Annual Operational Plans informs the budget of the institution hence any activity would always be linked to a budget since spending outside the budget is not permitted with the exception of emergencies and other political priorities.</p> <p>It had been established through the previous years' procurement spend that the main cost drivers in the GPL are Travelling and Accommodation, Transport and Catering which are repetitive. There was therefore no commodity analysis done as these services are procured through the competitive bidding process and there are no alternative services. Other than the services mentioned above, professional services from Consultants and other building maintenance projects are procured as and when there is a need therefore doing commodity analysis would not be necessary.</p>	
28.		Does the GPL have skilled personnel to manage contracts?	Yes – GPL has skilled personnel to manage contracts. There were challenges identified regarding project management in the past, in particular regarding management of Legislature Information Management Services (LIMS). Subsequently, GPL, assisted by developed a Contract Management Framework and conducts financial managements and contract management workshops on an annual basis to increase awareness amongst relevant staff members.	
29.		<p>Please provide the Committee with reasons for non-inclusion on the report of targets relating to:</p> <ul style="list-style-type: none"> <li>• CPA Participation</li> <li>• Development of the Law-Making Framework</li> </ul>	<p>The GPL Administration embarked on a process of reviewing its Annual Performance Plans (APP) for 2013/14 financial year during the month of June 2013. During this process, APP's were revised and submitted for consolidation; however some of the targets in question were erroneously omitted from the consolidated APP. It can, however, be reported that the identified targets were being implemented and monitored, as if they were not omitted.</p> <p><b>CPA Participation</b> During the quarter under review the programme participated in the following CPA Activities: CPA 14th Commonwealth Africa Region Speakers and Presiding Officers Conference was held in the Seychelles. The Conference the fora where Speakers interact and share experience through mutual and frank exchanges of the responsibilities back in their home countries. Topics for consideration included, inter alia, the role of Presiding Officer in enforcing recommendations of Parliamentary Committees; whether the time has come for African Parliaments to require MPs to meet certain formal qualifications and the challenge of Speakers in ensuring true democracy through balancing interests of majority and minority parties.</p> <p>In addition, CPA Africa Region held a Coordinating Committee meeting to review progress on the implementation of its Strategic Plan, and consider offers for hosting subsequent Meetings of the Executive Committee and Conferences, and the election of CWP Chairperson and other Office Bearers of CPA International.</p> <p><b>Development of the Law-Making Framework</b> The Role of the Programme was to monitor the development the Law-Making Framework which draft has since been developed by Core Business and enhanced based on the Constitutional Court Ruling on which declared unconstitutional rules stating that MPs had to get permission from a majority of the House before tabling a bill. The draft Law-Making Framework is awaiting approval from Presiding Officers.</p>	Yes

Resolution No.	Subject	Details	Response by the GPL	Resolved Yes/No
30.		The GPL provides the Committee with a quarterly progress report regarding the status of developing the framework for documents and records management practices commencing 30 days after adoption hereof and continuing up until the end of the 2015/2016 financial year.	<p><b>Response:</b></p> <p>The development of a framework for documents and records management practices in the GPL was part of the planning processes for 2015/16 financial year. It emerged out of the realisation that documents and records management in the institution is not standardised. To eliminate this anomaly, the GPL has developed a document and records management project proposal as part of the 2015/2016 annual performance plan.</p> <p>The project is one of the institutional enhancement projects whose detailed project scoping and planning will commence in January 2015. The aim of the project is to assess the state of record keeping on the institution. Based on this assessment, a framework/roadmap on good documents and records management practices will be developed and implemented. The end goal of the project is to deliver a platform for compliance and accountability by providing the organisation a documents and records management regime with the ability to manage both physical and electronic records within a single solution.</p> <p>To date, the document and records management policy and procedure manual for GPL has been formulated to deal with the both paper and electronic documents. Electronic Document Management System (EDMS) as a records management tool is covered by the policy. This policy is at a draft stage and will be aligned with the framework once it has been developed. Quarterly status reports will be provided in line with a detailed institutional project enhancement plan to be formulated at the beginning of 2015.</p>	
31.		The GPL provides Committee with the updated report regarding the Recruitment of IT Personnel.	<p>The positions were advertised internally and externally. CV's were received from internal and external candidates. The interviews have since taken place in the last week of January 2015. HR is in the process of finalising the background checks, reference checks as well as verification of qualifications. This will be followed by the recommendation letters by the end of February 2015 and the appointments will take effect in March and April depending on the notice requirements in case of external candidates.</p> <p>In the meantime three of the long serving IT staff were given temporary contracts to assist in keeping GPL IT infrastructure running. The recruitment process was delayed to enable the finalisation of the appointment of Director: ICT.</p>	



## NOTES

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# PART D

## HUMAN RESOURCE MANAGEMENT



# SECTION V

## Legislation that Governs Human Resource Management

Human Resource Management in the GPL is governed by the following Legislation:

- The Constitution of the Republic of South Africa, 1996.
- The Labour Relations Act No. 66 of 1995.
- The Basic Conditions of Employment Act No. 75 of 1997.
- The Employment Equity Act No. 55 of 1998.
- The Skills Development Act No. 97 of 1998.
- The South African Qualifications Authority Act No. 58 of 1995.
- The Immigration Act No. 13 of 2002.
- Financial Management Policy of the Legislature.

## Introduction

The Human Resources function in the GPL is a unit within the Institutional Support Services sub-programme, which reports to Programme 3: Corporate Support Services.

The purpose of the Human Resources Unit is to provide Human Resources solutions that inspire trust and confidence in our Stakeholders. The HR unit is responsible for the recruitment and selection of the right calibre of candidates, performance management processes, training and development of the GPL staff, remuneration and benefits management, organisational Development, succession planning and career development. The objectives of the Human Resources Unit for the period under review were to:

- Provide technical, administrative and procedural support to Members of the Legislature in order to enable them to perform their constitutional obligations.
- Provide technical, administrative and procedural support to the Legislature Services Board (LSB) Members, Presiding Officers, Office Bearers, Whips and Sub-committees of the LSB, in order to enable them to fulfil their Institutional and Inter-institutional obligations.
- Create a conducive environment for continuous learning and growth for employees.
- Continuously improve relations between management and organised labour.
- Provide support to Members, Committees of the Legislature and all relevant officials of the Administration to fulfil their obligation towards external stakeholders.
- Strengthen the Legislature through benchmarking and sharing experiences to enable the following:
  - ~ The Speakers' Forum,
  - ~ SALSA,
  - ~ Parliament and other Legislatures.
- Build relationships with Institutions of higher learning.
- Form partnerships which enable the GPL and the corporate citizens to contribute positively towards the quality of life of the People of Gauteng.
- Ensure Effective Strategic Planning for the sub-programme.
- Apply an effective system of monitoring expenditure against the budget.
- Create, promote and sustain a culture of adherence to sound internal controls, risk management and governance processes and legal compliance to ensure effective and efficient practices are implemented.
- Ensure compliance to an effective, efficient and economical supply chain management system that promotes compliance to BBBEE and the Institutional Scorecard.
- Ensure that there is an effective contract management system in place.
- Ensure that there is an effective system of reporting.
- Develop a culture of leadership that promotes diversity, work life balance, transparency and accountability.
- Promote a culture of sound project management; change management and communication practices.
- Ensure effective Human Capital Management.
- Ensure that there is an effective system for tracking resolutions from Oversight structures: LSB and its sub-committees, LSB and Secretariat and its sub-committees.
- Cater for Business Requirements through Information Communication Technologies (ICT) support on Business Solutions (e.g. SAP), appropriate training, Licensing, Maintenance and Access to requisite reports.
- Develop a system for effective integration processes and practices with internal and external stakeholders through participation in ECC, SALSA and Speakers' Forum processes.
- Develop a system for an effective stakeholder Resource model.

- Build capacity on Leadership and Corporate Governance.
- Improve business processes, procedures and policies to ensure optimum operational efficiency.
- Uphold the image and integrity of the Institution through application of the Code of Conduct for staff
- Source the right talent for the sub-programme
- Manage, administer and facilitate Performance Management; Training and Development; Reward and Recognition; Talent Retention; Succession planning; Career Development and Employee Wellness
- Leverage Diversity
- Manage and administer Labour Relations
- Facilitate Employee Satisfaction survey and initiatives

The Human Resources function underpins and supports the GPL strategic goal to foster public confidence in the governance and leadership of the Legislature through:

- Increased public participation through mainstreaming in all oversight imperatives of the institution.
- Improved active involvement by women, youth, senior citizens and persons with disabilities and other vulnerable groups in Gauteng in the Legislature processes of oversight and law making.
- Improved cooperation and collaboration within the Legislative Sector.
- Improved efficiency of the HR value chain.
- Improved working environment conducive to productivity.
- Increased development and retention of a competent GPL workforce with an appropriate and responsive system of reward.
- Improved effectiveness and efficiency in SCM Processes by achieving the principles of fairness, transparency, equity and value for money.
- Improved management of risks.
- Integrated Results Based Planning, Budgeting, M&E and Reporting System.
- Institutionalised Leadership Practices.
- Improved stakeholder management practices.
- Compliance to all applicable laws, Acts, regulations, policies and procedures.

## Workforce Planning Framework

### Principles:

In order to ensure alignment and compliance to the principles of good governance and best practice, the following principles apply for all recruitment activities within GPL:

**Employment Equity Recruitment and Selection:** GPL is an Employment Equity employer and is committed to advance and promote the interests of previously disadvantaged, in particular the designated groups, as defined in the Employment Equity Act No. 55 of 1998.

**Employment of Relatives:** The GPL shall not, knowingly, employ relatives in a direct supervisory relationship.

**Employment of Foreign Nationals:** Prior to the GPL appointing a foreign national, efforts shall be made for a South African citizen and/or non-South African citizen who is a permanent resident according to the Immigration Act No. 13 of 2002, to fill a vacancy. Evidence of the qualification evaluation by the South African Qualifications Authority (SAQA) should be provided with the application for a vacancy, as well as original documents of the qualification certificates. A foreign national with temporary resident status shall be employed on a fixed-term contract. The duties shall remain as contracted and stipulated in the work permit.

**Transparency:** The GPL believes in fairness and equitable distribution of benefits in building diversity in accordance with Employment Equity Plans.

**Selection:** The selection criteria shall be consistent, objective and aligned with the inherent requirements of the job.

### Recruitment Process

All vacancies are open to all applicants who comply with the job requirements, irrespective of race, gender, religion, political opinion, ethnic or social origin, sexual orientation, age, disability, culture, language, marital status or any other arbitrary grounds (Employment Equity Act No. 55 of 1998 and Labour Relations Act 66 of 1995). The recruitment and selection process is based on equal dignity and respect for all job applicants.

### Recruitment Plan

After the new positions have been approved and a list of all approved positions is forwarded to the HR Unit, the HR Unit develops a Recruitment Strategy that includes a Resourcing Plan. The Institutional, Programme, sub-programme and unit's Employment Equity Targets were taken into account when developing a Recruitment Strategy. To redress Employment Equity



imbalances, some of the positions are “ring-fenced” as this will ensure the attraction of certain categories of candidates, e.g. people living with disability, females, other races, etc. All new positions where similar positions do not exist within the GPL are subjected to the formal job evaluation and grading process prior to being advertised.

## Performance Management Framework

The GPL has adopted a performance planning and management approach centred on a Balanced Scorecard methodology. This approach is designed to help organisations translate strategy into operational objectives that will drive both behavioural and performance results. The typical scorecard evaluates an organisation from four perspectives: Internal and external stakeholder, Internal Business Processes, Leadership & Governance and Learning and Growth.

Once the performance levels expected from employees have been accurately defined, this becomes central to many other critical business and HR processes as defined below:

- **Selecting** the people who are best able to achieve the results required by the GPL strategy and who have the capability of moving the institution towards its vision. This includes recruitment, selection, appointment, talent and career management processes.
- **Enabling, motivating and empowering** employees to tap into their full potential and perform at their best. Providing employees with the resources and support they need to succeed.
- **Developing and coaching** employees to enhance their current levels of performance, and to prepare employees to perform in positions they may hold in future. Ensuring that a culture of continuous learning and growth is encouraged and sustained.
- **Reviewing and appraising** the performance of employees to ensure that they meet the standards of performance necessary for current and long term organisational success.
- **Rewarding** employees equitably for high levels of performance. Recognising and acknowledging employees for performance.

## Employee wellness programmes

The GPL has the following initiatives in place:

- Executive Wellness Programme
- Employee Wellness Programme
- Gym facility
- Occupational Nurse and Sick Bay

## Policy development

During the annual reporting period five (5) policy committee meetings were held. The Policy Committee deliberated on a number of policies some of which were processed for approval by the Board and its Sub-committees in the following manner:

### The following policies were signed off by the Secretariat for implementation:

- Revised Talent attraction
- Relocation
- Risk Management

### Human Resources Policies processed by the Policy Committee awaiting further approval:

- Funeral
- Job Evaluation
- Remuneration and Benefits

### The following Policies have been deposited with the Policy Committee for deliberation in the next reporting period

- Retirement Policy

# Human Resources Oversight Statistics

## Personnel related expenditure

The following tables summarise the final audited personnel related expenditure, per Programme, and per salary band. In particular, it provides an indication of the following:

- Amounts spent on personnel; and
- Amounts spent on salaries, overtime, homeowner’s allowances and medical aid.

HR Table 1: Personnel expenditure by Programme

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services Expenditure (R'000)	Personnel Expenditure as a % of total expenditure	Average personnel cost per employee (R'000)
Leadership and Governance	22 249	13 845	52	614	62.23%	692
Office of the Secretary to the Legislature	13 688	8 519	23	372	62.24%	1065
Corporate Support Service	261 751	74 218	319	3 185	28.35%	613
Core Business	165 572	109 508	555	6 504	66.14%	553
Office of the CFO	34 579	25 652	121	5 055	74.18%	597
<b>TOTAL</b>	<b>497 845</b>	<b>231 742</b>	<b>1070</b>	<b>15 730</b>	<b>46.55%</b>	<b>594</b>

HR Table 2: Personnel costs by salary band

Salary band	Personnel Expenditure (R'000)	% of total personnel cost	No. of employees	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	70 891	30.6%	162	438
Highly skilled production (Levels 6-8)	67 601	29.2%	114	593
Highly skilled supervision (Levels 9-12)	60 322	26.0%	71	850
Senior and Top management (Levels 13-16)	32 928	14.2%	25	1317
<b>Contract (Levels 1-2)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contract (Levels 3-5)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contract (Levels 6-8)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contract (Levels 9-12)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contract (Levels 13-16)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Periodical Remuneration</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Abnormal Appointments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>231 742</b>	<b>100.0%</b>	<b>372</b>	<b>594</b>

HR Table 3: Salaries, Overtime, Homeowners' Allowances and Medical Aid by Programme

Programme	Salaries		Overtime		Homeowners' Allowances		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Leadership and Governance	9 491	69%	169	1%	0	0	475	3%
Office of the Secretary to the Legislature	6 163	72%	89	1%	0	0	297	3%
Corporate Support Service	56 154	76%	3 580	5%	0	0	3 186	4%
Core Business	80 432	73%	2 436	2%	0	0	4 573	4%
Office of the CFO	18 917	74%	317	1%	0	0	879	3%
<b>TOTAL</b>	<b>171 157</b>	<b>74%</b>	<b>6 592</b>	<b>3%</b>	<b>0</b>	<b>0</b>	<b>9 410</b>	<b>4%</b>

**HR Table 4: Salaries, Overtime, Homeowners' Allowances and Medical Aid by salary band**

Programme	Salaries		Overtime		Homeowners' Allowances		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Skilled (Levels 1-2)	0	0	0	0	0	0	0	0
Skilled (Levels 3-5)	51 348	72.4%	4 432	6.30%	0	0	4 080	5.8%
Highly skilled production (Levels 6-8)	53 069	78.5%	2 160	3.20%	0	0	2 570	3.8%
Highly skilled supervision (Levels 9-12)	42 357	70.2%	0	0	0	0	1 947	3.2%
Senior management (Levels 13-16)	24 383	74.0%	0	0	0	0	813	2.5%
<b>Total</b>	<b>171 157</b>	<b>74%</b>	<b>6 592</b>	<b>3%</b>	<b>0</b>	<b>0</b>	<b>9 410</b>	<b>4%</b>

## Employment and Vacancies

The following tables summarise the number of posts in the Programme, the number of employees, the vacancy rate, and whether there are any staff, over and above the approved posts. This information is presented in terms of two key variables:

- Programme; and
- Salary band.

**HR Table 5: Employment and vacancies by Programme**

Programme	Number of approved posts	Number of filled posts	Vacancy Rate	Number of additional employees
Office of the Speaker	20	18	10.00%	2
Office of the Secretary	13	8	38.46%	0
Corporate Support Services	126	111	11.90%	8
Core Business	212	193	8.96%	6
Office of the CFO	47	42	10.64%	2
<b>Total</b>	<b>418</b>	<b>372</b>	<b>11.00%</b>	<b>18</b>

**HR Table 6: Employment and vacancies by salary band**

Salary band	Number of approved posts	Number of filled posts	Vacancy Rate	Number of additional employees
Lower skilled ( 1-2) Contract	0	0	0%	12(Interns)
Skilled (3-5) P11-P16	178	162	8.99%	1
Highly skilled production (6-8) P9-P10	126	114	9.52%	5
Highly skilled supervision (9-12) P7-P8	86	71	17.44%	0
Senior management (13-16) P3-P6	28	25	10.71%	0
<b>Total</b>	<b>418</b>	<b>372</b>	<b>11.00%</b>	<b>18</b>

**HR Table 7: Employment and vacancies by critical occupations**

Critical occupation	Number of approved posts	Number of filled posts	Vacancy Rate	Number of additional employees
None	0	0	0	0
None	0	0	0	0
None	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Job Evaluation

Executive Authorities may evaluate or re-evaluate any job in their organisation, within a nationally determined framework. In terms of the applicable regulations, all vacancies on salary levels 9 and higher must be evaluated before they are filled. The following table summarises the number of jobs evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

**HR Table 8: Job Evaluation by Salary band**

Salary band	Number of approved posts	Number of Jobs Evaluated	% of posts evaluated per salary band	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower Skilled (Levels 1-2)	0	0	0	0	0%	0	0%
Contract Skilled (Levels 3-5) P11-P16	178	1	1%	0	0%	0	0%
Highly skilled production (Levels 6-8) P9-P10	126	5	4%	0	0%	0	0%
Highly skilled supervision (Levels 9-12) P7-P8	86	8	9%	0	0%	0	0%
Senior Management Service Band A	0	0	0	0	0	0	0
Senior Management Service Band B (P5-P6)	24	3	13%	0	0%	0	0%
Senior Management Service Band C (P4)	3	0	0%	0	0%	0	0%
Senior Management Service Band D (P3)	1	0	0%	0	0%	0	0%
Contract (Levels 1-2)	0	0	0	0	0%	0	0%
Contract (Levels 3-5)	0	0	0	0	0%	0	0%
Contract (Levels 6-8)	0	0	0	0	0%	0	0%
Contract (Levels 9-12)	0	0	0	0	0%	0	0%
Contract (Band A)	0	0	0	0	0%	0	0%
Contract (Band B)	0	0	0	0	0%	0	0%
Contract (Band C)	0	0	0	0	0%	0	0%
Contract (Band D)	0	0	0	0	0%	0	0%
<b>Total</b>	<b>418</b>	<b>17</b>	<b>4.07%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

The following table provides a summary of the number of employees, whose positions were upgraded due to their posts being re-evaluated. The number of employees might differ from the number of posts upgraded since not all employees are automatically absorbed into new posts and some of the posts upgraded could also be vacant.

**HR Table 9: Profile of employees whose positions were upgraded due to their posts being re-evaluated**

Beneficiary	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	1	0	0	0	1
Total	1	0	0	0	1
<b>Employees with a disability</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**HR Table 10: Employees with salary levels higher than those determined by job evaluation by occupation**

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
None	0	Not applicable	Not applicable	Not applicable
<b>Percentage of total employed</b>	<b>0</b>	<b>Not applicable</b>	<b>Not applicable</b>	<b>Not applicable</b>



The following table summarises the beneficiaries of the above in terms of race, gender, and disability.

**HR Table 11: Profile of employees who have salary levels higher than those determined by job evaluation**

Beneficiary	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0
<b>Employees with a disability</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Employment Changes

This section provides information on changes in employment in the financial year. Turnover rates provide an indication of trends in the employment profile of GPL. The following tables provide a summary of turnover rates by salary band and critical occupations.

**HR Table 12: Annual turnover rates by salary band**

Salary Band	Number of employees at beginning of period-April 2014	Appointments and transfers into GPL	Terminations and transfers out of the GPL	Turnover rate
Lower skilled ( Levels 1-2)	0	0	0	0.00%
Skilled (Levels 3-5) P11-P16	164	15	4	2.44%
Highly skilled production (Levels 6-8) P9-P10	106	14	3	2.83%
Highly skilled supervision (Levels 9-12) P7-P8	70	10	9	12.86%
Senior Management Service Bands A	0	0	0	0.00%
Senior Management Service Bands B (P5-P6)	19	3	2	10.53%
Senior Management Service Bands C (P4)	3	0	0	0.00%
Senior Management Service Bands D (P3)	1	0	0	0.00%
Contracts	18	11	8	44.44%
<b>Total</b>	<b>381</b>	<b>53</b>	<b>26</b>	<b>6.82%</b>

**HR Table 13: Annual turnover rates by critical occupation**

Critical Occupation	Number of employees at beginning of period-April 2014	Appointments and transfers into the GPL	Terminations and transfers out of the GPL	Turnover rate
-	0	0	0	0
-	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

HR Table 14: Reasons why staff left the Institution

Termination Type	Number	% of Total Resignations
Death	2	8.70%
Resignation	19	82.61%
<b>Expiry of contract</b>	<b>1</b>	<b>4.35%</b>
<b>Dismissal – operational changes</b>	<b>0</b>	<b>0</b>
<b>Dismissal – misconduct</b>	<b>0</b>	<b>0</b>
<b>Dismissal – inefficiency</b>	<b>0</b>	<b>0</b>
<b>Discharged due to ill-health</b>	<b>0</b>	<b>0</b>
<b>Retirement</b>	<b>1</b>	<b>4.35%</b>
<b>Transfer to other Public Service Departments</b>	<b>0</b>	<b>0</b>
<b>Other</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>23</b>	<b>100%</b>
<b>Total number of employees who left as a % of total employment</b>	<b>23</b>	<b>5.9%</b>

HR Table 15: Promotions by critical occupation

Occupation	Employees 1 April 2014	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
-	0	0	0	0	0
-	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

HR Table 16: Promotions by salary band

Salary Band	Employees 1 April 2014	Promotions to another salary level	Salary band promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of
Lower skilled ( Levels 1-2) Contract	0	0	0	0	0
Skilled (Levels 3-5) P11-P16	164	8	4.9%	0	0
Highly skilled production (Levels 6-8) P9-P10	106	2	1.9%	0	0
Highly skilled supervision (Levels 9-12) P7-P8	70	0	0	0	0
Senior Management (Level 13-16) P6-P3	23	0	-	0	0
<b>Total</b>	<b>381</b>	<b>10</b>	<b>2.6%</b>	<b>0</b>	<b>0</b>

## Employment Equity

**HR Table 17: Total number of employees (including employees with disabilities) in each of the following occupational categories as at 31 March 2015**

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (P3-P6)	8	1	3	1	9	1	1	1	25
Professionals (P7-P8)	39	1	1	2	21	2	2	2	71
Technicians and associate professionals (P9-P10)	44	0	0	3	57	3	2	5	114
Clerks	0	0	0	0	0	0	0	0	0
Service and sales workers (P11-P16)	57	1	0	0	92	4	2	6	162
<b>Skilled agriculture and fishery workers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Craft and related trade workers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plant and machine operators and assemblers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Elementary occupations</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>Total</b>	<b>156</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>188</b>	<b>10</b>	<b>7</b>	<b>14</b>	<b>390</b>
<b>Employees with disabilities</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>

**HR Table 18: Total number of employees (including employees with disabilities) in each of the following occupational bands at 31 March 2015**

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (L15-L16) (P3)	1	0	0	0	0	0	0	0	1
Senior Management (L13-L14) (P4-P6)	7	1	3	1	9	1	1	1	24
Professionally qualified and experienced specialists and mid-management (P7-P8)	39	1	1	2	23	2	2	1	71
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (P9-P10)	44	0	0	3	57	3	2	5	114
Semi-skilled and discretionary decision making (P11-P16)	57	1	0	0	92	4	2	6	162
<b>Unskilled and defined decision making</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>Total</b>	<b>156</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>190</b>	<b>10</b>	<b>7</b>	<b>13</b>	<b>390</b>

**HR Table 19: Recruitment**

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	1	0	1	0	1	0	0	0	3
Professionally qualified and experienced specialists and mid-management (P7-P8)	4	0	0	0	4	0	1	0	9
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (P9-P10)	9	0	0	2	6	0	0	0	17
Semi-skilled and discretionary decision making (P11-P16)	5	0	0	0	6	2	0	0	13
<b>Unskilled and defined decision making</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>Total</b>	<b>24</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>25</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>55</b>
<b>Employees with disabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**HR Table 20: Promotions**

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management (P7-P8)	2	0	0	0	1	0	0	0	3
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (P9-P10)	1	0	0	0	3	0	0	0	4
Semi-skilled and discretionary decision making (P11-P16)	2	0	0	0	1	0	0	0	3
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Total	5	0	0	0	5	0	0	0	0
Employees with Disabilities	0	0	0	0	0	0	0	0	0

**HR Table 21: Terminations**

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management (P3)	0	0	0	0	0	0	0	0	0
Senior Management (P4-P6)	0	0	0	0	2	0	0	0	2
Professionally qualified and experienced specialists and mid-management (P7-P8)	4	0	0	0	4	0	0	1	9
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents (P9-P10)	0	0	0	0	3	0	0	0	3
Semi-skilled and discretionary decision making (P11-P16)	4	0	0	0	2	0	0	0	6
Unskilled and defined decision making	0	0	0	0	5	0	0	0	5
Total	6	0	0	0	16	0	0	1	23
Employees with Disabilities	0	0	0	0	0	0	0	0	0





**HR Table 22: Disciplinary actions**

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary case	1	0	0	0	0	0	0	0	1

**HR Table 23: Skills development**

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers (P3-P6)	4	1	3	1	7	1	1	1	19
Professionals (P7-P8)	17	0	1	1	7	1	1	1	29
Technicians and associate professionals (P9-P10)	23	0	0	2	23	2	1	2	53
Clerks	0	0	0	0	0	0	0	0	0
Service and sales workers (P11-P16)	27	1	0	0	43	2	0	3	76
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trade workers	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations/Other	7	0	0	0	9	0	0	0	16
Total	78	2	4	4	89	6	3	7	193
Employees with disabilities	0	0	0	1	0	0	0	0	1

## Performance Rewards

To encourage good performance, the Institution granted the following performance rewards during the year under review. The information is presented in terms of race, gender, and disability, salary bands and critical occupations.

**HR Table 24: Performance rewards by race, gender and disability**

Race and Gender	Beneficiary Profile			Cost	
Beneficiary	Number of beneficiaries	Number of employees	% of total within group	Cost (R'000)	Average cost per employee
African Male	43	148	29.05%	4 258	99
Asian Male	3	4	75.00%	444	148
Coloured Male	2	3	66.67%	216	108
White Male	3	6	50.00%	303	101
African Female	28	181	15.47%	2 771	99
Asian Female	2	7	28.57%	135	68
Coloured Female	2	10	20.00%	246	123
White Female	3	13	23.08%	310	103
<b>TOTAL</b>	<b>86</b>	<b>372</b>	<b>23.12%</b>	<b>8 683</b>	<b>101</b>

**HR Table 25: Performance rewards by salary band for personnel below Senior Management Service**

Salary Band	Beneficiary Profile			Cost		
Beneficiary	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee(R'000)	Total cost as a % of the total personnel expenditure
Lower Skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	162	0	0	0	0
Highly skilled production (Levels 6-8)	0	114	0	0	0	0
Highly skilled supervision (Levels 9-12) (P7-P8)	63	71	88.73%	5257	83	2.3%
<b>Total</b>	<b>63</b>	<b>347</b>	<b>88.73%</b>	<b>5257</b>	<b>83</b>	<b>2.3%</b>

**HR Table 26: Performance Rewards by critical occupation**

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee
-	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**HR Table 27: Performance related rewards (cash bonus), by salary band for Senior Management Service**

Salary Band	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee(R'000)	Total cost as a % of the total personnel expenditure
Band A	0	0	0	0	0	0
Band B (P5-P6)	19	19	100%	2542	134	1.1%
Band C (P4)	3	3	100%	643	214	0.3%
Band D (P3)	1	1	100%	242	242	0.1%
<b>Total</b>	<b>23</b>	<b>23</b>	<b>100%</b>	<b>3427</b>	<b>590</b>	<b>1.5%</b>

## Foreign Workers

The tables below summarise the employment of foreign nationals in the Institution, in terms of salary band and major occupation.

**HR Table 28: Foreign workers by salary band**

Salary Band	01 April 2014		31 March 2015		Change	
	Number	% of total	Number	% of total	Number	% Change
Lower skilled	1	100%	1	100%	0	0.00%
Highly skilled production (Levels 6-8) P7-P8	2	100%	2	100%	0	0.00%
Highly skilled supervision (Levels 9-12) (P9-P16)	0	0	0	0	0	0.00%
Contract (Levels 9-12)	0	0	0	0	0	0.00%
<b>Contract (Levels 13-16)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total</b>	<b>3</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>0</b>	<b>0%</b>

**HR Table 29: Foreign workers by major occupation**

Major Occupation	01 April 2014		31 March 2015		Change	
	Number	% of total	Number	% of total	Number	% Change
-	0	0	0	0	0	0
-	0	0	0	0	0	0
-	0	0	0	0	0	0

**Leave utilisation**

The PSC identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave. The estimated cost of the leave is also provided.

**HR Table 30: Sick leave**

Salary Band	Total days	% Days with medical certification	Number of employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skills (Levels 1-2) Interns	5	80%	1	0.76%	5.00	1
Skilled (Levels 3-5) (P11-P16)	297	56%	51	38.93%	5.82	389
Highly skilled production (Levels 6-8) (P9-P10)	269	72%	43	32.82%	6.26	542
Highly skilled supervision (Levels 9 -12) (P7-P8)	205	59%	29	22.14%	7.07	541
Top and Senior management (Levels 13-16) (P3-P6)	25	69%	7	5.34%	3.57	97
<b>Total</b>	<b>801</b>	<b>73%</b>	<b>131</b>	<b>100%</b>	<b>6.11</b>	<b>1570</b>

**HR Table 31: Disability leave (temporary and permanent)**

Salary Band	Total days	% Days with medical certification	Number of employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0	0	0
Senior management (Levels 13-16)	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**HR Table 32: Annual Leave**

Salary Band	Total days taken	Number of employees using annual leave	Average per employee
Lower skilled (Levels 1-2)	129	26	5
Skilled (Levels 3-5) (P11-P16)	2340	169	14
Highly skilled production (Levels 6-8) (P9-P10)	1837	116	16
Highly skilled supervision (Levels 9-12) (P7-P8)	1119	79	14
Senior management (Levels 13-16) (P3-P6)	358	26	14
<b>Total</b>	<b>5783</b>	<b>416</b>	<b>14</b>

**HR Table 33: Capped leave**

Salary Band	Total days of capped leave taken	Number of employees using capped leave	Average number of days taken per employee	Average capped leave per employee as at 31 March
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0
Senior management (Levels 13-16)	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The following table summarises payments made to employees as a result of leave that was not taken.

**HR Table 34: Leave pay outs**

Reason	Total Amount (R'000)	Number of employees	Average per employee (R'000)
Leave pay out for 2014/15 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave pay outs on termination of service for 2014/15	0	0	0
Current leave pay out on termination of service for 2014/15	561	19	30
<b>Total</b>	<b>561</b>	<b>19</b>	<b>30</b>





## HIV/AIDS and Health Promotion Programmes

**HR Table 35: Steps taken to reduce the risk of occupational exposure**

Units/categories of employees identified to be at high risk of contracting HIV and related diseases (if any)	Key steps taken to reduce the risk
None	Despite having not identified any specific high risk employees, Voluntary Counselling and Testing is provided during the GPL Wellness Day.

**HR Table 36: Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)**

Question	Yes	No	Details, if yes
1. Has GPL designated a member of the Senior Management Services (SMS) to implement the provisions contained in Part (VI) E of Chapter 1 of the Public Service Regulations, 2001? If so, provide the name and position.		x	
2. Does GPL have a dedicated unit or does it have designated staff members to promote the health and wellbeing of employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	x		Human Resources is accountable and the responsibility resides with the HR Business Partner with an annual budget of R500 000
3. Has the organisation introduced an Employee Assistance or Health Promotion Programme for employees? If so, indicate the key elements/services of this Programme.	x		ICAS appointed as the service provider. The following services are contracted: <ul style="list-style-type: none"> <li>• Employee Assistance Program</li> <li>• Lifestyle Solutions</li> <li>• Executive Care Solutions</li> </ul>
<b>4. Has the organisation established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of members of the committee and stakeholder(s) they represent.</b>		x	
5. Has the organisation reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	x		<ul style="list-style-type: none"> <li>• Talent Attraction Policy</li> <li>• Leave Policy</li> <li>• Remuneration and Benefits Policy</li> <li>• Overtime Policy</li> <li>• Gender Mainstreaming</li> <li>• Internship</li> <li>• Learnership</li> </ul>
6. Has the Institution introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.		x	
7. Does the organisation encourage its employees to undergo voluntary counselling and testing? If so, list the results that you have achieved.	x		<b>Voluntary Counselling and Testing initiative launched at the GPL Wellness Day during 2012/2013.</b>
8. Has the organisation developed measures/indicators to monitor and evaluate the impact of its health promotion programme? If so, list these measures/indicators.		x	

## Labour Relations

## HR Table 37: Collective agreements

Subject Matter	Date
Collective salary increase agreement signed for two years.	June 2013

The following table summarises the outcome of disciplinary hearings conducted within the organisation for the year under review.

## HR Table 38: Misconduct and disciplinary hearings finalised

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	0	0
Verbal warning	0	0
Written warning	0	0
Final written warning	0	0
Suspended without pay	0	0
Fine	0	0
Demotion	1	100%
Dismissal	0	0
Not guilty	0	0
Case withdrawn	0	0
<b>Total</b>	<b>1</b>	<b>100%</b>

## HR Table 39: Types of misconduct addressed at disciplinary hearings

Type of misconduct (based on annexure A)	Number	% of total
Alleged poor work performance	1	100%
<b>Total</b>	<b>1</b>	<b>100%</b>

## HR Table 40: Grievances logged

	Number	% of total
Number of grievances resolved	0	0%
<b>Number of grievances not resolved</b>	<b>2</b>	<b>100%</b>
<b>Total number of grievances lodged</b>	<b>2</b>	<b>100%</b>

## HR Table 41: Disputes logged

	Number	% of total
Number of disputes upheld	0	0
<b>Number of disputes dismissed</b>	<b>0</b>	<b>0</b>
<b>Total number of disputes lodged</b>	<b>0</b>	<b>0</b>

## HR Table 42: Strike actions

	Total
Total number of persons working days lost	0
Total costs of working days lost	0
Amount (R'000) recovered as a result of no work no pay	0

**HR Table 43: Precautionary suspensions**

	Total
Number of people suspended	0
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	0
Cost (R'000) of suspension	0

## Skills development

This section highlights the efforts of the organisation with regard to skills development.

**HR Table 44: Training needs identified**

Occupational Category	Gender	Number of employees as at 1 April 2014	Training needs identified at start of the reporting period			Total
			Learnerships/ Internships	Skills Programmes and other short courses	Other forms of training/ Bursaries	
Legislators, senior officials and managers (P3-P6)	Female	0	0	10	5	15
	Male	1	0	9	1	10
Professionals (P7-P8)	Female	12	0	10	9	19
	Male	12	0	19	13	32
Technicians and associate professionals (P9-P10)	Female	28	0	28	16	44
	<b>Male</b>	<b>43</b>	<b>0</b>	<b>25</b>	<b>11</b>	<b>36</b>
<b>Clerks</b>	Female	0	0	0	0	0
	Male	0	0	0	0	0
<b>Service and sales workers (P11-P16)</b>	Female	104	0	48	29	77
	Male	58	0	28	9	37
<b>Skilled agriculture and fishery workers</b>	Female	0	0	0	0	0
	Male	0	0	0	0	0
<b>Craft and related trade workers</b>	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	9	9	9	0	18
	Male	9	7	7	0	14
Sub Total	Female	220	9	105	59	173
	Male	170	7	89	34	130
<b>Total</b>		<b>390</b>	<b>16</b>	<b>194</b>	<b>93</b>	<b>303</b>

**HR Table 45: Training provided for the period**

Occupational Category	Gender	Number of employees as at 1 April 2014	Training needs identified at start of the reporting period			Total
			Learnerships/ Internships	Skills Programmes and other short courses	Other forms of training/ Bursaries	
Legislators, senior officials and managers (P3-P6)	Female	0	0	10	5	15
	Male	1	0	9	1	10
Professionals (P7-P8)	Female	12	0	10	9	19
	Male	12	0	19	13	32
Technicians and associate professionals (P9-P10)	Female	28	0	28	16	44
	<b>Male</b>	<b>43</b>	<b>0</b>	<b>25</b>	<b>11</b>	<b>36</b>
<b>Clerks</b>	Female	0	0	0	0	0
	Male	0	0	0	0	0
<b>Service and sales workers (P11-P16)</b>	Female	104	0	48	29	77
	Male	58	0	28	9	37
<b>Skilled agriculture and fishery workers</b>	Female	0	0	0	0	0
	Male	0	0	0	0	0
<b>Craft and related trade workers</b>	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	9	9	9	0	18
	Male	9	7	7	0	14
Sub Total	Female	220	9	105	59	173
	Male	170	7	89	34	130
<b>Total</b>		<b>390</b>	<b>16</b>	<b>194</b>	<b>93</b>	<b>303</b>

## Injury on duty

The following tables provide basic information on injury on duty.

**HR Table 46: Injury on duty**

Nature of injury on duty	Number	% of total
Required basic medical attention only	9	100%
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
<b>Total</b>	<b>9</b>	<b>100%</b>



## Utilisation of Consultants

**HR Table 47: Report on consultant appointments using appropriated funds**

Project Title	Total Number of consultants that worked on project	Service Provider	Contract value in Rand
Impairment Testing	1	Futshane Consulting	R402 401.76
Provide training to Petitions Committee on para-legal	1	MZM Advisory Services	R140 000.00
Bi-annual Asset verification	1	Walking Tall	R305 000.00
Development of the Gauteng Provincial Legislature's Leadership and Management Practices Policy.	1	Talwin Consulting/ Franklin Covey	R188 100.00
Creation of additional Cost centres, GL Accounts and workflow on SAP	1	Sapware	R67 200.00
1. Analysing and correction of SAP IRP5 errors 2. SAP IRP5 Licences 3. Upgrade and revitalisation of Customer Relationship Management (CRM) system. 4. Linking of Subsistence allowance claim codes to SARS codes	1	Skycode	R256 167.00
1. Annual Licence fee for Intenda procurement system 2. Monthly support fees	1	Intenda	R561 429.41
Review of Annual Financial Statements.	1	NEXIA SAB & T	R27 778.60
Information Management System Annual License Fee	2	Docqnet Systems International (Pty)	R415 344.97
Legal Fees	1	DMO Attorney	R145 191.00
Assistance with the SAP GI/IIR ageing Report	1	EOH	R23 085.00
Performance reviews for Secretary to the Legislature & Political advisor to the Speaker	1	Ubusi Consulting	R485 461.00
GPL 20 Years of Democracy Project	3	Interactive Web Works (2),University of Johannesburg (1)	R6 307 760
GPL Public Perception Survey	1	HSRC	R 796 520
Air Conditioning project – City Hall	1	Lobsy	R 426 360
Relocation from 1066 to Sage Building	1	Giant Leap	R 84 000
Stakeholder Satisfaction survey	1	Spot that Zebra	R103 000
Process & Procedure manual	1	Grace Human Capital	R159 000
Business Continuity Strategy and Policy	1	Deloitte	R 148 696
<b>Total number of projects 19</b>	<b>Total individual consultants Not confirmed</b>		<b>Total contract value in Rand R11 042 494.74</b>

**HR Table 48: Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDI)**

Project Title	Percentage ownership by HDI groups				Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
	HDI	FEMALE	YOUTH	PWD		
Performance reviews for Secretary to the Legislature & Political advisor to the Speaker	100%	0%	0%	0%	Not specified on BBBEE certificate	Not specified
Business Continuity Strategy and Policy	24.18%	6.03%	0%	0%	62%	Not specified
Legal Fees	50%	50%	0%	0%	Not specified on BBBEE certificate	Not specified
Assistance with the SAP GI/IIR ageing Report	36.19%	6.91%	0%	0%	61.73%	Not specified
Information Management System	0%	0%	0%	0%	0%	Not specified
Information Management System	0%	0%	0%	0%	Not specified on BBBEE certificate	Not specified
Annual Financial Statements Review	100%	16%	0%	9%	92.5 %	Not specified
Office Space Planning (Sage Centre Building)	0%	0%	0%	0%	0%	Not specified
Perception Survey	N/A				Public Entity appointed by the Minister of Science +Technology	Not specified
Annual Licence fee for Intenda e-procurement system Monthly support fees	26%	12%	0%	0%	54.1 %	Not specified
GPL 20 Years of Democracy Project	100%	0%	0%	0%	Not specified on BBBEE certificate	Not specified
Creation of additional Cost centres, GPL Accounts and workflow on SAP	100%	0%	0%	0%	100%	Not specified
1. Analysing and correction of SAP IRP5 errors 2. SAP IRP5 Licences 3. Upgrade and revitalisation of Customer Relationship Management (CRM) system. 4. Linking of Subsistence allowance claim codes to SARS codes	100%	0%	0%	0%	100%	Not specified
Development of the Gauteng Provincial Legislature's Leadership and Management Practices Policy.	100%	100%	0%	0%	Not specified on BBBEE certificate	Not specified
Bi-Annual Asset Verification	100%	100%	0%	0%	100%	Not specified
Impairment of assets	100%	0%	100%	0%	100%	Not specified
Provide training to Petitions Committee on para-legal	100%	0%	0%	0%	100%	Not specified
Grace Human Capital	0%	0%	0%	0%	Not specified on BBBEE certificate	Not specified
University of Johannesburg	N/A				Educational Facility	Not specified

**HR Table 49: Report on consultant appointments using Donor funds - Not Applicable**

Project Title	Total Number of consultants that worked on project	Duration Work days	Donor and Contract value in Rand
-			

**HR Table 50: Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDI) – Not Applicable**

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
-			

## NOTES

[illegible]







# PART E

## FINANCIAL INFORMATION



# SECTION VI

## Accounting Officer's Statement of Responsibility for Annual Financial Statements

Gauteng Provincial Legislature  
Vote 2

Report Of The Accounting Officer  
For the year ended 31 March 2015  
To the Executive Authority and Provincial Legislature of the Republic of South Africa

### 1. General Review of the State of Financial Affairs

The Constitutional Court of South Africa declared that the financial management laws of five legislatures of the country including Gauteng as unconstitutional. The ruling was made on the grounds that the Constitution did not give the Legislature the power to legislate on matters relating to its own financial management. This ruling impacted on the Financial Management of Gauteng Provincial Legislature Act (FAMLA) passed by the Gauteng Provincial Legislature (GPL) in 2009.

Subsequently, the Court suspended this ruling for a further period of 18 months, because an immediate declaration of invalidity would negatively impact on good governance. Parliament was called upon to remedy this situation by incorporating Provincial Legislatures under the national legislation. Having not remedied the defect by the expiry of 18 months, Parliament filed a request for extension ending on 01 April 2014, which request was granted by the Constitutional Court.

Due to elections, the National Assembly could not finalise its processes prior to the national election. Faced with the lacuna, Parliament then formally advised Provincial Legislatures to revert back to their respective financial management regime as applied prior to the ruling. This was further communicated to Accounting Officers of Provincial Legislatures that each Provincial Legislature was expected to convert its Financial Management Act to a Policy that was supposed to be approved by the Executive Authority concerned, thus allowing Parliament to conclude its law making processes of amending the principal legislation.

In line with the above and to ensure that the GPL was appropriately regulated during the window period 1 April 2014 to 31 March 2015, the GPL converted its Act (FAMLA) to a policy. The policy was considered and approved by the Speaker as Executive Authority to the GPL. Reference to FAMLA must therefore be construed as reference to the Financial Management Policy of the Gauteng Legislature, for the 2014/15 financial year.

After the 2014 elections, Parliament completed its processes of incorporating all Legislatures in the national financial management act. The new Financial Management of Parliament and Legislatures Act (FMPLA) now incorporating Legislatures becomes effective 1st April 2015.

#### 1.1 Budgeting Process

The GPL continued to improve and implement various initiatives of ensuring that budgets more appropriately responded to the performance objectives of the Legislature. Throughout the budgeting process, emphasis was on allocative efficiency in terms of directing more resources towards the constitutional mandate and making the work of elected representatives more effective whilst taking due cognisance of the fiscal constraints and liquidity challenges facing the province.

Greater emphasis was thus placed on a budget process with the ultimate goal of arriving at a budget that is informed by strategic business objectives.

#### 1.2 Budget Allocation

National Treasury reduced allocations to provinces and also proposed interventions to contain expenditure on non-essential items. The GPL has voluntarily adopted a stance of fiscal responsibility by ensuring that there is a match between objectives and resources. Programmes were required to cost their respective operational plans taking into account the priority activities that supported the broader strategic objectives of the institution. Emphasis was also placed on efficiency measures to ensure that the GPL does more with less. Greater focus was applied on evaluating whether financial plans were consistent, realistic and affordable and to ensure more efficient use of resources in order to maximise the achievement of strategic objectives. The Programmes financial plans were consolidated to produce the institutional budget.



For the year under review, the GPL received a total budget allocation of R521.7 million to implement its annual performance plan. This represents an increase of 5 % as compared to the budget allocation of the previous financial year. During the year, the projected expenditure to the end of the financial year identified the need for additional funding in respect of emerging priorities. In order to meet the additional funding requirements, the GPL first conducted a reprioritisation exercise and further identified potential savings within the allocated budget. Hence, no adjustment budget for additional funds was required during the year.

The final budget allocation included an amount of R255 million for compensation of employees, R161.6 million for goods and services, R94.7 million for transfers to political parties and R10.1 million for capital assets. An additional amount of R72.5 million was also received as a statutory appropriation in respect of remuneration for Political Office Bearers. The final budget allocation (after virements) and actual expenditure for the 2014/15 financial year is depicted in the table below:

PROGRAMMES - R'000	ACTUAL EXPENDITURE	FINAL BUDGET	VARIANCE	% VARIANCE SPENT	% VARIANCE SPENT
Leadership and Governance	22 249	27 174	4 925	18.1%	82%
Office of the Secretary	13 694	16 788	3 094	18.4%	82%
Corporate Support Services	261 751	267 034	5 283	2.0%	98%
Core Business	165 572	174 350	8 778	5.0%	95%
Office of the CFO	34 579	36 423	1 844	5.1%	95%
<b>TOTAL</b>	<b>497 845</b>	<b>521 769</b>	<b>23 924</b>	<b>4.6%</b>	<b>95%</b>

ECONOMIC CLASSIFICATION - R'000	ACTUAL EXPENDITURE	FINAL BUDGET	VARIANCE	% VARIANCE SPENT	% VARIANCE SPENT
Compensation of Employees	231 742	236 957	5 215	2.2%	97.8%
Goods and services	159 868	177 112	17 244	9.7%	90.3%
Transfers and subsidies	94 734	94 776	42	0.0%	100.0%
Capital assets	11 501	12 924	1 423	11.0%	89.0%
<b>TOTAL</b>	<b>497 845</b>	<b>521 769</b>	<b>23 924</b>	<b>4.6%</b>	<b>95.4%</b>

### 1.3 Expenditure Analysis

In exercising its constitutional obligations, the GPL spent a total of R497.8 million or 95.4 % of the final budget for the financial year under review. A comparison of the actual expenditure against the final budget reflects an under-expenditure of R23.9 million equating to 4.6 % of the total allocated budget. The results for the financial year ended 31st March 2015 therefore reflects that the GPL has operated relatively within budget resources and has met all its financial obligations for the year under review. The major cost drivers for goods and services were as follows:

- Public outreach programmes as conducted by Committees ;
- House and Committee sittings and all associated costs;
- Mainstreaming of public participation through Bua Le Sechaba campaigns and outreach workshops;
- Provision of facilities and support services to Members of the GPL;
- Hosting of Institutional events;
- Operational costs such as IT services, maintenance and repairs, rent & municipal services, security services, transport services, canteen and cleaning services.

An amount R231.7 million was spent on compensation of employees equating to 47% of total expenditure. Expenditure on goods and services amounted to R159.8 million or 32% of total expenditure. R94.7 million was transferred to political parties comprising of Political Party Funding and Constituency Allowances. Capital payments totalled R11.5 million or 2% of total expenditure. The total expenditure of the current financial year increased by 4.6 % when compared to the previous financial year.

### 1.4 Under/Overspending

The primary contributing item to the under spend was personnel expenditure consequential to approved positions not filled during the financial year. It is anticipated that these positions would be filled in the early part of the new financial year. The following under expenditure items were also noted during the financial year:

- A number of planned international and local trips could not be undertaken in the Offices of the Speaker and Secretary to the Legislature due to pressing institutional priorities;
- Under-spending on travel, public outreach programmes, interprovincial visits and conferences by Committees as a result of the national elections which had a direct impact on the Committees planning programme for the year



- Non finalisation of the planned productivity audit which has been deferred to the 2015/16 financial year to ensure that the project is approached and concluded holistically
- Remaining milestones of the 20 year of democracy project and public perception survey which will now be concluded during the 2015/16 financial year
- Planned activities of the Gauteng speakers forum good also not be executed due to elections impacting on the planned programme
- General non-attendance at workshops, conferences, seminars and inter-legislature visits due to in-house priorities

A notable saving was realised in the disestablishment of the Fourth Legislature and the establishment of the Fifth Legislature project. Whilst under spending has been reported above, overspending occurred on municipal services due to incorrect billing of prior periods which was only raised during the current financial year.

## 1.5 Political Part Funding

Section 236 of the Constitution promotes multi – party democracy and in particular funding of political parties participating in provincial legislatures on an equitable and proportional basis. The GPL holds onto the belief that an election is only fair if the electorate can make an informed choice. Hence the need for public funding of political parties is an essential component of deepening our nascent democracy.

It is envisaged that enhanced party funding in the Provincial Legislature will help deepen democracy. This will also help counter any tendencies towards a distancing of political leaders from the electorate and entrench people-centred democracy. Political parties are seen as vital public institutions to enhance citizens’ participation in their own governance and in democracy. A total amount of R94.7 million was transferred to Political Parties. Details of transfers to parties during the year are reflected in the table below:

POLITICAL PARTY	CONSTITUENCY ALLOWANCE	POLITICAL PARTY FUNDING
ANC	17,089,973	31,254,243
ACDP	41,425	237,684
COPE	248,548	588,802
DA	9,370,027	18,255,455
ID	41,425	230,961
IFP	420,000	3,068,701
VF PLUS	420,000	3,171,769
EFF	3,028,603	7,308,260
<b>TOTAL</b>	<b>30,660,000</b>	<b>64,115,875</b>

The expenditure of public funds by political parties is carefully regulated and closely monitored. The financial effect of this distribution is reflected in the Annual Financial Statements of the fund. In instances where any party did not comply with the provisions of the Gauteng Political Party Fund Act, funds were withheld accordingly.

## 1.6 Enhanced Financial Management

Programme managers were provided with on-line information on outstanding purchase requisitions, purchase orders and payments made to date. The planning and budget unit also regularly met with programme and sub-programme managers and provided guidance on business planning and budget implementation.

Good financial reporting practices were also applied throughout the year. Programmes quarterly updated their expenditure projections to provide action plans for implementation of the budget and reasons for any deviations. This process allowed managers to identify gaps timeously and institute the necessary plans to achieve the identified objectives. A report on actual expenditure and projections was submitted to the Executive Authority and Provincial Treasury within fifteen days after the end of each month. These reports were also tabled at the Audit and Risk Committee on a quarterly basis. Interim financial reports were prepared to address issues that may adversely affect the preparation of the financial statements at year-end. Key reconciliations were completed monthly, with due diligence checks of the reconciliations being conducted periodically. Month-end processes were also streamlined and used to minimise the year end processes.

## 2. Supply Chain Management (SCM) Practices

During the year, Parliament regulated the new Supply Chain Management Regulations applicable to all Legislatures. The GPL reviewed its Supply Chain Management (SCM) policy to ensure alignment to the regulations ensuring enhanced supply chain management standards.

The GPL is committed to the broader achievement of socio-economic goals and has put in place processes that are aligned to the aims and objectives of both the Broad Based Black Economic Empowerment Act (BBBEEA) and the Preferential Procurement Policy Framework Act (PPPFA). Preferential procurement and the promotion of Broad Based Black Economic Empowerment is made in the SCM policy to further emphasise the seriousness as intended by both the Acts. Through the continued application of the preferential procurement strategy, a preference mechanism has been applied in the procurement of all goods and services to target especially Historically Disadvantaged Individuals (HDIs). Satisfactory progress has been made in its implementation except for targets not realised on People with Disabilities. The preferential procurement achievements against set targets are reflected in the table below:

ANNUAL TARGET	ACTUAL ACHIEVEMENT
60% - Historically Disadvantaged Individuals (HDIs)	62%
30% - Women	37%
10% - Youth	10%
02% - People with Disabilities	0%

Refined tender processes will largely contribute to the achievement of the set BBBEE goals that will benefit existing and emerging businesses managed and owned by HDIs, women, youth and people with disabilities with preference to those located in the Gauteng province.

## 3. Constraints

The City Hall is fully occupied and cannot meet current demands. The GPL further received a notice to vacate the Old Mutual 1066 Building in Pritchard Street, Johannesburg by end of June 2015. Alternative office space has been secured at the Sage Building in Pritchard Street, Johannesburg. A long-term sustainable solution is however required and will be a priority during the new term.

Capital funding for the improvement and maintenance of the City Hall still remains a constraint. This is consequential to budget allocations been prioritised towards core business functions thus forcing deferment of planned capital expenditure to the City Hall.

The further configuration of the SAP system is still required specifically in the finance and supply chain management areas to ensure that reporting is fully automated. SAP enhancements would be undertaken in the new financial year.

## 4. Good Governance

GPL is committed to entrenching the highest levels of good governance and continues to make significant progress in implementing structures, policies and procedures aimed at strengthening governance. The GPL strives to adhere rigorously to the principles of good governance and has adapted and applied, as far as it is possible for a public sector institution, the relevant principles contained in the King code of conduct.

The Legislature Services Board (LSB) is committed to the concept and principles of effective Governance. The Board's philosophy of ethical leadership provides the foundation for values which are central to the way business is conducted. The GPL's financial and non-financial performance objectives are overseen by the LSB and its committees.

### 4.1 Audit & Risk Committee

The Audit & Risk Committee (ARC) operated in terms of its charter which deals with its membership, authority and responsibilities. In the year under review, the ARC continued to review the effectiveness of internal control systems, the effectiveness of the internal audit function, the risk areas of operations upon which the scope of internal and external audits is determined, the adequacy, reliability and accuracy of financial information, any accounting and auditing concerns identified as a result of internal and external audits. The ARC also reviewed compliance with legal and regulatory provisions, the activities of the internal audit function including its annual coverage plan and co-ordination with the Auditor-General.

The Committee is independent and accountable to the Board. Both internal and external auditors have unrestricted access to the Committee which ensures that their independence is in no way impaired. Meetings are also attended by members of executive management. The Committee provided valuable support to the Office of the CFO in relation to financial management and accountability. The ARC advises the GPL on risk management and independently monitors the effectiveness of the system of risk management.

### 4.2 Enterprise Risk Management

Continued integration of risk management into key decision-making processes was achieved with the explicit inclusion of risk management principles into strategic and business planning processes. All business plans have risks explicitly articulated as part of the plans. The GPL further recognises risk management as part of responsible management and has therefore adopted a comprehensive approach to the management of risks. The features of this process are outlined in the Risk Management Strategy which further provides a framework for governing and managing the affairs of the GPL to identify, manage, control, reduce or eliminate business, financial and operational risks that may adversely affect performance.

Risk management was consolidated and amplified throughout the various programmes and levels of business. All risks identified in operations were captured on the Barn-owl risk management software. The risk register was updated in line with the outcome of the high level risks based on strategic priorities which informed the development of the annual internal audit plan.

During the reporting period, the Audit, Risk & Governance Directorate was further capacitated with the appointment of a Compliance Officer with the objective of continuously assessing the GPL's compliance levels to all applicable acts and regulations.

### 4.3 Risk Management Committee

The mandate of the Committee is to oversee and co-ordinate the risk management process of the institution. Management remain responsible for the identification, assessment and management of risks. The Committee ensured that the risk management plan is widely disseminated throughout the GPL and integrated as part of the day-to-day activities of the GPL. The Risk Management Committee continuously advises management on the overall system of risk management, especially the mitigation of unacceptable levels of risk.

### 4.4 Internal Audit

The outsourced internal audit function of the GPL continued to operate in line with the approved terms of reference and associated service level agreement. Internal audits were performed on critical risk areas as reflected in the approved internal audit coverage plan to determine the adequacy of the system of internal control within the organisation. The results of internal audit reviews were regularly reported to management, Risk Management Committee and the Audit & Risk Committee. The internal audit function provided objective and independent assurance to management and the Audit & Risk Committee on the adequacy and effectiveness of internal controls, risk management and governance processes. Internal audit is guided by the Audit and Risk Committee at all times.

### 4.5 Fraud Prevention Plan

The GPL acknowledges that fraud prevention is imperative for the responsible management of public funds to ensure effective protection of public interest and maintenance of public trust. A fraud prevention plan has been adopted which is aligned to the risk management strategy. A number of fraud prevention activities were carried out during the year. Matters related to fraud prevention were considered as part of the standing item at Risk Management Committee meetings. The GPL subscribes to the National Anti-Corruption Hotline, where matters of fraud and corruption against the GPL can be reported confidentially by any member of staff or the public.

The coordination of financial disclosure has gained momentum each year and key management personnel are actively responding to their legal and ethical obligation of disclosing interests. All the senior managers of the GPL submitted their financial disclosure forms. GPL officials are also required to table their interest in any contract as part of procurement bidding processes.

## 5. Asset Management

All the assets within the GPL were physically verified through stock take exercises which were conducted both at mid-year and year-end. The outcome of physical counts was regularly reconciled to accounting records. Continued efforts were made to strengthen the overall control of assets and monitoring compliance on an ongoing basis. The asset management policy was also revised during the year.

## 6. Performance Information

The processes of election results, provincial lists and the appointment of new GPL Honourable Members and Presiding Officers had a direct impact on the GPL's planning program. The new term however provided an opportunity to review prior planning processes and define a paradigm shift in its strategy planning process ahead.

During the year, the GPL developed a Planning, Budgeting and Reporting Framework that outlines each stage of the planning, budgeting, implementation, reporting, monitoring and evaluation cycle. The emphasis was on performance information and templates to be used for purposes of drafting the strategic and annual performance plans. The purpose was to provide a guide to the strategic planning initiative for the next 2014-2019 five year term. The presentation and detail of the annual performance plan was further improved to ensure it remained strategic and met all technical requirements. Performance indicators and targets were refined to ensure inclusion of SMART principles.

Performance information plays a significant role in governance and accountability and performance reporting has been entrenched as an integral part of an effective accountability framework. More focus was applied on the quality and timeliness of the information. Performance and financial reports were prepared for each quarter and also submitted to relevant internal and external stakeholders. Quarterly performance evaluation meetings with senior managers were held regularly to assess both the quality and substance of the performance reporting.

Performance information also facilitated effective accountability, enabling oversight bodies such as the Oversight Committee on the Premier's Office and the Legislature (OCPOL) and the LSB to track progress and effectively monitor implementation of the annual performance plan. The Secretary after the end of each quarter accordingly reported to the Executive Authority and OCPOL the GPL's performance in implementing the annual performance plan in that quarter.

## 7. Important Policy Decisions And Strategic Issues

During the Presiding Officers review session which followed after the elections, the following six pillars of an activist and transformative legislature were identified by the Presiding Officers which then served as a premise to the planning sessions and development of the respective planning documents:

- Transformation of the Legislature Governance Processes.
- Modernisation of Legislature Business of Oversight, Public Participation and Law-Making Practices
- Re-engineered Public Participation Beyond Slogans
- Transformation of the Legislative Sector in the Context of Integrated Global City Region and Connected Government
- Transformation of the Law-making Processes
- Consolidating Oversight Practices of the Legislature

The above pillars culminated into Presiding Officers resolutions which then formed the basis for the development of the 2014-19 strategic plan.

## 8. Application of Generally Recognised Accounting Practice (GRAP)

The annual financial statements have been prepared in accordance with the effective standards of GRAP including any interpretations, guidelines and directives issued by the Accounting Standards Board. The annual financial statements have therefore been prepared on an accrual basis which necessitated adoption of accounting policies consistent with GRAP. Introduction of new standards where applicable have been stated in the notes to the Annual Financial Statements. The accounting policies for the year under review are consistent to the previous financial year.



## 9. Financial Management of Parliament and Legislatures Act (FMPLA)

As indicated above, after the 2014 elections, Parliament revived the Financial Management of Parliament Amendment Bill which was signed into law by the President as the Financial Management of Parliament Amendment Act (No 34 of 2014). Section 24 of the Act states that this Act is called the Financial Management of Parliament and Provincial Legislatures Act, 2014.

The Speaker of the National Assembly and the Chairperson of the National Council of Provinces after consultations with the Speakers of Provincial Legislatures collectively recommended to the President the fixed date for operation as 01 April 2015. The President signed a Proclamation and determined the recommended date as the effective date on which the Act shall come into operation.

The new Financial Management of Parliament and Legislatures Act (FMPLA), now incorporating Legislatures, therefore becomes effective for the GPL from 1st April 2015. An implementation plan has already been developed and progress in this regard will regularly be reported to the Speaker as Executive Authority as well as the LSB.

## 10. Events after the Reporting Date

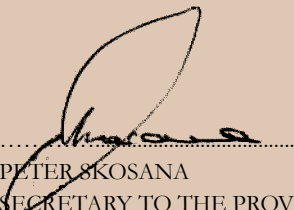
To our knowledge, there are no post-reporting date events that have a significant impact on the annual financial statements as reported.

## 11. Other

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

## 12. Approval

The annual financial statements set out on pages 180 to 199 have been approved by the Accounting Officer.



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PETER SKOSANA  
SECRETARY TO THE PROVINCIAL LEGISLATURE (ACCOUNTING OFFICER)  
29TH MAY 2015

# Accounting Officer's Report

## Confirmation of the Accuracy and Fair Presentation of the Annual Financial Statements Submitted

To: The Auditor-General

Date: 29 May 2015

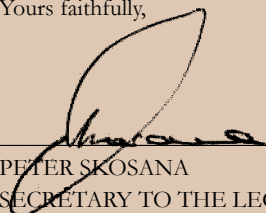
### Financial Statements for the 2014/15 Financial Year ending 31 March 2015

I hereby acknowledge that the Annual Financial Statements of the Gauteng Provincial Legislature have been submitted to the Auditor-General's office for auditing in terms of the Financial Management Policy of the Gauteng Legislature.

I acknowledge my responsibility for the accuracy of the accounting records and the fair presentation of the Performance Information and confirm to the best of my knowledge and belief, the following:

- The Financial Statements have been prepared in accordance with Generally Recognised Accounting Practice (GRAP),
- The Financial Statements are complete and accurate;
- The Financial Statements are free from material misstatements including omissions; and
- Accounting estimates are reasonable in the circumstances.

Yours faithfully,



PETER SKOSANA  
SECRETARY TO THE LEGISLATURE

# Report of the Auditor-General

## Report of the Auditor-General to the Gauteng Provincial Legislature on Vote No.2: Gauteng Provincial Legislature

### Report on the financial statements

#### Introduction

1. I have audited the financial statements of the Gauteng Provincial Legislature, set out on pages 180 to 212, which comprises the statement of financial position as at 31 March 2015, the statement of financial performance, statement of changes in net asset and cash flow statement for the year then ended, as well as the notes, comprising a summary of significant accounting policies and other explanatory information.

#### 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 South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) 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.

#### Auditor-General's responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing. 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.
4. 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 Legislature'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 Legislature'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.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Opinion

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Gauteng Provincial Legislature as at 31 March 2015 and its financial performance and cash flows for the year then ended, in accordance with SA Standards of GRAP.

#### Additional matter

7. I draw attention to the matter below. My opinion is not modified in respect of this matter.

#### Unaudited supplementary information

8. The supplementary information set out on pages 213 to 215 does not form part of the financial statements and is presented as additional information. I have not audited these schedules and, accordingly, I do not express an opinion thereon.

#### Report on other legal and regulatory requirements

9. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) and the general notice issued in terms thereof, I have a responsibility to report findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation and internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

#### Predetermined objectives

10. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the Legislature for the year ended 31 March 2015.
  - Programme 1: Leadership and Governance on pages 35 to 43
  - Programme 3: Corporate Services on pages 54 to 62
  - Programme 4: Core Business on pages 63 to 79

11. I evaluated the reported performance information against the overall criteria of usefulness and reliability.
12. I evaluated the usefulness of the reported performance information against the Framework for Strategic Plan and Annual Performance Plan and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant.
13. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
14. I did not raise any material findings on the usefulness and reliability of the reported performance information for the selected programmes.

### **Additional matter**

15. Although I identified no material findings on the usefulness and reliability of the reported performance information for the selected programmes, I draw attention to the following matter:

### **Achievement of planned targets**

16. Refer to the annual performance report on pages 35 to 91 for information on the achievement of the planned targets for the year.

### **Compliance with legislation**

17. I performed procedures to obtain evidence that the Legislature had complied with legislation applicable to procurement and contract management. I was unable perform compliance procedures regarding other financial matters, financial management and other related matters as the Legislature does not have legislation that regulates its financial management.

### **Internal control**

18. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with legislation. I did not identify any significant deficiencies in internal control.

Auditor-General

Johannesburg  
31 July 2015



AUDITOR - GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*



# Annual Financial Statements for the Year Ended 31 March 2015

## General Information

Country of Incorporation and domicile	South Africa
Member	Peter Skosana
Registered office	cnr President and Loveday Streets Johannesburg 2001
Business address	cnr President and Loveday Streets Johannesburg 2001
Postal address	Private Bag X52 Johannesburg 2000
Bankers	First National Bank of South Africa
Auditors	Auditor-General of South Africa
Secretary to the Legislature	Peter Skosana

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The reports and statements set out below comprise the financial statements presented to the Provincial Legislature:

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## Statement of Financial Position as at 31 March 2015

Figures in Rand	Note(s)	2015	2014
<b>Assets</b>			
Current Assets			
Inventories	9	1 769 754	2 393 407
Receivables from exchange transactions	10	712 911	588 969
Prepayments	8	283 064	730 048
Cash and cash equivalents	11	82 359 046	41 413 128
		<b>85 124 775</b>	<b>45 125 552</b>
Non-Current Assets			
Heritage Assets	3	1 934 977	1 938 154
Property, plant and equipment	4	92 659 485	90 991 332
Intangible assets	5	10 094 163	12 589 254
		<b>104 688 625</b>	<b>105 518 740</b>
<b>Total Assets</b>		<b>189 813 400</b>	<b>150 644 292</b>
<b>Liabilities</b>			
Current Liabilities			
Finance lease obligation	12	4 587 002	4 191 730
Operating lease liability	6	1 098 920	113 829
Payables from exchange transactions	15	21 960 978	12 566 681
Provisions	13	16 577 382	14 726 767
Staff payables		672 118	681 929
		<b>44 896 400</b>	<b>32 280 936</b>
Non-Current Liabilities			
Finance lease obligation	12	175 700	4 476 499
<b>Total Liabilities</b>		<b>45 072 100</b>	<b>36 757 435</b>
<b>Net Assets</b>		<b>144 741 300</b>	<b>113 886 857</b>
Accumulated surplus		144 741 301	113 886 857

## Statement of Financial Performance

Figures in Rand	Note(s)	2015	2014
Revenue from non-exchange transactions	17	594 352 341	558 818 930
Revenue from exchange transactions		2 960 779	2 457 433
Operating expenses		(570 170 149)	(527 925 884)
<b>Operating surplus</b>		<b>27 142 971</b>	<b>33 350 479</b>
Investment revenue	20	4 396 341	2 847 319
Finance costs	22	(684 868)	(361 954)
<b>Surplus for the year</b>		<b>30 854 444</b>	<b>35 835 844</b>



## Statement of Changes in Net Assets

Figures in Rand	Accumulated surplus	Total net assets
<b>Balance at 01 April 2013</b>	<b>108 238 567</b>	<b>108 238 567</b>
Changes in net assets		
Transfer to Provincial Treasury	(27 869 000)	(27 869 000)
Gauteng Provincial Legislature PPF fund	(2 318 554)	(2 318 554)
Net income (losses) recognised directly in net assets	(30 187 554)	(30 187 554)
Surplus for the year	35 835 844	35 835 844
Total recognised income and expenses for the year	5 648 290	5 648 290
Total changes	5 648 290	5 648 290
<b>Balance at 01 April 2014</b>	<b>113 886 857</b>	<b>113 886 857</b>
Changes in net assets		
Surplus for the year	30 854 444	30 854 444
Total changes	30 854 444	30 854 444
<b>Balance at 31 March 2015</b>	<b>144 741 301</b>	<b>144 741 301</b>
Note(s)		

## Cash Flow Statement

Figures in Rand	Note(s)	2015	2014
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Revenue		594 352 341	559 222 003
Interest income		4 396 341	2 847 319
Other receipts		2 543 986	2 355 412
		<b>601 292 668</b>	<b>564 424 734</b>
<b>Payments</b>			
Employee costs		(304 565 573)	(262 087 272)
Suppliers		(239 251 408)	(263 814 649)
		(543 816 981)	(525 901 921)
<b>Net cash flows from operating activities</b>	24	<b>57 475 687</b>	<b>38 522 813</b>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	4	(12 060 121)	(16 449 761)
Proceeds from sale of property, plant and equipment	4	171 472	2 853 480
Purchase of other intangible assets	5	(40 915)	(63 612)
<b>Net cash flows from investing activities</b>		<b>(11 929 564)</b>	<b>(13 659 893)</b>
<b>Cash flows from financing activities</b>			
Funds surrendered		-	(30 187 554)
Staff Payables		(9 811)	46 739
Finance lease payments		(4 590 394)	7 839 859
<b>Net cash flows from financing activities</b>		<b>(4 600 205)</b>	<b>(22 300 956)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>40 945 918</b>	<b>2 561 964</b>
Cash and cash equivalents at the beginning of the year		41 413 128	38 851 166
<b>Cash and cash equivalents at the end of the year</b>	11	<b>82 359 046</b>	<b>41 413 130</b>

# Accounting Policies

## 1. Presentation of Financial Statements

The financial statements have been prepared in accordance with the Standards of Generally Recognised Accounting Practice (GRAP), including any interpretations, guidelines and directives issued by the Accounting Standard Board.

These financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention as the basis of measurement, unless specified otherwise. They are presented in South African Rand.

A summary of the significant accounting policies, which have been consistently applied in the preparation of these financial statements, are disclosed below.

These accounting policies are consistent with the previous period.

### 1.1 Significant judgements and sources of estimation uncertainty

In preparing the financial statements, management is required to make estimates and assumptions that affect the amounts represented in the financial statements and related disclosures. Use of available information and the application of judgement is inherent in the formation of estimates. Actual results in the future could differ from these estimates which may be material to the financial statements. Significant judgements include:

#### Receivables from exchange transactions

The Gauteng Provincial Legislature (GPL) assesses its trade receivables, for impairment at the end of each reporting period. In determining whether an impairment loss should be recorded in deficit, the surplus makes judgements as to whether there is observable data indicating a measurable decrease in the estimated future cash flows from a financial asset.

The impairment for trade receivables, is calculated on a portfolio basis, based on historical loss ratios, adjusted for national and industry-specific economic conditions and other indicators present at the reporting date that correlate with defaults on the portfolio. These annual loss ratios are applied to loan balances in the portfolio and scaled to the estimated loss emergence period.

#### Impairment testing

The recoverable amounts of cash-generating units and individual assets have been determined based on the higher of value-in-use calculations and fair values less costs to sell. These calculations require the use of estimates and assumptions. It is reasonably possible that assumption may change which may then impact our estimations and may then require a material adjustment to the carrying value of goodwill and tangible assets.

#### Provisions

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions are included in note 13 - Provisions.

#### Useful lives of property, plant, equipment and Intangible assets

The GPL's management determines the estimated useful lives and related depreciation charges for property, plant and equipment, software and development cost. This estimate is based on pattern in which an asset's future economic benefits or services potential are expected to be consumed by the entity.

#### Effective interest rate and deferred payment terms

The GPL uses an appropriate interest rate, taking into account guidance provided in the accounting standards, and applying professional judgement to the specific circumstances, to discount future cash flows.

### 1.2 Property, plant and equipment

Property, plant and equipment are tangible non-current assets (including infrastructure assets) that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one period.

## 1.2 Property, plant and equipment (continued)

The cost of an item of property, plant and equipment is recognised as an asset when:

- it is probable that future economic benefits or service potential associated with the item will flow to the GPL; and
- the cost of the item can be measured reliably.

### Property, plant and equipment is initially measured at cost.

The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Trade discounts and rebates are deducted in arriving at the cost.

Where an asset is acquired through a non-exchange transaction, its cost is its fair value as at date of acquisition.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located is also included in the cost of property, plant and equipment, where the entity is obligated to incur such expenditure, and where the obligation arises as a result of acquiring the asset or using it for purposes other than the production of inventories.

Recognition of costs in the carrying amount of an item of property, plant and equipment ceases when the item is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses. Property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses. Any increase in an asset's carrying amount, as a result of a revaluation, is credited directly to a revaluation surplus. The increase is recognised in surplus or deficit to the extent that it reverses a revaluation decrease of the same asset previously recognised in surplus or deficit.

Subsequent to initial measurement Property, plant and equipment is measured at cost less accumulated depreciation and any accumulated impairment loss. where the GPL replaces parts of an asset, it derecognises the part of an asset being replaced and capitalises the new component,. Subsequent expenditure incurred on an asset is capitalised when it increases the capacity or future economic benefit or service potential associated with the asset.

The useful lives of items of property, plant and equipment have been assessed as follows:

Item	Depreciation method	Average useful life
Land	Straight line	Infinite
Buildings	Straight line	50 Years
Leasehold property	Straight line	over the lease period
Plant and machinery	Straight line	8 to 12 years
Furniture and fixtures	Straight line	10 to 15 year
Motor vehicles	Straight line	5 to 8 years
Office equipment	Straight line	8 to 12 years
IT equipment	Straight line	8 to 12 years
Library books	Straight line	20 years

The residual value, and the useful life and depreciation method of each asset are reviewed at the end of each reporting date. If the expectations differ from previous estimates, the change is accounted for as a change in accounting estimate. Reviewing the useful life of an asset on an annual basis does not require the entity to amend the previous estimate unless expectations differ from the previous estimate.



## 1.2 Property, plant and equipment (continued)

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately.

The depreciation charge for each period is recognised in surplus or deficit unless it is included in the carrying amount of another asset.

Items of property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset.

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in surplus or deficit when the item is derecognised. The gain or loss arising from the derecognition of an item of property, plant and equipment is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item.

Assets which the GPL holds for rentals to others and subsequently routinely sell as part of the ordinary course of activities, are transferred to inventories when the rentals end and the assets are available-for-sale. Proceeds from sales of these assets are recognised as revenue. All cash flows on these assets are included in cash flows from operating activities in the cash flow statement.

The GPL tests for impairments when there is an indication that an asset may be impaired. An assessment of whether there is an indication of possible impairments will be done on every 3 years on the reporting date.

## 1.3 Intangible assets

An asset is identifiable if it either:

- is separable, i.e. is capable of being separated or divided from an entity and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, identifiable assets or liability, regardless of whether the entity intends to do so; or
- arises from binding arrangements (including rights from contracts), regardless of whether those rights are transferable or separable from the GPL or from other rights and obligations.

An intangible asset is recognised when:

- it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the GPL; and
- the cost or fair value of the asset can be measured reliably.

Where an intangible asset is acquired through a non-exchange transaction, its initial cost at the date of acquisition is measured at its fair value as at that date.

Expenditure on research (or on the research phase of an internal project) is recognised as an expense when it is incurred. An intangible asset arising from development (or from the development phase of an internal project) is recognised when:

- it is technically feasible to complete the asset so that it will be available for use or sale.
- there is an intention to complete and use or sell it.
- there is an ability to use or sell it.
- it will generate probable future economic benefits or service potential.
- there are available technical, financial and other resources to complete the development and to use or sell the asset.
- the expenditure attributable to the asset during its development can be measured reliably. Intangible assets are carried at cost less any accumulated amortisation and any impairment losses.

An intangible asset is regarded as having an indefinite useful life when, based on all relevant factors, there is no foreseeable limit to the period over which the asset is expected to generate net cash inflows or service potential. Amortisation is not provided for these intangible assets, but they are tested for impairment annually and whenever there is an indication that the asset may be impaired. For all other intangible assets amortisation is provided on a straight line basis over their useful life.

The amortisation period and the amortisation method for intangible assets are reviewed at each reporting date.

Reassessing the useful life of an intangible asset with a finite useful life after it was classified as indefinite is an indicator that the asset may be impaired. As a result the asset is tested for impairment and the remaining carrying amount is amortised over its useful life.

Internally generated brands, mastheads, publishing titles, customer lists and items similar in substance are not recognised as intangible assets.

Internally generated goodwill is not recognised as an intangible asset.

### 1.3 Intangible assets (continued)

Amortisation is provided to write down the intangible assets, on a straight line basis, to their residual values as follows:

Item	Useful life
Computer software, internally generated	10 years

Intangible assets are derecognised:

- on disposal; or
- when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss is the difference between the net disposal proceeds, if any, and the carrying amount. It is recognised in surplus or deficit when the asset is derecognised.

### 1.4 Heritage assets

Heritage assets are assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

#### Recognition

The GPL recognises a heritage asset as an asset if it is probable that future economic benefits or service potential associated with the asset will flow to the GPL, and the cost or fair value of the asset can be measured reliably.

#### Initial measurement

Heritage assets are measured at cost.

Where a heritage asset is acquired through a non-exchange transaction, its cost is measured at its fair value as at the date of acquisition.

#### Subsequent measurement

After recognition as an asset, a class of heritage assets is carried at its cost less any accumulated impairment losses.

#### Impairment

The GPL assess at each reporting date whether there is an indication that it may be impaired. If any such indication exists, the GPL estimates the recoverable amount or the recoverable service amount of the heritage asset.

#### Derecognition

The GPL derecognises heritage asset on disposal, or when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of a heritage asset is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the heritage asset. Such difference is recognised in surplus or deficit when the heritage asset is derecognised.

### 1.5 Financial instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or a residual interest of another entity.

A financial asset is:

- cash;
- a residual interest of another entity; or
- a contractual right to:
  - ~ receive cash or another financial asset from another entity; or

## 1.5 Financial instruments (continued)

~ exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the entity.

A financial liability is any liability that is a contractual obligation to:

- deliver cash or another financial asset to another entity; or
- exchange financial assets or financial liabilities under conditions that are potentially unfavourable to the entity.

### Classification

The GPL has the following types of financial assets (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

Assets	Category
Cash and cash equivalent	Financial asset measured at amortised cost

The GPL has the following types of financial liabilities (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

Liabilities	Category
Trade and other payables from exchange transactions	Financial liability measured at amortised cost
Employee vendors	Financial liability measured at amortised cost

The GPL has the following types of residual interests (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

### Initial recognition

The GPL recognises a financial asset or a financial liability in its statement of financial position when the entity becomes a party to the contractual provisions of the instrument.

The GPL recognises financial assets using trade date accounting.

### Initial measurement of financial assets and financial liabilities

The GPL measures a financial asset and financial liability initially at its fair value plus transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

### Subsequent measurement of financial assets and financial liabilities

The GPL measures all financial assets and financial liabilities after initial recognition using the following categories:

- Financial instruments at fair value.
- Financial instruments at amortised cost.
- Financial instruments at cost.

All financial assets measured at amortised cost, or cost, are subject to an impairment review.

### Fair value measurement considerations

The best evidence of fair value is quoted prices in an active market. If the market for a financial instrument is not active, the GPL establishes fair value by using a valuation technique. The objective of using a valuation technique is to establish what the transaction price would have been on the measurement date in an arm's length exchange motivated by normal operating considerations. Valuation techniques include using recent arm's length market transactions between knowledgeable, willing parties, if available, reference to the current fair value of another instrument that is substantially the same, discounted cash flow analysis and option pricing models. If there is a valuation technique commonly used by market participants to price the instrument and that technique has been demonstrated to provide reliable estimates of prices obtained in actual market transactions, the entity uses that technique. The chosen valuation technique makes maximum use of market inputs and relies as little as possible on entity-specific inputs. It incorporates all factors that market participants would consider in setting a price and is consistent with accepted economic methodologies for pricing financial instruments. Periodically, GPL calibrates the valuation technique and tests it for validity using prices from any observable current market transactions in the same instrument (i.e. without modification or repackaging) or based on any available observable market data.

## 1.5 Financial instruments (continued)

The fair value of a financial liability with a demand feature (e.g. a demand deposit) is not less than the amount payable on demand, discounted from the first date that the amount could be required to be paid.

### Cash and Cash equivalent

Cash and cash equivalent comprise of cash at the bank. These are short term deposits readily convertible into known amounts of cash.

### Gains and losses

A gain or loss arising from a change in the fair value of a financial asset or financial liability measured at fair value is recognised in surplus or deficit.

For financial assets and financial liabilities measured at amortised cost or cost, a gain or loss is recognised in surplus or deficit when the financial asset or financial liability is derecognised or impaired, or through the amortisation process.

### Impairment and uncollectability of financial assets

If there is objective evidence that an impairment loss has been incurred on an investment in a residual interest that is not measured at fair value because its fair value cannot be measured reliably, the amount of the impairment loss is measured as the difference between the carrying amount of the financial asset and the present value of estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment losses are not reversed.

### Derecognition

#### Financial assets

The GPL derecognises financial assets using trade date accounting. The GPL derecognises a financial asset only when:

- the contractual rights to the cash flows from the financial asset expire, are settled or waived;
- the GPL transfers to another party substantially all of the risks and rewards of ownership of the financial asset; or
- the GPL, despite having retained some significant risks and rewards of ownership of the financial asset, has transferred control of the asset to another party and the other party has the practical ability to sell the asset in its entirety to an unrelated third party, and is able to exercise that ability unilaterally and without needing to impose additional restrictions on the transfer. In this case, the GPL :
  - ~ derecognise the asset; and
  - ~ recognise separately any rights and obligations created or retained in the transfer.

The carrying amounts of the transferred asset are allocated between the rights or obligations retained and those transferred on the basis of their relative fair values at the transfer date. Newly created rights and obligations are measured at their fair values at that date. Any difference between the consideration received and the amounts recognised and derecognised is recognised in surplus or deficit in the period of the transfer.

On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received is recognised in surplus or deficit.

If the transferred asset is part of a larger financial asset and the part transferred qualifies for derecognition in its entirety, the previous carrying amount of the larger financial asset is allocated between the part that continues to be recognised and the part that is derecognised, based on the relative fair values of those parts, on the date of the transfer. For this purpose, a retained servicing asset is treated as a part that continues to be recognised. The difference between the carrying amount allocated to the part derecognised and the sum of the consideration received for the part derecognised is recognised in surplus or deficit.

If a transfer does not result in derecognition because the entity has retained substantially all the risks and rewards of ownership of the transferred asset, the entity continue to recognise the transferred asset in its entirety and recognise a financial liability for the consideration received. In subsequent periods, the entity recognises any revenue on the transferred asset and any expense incurred on the financial liability. Neither the asset, and the associated liability nor the revenue, and the associated expenses are offset.

#### Financial liabilities

The GPL removes a financial liability (or a part of a financial liability) from its statement of financial position when it is extinguished — i.e. when the obligation specified in the contract is discharged, cancelled, expires or waived.



## 1.5 Financial instruments (continued)

The difference between the carrying amount of a financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in surplus or deficit. Any liabilities that are waived, forgiven or assumed by another Legislature by way of a non-exchange transaction are accounted for in accordance with the Standard of GRAP on Revenue from Non-exchange Transactions (Taxes and Transfers).

### Presentation

Interest relating to a financial instrument or a component that is a financial liability is recognised as revenue or expense in surplus or deficit.

Losses and gains relating to a financial instrument or a component that is a financial liability is recognised as revenue or expense in surplus or deficit.

A financial asset and a financial liability are only offset and the net amount presented in the statement of financial position when the entity currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

## 1.6 Leases

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

When a lease includes both land and buildings elements, the entity assesses the classification of each element separately.

### Finance leases - lessee

Finance leases are recognised as assets and liabilities in the statement of financial position at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments. The corresponding liability to the lessor is included in the statement of financial position as a finance lease obligation.

The discount rate used in calculating the present value of the minimum lease payments is the interest rate implicit in the lease.

Minimum lease payments are apportioned between the finance charge and reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate of on the remaining balance of the liability.

Any contingent rents are expensed in the period in which they are incurred.

The determination of whether an arrangement is, or contains a lease is based on the substance of the arrangements at inception date of whether the fulfilment of the arrangement is dependent on the use of specific asset or assets or the arrangement a right to use the asset. The classification of the lease is determined as follows:

### Operating leases - lessor

Operating lease revenue is recognised as revenue on a straight-line basis over the lease term. The difference between the amounts recognised as revenue and the contractual receipts are recognised as an operating asset or liability.

Initial direct costs incurred in negotiating and arranging operating leases are added to the carrying amount of the leased asset and recognised as an expense over the lease term on the same basis as the lease revenue.

The aggregate cost of incentives is recognised as a reduction of rental revenue over the lease term on a straight-line basis. Income for leases is disclosed under revenue in statement of financial performance.

### Operating leases - lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset or liability.

The aggregate benefit of incentives is recognised as a reduction of rental expense over the lease term on a straight line basis over the lease term. Any contingent rent is recognised separately as an expense when paid or payable and is not straight lined over the lease term.

## 1.7 Inventories

Inventories are initially measured at cost except where inventories are acquired through a non-exchange transaction, then their costs are their fair value as at the date of acquisition.

Subsequently inventories are measured at the lower of cost and net realisable value.

Inventories are measured at the lower of cost and current replacement cost where they are held for;

- distribution at no charge or for a nominal charge; or
- consumption in the production process of goods to be distributed at no charge or for a nominal charge.

Current replacement cost is the cost the constitutional institution incurs to acquire the asset on the reporting date.

The cost of inventories comprises of all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition. The cost of inventories of items that are not ordinarily interchangeable and goods or services produced and segregated for specific projects is assigned using specific identification of the individual costs.

The cost of inventories is assigned using the weighted average cost formula. The same cost formula is used for all inventories having a similar nature and use to the constitutional institution. When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the period in which the related revenue is recognised. If there is no related revenue, the expenses are recognised when the goods are distributed, or related services are rendered. The amount of any write-down of inventories to net realisable value or current replacement cost and all losses of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value or current replacement cost, are recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

## 1.8 Impairment of cash-generating assets

Cash-generating assets are those assets held by the GPL with the primary objective of generating a commercial return. When an asset is deployed in a manner consistent with that adopted by a profit-orientated entity, it generates a commercial return.

Impairment is a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation (amortisation).

Carrying amount is the amount at which an asset is recognised in the statement of financial position after deducting any accumulated depreciation and accumulated impairment losses thereon.

A cash-generating unit is the smallest identifiable group of assets held with the primary objective of generating a commercial return that generates cash inflows from continuing use that are largely independent of the cash inflows from other assets or groups of assets.

Costs of disposal are incremental costs directly attributable to the disposal of an asset, excluding finance costs and income tax expense.

Depreciation (Amortisation) is the systematic allocation of the depreciable amount of an asset over its useful life.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

Recoverable amount of an asset or a cash-generating unit is the higher its fair value less costs to sell and its value in use. Useful life is either:

- (a) the period of time over which an asset is expected to be used by the GPL; or
- (b) the number of production or similar units expected to be obtained from the asset by the GPL.

Criteria developed by the GPL to distinguish cash-generating assets from non-cash-generating assets are as follow:

### Identification

When the carrying amount of a cash-generating asset exceeds its recoverable amount, it is impaired.

The GPL assesses at each reporting date whether there is any indication that a cash-generating asset may be impaired. If any such indication exists, the GPL estimates the recoverable amount of the asset. Irrespective of whether there is any indication of impairment, the GPL also test a cash-generating intangible asset with an indefinite useful life or a cash-generating intangible asset not yet available for use for impairment annually by comparing its carrying amount with its recoverable amount. This impairment test is performed at the same time every year. If an intangible asset was initially recognised during the current reporting period, that intangible asset was tested for impairment before the end of the current reporting period.

## 1.8 Impairment of cash-generating assets (continued)

### Value in use

Value in use of a cash-generating asset is the present value of the estimated future cash flows expected to be derived from the continuing use of an asset and from its disposal at the end of its useful life.

When estimating the value in use of an asset, the GPL estimates the future cash inflows and outflows to be derived from continuing use of the asset and from its ultimate disposal and the GPL applies the appropriate discount rate to those future cash flows.

### Discount rate

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money, represented by the current risk-free rate of interest and the risks specific to the asset for which the future cash flow estimates have not been adjusted.

### Recognition and measurement (individual asset)

If the recoverable amount of a cash-generating asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. This reduction is an impairment loss.

An impairment loss is recognised immediately in surplus or deficit.

After the recognition of an impairment loss, the depreciation (amortisation) charge for the cash-generating asset is adjusted in future periods to allocate the cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

### Reversal of impairment loss

The GPL assess at each reporting date whether there is any indication that an impairment loss recognised in prior periods for a cash-generating asset may no longer exist or may have decreased. If any such indication exists, the entity estimates the recoverable amount of that asset.

An impairment loss recognised in prior periods for a cash-generating asset is reversed if there has been a change in the estimates used to determine the asset's recoverable amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable amount. The increase is a reversal of an impairment loss. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a cash-generating asset is recognised immediately in surplus or deficit.

After a reversal of an impairment loss is recognised, the depreciation (amortisation) charge for the cash-generating asset is adjusted in future periods to allocate the cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

## 1.9 Impairment of non-cash-generating assets

Cash-generating assets are those assets held by the GPL with the primary objective of generating a commercial return. When an asset is deployed in a manner consistent with that adopted by a profit-orientated entity, it generates a commercial return.

Non-cash-generating assets are assets other than cash-generating assets.

Impairment is a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation (amortisation).

Carrying amount is the amount at which an asset is recognised in the statement of financial position after deducting any accumulated depreciation and accumulated impairment losses thereon. A cash-generating unit is the smallest identifiable group of assets held with the primary objective of generating a commercial return that generates cash inflows from continuing use that are largely independent of the cash inflows from other assets or groups of assets.

## 1.9 Impairment of non-cash-generating assets (continued)

Costs of disposal are incremental costs directly attributable to the disposal of an asset, excluding finance costs and income tax expense.

Depreciation (Amortisation) is the systematic allocation of the depreciable amount of an asset over its useful life.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

Recoverable service amount is the higher of a non-cash-generating asset's fair value less costs to sell and its value in use. Useful life is either:

- (a) the period of time over which an asset is expected to be used by the GPL; or
- (b) the number of production or similar units expected to be obtained from the asset by the GPL.

### Identification

When the carrying amount of a non-cash-generating asset exceeds its recoverable service amount, it is impaired.

The GPL assesses at each reporting date whether there is any indication that a non-cash-generating asset may be impaired. If any such indication exists, the GPL estimates the recoverable service amount of the asset.

Irrespective of whether there is any indication of impairment, the entity also test a non-cash-generating intangible asset with an indefinite useful life or a non-cash-generating intangible asset not yet available for use for impairment annually by comparing its carrying amount with its recoverable service amount. This impairment test is performed at the same time every year. If an intangible asset was initially recognised during the current reporting period, that intangible asset was tested for impairment before the end of the current reporting period.

### Value in use

Value in use of non-cash-generating assets is the present value of the non-cash-generating assets remaining service potential.

The present value of the remaining service potential of a non-cash-generating assets is determined using the following approach:

#### Depreciated replacement cost approach

The present value of the remaining service potential of a non-cash-generating asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

The replacement cost and reproduction cost of an asset is determined on an "optimised" basis. The rationale is that the GPL would not replace or reproduce the asset with a like asset if the asset to be replaced or reproduced is an overdesigned or overcapacity asset. Overdesigned assets contain features which are unnecessary for the goods or services the asset provides. Overcapacity assets are assets that have a greater capacity than is necessary to meet the demand for goods or services the asset provides. The determination of the replacement cost or reproduction cost of an asset on an optimised basis thus reflects the service potential required of the asset.

### Recognition and measurement

If the recoverable service amount of a non-cash-generating asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. This reduction is an impairment loss.

An impairment loss is recognised immediately in surplus or deficit.

When the amount estimated for an impairment loss is greater than the carrying amount of the non-cash-generating asset to which it relates, the GPL recognises a liability only to the extent that is a requirement in the Standards of GRAP.

After the recognition of an impairment loss, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.



## 1.9 Impairment of non-cash-generating assets (continued)

### Reversal of an impairment loss

The GPL assess at each reporting date whether there is any indication that an impairment loss recognised in prior periods for a non-cash-generating asset may no longer exist or may have decreased. If any such indication exists, the GPL estimates the recoverable service amount of that asset.

An impairment loss recognised in prior periods for a non-cash-generating asset is reversed if there has been a change in the estimates used to determine the asset's recoverable service amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable service amount. The increase is a reversal of an impairment loss. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a non-cash-generating asset is recognised immediately in surplus or deficit. Any reversal of an impairment loss of a revalued non-cash-generating asset is treated as a revaluation increase.

After a reversal of an impairment loss is recognised, the depreciation (amortisation) charge for the non-cash-generating asset is adjusted in future periods to allocate the non-cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

## 1.10 Employee benefits

### Short-term employee benefits

Short-term employee benefits are employee benefits (other than termination benefits) that are due to be settled within twelve months after the end of the period in which the employees render the related service.

Short-term employee benefits include items such as:

- Wages, salaries and social security contributions;
- Short-term compensated absences (such as paid annual leave and paid sick leave) where the compensation for the absences is due to be settled within twelve months after the end of the reporting period in which the employees render the related employee service;
- Bonus, incentive and performance related payments payable within twelve months after the end of the reporting period in which the employees render the related service; and
- Non-monetary benefits (for example, medical care, and free or subsidised goods or services such as housing, cars and cellphones) for current employees.

When an employee has rendered service to the entity during a reporting period, the entity recognise the undiscounted amount of short-term employee benefits expected to be paid in exchange for that service:

- As a liability (accrued expense), after deducting any amount already paid. If the amount already paid exceeds the undiscounted amount of the benefits, the GPL recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- As an expense, unless another Standard requires or permits the inclusion of the benefits in the cost of an asset.

The expected cost of compensated absences is recognised as an expense as the employees render services that increase their entitlement or, in the case of non-accumulating absences, when the absence occurs. The GPL measure the expected cost of accumulating compensated absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the reporting date.

The entity recognise the expected cost of bonus, incentive and performance related payments when the GPL has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made. A present obligation exists when the entity has no realistic alternative but to make the payments.

### Post-employment benefits: Defined contribution plans

When an employee has rendered service to the GPL during a reporting period, the GPL recognise the contribution payable to a defined contribution plan in exchange for that service:

- As a liability (accrued expense), after deducting any contribution already paid. If the contribution already paid exceeds the contribution due for service before the reporting date, an GPL recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- As an expense, unless another Standard requires or permits the inclusion of the contribution in the cost of an asset.

Where contributions to a defined contribution plan do not fall due wholly within twelve months after the end of the reporting period in which the employees render the related service, they are discounted. The rate used to discount reflects the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the obligation.

## 1.11 Commitments

Items are classified as commitments when an entity has committed itself to future transactions that will normally result in the outflow of cash.

Disclosures are required in respect of unrecognised contractual commitments.

Commitments for which disclosure is necessary to achieve a fair presentation should be disclosed in a note to the financial statements, if both the following criteria are met:

- Contracts should be non-cancellable or only cancellable at significant cost (for example, contracts for computer or building maintenance services); and
- Contracts should relate to something other than the routine, steady, state business of the entity – therefore salary commitments relating to employment contracts or social security benefit commitments are excluded.

## 1.12 Provisions and contingencies

Provisions are recognised when:

- The GPL has a present obligation as a result of a past event;
- It is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
- A reliable estimate can be made of the obligation.

The amount of a provision is the best estimate of the expenditure expected to be required to settle the present obligation at the reporting date.

Where the effect of time value of money is material, the amount of a provision is the present value of the expenditures expected to be required to settle the obligation.

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

Where some or all of the expenditure required to settle a provision is expected to be reimbursed by another party, the reimbursement is recognised when, and only when, it is virtually certain that reimbursement will be received if the GPL settles the obligation. The reimbursement is treated as a separate asset. The amount recognised for the reimbursement does not exceed the amount of the provision.

Provisions are reviewed at each reporting date and adjusted to reflect the current best estimate. Provisions are reversed if it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required, to settle the obligation.

Where discounting is used, the carrying amount of a provision increases in each period to reflect the passage of time. This increase is recognised as an interest expense.

A provision is used only for expenditures for which the provision was originally recognised. Provisions are not recognised for future operating deficits.

If an entity has a contract that is onerous, the present obligation (net of recoveries) under the contract is recognised and measured as a provision.

A constructive obligation to restructure arises only when an entity:

- Has a detailed formal plan for the restructuring, identifying at least:
  - ~ the activity/operating unit or part of a activity/operating unit concerned;
  - ~ the principal locations affected;
  - ~ the location, function, and approximate number of employees who will be compensated for services being terminated;
  - ~ the expenditures that will be undertaken; and
  - ~ when the plan will be implemented; and
- Has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

A restructuring provision includes only the direct expenditures arising from the restructuring, which are those that are both:

- Necessarily entailed by the restructuring; and
- Not associated with the ongoing activities of the GPL

Contingent assets and contingent liabilities are not recognised.

A financial guarantee contract is a contract that requires the issuer to make specified payments to reimburse the holder for a loss it incurs because a specified debtor fails to make payment when due in accordance with the original or modified terms of a debt instrument.

### 1.12 Provisions and contingencies (continued)

Loan commitment is a firm commitment to provide credit under pre-specified terms and conditions.

The GPL recognises a provision for financial guarantees and loan commitments when it is probable that an outflow of resources embodying economic benefits and service potential will be required to settle the obligation and a reliable estimate of the obligation can be made.

Determining whether an outflow of resources is probable in relation to financial guarantees requires judgement. Indications that an outflow of resources may be probable are:

- financial difficulty of the debtor;
- defaults or delinquencies in interest and capital repayments by the debtor;
- breaches of the terms of the debt instrument that result in it being payable earlier than the agreed term and the ability of the debtor to settle its obligation on the amended terms; and
- a decline in prevailing economic circumstances (e.g. high interest rates, inflation and unemployment) that impact on the ability of entities to repay their obligations.

Where a fee is received by the GPL for issuing a financial guarantee and/or where a fee is charged on loan commitments, it is considered in determining the best estimate of the amount required to settle the obligation at reporting date. Where a fee is charged and the GPL considers that an outflow of economic resources is probable, an GPL recognises the obligation at the higher of:

- the amount determined using in the Standard of GRAP on Provisions, Contingent Liabilities and Contingent Assets; and
- the amount of the fee initially recognised less, where appropriate, cumulative amortisation recognised in accordance with the Standard of GRAP on Revenue from Exchange Transactions.

### 1.13 Revenue from exchange transactions

Exchange transaction is one in which the GPL receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services or use of assets) to the other party in exchange.

#### Measurement

Revenue is measured at the fair value of the consideration received or receivable, net of trade discounts and volume rebates.

#### Rendering of services

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the reporting date. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- The amount of revenue can be measured reliably;
- It is probable that the economic benefits or service potential associated with the transaction will flow to the GPL;
- The stage of completion of the transaction at the reporting date can be measured reliably; and
- The costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that are recoverable.

#### Interest

Revenue arising from the use by others of entity assets yielding interest, royalties and dividends or similar distributions is recognised when:

- It is probable that the economic benefits or service potential associated with the transaction will flow to the GPL, and
- The amount of the revenue can be measured reliably.

Interest is recognised, in surplus or deficit, using the effective interest rate method.

### 1.14 Revenue from non-exchange transactions

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, an GPL either receives value from another GPL without directly giving approximately equal value in exchange, or gives value to another GPL without directly receiving approximately equal value in exchange.

#### Recognition

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

### 1.14 Revenue from non-exchange transactions (continued)

As the GPL satisfies a present obligation recognised as a liability in respect of an inflow of resources from a non-exchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

#### Measurement

Revenue from a non-exchange transaction is measured at the amount of the increase in net assets recognised by the GPL.

When, as a result of a non-exchange transaction, the GPL recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability.

Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced, because the taxable event occurs or a condition is satisfied, the amount of the reduction in the liability is recognised as revenue. Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislative procedures, including those set out in the Finance Management Policy of the Gauteng Legislature, and is recognised when the recovery thereof from the responsible board members or officials is virtually certain.

#### Gifts and donations, including goods in-kind

Gifts and donations, including goods in kind, are recognised as assets and revenue when it is probable that the future economic benefits or service potential will flow to the GPL and the fair value of the assets can be measured reliably.

### 1.15 Comparative figures

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated. The nature and reason for the restriction is disclosed. Where accounting errors have been identified in the current period, the correction is made retrospectively as far as is practicable, and the prior period comparatives are restated accordingly. Where there has been a change in accounting policy in the current period, the adjustment is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly.

### 1.16 Unauthorised expenditure

Unauthorised expenditure means:

- Overspending of a vote or a main division within a vote; and
- Expenditure not in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division.

All expenditure relating to unauthorised expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

### 1.17 Fruitless and wasteful expenditure

Fruitless expenditure means expenditure which was made in vain and would have been avoided had reasonable care been exercised.

All expenditure relating to fruitless and wasteful expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

### 1.18 Irregular expenditure

Irregular expenditure as defined in section 1 of the PFMA is expenditure other than unauthorised expenditure, incurred in contravention of or that is not in accordance with a requirement of any applicable legislation, including -

- (a) This Act; or
- (b) The State Tender Board Act, 1968 (Act No. 86 of 1968), or any regulations made in terms of the Act; or
- (c) Any provincial legislation providing for procurement procedures in that provincial government.

Irregular expenditure that was incurred and identified during the current financial and which was condoned before year end and/or before finalisation of the financial statements must also be recorded appropriately in the irregular expenditure register. In such an instance, no further action is also required with the exception of updating the note to the financial statements.



### 1.18 Irregular expenditure (continued)

Irregular expenditure that was incurred and identified during the current financial year and for which condonement is being awaited at year end must be recorded in the irregular expenditure register. No further action is required with the exception of updating the note to the financial statements.

Where irregular expenditure was incurred in the previous financial year and is only condoned in the following financial year, the register and the disclosure note to the financial statements must be updated with the amount condoned.

Irregular expenditure that was incurred and identified during the current financial year and which was not condoned by the National Treasury or the relevant authority must be recorded appropriately in the irregular expenditure register. If liability for the irregular expenditure can be attributed to a person, a debt account must be created if such a person is liable in law. Immediate steps must thereafter be taken to recover the amount from the person concerned. If recovery is not possible, the accounting officer or accounting authority may write off the amount as debt impairment and disclose such in the relevant note to the financial statements. The irregular expenditure register must also be updated accordingly. If the irregular expenditure has not been condoned and no person is liable in law, the expenditure related thereto must remain against the relevant programme/expenditure item, be disclosed as such in the note to the financial statements and updated accordingly in the irregular expenditure register.

### 1.19 Budget information

The GPL is typically subject to budgetary limits in the form of appropriations or budget authorisations (or equivalent), which is given effect through authorising legislation, appropriation or similar.

The Statement of comparison of budget and actual information and a reconciliation have been included in the annual financial statements, as the financial statements and the budget are on the same basis of accounting (Refer to notes 28 and 29 - Statement of comparison of budget and actual amounts and note 24 - Reconciliation to cash flow statement).

### 1.20 Related parties

The GPL operates in an economic sector currently dominated by entities directly or indirectly owned by the South African Government. As a consequence of the constitutional independence of the three spheres of government in South Africa, only entities within the national sphere of government are considered to be related parties.

Key management is defined as being individuals within the authority that are responsible for planning, directing and controlling the activities of the GPL, including those charged with the governance of the GPL in accordance with legislation, in instances where they are required to perform such functions. The GPL regards all individuals at senior management as key management per the definition of the financial reporting standards.

Close members of the family of a person are considered to be those family members who may be expected to influence, or be influenced by, that management in their dealings with the GPL.

Only transactions with related parties not at arm's length or not in the ordinary course of business are disclosed.

## Notes to the Financial Statements

### 2. New standards and interpretations

#### 2.1 Standards and interpretations effective and adopted in the current year

In the current year the constitutional institution has adopted the following standards and interpretations that are effective for the current financial year and that are relevant to its operations:

#### 2.2 Standards and interpretations issued but not yet effective

The constitutional institution has not applied the following standards and interpretations which have been published and are mandatory for the constitutional institution's accounting periods beginning on or after 01 April 2015 or later periods:

Standard/Interpretation:	Effective date: Years beginning on or after	Expected impact:
GRAP 106: Transfers of functions between entities not under common control	01 April 2015	The impact of the amendment is not material.
IGRAP 11: Consolidation – Special purpose entities	01 April 2015	The impact of the amendment is not material.
IGRAP 12: Jointly controlled entities - Non-monetary contributions by ventures		
GRAP 6 (as revised 2010): Consolidated and Separate Financial Statements	01 April 2015	The impact of the amendment is not material.
GRAP 8 (as revised 2010): Interests in Joint Ventures	01 April 2015	The impact of the amendment is not material.
GRAP 32: Service Concession Arrangements: Grantor	01 April 2016	The impact of the amendment is not material.
GRAP 108: Statutory Receivables	01 April 2016	The impact of the amendment is not material.
IGRAP 17: Service Concession Arrangements where a Grantor Controls a Significant Residual Interest in an Asset	01 April 2016	The impact of the amendment is not material.
DIRECTIVE 11: Changes in measurement bases following the initial adoption of Standards of GRAP	01 April 2016	The impact of the amendment is not material.

The aggregate impact of the initial application of the statements and interpretations on the constitutional institution's financial statements is expected to be as follows:

### 3. Heritage Assets

	Cost/Valuation	2015 Accumulated depreciation and accumulated impairment	Carrying value	Cost/Valuation	2014 Accumulated depreciation and accumulated impairment	Carrying value
Artwork	1 934 977	-	1 934 977	1 938 154	-	1 938 154

#### Reconciliation of heritage assets - 2015

	Opening balance
Artwork	1 938 154

#### Reconciliation of heritage assets - 2014

	Opening balance	Total
Artwork	1 938 154	1 938 154

#### Details of Heritage Assets

Heritage Assets in respect of paintings inherited from previous government. Heritage assets are measured at cost.

During the current financial year Heritage assets were revalued to the amount of R 13 674 673. It is the policy of the GPL to revalue it's Heritage assets every 3 to 5 years.

### 4. Property, plant and equipment

	Cost/Valuation	2015 Accumulated depreciation and accumulated impairment	Carrying value	Cost/Valuation	2014 Accumulated depreciation and accumulated impairment	Carrying value
Land	9 111 028	-	9 111 028	9 111 028	-	9 111 028
Buildings	55 223 511	(5 647 308)	49 576 203	54 560 586	(4 366 368)	50 194 218
Leasehold property	10 462 860	(6 682 515)	3 780 345	10 003 216	(2 221 762)	7 781 454
Plant and machinery	8 767 404	(5 095 192)	3 672 213	9 136 877	(5 042 807)	4 094 070
Furniture and fixtures	14 783 770	(5 434 924)	9 348 847	12 216 829	(4 699 269)	7 517 560
Motor vehicles	5 423 029	(2 232 399)	3 190 630	4 330 898	(2 166 976)	2 163 922
Office equipment	467 978	(217 216)	250 762	472 360	(189 915)	282 445
IT equipment	19 904 553	(7 740 513)	12 164 040	15 186 850	(6 731 937)	8 454 913
Library Books	2 972 982	(1 407 565)	1 565 417	2 717 060	(1 325 338)	1 391 722
<b>Total</b>	<b>127 117 115</b>	<b>(34 457 632)</b>	<b>92 659 485</b>	<b>117 735 704</b>	<b>(26 744 372)</b>	<b>90 991 332</b>

#### 4. Property, plant and equipment (continued)

##### Reconciliation of property, plant and equipment - 2015

	Opening balance	Additions	Disposals	Depreciation	Impairment loss	Total
Land	9 111 028	-	-	-	-	9 111 028
Buildings	50 194 218	662 925	-	(1 280 940)	-	49 576 204
Leasehold property	7 781 454	459 644	-	(4 460 753)	-	3 780 345
Plant and machinery	4 094 070	469 046	(181 455)	(687 686)	(21 764)	3 672 211
Furniture and fixtures	7 517 560	2 690 130	(14 535)	(820 979)	(23 329)	9 348 846
Motor vehicles	2 163 922	1 931 189	(361 341)	(543 141)	-	3 190 629
Office equipment	282 445	-	(216)	(31 419)	(47)	250 762
IT equipment	8 454 913	5 591 265	(410 744)	(1 466 824)	(4 570)	12 164 040
Library Books	1 391 723	255 922	-	(82 227)	-	1 565 419
<b>Total</b>	<b>90 991 333</b>	<b>12 060 121</b>	<b>(968 291)</b>	<b>(9 373 969)</b>	<b>(49 710)</b>	<b>92 659 485</b>

##### Reconciliation of property, plant and equipment - 2014

	Opening balance	Additions	Disposals	Depreciation	Total
Land	9 111 028	-	-	-	9 111 028
Buildings	47 701 928	3 683 630	-	(1 191 340)	50 194 218
Leasehold property	854 469	10 003 216	(555 967)	(2 520 264)	7 781 454
Plant and machinery	4 746 460	657 141	(342 700)	(966 830)	4 094 071
Furniture and fixtures	8 158 291	1 058 876	(428 948)	(1 270 660)	7 517 559
Motor vehicles	2 658 912	-	-	(494 990)	2 163 922
Office equipment	375 918	-	(35 004)	(58 516)	282 445
IT equipment	10 813 616	793 537	(1 490 859)	(1 661 381)	8 454 913
Library Books	1 207 363	253 361	-	(69 001)	1 391 723
<b>Total</b>	<b>85 627 985</b>	<b>16 449 761</b>	<b>(2 853 480)</b>	<b>(8 227 829)</b>	<b>90 991 332</b>

##### Impairment of assets

The GPL conducted impairment testing of all non-cash generating assets. 81 assets were found to be impaired.

##### Assets subject to finance lease (Net carrying amount)

	2015	2014
Cellphone	2 164 610	4 944 990
Photocopy Machines	1 615 735	2 836 464
<b>Total</b>	<b>3 780 345</b>	<b>7 781 454</b>

The finance lease is in respect of a 2 year cellphone and a 3 year photocopy machine liabilities which came into effect from the signing of a new contract during the financial year. A register containing the information required by the Financial Management Policy of the Legislature is available for inspection at the registered office of the GPL.



## 5. Intangible assets

	Cost/Valuation	2015 Accumulated depreciation and accumulated impairment	Carrying value	Cost/Valuation	2014 Accumulated depreciation and accumulated impairment	Carrying value
Computer software other	22 342 165	(12 248 002)	10 094 163	23 375 225	(10 785 971)	12 589 254

### Reconciliation of intangible assets - 2015

	Opening balance	Additions	Disposals	Impairment loss	Total
Computer software other	12 589 254	40 915	(2 288 922)	(247 084)	10 094 164

### Reconciliation of intangible assets - 2014

	Additions	Disposals	Impairment loss	Total
Computer software other	14 808 285	63 612	(2 282 643)	12 589 254

## 6. Operating lease Liability

	2015	2014
Current liabilities	1 098 920	113 829
	-	-
	<b>1 098 920</b>	<b>113 829</b>

Operating lease rentals represent payable by the GPL to the Public Corporation Soc Ltd and Eris property group for office premises leased.

The Eris Property Group and Public Corporation lease expires on May 2015 and March 2018 respectively with an annual escalation of 9%.

## 7. Employee benefit obligations Defined contribution plan

It is the policy of the GPL to provide retirement benefits to all its employees [or specify number of employees covered]. A number of defined contribution provident funds all of which are subject to the Pensions Fund Act exist for this purpose.

The GPL is under no obligation to cover any unfunded benefits.

	2015	2014
The total economic entity contribution to such schemes	8 966 181	8 480 532
The amount recognised as an expense for defined contribution plans is	8 966 181	8 480 532

## 8. Prepayments

Prepayments in respect of Insurance paid on an annual basis as at 31 March 2015 amounting to R283 064.

## 9. Inventories

	2015	2014
Memorabilia	238 949	345 393
Consumable stores	1 086 458	1 478 420
Maintenance materials	444 347	569 594
	<b>1 769 754</b>	<b>2 393 406</b>

## 10. Receivables from exchange transactions

	2015	2014
Trade debtors	712 911	588 969

Parking Income outstanding as at 31 March 2015 the receivables are non interest bearing and are generally paid within 30 days.

## 11. Cash and cash equivalents

Cash and cash equivalents consist of:

	2015	2014
Cash on hand	238	909
Bank balances	82 358 808	41 412 219
	<b>82 359 046</b>	<b>41 413 128</b>

Cash at banks earns interest at floating rates based on daily bank deposit rates the fair value of cash equivalents approximates the fair value as equivalents are readily convertible to cash.

## 12. Finance lease obligation

	2015	2014
<b>Minimum lease payments due</b>		
- within one year	4 831 584	4 849 394
- in second to fifth year inclusive	184 462	4 579 000
- later than five years	-	133 722
	5 016 046	9 562 116
less: future finance charges	(253 345)	(893 888)
<b>Present value of minimum lease payments</b>	<b>4 762 701</b>	<b>8 668 228</b>
 Present value of minimum lease payments due		
- within one year	4 580 339	4 191 730
- in second to fifth year inclusive	182 362	4 343 992
- later than five years	-	132 507
	<b>4 762 701</b>	<b>8 668 229</b>
 Non-current liabilities	175 700	4 476 499
Current liabilities	4 587 002	4 191 730
	<b>4 762 702</b>	<b>8 668 229</b>

It is GPL's policy to lease cellphones and photo copy machines under finance leases. The average lease term is 2 to 5 years and the interest rate used is the prime interest rate applicable for each financial year. The average effective borrowing rate was 11% (2015: 11%). Interest rates are fixed at the contract date. All leases have fixed repayments and no arrangements have been entered into for contingent rent. The GPL's obligations under finance leases are secured by the lessor's charge over the leased assets.

### 13. Provisions

#### Reconciliation of provisions - 2015

	Opening balance	Additions	Utilised during the year	Total
Bonuses	6 820 695	7 729 410	(6 820 695)	7 729 410
Leave	7 906 072	8 847 972	(7 906 072)	8 847 972
	<b>14 726 767</b>	<b>16 577 382</b>	<b>(14 726 767)</b>	<b>16 577 382</b>

#### Reconciliation of provisions - 2014

	Opening balance	Additions	Utilised during the year	Total
Leave pay provision	9 125 655	7 906 072	(9 125 655)	7 906 071
Bonuses	6 753 201	6 820 695	(6 753 201)	6 820 695
13th Cheque payable	6 973 150	-	(6 973 150)	-
Broadbanding	441 044	-	(441 044)	-
	<b>23 293 050</b>	<b>14 726 767</b>	<b>(23 293 050)</b>	<b>14 726 766</b>

The leave pay provision represents the liability in respect of leave outstanding.

The bonus provision represents the liability in respect of performance bonuses to be paid out dependant on the finalisation of the performance reviews.

### 14. Staff payables

	2015	2014
Balance	672 118	681 929

Staff payables is in respect of optional monthly savings payable in December by the GPL.

### 15. Payables from exchange transactions

	2015	2014
Trade payables	21 960 978	12 566 681

It is the policy of the GPL to pay all suppliers with 30 days. All the payables at year end were within 30 days. The amount disclose therefore approximates the fair value of trade payables.

### 16. Financial instruments disclosure

#### Categories of financial instruments 2015

##### Financial assets

	At amortised cost	Total
Trade and other receivables from exchange transactions	715 911	715 911
Cash and cash equivalents	82 359 046	82 359 046
	<b>83 074 957</b>	<b>83 074 957</b>

## 16. Financial instruments disclosure (continued)

### Financial liabilities

	At amortised cost	Total
Trade and other payables from exchange transactions	21 960 978	21 960 978
Staff payables	672 118	672 118
Finance lease Liability	4 762 702	4 762 702
	<b>27 395 798</b>	<b>27 395 798</b>

### 2014

### Financial assets

	At amortised cost	Total
Trade and other receivables from exchange transactions	588 969	588 969
Cash and cash equivalents	41 413 128	41 413 128
	<b>42 002 097</b>	<b>42 002 097</b>

### Financial liabilities

	At amortised cost	Total
Staff payables	681 929	681 929
Trade and other payables from exchange transactions	12 566 681	12 566 681
Finance Lease payables	8 668 229	8 668 229
	<b>21 916 839</b>	<b>21 916 839</b>

## 17. Revenue

	2015	2014
Voted funds	521 769 000	496 135 081
Direct charges	72 583 341	62 683 849
	<b>594 352 341</b>	<b>558 818 930</b>

The amount included in revenue arising from exchanges transactions are as follows:

Parking revenue	1 840 291	1 937 722
Sundry income	326 487	148 331
Hall booking	623 423	371 380
Aid Assistance	170 578	-
	<b>2 960 779</b>	<b>2 457 433</b>

## 18. Operating expenses

	2015	2014
General expenditure	(175 733 160)	(159 054 747)
Employee related costs	(309 027 205)	(261 065 777)
Political party funding	(64 115 875)	(88 043 872)
Security maintenance	(12 135 227)	(10 966 784)
Public hearing venue	(11 904 637)	(8 794 704)
	<b>(572 916 104)</b>	<b>(527 925 884)</b>

## 19. Employee related costs

	2015	2014
Basic	247 149 860	204 255 115
IPMS	8 764 408	7 548 182
Medical aid - company contributions	13 317 829	12 183 557
UIF	750 912	733 965
Leave pay provision charge	-	(6 748)
Overtime payments	6 591 528	5 381 603
Acting allowances	7 421 500	7 431 257
Car allowance	25 031 168	23 286 641
Less: Employee costs included in other expenses	-	252 205
	<b>309 027 205</b>	<b>261 065 777</b>

### Remuneration of Provincial Secretary

Annual Remuneration	1 138 882	1 031 071
Car Allowance	348 513	226 189
Performance Bonuses	242 023	315 660
Contributions to UIF and Pension Funds	179 526	162 771
Contributions to Medical Aid	75 643	69 309
	<b>1 984 587</b>	<b>1 805 000</b>

### Remuneration of Chief Finance Officer

Annual Remuneration	882 752	845 458
Car Allowance	389 467	352 754
Performance Bonuses	216 371	202 216
Contributions to UIF and Pension Funds	195 687	145 708
Contributions to Medical Aid	89 963	67 096
	<b>1 774 240</b>	<b>1 613 232</b>

### Remuneration of Executive Director - Corporate services

Annual Remuneration	1 030 685	933 085
Car Allowance	569 766	516 057
Performance Bonuses	226 098	140 871
Contributions to UIF and Pension Funds	1 785	-
Contributions Medical	25 666	25 306
	<b>1 854 000</b>	<b>1 615 319</b>

### Remuneration of Executive Director - Core Business

Annual Remuneration	1 020 534	950 738
Car Allowance	224 149	203 017
Performance Bonuses	200 978	187 830
Contributions to UIF Medical and Pension Funds	181 407	135 469
Contribution Medical aid	22 973	21 407
	<b>1 650 041</b>	<b>1 498 461</b>



## 19. Employee related costs (continued)

### Remuneration - Members

	2015	2014
Annual Remuneration	42 607 619	37 442 348
Car Allowance	9 661 922	7 634 025
Contributions to UIF Medical and Pension Funds	3 907 352	3 552 380
Political Office bearers	8 966 181	7 512 406
Political Allowances	7 421 500	6 520 141
	<b>72 564 574</b>	<b>62 661 300</b>

### Remuneration - Speaker

Annual Remuneration	1 296 814	1 257 408
Contributions to Pension Funds	227 639	224 909
Political allowances	120 000	120 000
Contributions to medical aid	70 974	63 675
	<b>1 715 427</b>	<b>1 308 974</b>

### Remuneration - Deputy Speaker

Annual Remuneration	967 636	948 588
Contributions to Medical aid	76 466	63 675
Political allowances	120 000	120 000
Contributions to pension fund	180 614	176 711
	<b>1 344 716</b>	<b>1 308 974</b>

## 20. Investment revenue

### Interest revenue

Interest	4 396 341	2 847 319
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The amount included in Investment revenue arising from exchange transactions amounts to R 4 396 341.

## 21. Impairment of assets

### Impairments

Property, plant and equipment	296 793	-
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The GPL had an independent valuator tested its assets for impairments. It was found that the assets was impaired by R 296 793

## 22. Finance costs

Finance leases	684 868	361 954
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## 23. Auditors' remuneration

External audit fees	2 045 886	2 959 555
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## 24. Cash generated from operations

	2015	2014
Surplus	30 854 444	35 835 844
<b>Adjustments for:</b>		
Depreciation and amortisation	11 662 890	10 515 627
Finance costs - Finance leases	684 868	361 954
Impairment deficit	296 793	-
Movements in operating lease assets and accruals	985 091	55 851
Movements in provisions	1 850 614	(8 566 283)
Other non-cash items - Heritage Assets	3 177	-
Other non-cash items - Property, Plant and Equipment	796 818	-
<b>Changes in working capital:</b>		
Inventories	623 652	32 853
Receivables from exchange transactions	(123 941)	361 049
Prepayments	446 984	(221 099)
Payables from exchange transactions	9 394 297	147 017
	<b>57 475 687</b>	<b>38 522 813</b>

## 25. Commitments

### Authorised operational expenditure

<b>Already contracted for but not provided for</b>		
Goods and services	36 608 957	9 716 180
<b>Total operational commitments</b>		
Already contracted for but not provided for	36 608 957	9 716 180

## 26. Related parties

### Related party balances

<b>Amounts included in Trade receivable (Trade Payable) regarding related parties</b>		
Provincial treasury	-	292 848
<b>Revenue received from Provincial treasury</b>		
Voted funds	521 769 000	496 831 000
Direct charges	72 781 638	61 987 930
<b>Amounts paid to Political parties</b>		
Political party funding and constituency allowance	94 477 224	88 043 872

## 27. Risk management

### Financial risk management

The GPL is not exposed to interest rate risk, all funds deposited into a current account and are not invested. The GPL investment policy is not yet approved. The GPL's financial instruments consist mainly of cash at bank and cash equivalents , Other receivables and payables . The bank deposits and bank balances , receivables and payables approximates their fair value due to short-term nature of these instruments.

## 27. Risk management (continued)

The GPL recognises the need to implement Risk Management. The Accounting Officer accordingly maintains effective, efficient and transparent system of risk management and internal control. Risk management is an integral part of the institutions activities to reduce risks to acceptable levels. Continued integration of risk management into key decision making processes of the organisation was also achieved with the explicit inclusion of risk management principles into GPL's strategic and business planning processes.

### Liquidity risk

Prudent liquidity risk management implies maintaining sufficient cash and marketable securities, the availability of funding through an adequate amount of committed credit facilities

The GPL's risk to liquidity is a result of the funds available to cover future commitments. The GPL manages liquidity risk through an ongoing review of future commitments and credit facilities.

Cash flow forecasts are prepared and adequate utilised borrowing facilities are monitored.

At 31 March 2015	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Trade and other payables	21,960,978	-	-	-
At 31 March 2014	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Trade and other payables	12,566,681	-	-	-

The table below analyses the constitutional institution's derivative financial instruments which will be settled on a gross basis into relevant maturity groupings based on the remaining period at the statement of financial position to the contractual maturity date. The amount disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

### Credit risk

Credit risk consists mainly of cash deposits, cash equivalents, derivative financial instruments and trade debtors. The GPL only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Trade receivables comprise a widespread customer base. Management evaluated credit risk relating to customers on an ongoing basis. If customers are independently rated, these ratings are used. Otherwise, if there is no independent rating, risk control assesses the credit quality of the customer, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external ratings in accordance with limits set by the board. The utilisation of credit limits is regularly monitored. Sales to retail customers are settled in cash or using major credit cards. Credit guarantee insurance is purchased when deemed appropriate.

Financial assets exposed to credit risk at year end were as follows:

	2015	2014
<b>Financial instrument</b>		
Trade debtors	712 911	725 837
Cash and cash equivalent	82 359 046	41 413 128

There were no changes from the previous year in respect of objectives, policies and processes for managing risks and in methods to measure the risk.

## 28. Actual operating expenditure versus budgeted operating expenditure

Refer to Appendix A for the comparison of actual operating expenditure versus budgeted expenditure.

## 29. Actual capital expenditure versus budgeted capital expenditure

Refer to Appendix A for the comparison of actual capital expenditure versus budgeted expenditure.

### 30. Deviation from supply chain management regulations

Paragraph 12(1)(d)(i) of Government Gazette No. 27636 issued on 30 May 2005 states that a supply chain management policy must provide for the procurement of goods and services by way of a competitive bidding process.

Paragraph 36 of the same gazette states that the accounting officer may dispense with the official procurement process in certain circumstances, provided that he records the reasons for any deviations and reports them to the next meeting of the LSB and includes a note to the financial statements.

The following are the deviations from Supply Chain Management Regulations, however the accounting officer has condoned these deviations(Ref to Appendix B).

Goods and services sourced through 1(one) quote only( 4 transactions).

## Detailed Income Statement

Figures in Rand	Note(s)	2015	2014
<b>Revenue</b>			
Grants		594 352 341	558 818 930
		-	-
<b>Other income</b>			
Parking Income		1 840 291	1 937 722
Sundry Income		326 486	148 331
Hall Booking		623 423	371 380
Aid Assistance		170 578	-
Interest received	20	4 396 341	2 847 319
		<b>7 357 119</b>	<b>5 304 752</b>
<b>Expenses (Refer to page 214)</b>			
<b>Operating surplus</b>		<b>(572 916 104)</b>	<b>(527 925 884)</b>
Finance costs		<b>28 793 356</b>	<b>36 197 798</b>
<b>Surplus for the year</b>	22	<b>(684 868)</b>	<b>(361 954)</b>
		<b>28 108 488</b>	<b>35 835 844</b>

The supplementary information presented does not form part of the financial statements and is unaudited



## Detailed Income Statement

Figures in Rand	Note(s)	2015	2014
<b>Operating expenses</b>			
Internal Audit Fees		(1 405 870)	(1 068 051)
Accommodation - local		(4 951 349)	(7 239 574)
Subscriptions		-	(1 409 456)
Advertising		(524 612)	(4 951 528)
Cleaning Materials		(564 010)	(230 122)
Auditors remuneration		(2 045 886)	(2 959 555)
Assets Expensed		-	(41 565)
Print Room Rentals		(771 532)	(375 046)
Printing General		(407 479)	(1 907 655)
Bank Charges		(92 445)	(71 949)
Public venue hearing		(11 920 672)	(8 794 704)
EAP Expense		(223 694)	(444 535)
Cleaning		(1 207 419)	(470 348)
Staff Training		(2 791 750)	(2 900 533)
Postage		(38 298)	(15 828)
Subsistence And Travel		-	(88 542)
Printing Official		(3 990)	(12 952)
Depreciation, amortisation and impairment		(11 973 115)	(10 515 625)
Catering Contract		(1 425 600)	(1 667 614)
Employee Costs		(309 027 205)	(261 065 777)
Licensing fees		(5 792 552)	(4 814 317)
Maintenance and repairs		(2 094 884)	(2 511 564)
Uniforms		(182 274)	(192 134)
General stationery		(226 392)	(24 071)
Gifts		(861 376)	(335 471)
Political party fund		(94 454 988)	(88 043 872)
Technical outsourcing		-	(1 469 663)
Plant services		(115 930)	(197 229)
IT Expense		(348 559)	(1 934 071)
Loss on disposal of assets		-	(2 833 772)
Insurance		(845 916)	(1 348 128)
Rent		(6 818 060)	(5 096 270)
Air Travel - Domestic		(5 601 464)	(4 892 884)
Consultants		(11 575 065)	(11 738 227)
Subsistence and travel - local		(4 002 093)	(3 629 343)
Subsistence and travel - international		(1 544 936)	(1 479 113)
Refreshments		(1 816 310)	(780 093)
Recruitment Costs		(1 299 971)	(1 662 775)
Staff Bursaries		(2 042 421)	(1 529 571)
Parking Management		-	(260 000)

## Detailed Income Statement (continued)

Figures in Rand	Note(s)	2015	2014
Repairs of IT equipment		(742 061)	(256 992)
Photographs - official		(43 218)	(93 901)
Access control consumables		(28 614)	(15 594)
Municipal services		(13 549 510)	(5 525 619)
Workshops and functions		(6 943 836)	(22 136 432)
Security maintenance		(12 135 227)	(10 966 784)
Hansard outsourcing		(4 174 020)	(2 614 031)
IT Outsourcing		(1 925 154)	(7 917 335)
Telephone and fax		(10 692 984)	(8 210 194)
Special events opening		(4 810 607)	(2 508 554)
Entertainment		-	(80)
Conferences		(2 506 415)	(4 251 081)
Shuttle Services		(10 396 165)	(15 661 729)
Photocopier services		(446 793)	(1 132 534)
Air Travel - international		(3 494 627)	(3 327 912)
Irrecoverable receivables		(94 551)	-
Accommodation - international		(1 224 011)	(1 260 006)
Storage consumables		(18 638)	(30 128)
Computer consumables		(320 107)	(1 013 441)
Fuel And Lubricant		(473 411)	-
Travel and subsistence		(4 249 437)	-
Travel and subsistence International		(2 353 183)	-
Transport and shuttle services		(10 874 165)	-
Travel - overseas		(4 724 254)	-
		<b>(572 916 104)</b>	<b>(527 925 884)</b>

The supplementary information presented does not form part of the financial statements and is unaudited

## Appendix A

2014/15										2013/14	
Programmes	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Accruals	Total Expenditure and Accruals	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	%	R'000	R'000
<b>1. Leadership and Governance</b>	27 174			27 174	22 243	6	22 249	4 925	82%	37 448	32 597
Current payment	27 174			27 174	22 243	6	22 249	4 925	82%	37 448	32 597
Expenditure for capital assets								-		-	-
<b>2. Office of the Secretary</b>	17 808		(1 020)	16 788	13 647	46	13 694	3 094	82%	12 833	10 847
Current payment	17 808		(1 020)	16 788	13 647	46	13 694	3 094	82%	12 833	10 847
<b>3. Corporate Services</b>	258 193		8 841	267 034	253 491	8 260	261 751	5 283	98%	256 539	245 321
Current payment	156 544	(1 554)	7 641	162 631	150 852	7 738	158 590	4 041	98%	159 402	151 945
Transfers and Subsidies to	94 776			94 776	94 477	257	94 734	42	100%	88 044	88 044
Expenditure for capital assets	6 873	1 554	1 200	9 627	8 162	265	8 427	1 200	88%	9 093	5 332
<b>4. Core Business</b>	178 601		(4 251)	174 350	164 058	1 514	165 572	8 778	95%	156 991	143 989
Current payment	178 601	(15)	(4 251)	174 335	164 043	1 514	165 557	8 778	95%	156 991	143 989
Expenditure for capital assets		15		15	15		15	0		-	-
<b>5. Office of the CFO</b>	39 993		(3 570)	36 423	34 533	46	34 579	1 844	95%	33 020	31 823
Current payment	36 711		(3 570)	33 141	31 474	46	31 520	1 621	95%	31 381	30 602
Expenditure for capital assets	3 282			3 282	3 059		3 059	223	93%	1 639	1 221
<b>Sub - Total</b>	<b>521 769</b>	<b>-</b>	<b>-</b>	<b>521 769</b>	<b>487 973</b>	<b>9 872</b>	<b>497 845</b>	<b>23 924</b>	<b>95%</b>	<b>496 831</b>	<b>464 577</b>
<b>Corporate Services</b>											
Direct Charges - MPL Remuneration		-	-	72 824	72 824			-			
Political Party Funding		-	-					-	0%		-
<b>Sub - Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>72 824</b>	<b>72 824</b>			<b>-</b>		<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>521 769</b>	<b>-</b>	<b>-</b>	<b>594 593</b>	<b>560 797</b>	<b>9 872</b>	<b>497 845</b>	<b>23 924</b>	<b>84%</b>	<b>496 831</b>	<b>464 577</b>

### Reconciliation with Statement of Financial Performance

Add : Other receipts	-										
Less : Outstanding receipt for direct charges - MPL remuneration	-				-						
Less : Political Party Funding not expensed	-				-						
Add : Local and Foreign aid assistance received and expensed					-						
<b>Actual amounts per Statement of Financial Performance</b>	<b>594 593</b>	<b>560 797</b>	<b>9 872</b>	<b>497 845</b>	<b>23 924</b>	<b>84%</b>	<b>496 831</b>	<b>464 577</b>			

2014/15									2013/14		
Programmes	Adjusted Appropriation	Shifting of funds	Virement	Final Appropriation	Actual Expenditure	Accruals	Total Expenditure and Accruals	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	%	R'000	R'000
<b>Current payment</b>	<b>416 838</b>	<b>(1 569)</b>	<b>(1 200)</b>	<b>414 069</b>	<b>382 260</b>	<b>9 350</b>	<b>391 610</b>	<b>22 459</b>	<b>95%</b>	<b>398 055</b>	<b>369 980</b>
Compensation of employees	255 156	(9 358)	(8 841)	236 957	231 742	-	231 742	5 215	98%	214 245	207 124
Goods and services	161 682	7 789	7 641	177 112	150 518	9 350	159 868	17 244	90%	183 810	162 856
Interest and rent on land	-	-	-	-	-	-	-	-	-	-	-
<b>Transfers &amp; subsidies</b>	<b>94 776</b>			<b>94 776</b>	<b>94 477</b>	<b>257</b>	<b>94 734</b>	<b>42</b>	<b>100%</b>	<b>88 044</b>	<b>88 044</b>
Provinces & municipalities	-	-	-	-	-	-	-	-	-	-	-
Departmental agencies & accounts	-	-	-	-	-	-	-	-	-	-	-
Universities & technikons	-	-	-	-	-	-	-	-	-	-	-
Foreign governments & international organisations	-	-	-	-	-	-	-	-	-	-	-
Public corporations & private enterprises	-	-	-	-	-	-	-	-	-	-	-
Non-profit institutions	94 776	-	-	94 776	94 477	257	94 734	42	100%	88 044	88 044
Households	-	-	-	-	-	-	-	-	-	-	-
Gifts and donations	-	-	-	-	-	-	-	-	-	-	-
<b>Payment for capital assets</b>	<b>10 155</b>	<b>1 569</b>	<b>1 200</b>	<b>12 924</b>	<b>11 236</b>	<b>265</b>	<b>11 501</b>	<b>1 423</b>	<b>89%</b>	<b>10 732</b>	<b>6 553</b>
Buildings & other fixed structures		652	1 200	1 852	466	186	652	1 200	35%	3 986	2 724
Machinery & equipment	10 155	749		10 904	10 770	(89)	10 681	223	98%	6 746	3 829
Heritage assets	-	-	-	-	-	-	-	-	-	-	-
Specialised military assets	-	-	-	-	-	-	-	-	-	-	-
Biological assets	-	-	-	-	-	-	-	-	-	-	-
Land & subsoil assets	-	-	-	-	-	-	-	-	-	-	-
Software & other intangible assets	-	-	-	168	-	168	168	-	-	0	0
<b>Payment for financial assets</b>	<b>521 769</b>	<b>-</b>	<b>-</b>	<b>521 769</b>	<b>487 973</b>	<b>9 872</b>	<b>497 845</b>	<b>23 924</b>	<b>95%</b>	<b>496 831</b>	<b>464 577</b>

**Reconciliation with Statement of Financial Performance**

Add : Other receipts

Less : Outstanding receipt for direct charges - MPL remuneration

Less : Political Party Funding not expensed

Add : Local and Foreign aid assistance received and expensed

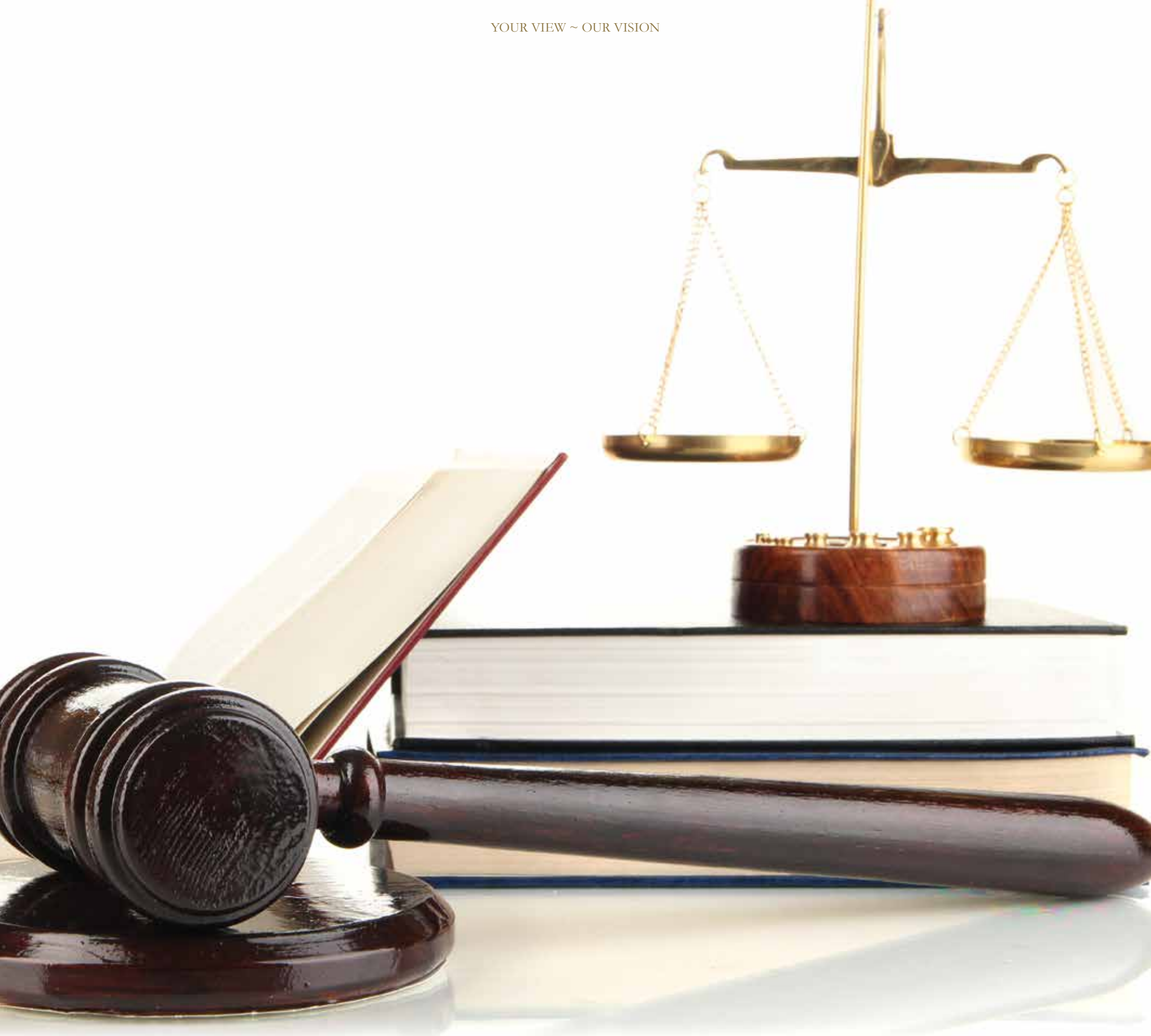
**Actual amounts per Statement of Financial Performance**

<b>521 769</b>	<b>487 973</b>	<b>9 872</b>	<b>497 845</b>	<b>23 924</b>	<b>95%</b>	<b>496 831</b>	<b>464 577</b>
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## NOTES

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# PART F

## OUTLOOK



# SECTION VII

## Outlook 2015/2016

### Introduction

The 2014/15 Annual Report is the first report of the Fifth Gauteng Provincial Legislature (GPL) and marks a new political term that begins in the 21st year of democratic legislatures in South Africa. The Fourth Legislature closed its term with a substantial initiative to celebrate twenty years of democracy, which resulted in the production of historical knowledge products, including a documentary, a book, a coffee table book, a members' encyclopaedia and a twenty year report. The Fourth Legislature also saw marked improvements in the achievements of the institutional mandates of oversight and scrutiny, law-making, public participation and cooperative governance. It is against this spirit of high performance that the Fifth Legislature is poised to advance the performance of the institution, to further the gains of parliamentary democracy and to enhance the GPL stance as a 21st Century Activist Legislature.

### Plans for 2015/16

Taking lessons from the past twenty years of a democratic legislature, the GPL is well-positioned to continue working to improve the lives of the people of Gauteng, through enhanced strategies to achieve its mandates. As such, the newly elected public representatives of the Fifth Legislature have envisioned innovative approaches to taking the work of the Legislature forward in the next five years, and in 2015/16, various initiatives in this regard have been planned for, including the following:

#### Strengthening oversight and scrutiny in support of service delivery

The GPL has increasingly been innovative in the area of oversight and scrutiny, through implementing the Sector Oversight Model (SOM) and other oversight mechanisms, such as the Committees Oversight and Accountability Framework (COVAC), the Ministerial accountability Manual and Committee Inquiries. However, certain oversight tools still need to be enforced, such as powers to amend Money Bills and contracting with provincial departments. As such, the GPL will strengthen mechanisms for implementing contracting with departments, including formalising contracting procedures and capacitating Members and Researchers to apply related tools.

The project on Money Bills Amendment Procedures and Related Matters Bill will also be continued in 2015/16. While this project was initiated in the Fourth Legislature, the Money Bills Amendment Procedures and Related Matters Bill will be processed, adopted and operationalised by the Fifth Legislature. The Money Bills Amendment Procedures and Related Matters Act, once adopted, will ensure that the GPL fulfil its Constitutional obligation to institute a provincial Act that will provide procedures to amend Money Bills, thereby giving budgetary powers to the GPL. The amendments to Money Bills will ensure that the most urgent public policy priorities in Gauteng are funded and implemented accordingly and will also be motivated by concerns identified and documented during the oversight work of the Legislature.

The Legislature will also enhance its processes of independent verification of departmental performance information, to support the credibility of performance information, working in partnerships with institutions supporting democracy, research institutions, institutions of higher learning and through field work in communities. Standardised mechanism for independent verification will also be established.

#### Promoting meaningful involvement of the public in the business of the Legislature

The GPL has increasingly sought innovative ways to effectively implement its Constitutional obligation to promote access and involvement by the people of Gauteng in the business processes of the institution. As such, the Presiding Officers have pronounced directives that would ensure that the institution is responsive to the needs of the people and fosters public confidence. The directives include a project to re-engineer public participation beyond slogans. In celebration of the 60 years of the Freedom Charter, the GPL will advance the principles of the charter, through the implementation of this project. The project will introduce more innovations to ensure optimal and effective implementation of public participation interventions, aiming to achieve the following:

- Establishment of a demographic profile of the province, which will ensure appropriate target-setting and optimal reach of the people of Gauteng. This will include research to establish the demographic spread of the people of Gauteng, cascading to local municipalities in the context of the ward committee system.
- Enhancing the current stakeholder database to a central, integrated and categorised database that delineates stakeholders of interest in public participation, including PCOs, CDWs, institutions supporting democracy, community-based organisations, non-governmental organisations, institutions of higher education, local government spheres and other public and private entities.
- Establishment of a comprehensive and user-friendly public education programme that will be informed by feasibility studies and bench-marked educational material and intensifying public education initiatives to enhance the quality of public input into the GPL processes.
- Increasing the mainstreaming of public participation in all business processes of the legislature.



- Enhancing the role of Sector Parliaments by ensuring that their reports are considered by relevant Committees and tabled in the House for consideration and adoption, as well as improving the management of resolutions of sector parliaments.
- Intensifying stakeholder feedback sessions following sector parliaments and other stakeholder engagement sessions.

## Increasing the responsiveness of Laws to meet the needs of the people of Gauteng

The project on Money Bills Amendment Procedures and Related Matters Bill will not only strengthen the oversight function of the GPL, but will also enhance law-making in the institution, as this will be an Act initiated by the Legislature.

Following the development and adoption of the GPL Law-Making Framework, the GPL will continue to capacitate Members to initiate laws, including the scrutiny of sub-ordinate legislation. In 2013/14 the GPL completed a Study on the Impact of Laws Passed since 1994 and the recommendations of the study will continue to be implemented, including:

- Increasing public awareness on laws passed by the Legislature, through activities of the project to re-engineer public participation.
- Strengthening oversight on the implementation of laws by the Gauteng Government.
- Creating capacity for the initiation of laws that respond to the needs of the people of Gauteng.
- Amendment of legislation as provided in the study findings and recommendations.
- Leveraging on the strengths of the National Assembly and the National Council of Provinces (NCOP) to bolster law-making in the GPL.

## Fostering a coherent and coordinated legislative sector

The GPL will continue to contribute to a coherent legislative sector through many of its initiatives and fora, including the Gauteng Speakers' Forum that is chaired by the Speaker of the Gauteng Legislature, the Citizens' Responsibility Campaign, championed by the Deputy Speaker of the Gauteng Legislature, participation in the Legislative Sector Support (LSS) initiatives and hosting information sharing sessions through the Commonwealth Parliamentary Association (CPA) and the Commonwealth Women Parliamentarians (CWP) Gauteng Sub-Region, as well as the GPL Multi-Party Women's Caucus, amongst others. The Legislature will also continue to pioneer thought leadership conversations in the sector on oversight, public participation, Law-Making and cooperative governance, as part of knowledge creation, information sharing and the exchange of lessons in advancing parliamentary democracy. Through cooperative governance initiatives with other spheres of government; including municipalities, the GPL will continue to contribute to the vision of the Gauteng City-Region, where through integrated planning, management and cooperative programme implementation, Gauteng will be geared towards a more coherent, economically competitive, innovative, socially inclusive and a fast growing urban region.

## Enhancing public confidence in the governance and leadership of the Legislature

The GPL seeks to progressively improve on its institutional performance, through the establishment of leadership and governance strategies that guide effective operational processes, subsequently bolstering effective, efficient and economic business processes that culminate in the achievement of its mandates. Strengthening of operational processes is essential to the functioning of the Legislature in a manner that is responsive to the interests of the people of Gauteng. As such, the GPL will:

- Continue to implement the directives of the Legislature Services Board (LSB) to promote good governance.
- Review its policy environment to ensure that policies enforce the transformation agenda, including mainstreaming gender and human rights in the policies of the Legislature.
- Continue to report to the people of Gauteng, through publishing the annual report with its citizens' version in seven languages, including Braille.
- Guide effective implementation of the GPL leadership policy and Code of Conduct.
- Improve productivity through the Productivity Audit of the GPL.
- Further enhance the implementation of results based planning, reporting and monitoring and evaluation.
- Enforce the implementation of the Financial Management of Parliament Amendment Act 2014.
- Improve the resourcing of the institution, mainly through filling all funded vacant posts, with more focus on filling all senior management posts.
- Improve strategies for public awareness campaigns on oversight and scrutiny, law-making, public participation and cooperative governance.

## Modernising business practices towards supporting the functions of the Legislature (business enhancement project).

Through the project to re-engineer public participation beyond slogans, the GPL will take advantage of current developments in the legislative sector, as well as new technologies, to modernise its business processes, such as increasing the use of electronic communication platforms to interact with the people of Gauteng. Furthermore, the GPL will embark on the Business Enhancement Project, which seeks to modernise all GPL business processes, to promote effectiveness and efficiency, in pursuit of achieving the institution's Constitutional obligations. As such, the Legislature will work towards:

- An E-Legislature, through implementing procedures that promote a paperless institution.
- Reviewing existing communication policies to provide for increased use of social media and other electronic means of interacting with communities, in pursuit of an activist and transformative legislature.
- Increase Members' capacity to interact with the media.













**GAUTENG**  
**LEGISLATURE**  
Your View ~ Our Vision

**Gauteng Legislature Annual Report 2014/15**

Private Bag X52, Johannesburg, 2000.  
South Africa

Tel: +27(0) 11 498 5555

Fax: +27(0) 11 498 5999

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

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