



**GAUTENG**  
LEGISLATURE

Your View — Our Vision

# GAUTENG PROVINCIAL LEGISLATURE (GPL)

## Public Education Activity Booklet

**#GETTOKNOWGPL**

The GPL is the Parliament of Gauteng		The GPL building is a heritage site and conduct tours for anyone who is interested to learn about its heritage		The Speaker heads up the political arm of the GPL
	The GPL holds Sector Parliaments for different sectors		GPL was the first legislature in South Africa to pass the Petitions Act	
The GPL is situated at the City Hall in Johannesburg CBD		The three "Arms of State" are the Legislature, Executive and the Judiciary		MPL stands for Members of the Provincial Legislature
	A member of the public can attend a House Sitting at the GPL		Committees consist of Portfolio committees, Standing committees and Ad-hoc committees	
The Secretary heads up the administrative arm of the GPL		There are four Presiding Officers in the GPL who all have different mandates to deliver		Petitions are governed by the Petitions Act 5 of 2002



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
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B	Q	R	H	O	V	E	R	S	I	G	H	T	R	D	W	Y	E	M	Q	Z	X	C	V
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F	P	U	B	L	I	C	P	A	R	T	I	C	I	P	A	T	I	O	N	R	I	E	S
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K	N	K	M	M	G	A	E	U	O	P	L	P	E	O	P	P	L	G	W	C	P	R	L
L	T	F	P	V	W	Q	P	A	C	C	O	U	N	T	A	R	I	L	A	T	Y	O	O
M	R	G	W	C	T	R	Q	L	J	C	W	R	Y	I	O	G	H	F	L	B	M	V	L
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***Fostering PUBLIC PRIDE AND  
CONFIDENCE in DEMOCRACY and  
enhancing service delivery to the  
people of Gauteng!***

## Aim













The aim of this guide is to educate Gauteng Citizens about the Gauteng Provincial Legislature (GPL) in a **FUN** and **INTERACTIVE** manner. The “**Test your knowledge**” section is a self-assessment tool that helps you assess whether you have gained knowledge about a specific topic contained in the guide. Kindly participate by completing the self-assessment tests thereby gaining more knowledge about the GPL. The answers to the tests are contained at the back of the guide. Please attempt to answer the questions first before you look at the answers at the back. Have FUN learning about the GPL!

## What Do We Do (Mandates)?

Law-Making	We make laws for Gauteng Province. New legislation starts out as a Bill and once it has been passed it becomes an Act.
Oversight	We oversee the Gauteng Provincial Government to ensure effective expenditure of the budget to improve the lives of Gauteng citizens through effective service delivery.
Public Participation	We involve and encourage the citizens of Gauteng to participate in Legislature activities such as House sittings, public hearings, Bua Le Sechaba, public education workshops, budget process, annual report, petitions and the GPL tour.
Cooperative Governance	We endeavour to improve service delivery through collaboration with different role players such as government departments, IEC, Non-Governmental organisations (NGO's) etc.

## Did you know?

Learn interesting facts about the GPL

The GPL is the Parliament of Gauteng	 <b>GAUTENG</b> LEGISLATURE <small>Your View — Our Vision</small>	The GPL building is a heritage site and conduct tours for anyone who is interested to learn about its heritage	 <b>GAUTENG</b> LEGISLATURE <small>Your View — Our Vision</small>	The Speaker heads up the political arm of the GPL
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## Test Your Knowledge

### Mandate Puzzle

Find and circle the 4 GPL mandates from the puzzle. A tip is given below the puzzle to guide you.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
A	A	F	H	K	J	I	N	T	E	G	R	I	T	Y	T	Y	U	I	O	P	D	Q	D
B	Q	R	H	O	V	E	R	S	I	G	H	T	R	D	W	Y	E	M	Q	Z	X	C	V
C	P	F	T	U	S	U	F	T	H	J	U	K	L	O	I	Y	T	E	G	R	I	G	Y
D	E	U	J	D	Y	S	P	E	O	P	R	L	E	C	E	N	H	P	I	R	F	U	I
E	O	W	B	Y	A	I	H	S	K	T	Y	P	W	Q	A	E	D	S	G	X	V	B	N
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G	L	P	R	J	T	X	E	U	O	P	L	J	G	D	G	T	Y	O	I	E	R	T	N
H	E	I	Q	L	J	C	W	R	Y	I	O	P	H	F	V	W	M	V	K	S	E	G	T
I	C	U	D	S	B	V	G	P	L	M	L	F	H	D	E	X	P	M	A	L	B	U	P
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N	E	C	O	O	P	E	R	A	T	I	V	E	G	O	V	E	R	N	A	N	C	E	R
O	D	A	K	J	C	V	C	W	R	Y	I	O	P	H	F	D	Y	S	P	E	O	P	L



Tip: GPL is written across in cells 17-19 in red. Can you find the 4 mandates?

## Who Is Who at the GPL?



The Legislature consists of a **POLITICAL** arm and an **ADMINISTRATIVE** arm.

### Political Arm

Title	Role
<b>Speaker</b>	<ul style="list-style-type: none"> <li>• Heads up the political arm.</li> <li>• Ensure that the Legislature runs efficiently and in adherence with constitutional rules and House rules.</li> <li>• Presides over sittings of the House.</li> <li>• MPL elected by the House.</li> <li>• Honourable Ntombi Lentheng Mekgwe is the Speaker of the GPL.</li> </ul>
<b>Deputy Speaker</b>	<ul style="list-style-type: none"> <li>• Stands in for the Speaker in his/her absence from the sittings of the House.</li> <li>• MPL elected by the House.</li> <li>• Honourable Nomvuyo Mhlakaza-Manamela is the Deputy Speaker of the GPL.</li> </ul>
<b>The Chairperson of Committees</b>	<ul style="list-style-type: none"> <li>• The Chairperson of Committees co-ordinates the work of House committees and presides when both the Speaker and the Deputy Speaker are absent.</li> <li>• Honourable Sizakele Nkosi-Malobane is the Chairperson of Committees in the GPL.</li> </ul>
<b>Deputy Chairperson of Committees</b>	<ul style="list-style-type: none"> <li>• The Deputy Chairperson of Committees co-ordinates the work of House committees.</li> <li>• Honourable Mpapa Kanyane is the Deputy Chairperson of Committees in the GPL.</li> </ul>



**Tip:** The above Members of parliament are also known as Presiding Officers and are also responsible for defining and setting the broader legislative agenda of the institution.

Title	Role
<b>Members of the Provincial Legislature (MPL's)</b> Represent various political parties	<ul style="list-style-type: none"> <li>• Provincial parliamentarians elected for a five-year term of office.</li> <li>• Number of MPL's is determined by the province's portion of the national common voter's roll.</li> <li>• The number of seats awarded to each political party is proportionate to the outcome of the provincial elections, which are held concurrently with national elections every five years.</li> <li>• The system of proportional representation is used.</li> </ul>

### Breakdown of MPLs in the GPL

Political Party	Number of MPLs
African National Congress (ANC)	37
Democratic Alliance (DA)	20
Economic Freedom Fighters (EFF)	11
Freedom Front Plus (FF+)	3
Inkatha Freedom Party (IFP)	1
African Christian Democratic Party	1



**Tip:** The GPL is comprised of multiple political parties and does not support or promote any specific party. Therefore, we are neutral in our approach when we deal with public matters. These parties are re-elected every five years.

### Administrative Arm

Title	Role
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Heads up the administrative arm.</li> <li>• The Administration and Secretariat support the work of the House committees.</li> <li>• Mr Peter Skosana is the Secretary of the GPL.</li> </ul>

## Test Your Knowledge

Link the correct title with the correct role of each Presiding Officer by drawing a line from the title to the role.

Title	Role
<b>Speaker</b>	<ul style="list-style-type: none"> <li>Heads up the administrative arm.</li> <li>The Administration and Secretariat support the work of the House committees.</li> </ul>
<b>Deputy Speaker</b>	<ul style="list-style-type: none"> <li>Co-ordinates the work of House committees and presides when both the Speaker and the Deputy Speaker are absent.</li> </ul>
<b>The Chairperson of Committees</b>	<ul style="list-style-type: none"> <li>Co-ordinates the work of House committees.</li> </ul>
<b>Deputy Chairperson of Committees</b>	<ul style="list-style-type: none"> <li>Stands in for the Speaker in his/her absence from the sittings of the House.</li> <li>MPL elected by the House.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>Heads up the political arm.</li> <li>Ensure that the Legislature runs efficiently and in adherence with constitutional rules and House rules.</li> <li>Presides over sittings of the House.</li> <li>MPL elected by the House.</li> </ul>

Link the correct name with the correct title by drawing a line from the name to the title.

Name	Title
Honourable Sizakele Nkosi-Malobane	Speaker
Honourable Ntombi Lentheng Mekgwe	Deputy Speaker
Honourable Nomvuyo Mhlakaza-Manamela	The Chairperson of Committees
Mr Peter Skosana	Deputy Chairperson of Committees
Honourable Mpapa Kanyane	Secretary

## What is the House (Chamber)?

The House is defined as the Legislature in plenary. It is the core of the Legislature and comprise of elected public representatives [Members of the Provincial Legislature (MPL's)] who carry out the mandate of the citizens of Gauteng.



did you know ?

The Public Gallery can accommodate up to **56** people.

The VIP Gallery can accommodate up to **48** people.

The Media Gallery can accommodate up to **42** people.

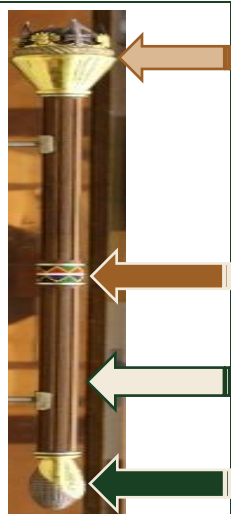
The Chamber can accommodate up to **90** people.



did you know ?

The Mace is a symbol of the authority of the House and the Speaker. It is carried into the Chamber by the Sergeant-at-Arms and announces the arrival of the Speaker. It signifies that the House is formally in session and that its proceedings are official.

### Interesting Facts about the Mace



The head has been carved in the form of a hemispherical African hut, representing not only the House, but also the people of Gauteng and family values. A coronet of silver symbols and golden bees form a circle around the head of the mace. Honeybees are very industrious insects and are of great value in agriculture.

On the mace, they represent the interaction or cross-pollination between the people of Gauteng that is needed to enable the province to reach its full potential for the benefit of all. The coronet rests on a traditional African head ring, a symbol of authority.

Around the center of the shaft is a band of beadwork in the colours of the national flag. The beaded stick is a symbol of maturity in the African culture, while the colour scheme links Gauteng to the country.

The central core of the mace is a traditional African knobkerrie of indigenous wood.

The base of the mace is in the form of a maize head in silver with golden leaves. Maize is a staple food of many South Africans, and the orderly arrangement of the individual grains represents an orderly society and government.

## Who Does What in The House (Chamber)?

Role	Description
<b>The Speaker or any other Presiding Officer</b>	Presiding Officer of the House. Chairs during a Sitting. In her absence, the Deputy Speaker, Chair of Chairs or the Deputy Chair of Chairs can preside.
<b>The Procedural Advisors</b>	Assist with procedural advice such as interpretation of the Standing Rules, parliamentary practice and other conventions that the Presiding Officer may not be aware of. They are seated in front of the Speaker.
<b>Members of the Provincial Legislature</b>	Refers to Member of the Legislature (MPL) including Members of the Executive Council (MEC). Each Member has his/her own designated seat in the house.
<b>Sergeant-at-Arms</b>	Carry the mace into the House. The business of the house can only commence when the mace is placed on its designated place.

### What are the House rules for Visitors?



**Tip:**

1. Sign the visitors register at the reception. You will then be escorted by a Security Officer to the Galleries.
2. Dress discreetly and in a dignified manner.
3. Political party regalia or display of the symbols of any political party is prohibited.
4. Taking of pictures in the House is prohibited.
5. Mobile phones and any other electronic gadgets must be switched off or put on silent when House proceedings are in progress.
6. Visitors are discouraged from actively participating in the debate of the House Sitting including the clapping of hands, making remarks or by showing gestures.
7. Eating, chewing and drinking is prohibited.
8. Littering is prohibited.
9. Guns and dangerous weapons must be declared at the reception area for safekeeping.
10. When leaving the Galleries, do so quietly without creating any disturbance to the proceedings.
11. Members of the media are expected to follow the guidelines provided by GPL Media Officers.
12. If medical attention is required it will be brought to the attention of the resident nurse.
13. In the event of an emergency evacuation, follow evacuation instructions from GPL Officials.

## Test Your Knowledge

### The Mace

Link the correct statement to the correct part of the Mace by drawing a connecting line.

#### Interesting Facts about the Mace



The base of the mace is in the form of a maize head in silver with golden leaves. Maize is a staple food of many South Africans, and the orderly arrangement of the individual grains represents an orderly society and government.

Around the center of the shaft is a band of beadwork in the colours of the national flag. The beaded stick is a symbol of maturity in the African culture, while the colour scheme links Gauteng to the country.

The head has been carved in the form of a hemispherical African hut, representing not only the House, but also the people of Gauteng and family values. A coronet of silver symbols and golden bees form a circle around the head of the mace. Honeybees are very industrious insects and are of great value in agriculture. On the mace, they represent the interaction or cross-pollination between the people of Gauteng that is needed to enable the province to reach its full potential for the benefit of all. The coronet rests on a traditional African head ring, a symbol of authority.

The central core of the mace is a traditional African knobkerrie of indigenous wood.

## What Do Committees Do?

### Committees

- Process the work of the Legislature prior to adoption by the House.
- Oversight role over the Executive by preparing reports on oversight and making recommendations on alternative policy.
- Through committees the House can involve members of the public in its consideration of Bills, reports, petitions or any other matter.
- Headed by a Chairperson of Committees and a Deputy Chairperson of Committees who also serve as Presiding Officers of the Legislature.



### Portfolio Committees

Portfolio committees, consider Bills, scrutinise departmental budget votes, oversee the work of the department they are responsible for, and enquire and make recommendations about any aspect of the department, including its structure, functioning and policy.

#### The GPL's Portfolio Committees

- Agriculture and Rural Development
- Community Safety
- Economic Development
- Education
- Finance
- Health and Social Development
- Infrastructure
- Local Government and Housing
- Roads and Transport
- Sports and Recreation
- Arts and Culture

**Tip:** Portfolio Committees in the GPL mirror the Committees in the Gauteng Provincial Government (GPG) departments and conduct oversight over the GPG committees.



### Standing Committees

Standing Committees are largely responsible for internal matters. Some standing committees were established as a specific response to legislation, such as the Committee on Scrutiny and Subordinate Legislation (CSSL) and Gender, Youth and People with Disabilities (GEYODI).



### Ad hoc Committees

Occasionally, the Legislature establishes combined committees and ad hoc committees for the purposes of implementing specific Legislature business. Ad hoc committees handle matters pertaining to the appointments of the GPL Integrity Commissioner and the Public Service Commissioner for Gauteng.



## Test Your Knowledge

### Committees

Choose the correct word and link it with the correct sentence. Write the correct letter (a, b, c, d, e, f, or g) in the highlighted column. For example, the answer for number one has been provided.

The following are some of the functions of Committees:

1. Committees process the work of the Legislature prior to ..... by the House.	g	a. Portfolio committees
2. Committees play an ..... role over the Executive by preparing reports on oversight and making recommendations on alternative policy.		b. Headed
3. Through committees the House can ..... members of the public in its consideration of Bills, reports, petitions or any other matter.		c. Standing committees
4. Committees are ..... by a Chairperson of Committees and a Deputy Chairperson of Committees who also serve as Presiding Officers of the Legislature.		d. Ad-hoc committees
5. .... consider Bills, scrutinise departmental budget votes, oversee the work of the department they are responsible for.		e. Oversight
6. .... are largely responsible for internal matters.		f. Involve
7. .... implementing specific Legislature business		g. Adoption

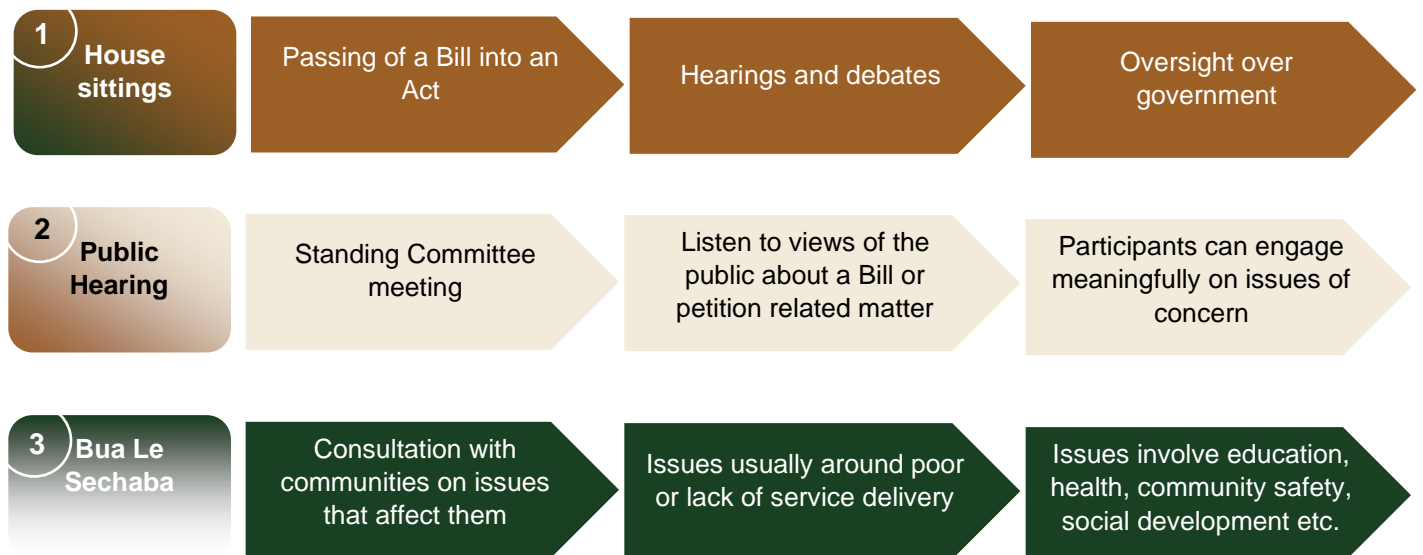
## What is Public Participation?

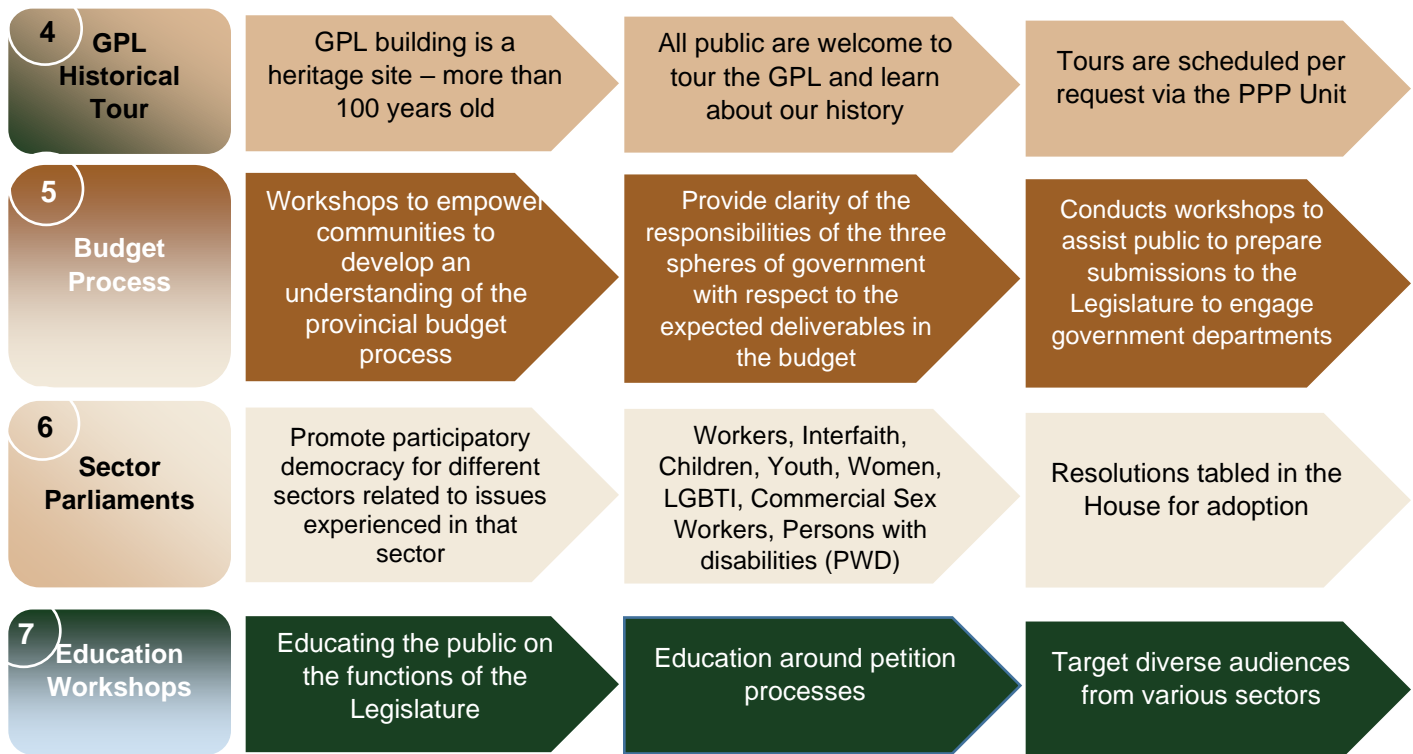


The Gauteng Provincial Legislature encourages Gauteng citizens to participate in different processes of the Legislature which provides individuals an opportunity to influence public decisions and to be a component of the democratic decision-making process.



**Tip:** Gauteng citizens can participate in various public participation activities within the Legislature. Let us look at the different activities and how you can participate.

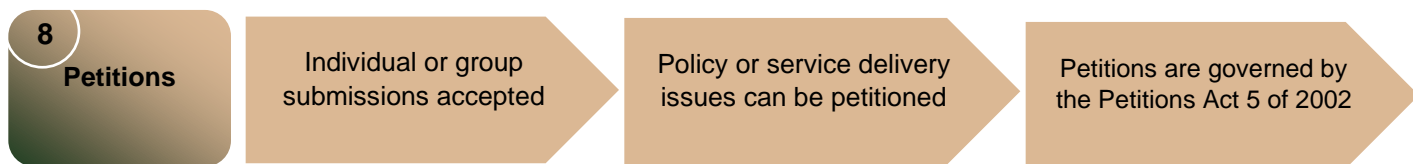




**Tip:** Education workshops can be scheduled through the Public Participation and Petitions Unit (PPP). Workshops are conducted at the Legislature premises as well as in communities where it is more accessible for the community to attend. Outreach Officers are responsible for education workshops in different regions within Gauteng and can be contact for queries as per the below list.

Name and Surname	Cellphone Number	Region
Njabulo Buthelezi	079 5229198	Tshwane
Solly Mohlala	082 329 8802	Ekhuruleni
Prince Khubeka	071 687 6746	Sedibeng
Dumisani Mntungwa	082 977 2448	Westrand
Nelisiwe Mabuza	079 522 8567	City of Johannesburg
Thulaganyo Khumalo	064 754 9563	Schools (Primary and Secondary), Universities and TVET Colleges in Gauteng

**NOTE:** Outreach Officers can be contacted only during office hours (8h00-16h30)



**Tip:** Petitions can be submitted through the Public Participation and Petitions Unit (PPP). Petition Officers are responsible for accepting petitions from anywhere within Gauteng and can be contacted for queries as per the below list. A petition can be submitted *via post, hand delivered, via email and via fax.*

Name and Surname	Landline	Cellphone Number
Senoto Teane (Petitions Officer)	011 489 5846	071 603 1663
Mbulaheni Likhade (Petitions Officer)	011 498 5952	072 630 0607
Jabulisile Shabalala (Petitions Administrator)	011 498 5407	082 606 4103

**NOTE:** Petitions Officers can be contacted only during office hours (8h00-16h30)

Example of a  
Petition  
Registration Form

**Official Petition Registration Form  
(Form A)**

---

First Name: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Residential Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel/Cell: \_\_\_\_\_  
 Fax/Email: \_\_\_\_\_

Is this a group or individual petition?  Yes  No

Have you attached names, signatures, and addresses of people supporting the petition?  Yes  No

How did you hear about the petitions process or the Gauteng Provincial Legislature?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Statement of Complaint**

---

*(The matter that you want to bring to the attention of the Legislature)*

\_\_\_\_\_

\_\_\_\_\_

What do you want the Legislature to do?  
 \_\_\_\_\_  
 \_\_\_\_\_

Where have you taken your complaint before approaching the Legislature?  
 \_\_\_\_\_

Do you have responses from bodies to whom you had taken your matter before? If yes, please attach relevant documentation.  
 Yes  No

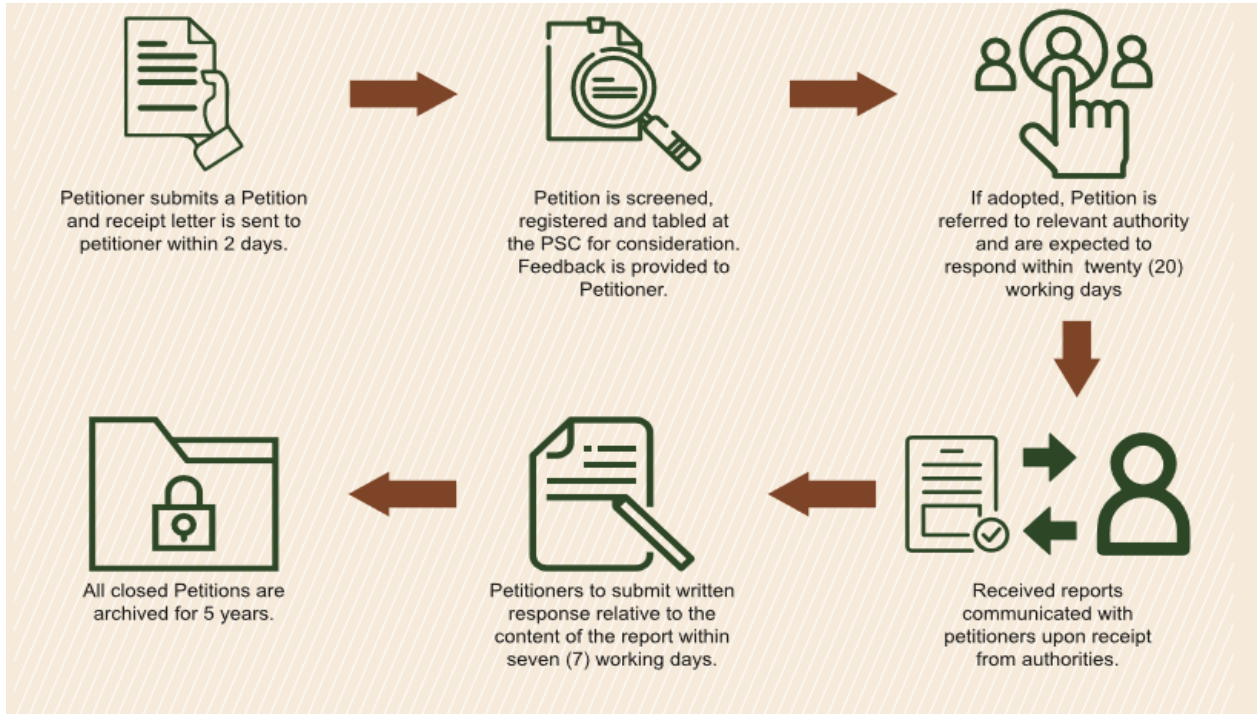
Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*By attaching your signature, you declare that the information contained above is true and correct to the best of your knowledge. False information may result in the non-consideration of your petition.



**Tip: Don't PROTEST!**  
**PETITION the GPL.**

**Petitions escalation process**



9

Exhibitions

Distribution of GPL educational material

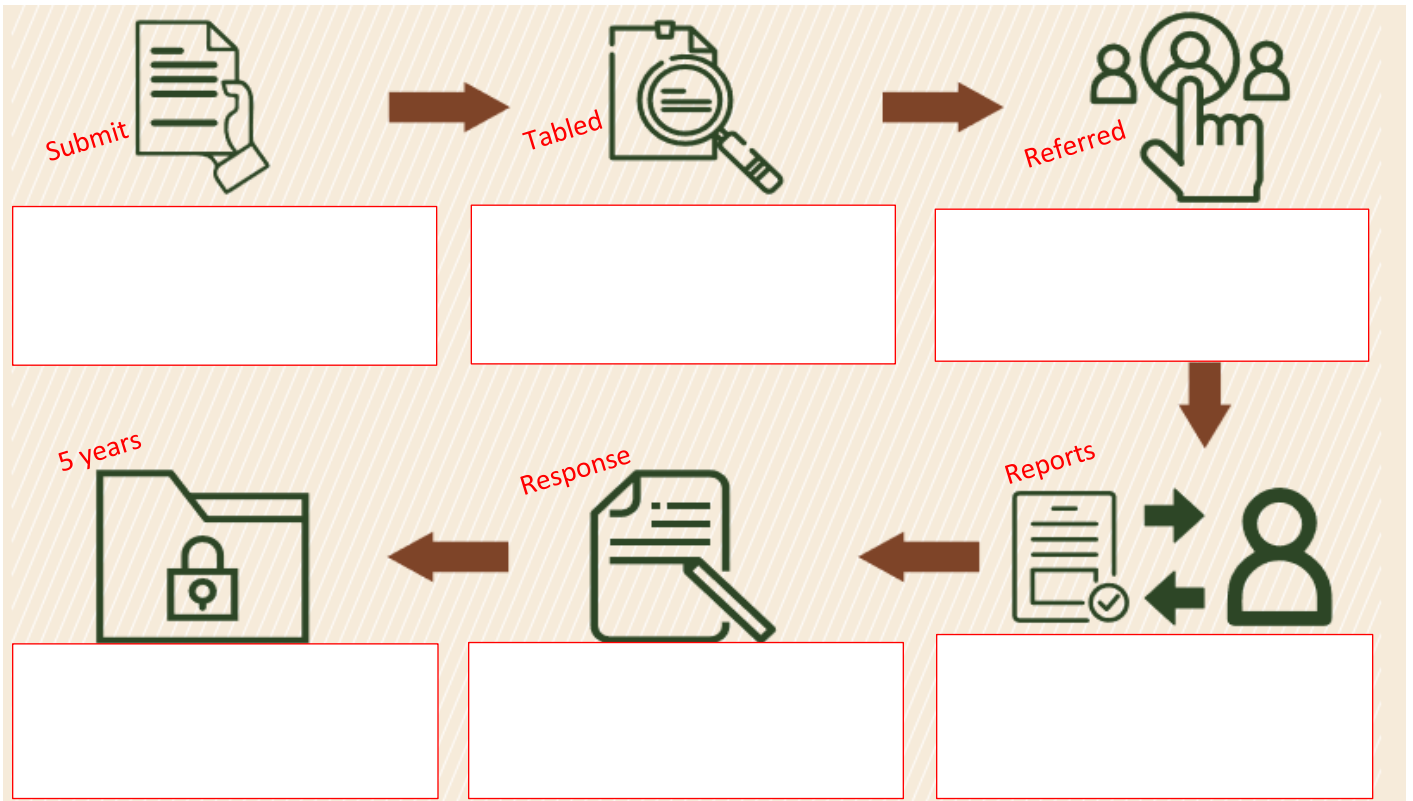
A way of promoting the legislature

Educating the public about the GPL

### Test Your Knowledge

#### Public Participation

Do you remember the petitions escalation process? Rewrite the process in your own words in the blocks provided. Use the picture and the CLUE words provided in red to write each step of the process.



## How to contact the GPL via Social Media



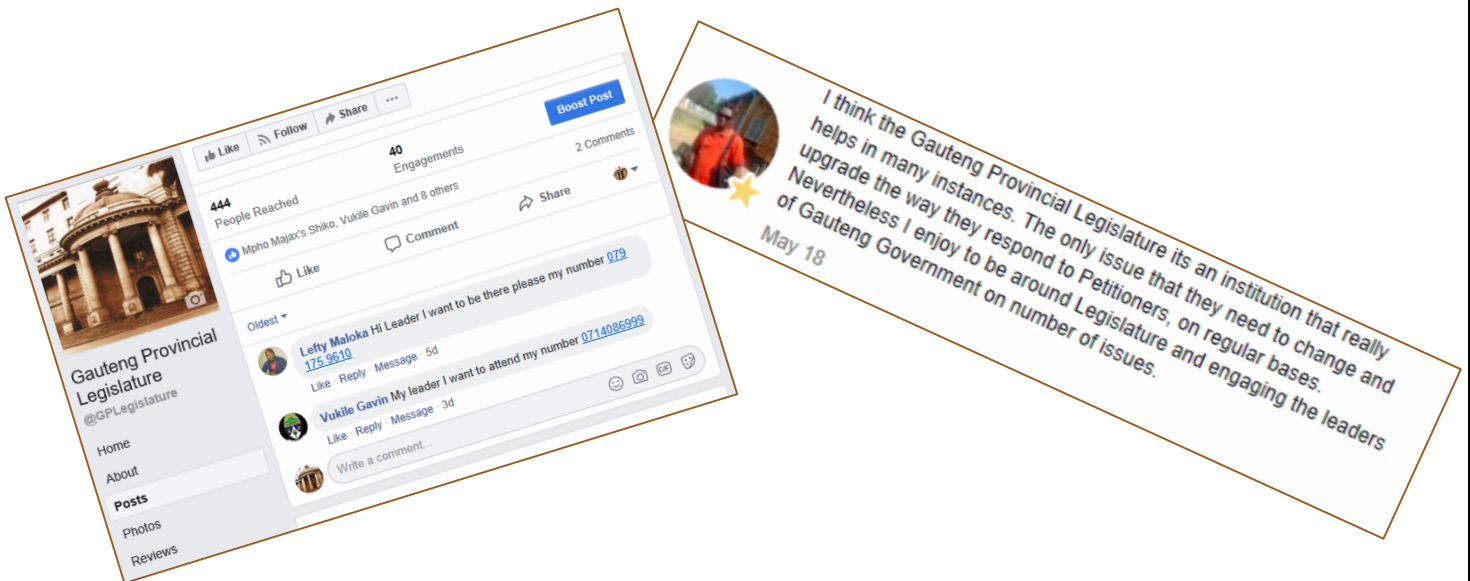
Social media platforms such as facebook, twitter and instagram are social networking websites that allow registered users to create profiles, upload photos and videos, send messages and keep in touch with organisational stakeholders, friends, family and colleagues.

### Why GPL has social media?

As GPL, we strive to keep our social media platforms updated in order to encourage our diverse stakeholders who primarily use electronic communication platforms to interact with us with ease. These platforms contribute effectively to the institution's public participation, law-making and oversight processes.

Below are some of the examples of the interactions we have the Gauteng citizens on various platforms:

### Facebook (fb) messages



### Instagram messages



## Twitter Messages

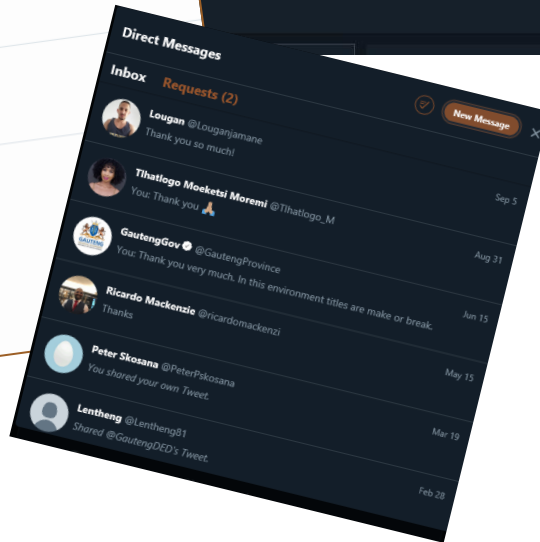


### Tweet Activity

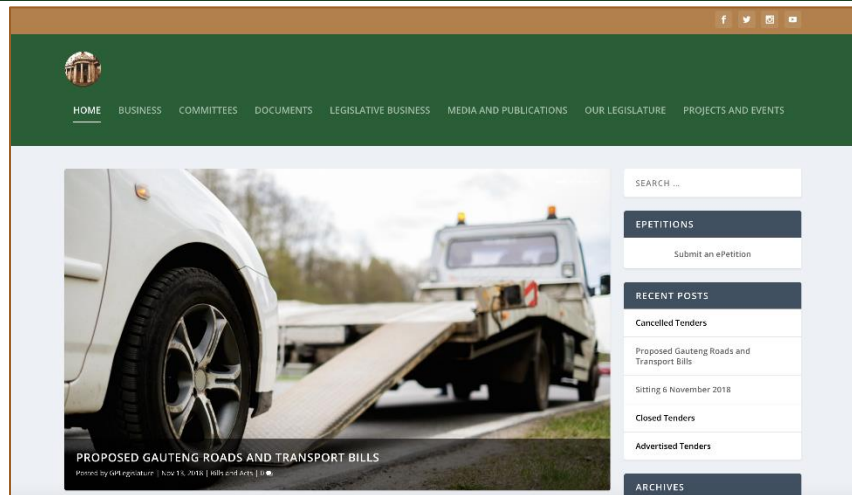
**GPLegislature @GPLegislature**  
 Ad-hoc Committee on Money Bills Seminar: Presentations will be made by renowned speakers on the role of the Parliamentary Budget Office (PBO), the importance of public participation on the budget process and on the relationship of PBOs with stakeholders.

**Reach a bigger audience**  
 Get more engagements by promoting this Tweet!  
[Get started](#)





Impressions  
 Total engagements  
 Profile clicks  
 Replies  
 Retweets



## GPL Websites



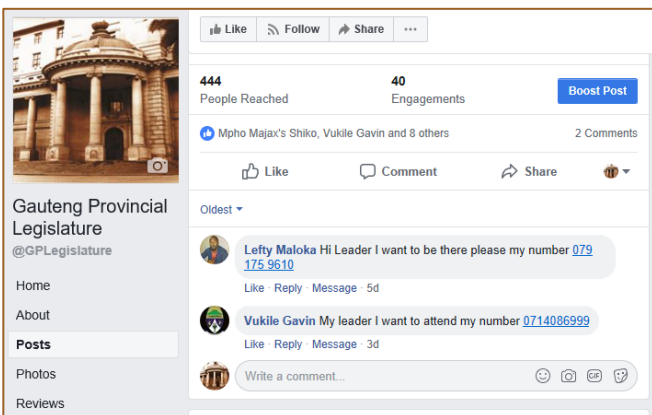
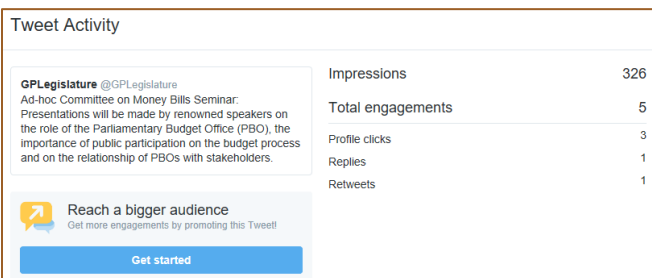
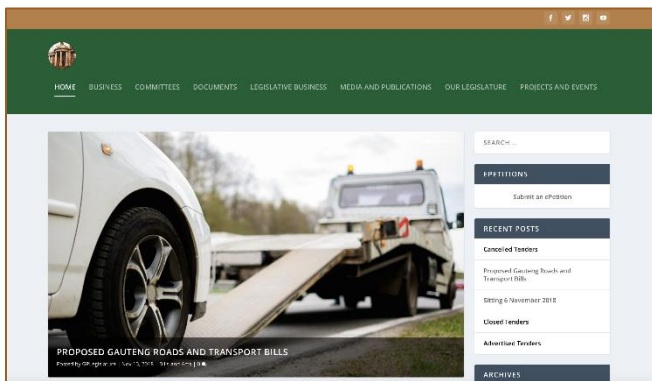
## How to find GPL on social media

	<a href="http://www.gpl.gov.za">www.gpl.gov.za</a>		@GPLegislature
	@GPLegislature		@GPLegislature









# Test Your Knowledge

## Social Media

The pictures below are obtained from various GPL social media platforms. Do you know which picture represents which platform? Write the correct platform name next to the correct picture as well as the GPL address to test your knowledge.



## Contact the Legislature

	Johannesburg City Hall Corner of Helen Joseph (formerly President) and City Hall (formerly Loveday) Streets
	011 498 5555
	086 518 7692 or 086 273 1921
	<a href="http://www.gpl.gov.za">www.gpl.gov.za</a>
	<a href="mailto:ppp@gpl.gov.za">ppp@gpl.gov.za</a>
	@GPLegislature
	@GPLegislature
	@GPLegislature